

Pend Oreille Fire Chiefs Association

By-Laws

Approved: By a majority vote of members present at the POFCA meeting on July 12, 2012.

ARTICLE I – NAME

- A. The name of the Association shall be the “Pend Oreille Fire Chiefs Association”, (hereby referred to as the “Association”).

ARTICLE II – PURPOSE

- A. The Association is organized and shall be operated as a nonprofit corporation for the purpose of promoting fire prevention, oversee the education and training of firefighters, oversee all Sections and Committees of the Association, encourage the standardization of methods and equipment, encourage and assist member agencies in maintaining compliance with local, state, and federal laws and standards, establish interoperability of equipment and communications between member organizations, share information relative to improving the delivery of fire suppression and emergency medical services, and foster cooperation among organizations providing for public safety in Pend Oreille County.

ARTICLE III – MEMBERSHIP

A. Membership Classifications

1. Active Members – Active members shall include Fire Chiefs, Chief Officers, or their designated member(s) of formally organized active fire departments, fire districts, and recognized city, town, county, state, federal, tribal fire or industrial agencies within Pend Oreille County.
2. Associate Members – Associate members shall be non-voting members and may include owners, salespersons, or other employees of firms who supply services or material to the fire service. Associate members may share information at the request of the chair, may be invited as “technical experts” for committee work, and speak to motions.

B. Voting

1. Each fire department or agency represented by at least one “active” member shall have only one vote, regardless of the number of active members within the Association, providing annual membership dues have been paid.
2. Motions shall pass or fail by majority vote (50% +1 of **present** voting members)
3. Affiliate and Associate Members are non-voting members.

C. Dues

1. Dues for all members will be based on the needs of the organization and specifically based upon the budget approved each year by a majority vote of the active members.
2. Dues are required to be paid on or before July 1st of each calendar year and will be considered delinquent after August 31st of each calendar year.

D. Contributions/Donations

1. Monies may be accepted for the betterment of the Association.

ARTICLE IV – OFFICERS

A. Executive Board

1. The Executive Board (E-Board) will be made up of the elected officers of the Association
2. The E-Board is empowered by the membership to conduct business on behalf of the membership in order to facilitate the day-to-day operation of the Association.
3. The E-Board may not make decisions or take action on behalf of the membership which constitutes a significant change impacting the Association without first bringing the issue before the membership for a vote.
4. The E-Board shall have a spending limit of \$500 in order to conduct day-to-day operations of the Association. Any expense to exceed \$500 requires a vote of the Association members at a regularly scheduled meeting.

B. Officers

1. The Officers of the Association shall be President, Vice-President, and Secretary/Treasurer.
2. Only Chief Officers of fire departments, fire districts or industrial fire brigades who are active members of the Association are permitted to serve as Officers of the Association.
3. The length of term for all elected officers shall be one (1) year.

C. Duties of Officers

1. President: The President shall preside at meetings of the Association; serve as ex-officio member of all committees; serve as the administrative officer of the Association; and perform other duties as required.
2. Vice President: The Vice President shall preside at meetings of the Association in the absence of the President; make themselves available to the committees appointed by the membership as an ad-hoc member; assist committees to meet the needs and direction of the Association.
3. Secretary/Treasurer: The Secretary/Treasurer shall keep minutes at meetings of the association; cause the preparation and distribution of meeting minutes no longer than five (5) days after each scheduled meeting; distribute the agenda for meetings, as well as section and/or committee meeting minutes, one week prior to each meeting; keep an up-to-date account of active members – this list should be available at each meeting of the Association.

The Secretary/Treasurer shall serve as a member of the E-Board; make themselves available to the committees appointed by the membership as an ad-hoc member; assist committees to meet the needs and direction of the Association.

The Secretary/Treasurer shall receive, record, and deposit all monies received by the Association into its bank account; report account activity and account balance(s) at all meetings of the Association; keep and file all required reports and corporate documents
At no time may the Secretary/Treasurer expend Association funds without approval of the President or a vote of approval by the membership.

D. Elections

1. Elections will be held annually during the November meeting
2. Each Active Member Agency will have only one vote.
3. Elected Officers are not term limited but must be reelected by the members of the Association every year.

ARTICLE V – ANNUAL BUDGET

- A. The fiscal year (FY) shall begin on January 1st and conclude on December 31st of each calendar year.
- B. An annual budget shall be prepared by the Officers of the Association and presented to the membership for approval at the November meeting.
- C. The budget shall include but is not limited to:
 1. All sources of income or revenue
 2. All anticipated expenditures
 3. Estimated expenses for all Sections
 4. Reasonable justification for anticipated expenditures
- D. An audit of all financial accounts held by the Association, its Sections or Committee's, shall be conducted on an annual basis in October by the Secretary/Treasurer and two Association members. Results of this audit shall be reported to the membership at the November meeting each year.

