



DECEMBER 2012

FIRE DEPARTMENT AFFILIATED ORGANIZATIONS

This policy is intended to govern Fire Department affiliated organizations, including eligibility requirements, application procedures and grounds for suspending or revoking affiliated organization status, and the privileges and obligations of affiliated organization status.

1. DEFINITION

- 1.1 An **affiliated organization** is a private organization with a membership comprised in whole or in part of active or retired Fire Department personnel and/or other persons who share an interest or religious or ethnic affiliation and who wish to identify their organization with the Department by its use of the Department's name and/or logo.
- 1.2 A **line organization** is an affiliated organization comprised of active Fire Department personnel.
- 1.3 A **retiree organization** is an affiliated organization comprised of retired Fire Department personnel.
- 1.4 A **general interest organization** is an affiliated organization comprised of active and/or retired Fire Department personnel and/or other members of the public.
- 1.5 **FDNY Trademarks** means the Fire Department's trademarks in its name ("FDNY") and logos (including the Fire Department Shield and Maltese Cross designs).

2. POLICY

- 2.1 The Fire Department recognizes the value of affiliated organizations in promoting the cohesiveness of the Department workforce and the morale of Fire Department personnel, enhancing the Department's public persona, and generating interest in employment with the Department.
- 2.2 The mission of an affiliated organization, and the manner in which it conducts its activities, must serve these purposes and be consistent with the mission, reputation, goals and core values of the Department.
- 2.3 Only one line organization, one retiree organization and one general interest organization will be granted recognition for each type of interest or religious or ethnic affiliation, to avoid competing groups.

3. REQUIREMENTS FOR AFFILIATED ORGANIZATION STATUS

- 3.1 The organization's mission or purpose must be one that, in the Department's judgment and sole discretion, advances one or more of the purposes set forth in Section 2.1 of this policy, and is consistent with the mission, reputation, goals and core values of the Department.
- 3.2 The organization must be duly constituted, with a governing body and/or set of officers. At a minimum, the organization must designate a President, Vice-President and Treasurer, or other equivalent titles with similar authority.
- 3.3 The organization must have a constitution and by-laws or other written mission statement. These documents must set forth:
 - 3.3.1 The mission or purpose of the organization;
 - 3.3.2 The composition of the governing body and the titles of the officers, and the manner by which such body and/or officers will be elected or otherwise designated; and
 - 3.3.3 The criteria for eligibility for membership in the organization. Membership must be open to all active and/or retired Department personnel, as applicable.
- 3.4 The organization must have a minimum number of twenty (20) members in order to be eligible for affiliated organization status. The organization must maintain and update a list of all members who are active or retired Fire Department personnel, and provide it to the Department upon request.
- 3.5 The organization must comply with the requirements of this policy, including complying with its obligations as an affiliated organization, as set forth in Section 5 of this policy, and refraining from any conduct prohibited by Section 6 of this policy.
- 3.6 The Department may vary the requirements for affiliated organization status for organizations that the Department determines explicitly or implicitly received recognition prior to the adoption of this policy.

4. APPLICATION PROCEDURE

- 4.1 Application for affiliated organization status shall be made on the form and in the manner prescribed by the Department, and shall include any administrative fee required by the Department. The application shall include a copy of the constitution and by-laws of the organization, or other written mission statement, and such information and documentation as the Department may require.
- 4.2 Applications for recognition and/or status shall be completed by and submitted by the President of the organization or the equivalent organization representative.

- 4.3 Organizations whose interest or affiliation appears to be similar to, or overlaps with, existing affiliated organizations must provide an explanation of the distinction between the organizations and a justification for a separate affiliated organization.
- 4.4 Affiliated organization status expires on July 1st in the third calendar year after the effective date such status is granted. Application for renewal of affiliated organization status shall be made on the form and in the manner designated by the Department, and include such information, documentation and administrative fee as the Department may require.
- 4.5 Affiliated organization status may be renewed if, in the sole discretion of the Department, the affiliated organization:
- 4.5.1 continues to meet the requirements for affiliated organization status, as set forth in Section 3 of this policy;
 - 4.5.2 has participated in Department events or otherwise remains an active organization consistent with the organization's stated mission or purpose;
 - 4.5.3 has not engaged in conduct prohibited by Section 6.1 of this policy.
- 4.6 Applications for affiliated organization status will be reviewed by Operations, Personnel Resources, Public Information, Legal Affairs and such other bureaus whose participation is deemed appropriate. The final determination as to whether to grant an application for affiliated organization status will be made by the Fire Commissioner or his or her designee.

