***Pierce County Fire Chiefs Association***

***Volunteer Division***

**BYLAWS**

February 2014

The Volunteer Division is comprised of members from the Pierce County Fire Chief’s Association with a vested interest in the growth of Volunteerism as it pertains to the Fire Service. The Volunteer Division is a standing Division of the Pierce County Fire Chiefs Association.

***Mission Statement***

"To serve as one, representing all."

**Article I: Objectives**

1. Plan, coordinate, prioritize and expedite volunteer programs as they relate to Recruitment, Training, Incident Preparedness, Emergency Response and Retention in Pierce County.

2. Provide representation of the Volunteer Firefighting service at the local level and from the local level.

3. Assist the development and promote the unified application of Volunteer firefighting programs throughout Pierce County.

4. Promote and assist in cooperative sharing of Volunteer firefighting resources.

5. Sponsor and present Volunteer Service Programs to the membership of the Pierce County Fire Chiefs Association for endorsement.

**Article II: Members**

The Volunteer Division shall be made up of Active Members of the Pierce County Fire Chief’s Association, approved by the President of the Pierce County Fire Chiefs Association (PCFCA) designated as follows:

***Active members***

Members must be in “Good Standings” with the Pierce County Fire Chief’s Association. Members of the Volunteer Division must be designated by the Chief of their home Organization, participation will come from Organizations which resides in Pierce County and have an interest in the advancement of Volunteer Programs within the County.

**Article III: Rights of Members**

***Members***;

One vote for each entity represented.

**Article IV: Officers**

The officers of the Representative Board for the Volunteer Division shall be:

Chairperson

Vice Chairperson

Secretary

The Representative Board shall be selected by the members of the Volunteer Division. The Representative Board will be selected and presented annually to the President of the Pierce County Fire Chiefs Association for confirmation.

**Article V: Duties of Officers**

**Section I. *Chairperson***

The Chair of the Division shall:

* Preside over all meetings of the Division.
* Appoint sub-committees and representatives as necessary.
* Perform duties and functions of the Division as directed by the Division.
* Represent the Division at meetings as needed, to include but not limited to;
  + Pierce County Fire Chiefs Association meetings

(The chair may appoint a designee to represent as group representative at different times as needed)

**Section II. *Vice Chairperson***

Perform the duties of the chair in the absence of that officer.

Other duties as directed by the Chairperson.

**Section III. *Secretary***

Record and maintain minutes of the meetings of the Volunteer Division meetings

**Article VI: Vacancies in Office**

**Section I.** *Chairperson*

A vacancy in the office of Chairperson shall be filled by the Vice Chair.

**Section II.** *Other Officers*

A vacancy in any office other than Chairperson shall be filled by the vote of the active members of the Volunteer Division at a regularly scheduled meeting.

**Article VII: Meetings of the Association**

**Section I.** *Regular Meetings*

A regular meetings of the Volunteer Division shall occur at a minimum of once per quarter.

**Section II.** *Special Meetings*

A special meeting of the Division may be called by the Chair or by any two (2) active members of the Division.

**Section III.** *Notice of Meetings*

Notice of any meeting of the Division shall be provided at least seven (7) days prior to that meeting; provided that a special meeting for an emergency situation may be called with twenty four (24) hours’ notice. Notification will normally occur by e-mail.

**Section IV:** *Quorum*

A quorum of the Division shall be at least four (4) members including one representative board member in attendance.

**Article VIII: Fiscal Year**

The fiscal year of the Division shall be the same as the Chief’s Association (January through December).

**Article VIIII: Rules of Order**

Robert's Rules of Order shall govern the conduct of all meetings of the Volunteer Division.

**Article X: Amendment of Bylaws**

**Section I.** *Proposal for Amendment*

Proposals for the amendment of the Bylaws may be made by the Representative Board or by the petition of a quorum.

Proposals shall be submitted in writing and shall be specific as to the amendment sought.

**Section II.** *Notice*

Proposals for amendment to the Bylaws shall be sent to all active members of the Division at least thirty (30) days prior to the meeting at which the proposals are to be considered.

**Section III.** *Approval*

A proposed amendment to the Bylaws of the Volunteer Division shall require the approval of two-thirds of the members represented and voting.

The undersigned, Chair and Vice Chair of the Pierce County Volunteer Division and the President of the Pierce County Fire Chiefs Association (PCFCA) certify that the above and foregoing Bylaws of said Association were adopted by the directors as the Bylaws of Pierce County Volunteer Division and that the same do now constitute the Bylaws of this Association.

Dated this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2014.

Attest:

Keith Wright, President, PCFCA

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Eric Skogen, Chair, Volunteer Division

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, Vice Chair, Volunteer Division

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Tony Vo, Secretary, Volunteer Division