ARTICLE VI – ASSOCIATION SECTIONS AND COMMITTEES

- A. Association sections work under the Association hierarchy and are empowered to carry out the mission and direction of the Association within their assigned areas of responsibility.
 1. Sections are standing working groups which are both sanctioned and funded by the Association. Section chairpersons are appointed by the President and approved by a majority vote of the membership every two years.
 2. Only Active members may serve as the chairperson of a section. A Section does not have the authority to bind the Association to commitments, agreements or contracts involving the expenditure of funds or resources without the approval of the Association.
 3. Current Association Sections include:
 - a. Training Section
 - b. Public Education Section
 - c. Fire Investigation Section

- B. Committees are temporary working groups assembled to perform specific tasks. Upon completion of the assigned task the committee will disband. Committees will be funded by the Association on an as-needed basis and only with approval of the E-Board. A committee may elect its own Chairperson however; only Active members may serve as the chairperson of a committee.
 - 1. A committee does not have the authority to bind the Association to commitments, agreements or contracts involving the expenditure of funds or resources without the approval of the Association.
- C. Section and Committee Chairpersons are required to keep and record minutes of their respective meetings. These minutes will be forwarded to the Secretary/Secretary/Treasurer to be included with the agenda for the next Association General Meeting.
- D. All Association Sections and Committees shall abide by a \$300 per project spending limit without prior Association approval.
 - 1. Any project to exceed \$300 total must get approval from the voting members of the Association at a regularly scheduled meeting.

ARTICLE VII – REPRESENTATIVE/AGENCY REPORTS

- A. Representative Reports: The President will appoint various members to report back to the Association regarding legislation, standards, or general activities of other groups which have real or potential effects on the membership. These appointments will be made based on each member’s outside affiliations. Some examples of common representative reports are: LEPC, Dispatch, Pend Oreille County Sheriff’s Office, Washington State Patrol, Washington State Firefighters Association, International Association of Fire Chiefs, Washington Department of Health, Board for Volunteer Firefighters, Statewide Mutual Aide, etc.
- B. Agency Reports: Association members interact with various private and public agencies on a regular basis. Members within the leadership of these agencies provide the Association with valuable information and insight about the environment in which we all work. Therefore representatives of these agencies will be afforded an opportunity to report to the membership on a regular and ongoing basis. Some examples of common agency reports are: DNR, US Forest Service, etc.

ARTICLE VIII – MEETINGS

A. Meeting Schedule

- 1. The Association shall meet on the first Thursday of each month at a time and place designated by agreement at the previous meeting.
- 2. All official business requiring a vote of the Association will be conducted at these meetings.

B. The Executive Board shall meet as deemed necessary.

- 1. The President may call an Executive Board meeting at any time, on an as needed basis, to conduct the day-to-day business of the Association.
- 2. A quorum of three of the five E-board members must be assembled for these meetings.

3. E-Board meetings are open to active members however, in the interest of the efficient conduct of business; general members may only attend as observers.
4. Minutes will be kept regarding the business conducted by the E-Board.

C. Special Meetings

1. The President may call a Special Meeting of the membership if required during the year.
2. Only the business that necessitated the calling of the Special Meeting may be conducted at this time.

D. Quorum

1. A majority of the E-Board (two of three persons) shall constitute a quorum and is required for any and all Association meetings.

ARTICLE IX – BYLAW CHANGES

- A. Periodically and as necessary the E-Board and/or general membership of the Association may determine a need to change or update the Bylaws. Any member wishing to make a change to the Bylaws may submit the change to the E-board for consideration at any time and must be made ***in writing***. The proposed change should include:
 1. Existing Language
 2. Proposed change or amendment
 3. Desired outcome (intent of the “law”)
- B. The E-board will review suggested changes and if appropriate will draft language in order to meet the intent and then present that language to the general membership for approval (as outlined below).
- C. On an annual basis the Bylaws will be reviewed to determine the ongoing appropriateness for the Association.
- D. Discussions on changes will take place during the August general meeting. Changes will be drafted and brought back to the membership during the September meeting for review. Finally any changes will be submitted to the general membership for approval during the October meeting.
- E. The exact wording of proposed bylaw changes must be sent out to all active members at least 30 days prior to any vote to approve.
- F. Acceptance or denial of change will be determined by a simple majority vote of active members in attendance at the general meeting.
- G. Proxy or absentee votes are not allowed.