5. PRIVILEGES AND OBLIGATIONS OF AFFILIATED ORGANIZATION STATUS

- 5.1 The granting of affiliation organization status constitutes the granting of a privilege, not a right. Such status may be suspended or revoked by the Department in accordance with Section 6 of this policy.
- 5.2 Affiliated organizations have the Department's permission to use the FDNY Trademarks solely for the purpose of identifying the affiliated organization as affiliated with the Department.
- 5.2.1 An affiliated organization must, at time of application, acknowledge in writing the Department's rights and interests in the FDNY Trademarks.
 - 5.2.2 Permission to use the FDNY Trademarks in accordance with this policy does not convey to the affiliated organization any right, title or interest in such name and logo, other than a non-exclusive license for non-commercial use identifying the organization as an affiliated organization for the period of time it enjoys affiliated organization status. The logo and/or name may be used on organization stationery, banners, and newsletters, and for other identifying purposes, or to promote goods and services in connection with lawful organization activities consistent with the organization's mission and purpose.

- 5.2.3 An affiliated organization must obtain written permission from the Department or its representatives prior to any other use of the FDNY Trademarks, including any general merchandising of goods or services bearing the FDNY Trademarks.
- 5.3 Affiliated organizations may participate in Department events, or events in which the Department is participating, subject to Department authorization or approval for the individual event.
- 5.4 Affiliated organizations shall conduct their activities in a lawful manner and one that is consistent with the mission, reputation, goals and core values of the Department. An affiliated organization shall notify the Director of Special Projects and Events of the Bureau of Public Information as soon as possible but no later than one (1) business day after any arrest, physical altercation or other incident involving the organization, its officers, or members engaged in organization activities, that, by association with the Department's name and/or logo, would tend to bring the Department into disrepute.
- 5.5 Affiliated organizations, their officers, and members engaged in organization activities, shall clearly disclose, in all dealings with the public, media organizations, and other businesses and organizations, that they are not speaking or acting on behalf of the Fire Department. Inquiries regarding the Fire Department shall be referred to the Department's Office of Public Information.
- 5.6 Any fundraising activities by or on behalf of affiliated organizations shall be conducted in accordance with Federal, State and local laws, including the New York City Conflicts of Interest Law (Chapter 68 of the New York City Charter). Any fundraising activities benefiting the affiliated organization shall not state or imply that the funds being raised are for the benefit of the Fire Department, and shall include a specific disclaimer to that effect to avoid misleading the public.
- 5.7 Affiliated organizations shall notify the Director of Special Projects and Events of the Bureau of Public Information within ten (10) calendar days of any change in the organization's mission or purpose, including any changes in the organization's constitution, by-laws or other written mission statement; any change in officers; and any change in the organization's address or other contact information.
- 5.8 The Fire Department assumes no responsibility for the activities, operations, personnel or liabilities of any organization granted affiliated organization status. Affiliated organization status shall not be deemed to obligate the Fire Department to supervise the organization's activities, operations or personnel, or make the Fire Department liable for the organization's contractual, insurance, payroll, pension, tax or other obligations, or for the acts or omissions of the organization's officers, employees, members or agents. Affiliated organization status shall not be deemed to grant any rights or benefits to any member of the organization, participant in its activities, or third party.

6. SUSPENSION OR REVOCATION OF AFFILIATED ORGANIZATION STATUS

- 6.1 The Fire Commissioner, or his or her designee, in his or her sole discretion, may suspend and/or revoke an affiliated organization status upon a determination that the organization, its officers, or members engaging in organization activities, has or have:
- 6.1.1 engaged in conduct that is illegal or discriminatory;
 - 6.1.2 engaged in conduct that is disruptive of a Department event or event in which the Department is participating;
 - 6.1.3 engaged in conduct that, by association with the Department's name or logo, tends to bring the Department into disrepute;
 - 6.1.4 engaged in conduct that is inconsistent with the mission, reputation, goals or core values of the Department; or
 - 6.1.5 fails to comply with Department requirements for affiliated organizations, including restrictions on the use of the FDNY Trademarks.
- 6.2 Upon notice of suspension or revocation, an affiliated organization shall immediately discontinue use of the FDNY Trademarks and cease engaging in any activities using the FDNY Trademarks.
- 6.3 The Fire Commissioner, or his or her designee, in his or her judgment and sole discretion, may, in lieu of revoking affiliated organization status, grant an affiliated organization an opportunity to correct any violations of this policy, subject to such terms and conditions that he or she determines to be appropriate.

BY ORDER OF THE FIRE COMMISSIONER AND CHIEF OF DEPARTMENT