

**PIERCE COUNTY FIRE CHIEFS' ASSOCIATION
BY-LAWS**

(Revised 05-2018, Approved 09/06/2018)

ARTICLE I: NAME

This Association shall be known as the Pierce County Fire Chiefs' Association.

ARTICLE II: MEMBERSHIP

1. The membership of this Association shall consist of **active, life, retired, associate, and honorary members**, as defined below:

- A. **Active Members:** shall mean all chief administrative officers of fire departments with dues paid, departments of State and Pierce County, Fire Marshal, Industrial and Military Fire Departments, and all governmental agencies which are fire and/or emergency services oriented in Pierce County.

NOTE: A chief administrative officer is defined as one that holds the rank of Chief, Deputy Chief, Assistant Chief, Battalion Chief, Fire Marshal, Communications Director, or such other title designations as may be used in various fire departments, but shall be restricted to those people who are performing administrative duties.

- B. **Life Members:** shall include the Past President of the Association as well as any other individuals so designated by the Executive Board. They shall pay dues until retirement from the fire service.
- C. **Retired Members:** shall be those who have been active members of this Association at the time of their retirement. They shall be non-voting members, nor be eligible to hold an elective office. Retired members shall not pay dues.
- D. **Associate Members:** shall include any person who is a member of a Pierce County fire department or Affiliate Agency currently paying dues. Associate Members shall be non-voting, unless qualified for active membership in this Association under Section A of this Article.

Affiliate Agencies shall be defined as those governmental or non-profit agencies/organizations which are actively involved in the delivery and/or support of fire and emergency services and whose activities support the Mission and Vision of the Association.

Affiliate Agencies may apply to be an Associate member, to be approved by the Executive Board.

- E. **Honorary Members:** shall include any person who has performed an outstanding public service, who may be elected to an honorary membership by a two-thirds majority vote of the members present at any regularly scheduled meeting. Honorary members shall be non-voting members and not pay dues.

ARTICLE III: OBJECTIVES

The objectives of this Association shall be:

1. The promotion of fire prevention by legislation and education of both the fire service and the general public.
2. The advancement of fire suppression through education and such other means as may be available.
3. To promote, through research and development, better firefighting equipment for the suppression of fire.
4. To cultivate a closer fraternal fellowship between the several branches of the fire service throughout Pierce County.
5. To make available technical information and guidance to the members of this Association.
6. To promote advancement of Emergency Medical Services through education, research and training.
7. To promote consolidated purchases, operations, training, and other cost-effective objectives.
8. To promote safety, education, development, and training in all other aspects of emergency operations and responses that the fire service may be involved in.

ARTICLE IV: OFFICERS

1. The officers of this Association shall be: President, Vice-President, Recording Secretary/Treasurer, Immediate Past President, Trustee 1, 2 and 3. These officers shall also be known as the Executive Board.
2. A Trustee 4 may be appointed at the discretion of the Executive Board to fill a vacancy of the Immediate Past President (See Article IX, Section 2.) Trustee 4 will only be filled when the Immediate Past President position is vacant.
3. All officers shall assume their official duties January 1 of each calendar year.

ARTICLE V: DUTIES OF OFFICERS

1. **PRESIDENT:** It shall be the duty of the President of the Association to preside over meetings of the Association, to sign all orders duly granted by the Association and Executive Board, and to perform such other duties as are ordinarily performed by a presiding officer, or as may be required by the Association.
2. **VICE-PRESIDENT:** It shall be the duty of the Vice-President to perform the duties of the President in his absence or inability to serve and to serve and assist the President whenever required. The Vice-President will arrange the meeting speakers/programs.
3. **IMMEDIATE PAST PRESIDENT:** Shall serve on the Executive Board and perform duties as assigned by the President.
4. **TRUSTEE:** Shall serve on the Executive Board and perform duties as assigned by the President.
5. **RECORDING SECRETARY/TREASURER:** The Recording Secretary/Treasurer is a position appointed by the Executive Board and receives a monthly salary commensurate with the responsibilities as deemed appropriate by the Executive Board and documented in a Personal Services Contract. The position is responsible for: keeping the minutes of the Association meetings, receiving all correspondence, maintaining all documents for the Association, including membership database, maintaining the website, receiving all monies due the Association, keeping a complete account of the same, and producing a detailed reports for Association meetings and at the request of the Executive Board.

ARTICLE VI: EXECUTIVE BOARD

1. The Executive Board shall consist of the President, Vice-President, Trustees, the Immediate Past President, and Recording Secretary/Treasurer.
2. The Executive Board shall meet at the call of the President or upon written petition of any three (3) Executive Board members. The Board shall conduct all the business of the Association during the interim between meetings, and submit a report of activities to the members of the Association.
3. Any member of the Executive Board failing to attend two (2) successive meetings of the Board during any year, without an excuse acceptable to the Board, shall be disqualified and that office declared vacant.
4. The Executive Board shall adopt an annual budget and present it to the membership for approval at the November meeting.

ARTICLE VII: EXECUTIVE BOARD ELECT

1. It shall be the duty of the Executive Board Elect to meet to set their goals and objectives, formulate a proposed budget to be presented to the current Executive Board, and review the current By-Laws. The Executive Board

Elect shall have the right to appoint committees to accomplish these duties.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

1. The election of Officers shall be held in November of each year. Those elected shall be known as the Executive Board Elect until they take office.
2. Prior to the September meeting, the President shall appoint a nominating committee, consisting of the Immediate Past President and two (2) additional active members of this Association. This committee shall make a report at the September business meeting.
3. Any active member in good standing shall be entitled to one vote, as defined in Article II: Membership.
4. The President, Vice-President, and Trustees shall be elected for a one-year term by a majority of all active members present and voting. They shall meet the membership requirements of Article II: Membership.
5. Voting for contested Officer Positions shall be done via written ballot. Ballots will be tabulated by the Nomination Committee and the winner announced at the same meeting that the vote took place.
 - a. Ballots will be destroyed after announcing the winner.

