



# *Bylaws*

**California Fire Chiefs Association**

**ADMINISTRATIVE FIRE SERVICES SECTION**

Revised and Adopted: March 2019

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## ARTICLE 1 - NAME, OBJECTIVE, AND ORGANIZATION

- 1.1 NAME:** This organization shall be known as the California Fire Chiefs Association, Administrative Fire Services Section, hereinafter referred to as "the Section." It shall be composed of *two* divisions; namely, the California Fire Chiefs Association Administrative Fire Services Section, Southern Division, and the California Fire Chiefs Association Administrative Fire Services Section, Northern Division.
- 1.2 MISSION STATEMENT:** To be an effective support system to all fire service professionals by utilizing the skills of our profession to strengthen administrative operations.
- 1.3 OBJECTIVE:** The objective of the Section shall be to:
- A. Increase the proficiency and enhance the professional status of Fire Service administrative professionals by maintaining a statewide network of various communication channels.
  - B. Further promote educational opportunities for all Fire Service administrative professionals by providing workshops and/or seminars.
  - C. Promote and encourage leadership opportunities through mentoring.
- 1.4 ORGANIZATION:** The Section shall be comprised of all eligible members whose agencies are within the State of California as defined by the California Fire Chiefs Association.

The Southern Division shall represent that portion of the State of California consisting of Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara and Ventura counties.

The Northern Division shall consist of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba counties.

## ARTICLE 2 - MEMBERSHIP

- 2.1 ACTIVE MEMBERSHIP:** Active members shall be comprised of Fire Service administrative professionals of regularly organized public, military, private and industrial fire agencies.

Active members of the Section in good standing shall be entitled to vote on all matters requiring a vote unless otherwise prohibited by the Bylaws, hold office, serve as members of the Executive Board and to participate fully in the affairs of the Section. Proxy voting to be allowed only in absence of Active member and vote delegated to a current Associate member of same agency.

Each member agency shall be represented by a minimum of one current Active Membership. Additional and unlimited Active and/or Associate Memberships will then be accepted. Membership status shall remain the same for the entire membership period.

- 2.2 ASSOCIATE MEMBERSHIP:** Associate members shall be comprised of any current employee of a regularly organized public, military, private and industrial fire agency. The Fire Service administrative professional may choose an Associate Membership, if desired, providing that at least one other member of said agency holds a current Active Membership.

Associate members shall be entitled to all privileges and benefits provided by the section, except that they shall not be entitled to vote or hold office.

*Voting Exception: Any associate member who is actively involved as a committee member shall have the right to vote on any issue that is brought before the membership.*

- 2.3 SUSTAINING MEMBERSHIP:** Sustaining members shall be comprised of any person(s) or organization with a vested interest in the Fire Service.

Sustaining members shall be entitled to attend all open meetings of the Section and shall have the privilege of the floor, subject to the will of the President, but shall not be entitled to vote or hold office.

- 2.4 LIFE MEMBERSHIP:** Life Membership may be conferred by the respective Executive Board upon any person who has been an Active member in good standing of the Section upon separation from the Fire Service.

Life Members shall be entitled to all privileges and benefits provided by the Section, including voting privileges, but they shall not be entitled to hold office.

Should a Life member return to a position in the fire service, Life membership will be suspended and an Active membership will be required to participate in AFSS at Member rates.

- 2.5 HONORARY MEMBERSHIP:** Honorary membership may be conferred upon any person who has rendered conspicuous service to the Section, its aims, and purposes.

Honorary Members shall be entitled to all privileges and benefits provided by the Section, except that they shall not be entitled to vote or hold office.

- 2.6 DUAL/SHARED MEMBERSHIP:** Dual/shared memberships shall not be permitted.

- 2.7 TRANSFER OF MEMBERSHIP:** The respective Executive Board may authorize transfers of membership on an individual basis.

## **ARTICLE 3 - OFFICERS/EXECUTIVE BOARD**

- 3.1 ELIGIBILITY:** Any member of each Division seeking election to any of the elective

offices specified in this Article shall on the day of the election be an Active or Associate member in good standing. Upon election, the Associate member shall upgrade their membership to active status.

**3.2 ELECTED OFFICERS:** The elected officers of each Division shall consist of a President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and (optionally at each Division's discretion) Member-at-Large. These elected officers shall be known as the Executive Board of that Division.

**3.2.1 IMMEDIATE PAST PRESIDENTS:** Immediate past presidents may serve as an advisor to their respective executive board and may attend board meetings but shall not have a right to vote.

**3.3 TERM OF OFFICE:** Executive Board members shall be elected to serve terms of office per the respective Division's Standard Operating Guidelines. The officers shall be installed at the annual conference / workshop. The officers' term will commence on the 1<sup>st</sup> day of July following the installation. Any Executive Board member shall have the option to vacate their position upon written notification to their respective Executive Board.

**3.4 MEETINGS:** Executive Board meetings shall be held prior to the regular quarterly meetings. Minutes shall be taken at all meetings.

**3.5 MEETING CANCELLATIONS:** At the direction of a majority of the respective Executive Board, an Executive Board meeting may be canceled.

**3.6 QUORUM:** At all Executive Board meetings, four members of the Board shall constitute a quorum.

**3.7 REMOVAL OF OFFICERS:** Any Executive Board Member exhibiting professional malfeasance may be removed from office and said position shall be declared vacant.

**3.8 VACANCIES:** In the event of an unforeseen vacancy occurring within an Executive Board, the next officer in line shall immediately be directed by the respective Executive Board, in writing or in formal session, to assume all duties and authorities of the vacant office, and shall serve for the unexpired term. In the event of a vacancy that cannot be filled in this manner, the respective Executive Board may immediately appoint an acting position that shall serve until such time as a permanent replacement is made. Permanent appointments shall be determined by a vote of the general membership.

**3.9 NOMINATIONS AND ELECTIONS:** Nominations and elections shall be held during the regularly scheduled quarterly General Membership meetings.

**3.9.1 NOMINATIONS:** The Nominating Committee shall present the slate of officers, as outlined in the respective Division's Standard Operating Guidelines, and additional nominations shall be solicited from the floor at said meeting. Those nominated shall provide a brief biographical sketch to accompany an election ballot.

**3.9.2 ELECTIONS:** If only one person is nominated for a position, no ballot will be sent out; but the name of the candidate will be presented at the next quarterly meeting and a voice vote

taken at that time

Ballots, when required, shall be distributed to each qualified member one month prior to the quarterly meeting at which the slate of officers will be presented and must be returned to the Nominating Committee no later than five days after receipt. The Nominating Committee shall tally the ballots and the Section Chief shall certify the election as true and valid. The Nominating Committee shall destroy the ballots after the election is certified. An election will be certified as valid by 51 % of the ballots cast. Elections of officers shall be announced at the next quarterly meeting.

Any tie vote shall be decided by a second election sent out electronically. If a tie still persists, the position shall be decided by drawing a name at the quarterly meeting prior to the annual conference.

**3.10 INSTALLATION OF OFFICERS:** The installation of officers shall occur at the annual conference/workshop. The installation of officers shall include the oath of office as stated in the guidelines.

## **ARTICLE 4 - DUTIES OF ELECTED OFFICERS**

**4.1** The general duties of all Executive Board members shall be to:

- A. Attend and participate in all quarterly Division General Membership meetings.
- B. Attend and participate in all quarterly Division Executive Board meetings.
- C. Read and understand the Bylaws. Any interpretation or determination by the respective Division Executive Board shall be conclusive.
- D. Act as Liaison, as appointed by the Division President, to one or more of the committees named in the guidelines. Liaison duties may be accomplished by either regularly attending said meetings or by regular contact with the committee coordinator with a report back to their respective Executive Board. It is the intent of the Executive Board that each Liaison serves as the communication link between the Committee and their respective Executive Board.
- E. Initiate and execute projects, programs and activities as shall arise.
- F. Appoint any and all committees as may be necessary to further the purpose of the Division.
- G. Additional responsibilities as specified in the respective Division guidelines.