ARTICLE IX: VACANCY

1. In the case of a vacancy in the office of President, the Vice-President shall succeed to the office. In the case of a vacancy in the office of Vice-President or Trustee, the vacancy shall be filled by a majority vote of the Executive Board to serve the unexpired term.
2. In the case of a vacancy in the office of the Immediate Past President, the vacancy shall be filled by a majority vote of the Executive Board to serve the unexpired term and shall be known as Trustee 4.

ARTICLE X: MEETINGS

1. The Association's meetings shall be held on the first Thursday of each month. If a conflict exists with this day, the President shall reschedule or cancel the meeting. Meetings shall be conducted during the day. The annual meeting (banquet) shall be held in December and conducted in the evening.
2. The location of the meetings will be determined by the President.
3. The President has the authority to call special meetings of the Association as necessary.

ARTICLE XI: DIVISIONS

1. The Division Chair and Vice Chair shall be approved by the President of the Association.

2. The Association shall have the following divisions:
 - A. **Fire and Life Safety Division** shall include any person who is actively engaged in the field of fire prevention and/or public education and meets eligibility requirements as defined in Article II, Item D.
 - B. **Training Division** shall include any person who is actively engaged in the field of fire training and meets eligibility requirements as defined in Article II, Item D.
 - C. **Emergency Medical Services Division** shall include any person who is actively engaged in the field of EMS and meets the eligibility requirements as defined in Article II, Item D.
 - D. **Logistics Division** shall include any person who is actively engaged in the field of logistics and meets eligibility requirements as defined in Article II, Item D.
 - E. **Operations Division** shall include any person who is actively engaged in the field of Operations and meets the eligibility requirements as defined in Article II, Item D.
 - F. **Volunteer Services Division** shall include any person who is actively engaged in the field of Volunteer Services and meets the eligibility requirements as defined in Article II, Item D.
3. The Association may amend the type and number of divisions as needed.

ARTICLE XII: COMMITTEES

1. The President shall appoint all committees as he/she deems necessary. The Association shall have the following standing committees:
 - A. **Nomination Committee** as outlined in Article VIII: Nominations and Elections.
 - B. **Audit Committee** shall audit the books of the Association and make a report at the February meeting.
 - C. **Emergency Management**
 - D. **Annual Meeting (Banquet)** shall organize and plan the Annual Combined Banquet. The President can use this committee for additional special events planned or sponsored by the Association.
 - E. Other such committees as determined by the President, Executive Board or membership.

ARTICLE XIII: DUES

1. Changes in the annual dues to this Association shall be determined at a regular meeting of this Association, by a majority vote of members present from the Association. Notice of proposed change shall be given, in writing, to the membership thirty (30) days prior to the regularly scheduled meeting. For dues schedule, see Appendix A.

2. The Initial Dues Invoice / Notice will be emailed, posted on the website as well as distributed at the January meeting. A reminder will be sent out in March via email.

ARTICLE XIV: VOTING

1. Only ACTIVE members in good standing are eligible to place a motion on the floor for a vote. All active members in attendance at any regular or special meeting of this Association shall be entitled to one vote, with a maximum of four votes from any one member organization.
2. Voting shall be by voice, but any member can request a roll call vote and a count of the members present. Voting on changes to the By-Laws shall be a roll call vote of the members present.

ARTICLE XV: PROCEDURE AND PRACTICE

1. The Recording Secretary/Treasurer of the Association shall process all checks. All checks require two valid signatures. The checks will be signed by the Recording Secretary/Treasurer and any one (1) of the Executive Board Members. The Recording Secretary/Treasurer will make the final disbursement. Checks for Recording Secretary/Treasurer's monthly salary will not be signed by the Recording Secretary/Treasurer.

ARTICLE XVI: AMENDMENTS

1. This Association shall have the full power at any regular meeting to alter, amend, and revise these By-Laws. Changes to the By-Laws must be written and presented at a regular business meeting and published in the Associations minutes before voting. Proposed changes to the By-Laws must be published and distributed fifteen (15) days in advance of the next regular meeting. Any changes to these By-Laws requires a two-thirds affirmative majority vote of the members present. The results of each vote shall be entered in the minutes.

ARTICLE XVII: RULES OF ORDER

1. Robert's Rules of Order shall govern this Association in the conduct of business unless otherwise specifically stated in the By-Laws.

APPENDIX A

APPROVED at 1/5/2012 Meeting to increase Dues to the following:

Dues Schedule

Assessed Valuation of Department's Service Area (in dollars)	Dues
Under 250 million	\$200.00
250 million to 1 billion	\$300.00
1 billion to 5 billion	\$400.00
Over 5 billion	\$500.00
Other – Associate Member (Flat rate per Agency)	\$100.00

Note: There are no additional fees for any members of your organization who are active in other Divisions of the Pierce County Fire Chiefs Association.

APPROVED at 1/9/2014 Meeting to adjust the Dues to the following:

Dues Schedule

Assessed Valuation of Department's Service Area (in dollars)	Dues
Under 50 million	\$ 50.00
50 million to 250 million	\$200.00
250 million to 1 billion	\$300.00
1 billion to 5 billion	\$400.00
Over 5 billion	\$500.00
Other – Associate Member (Flat rate per Agency)	\$100.00

Note: There are no additional fees for any members of your organization who are active in other Divisions of the Pierce County Fire Chiefs Association.