**4.2 PRESIDENT:** The President shall:

- A. Preside at all General Membership and Executive Board meetings.
- B. Serve as representative of the Division to all outside agencies and organizations.

- C. Submit an annual report of Division activities to the membership, the Historical Committee and to the California Fire Chiefs Association.
- D. Appoint a Nominating Committee, which may consist of two Executive Board members for the purpose of nominating qualified candidates for election to the Executive Board. Active members in good standing may be appointed to the committee as necessary.
- E. Full voting rights.
- F. Call special meetings of the Division and the respective Executive Board in accordance with the Bylaws.
- G. Be a signatory for all respective Division accounts.

**4.3 FIRST VICE-PRESIDENT:** The First Vice-President shall:

- A. Assist the President and assume duties of the President in the event of the absence or inability to perform the duties of office.
- B. Be a signatory on account for all respective Division accounts.
- C. Maintain regular contact with all Committee Coordinators and Liaisons.
- D. Assist the President in the development of the Division's annual report.

**4.4 SECOND VICE-PRESIDENT:** The Second Vice-President shall:

- A. Serve as Parliamentarian and ensure a quorum is present at all meetings as stated in the Bylaws.
- B. Assist the First Vice-President.
- C. In the absence or inability of the First Vice-President to perform all the duties of the office, be directed to assume the duties of the First Vice-President.
- D. Assist the President and First Vice-President in conducting the business and policies of the Division.
- E. May be a signatory on account for all respective Division accounts.

**4.5 RECORDING SECRETARY:** The Recording Secretary shall:

- A. Keep the minutes of all meetings of the respective General Membership and of the Executive Board.
- B. Maintain a copy of all signed original minutes of General Membership, Executive Board and Special meetings. Once minutes have been approved by membership, original signed minutes shall be forwarded to the Historical Committee for archiving.

- C. Assume responsibility of Corresponding Secretary duties at quarterly meetings in the absence of Corresponding Secretary.

**4.6 CORRESPONDING SECRETARY:** The Corresponding Secretary shall:

- A. Receive the minutes from the Recording Secretary and distribute to all Division members along with an Agenda and miscellaneous paperwork for the next meeting, at least one month prior to the meeting date.
- B. Maintain general correspondence of the Division.
- C. Reply to all correspondence and other communications to the Division as referred by other Executive Board members.
- D. Ensure all correspondence has been approved by a majority of the respective Executive Board prior to release.
- E. Send proposed Bylaws amendments to all active Division members thirty days prior to discussion and/or approval.
- F. Assume responsibility of Recording Secretary duties at all meetings in the absence of Recording Secretary.

**4.7 TREASURER:** The Treasurer shall:

- A. Receive, record, and deposit all monies on behalf of the Division.
- B. Maintain official financial records, including all receipts, and prepare a quarterly financial report.
- C. Assure that authorized expenditures are paid in a timely manner.
- D. Assure all checks have the required two signatures.
- E. Schedule a qualified person to conduct a bi-annual review of all financial records.
- F. Assure that all financial records are maintained according to the budget cycle as specified in guidelines.
- G. Be a signatory for all respective Division accounts.

**4.8 MEMBER-AT-LARGE (Optional):** The Member-at-Large shall:

- A. Be an active member of the Executive Board in conducting business of the Section.
- B. Perform such other duties as may be required at the direction of the Executive Board.
- C. Shall only have voting rights at Executive Board meetings where a quorum of elected officers is not already present.



## ARTICLE 5 - GENERAL MEMBERSHIP/SPECIAL MEETINGS

- 5.1 GENERAL MEMBERSHIP MEETINGS:** Shall be held quarterly. Minutes shall be taken at all regular meetings.
- 5.2 QUORUM:** A quorum for each General Membership meeting shall consist of no less than four (4) Executive Board Members and the General Membership of that Division in attendance.
- 5.3 CONFERENCE/WORKSHOP:** An annual statewide conference / workshop may be held each year.
- 5.4 SPECIAL MEETINGS:** Special meetings of the General Membership or Executive Board may be held to deal with matters of urgency. Notice of such meetings shall be given to all appropriate members involved at least three days prior to the meeting.
- 5.5 CANCELLATION OF MEETINGS:** A quarterly meeting may be cancelled at the direction of a majority of the Division's respective Executive Board.

## ARTICLE 6 - DUES

- 6.1 DUES:** The dues structure of the organization shall be established and adopted by the membership. Dues for membership may be assessed for active, associate, sustaining, and life members. Due for new members may be prorated.
- 6.2 DELINQUENT DUES:** Dues shall be due July 1<sup>st</sup> of each year and shall be delinquent sixty days thereafter.
- 6.3 ELIGIBILITY TO VOTE:** No member in arrears for dues shall be eligible to vote. After due notice of such arrears, the member shall be removed from the membership mailing list.
- 6.4 REFUNDS:** Dues are non-refundable.

## ARTICLE 7 - PUBLICATIONS

- 7.1 NEWSLETTER:** Each Division may produce an official publication.
- 7.2 PRESS RELEASES:** All articles pertaining to the Division shall be approved by the respective Executive Board prior to release.

## ARTICLE 8 - COMMITTEES

- 8.1 STANDING:** Standing Committees shall be approved by the Executive Board and may include, but not be limited to, the following:
- A. Budget
  - B. Bylaws
  - C. Communications
  - D. Conference/Workshop
  - E. Education and Training
  - F. Membership
  - G. Historical
  - H. Nominating/Installation
  - I. Ways and Means
- 8.2 SPECIAL AND/OR AD HOC:** Special and/or ad hoc committees may be appointed by their Division's respective Executive Board as required.
- 8.3 MINUTES:** Minutes will be kept of all committee meetings and forwarded to the Executive Board Liaison.

## ARTICLE 9 - RULES OF ORDER

- 9.1 RULES OF ORDER:** The Presiding officer shall preserve order and decorum and shall take no part in debates while presiding. All questions of order shall be subject to an appeal to the Executive Board. The presiding officer may state the reasons for the decision given and shall put the question as follows: "Shall the decision of the President be sustained?" A two-thirds majority of those present and voting shall be necessary to reverse the decision of the President.
- 9.2 PARLIAMENTARY PROCEDURE:** The presiding officer shall be guided by parliamentary procedure on any question coming before the Division for which no provision has been made in the Bylaws.

## ARTICLE 10 - CHANGES TO BYLAWS

- 10.1** Changes to the Bylaws may be proposed by any active member and submitted to their respective Bylaws Committee for review and recommendation prior to any Joint Executive Board meeting.
- 10.2** All qualified members shall be given written notice of any proposed changes at least thirty (30) days prior to the quarterly General Membership meeting when the proposal(s) shall be brought to a discussion and/or vote.
- 10.3** Proposed changes must be recommended by a vote of the quorum as defined in Section 5.2.
- 10.4 EFFECTIVE DATE:** All alterations, amendments, and revisions, once approved by a quorum of both Divisions as defined in Section 5.2, shall immediately supersede all other Bylaws.


## 10.5 PROCEDURES:

- A. Bylaws Coordinator will produce 2 original bylaws for signature from both North and South AFSS Division Presidents.
- B. Both originals are to be returned to the lead Bylaws Coordinator by the North and South AFSS Division Presidents.
- C. Bylaws Coordinator will send copies of executed document to both Division Presidents.
- D. Bylaws Coordinator will send one original to each Division Historical Committee Chair.
- E. Bylaws Coordinator will forward electronic version to the AFSS Website Coordinator for posting.

## ARTICLE 11 - TAX EXEMPT STATUS AND FINANCIAL REVIEW

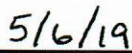
- 11.1 The organization does not contemplate pecuniary gain or profit to the members thereof and is organized for nonprofit purposes.
- 11.2 Notwithstanding any of the above statements of purposes and powers, this organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific purpose of this organization.
- 11.3 A bi-annual financial review of the Treasurer's records shall be conducted by a qualified person. Said financial review will be submitted for approval to the respective Executive Board.

RATIFIED:

  
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Janet Arthur, President, Southern Division

  
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Date

  
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Lynda Vargas, President, Northern Division

  
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Date