

PREAMBLE TO THE BYLAWS
OF THE
THURSTON COUNTY FIRE CHIEFS' ASSOCIATION

NAME:

This corporation shall be known as the Thurston County Fire Chiefs' Association ("Association").

MISSION:

The Association exists to provide leadership and support in developing effective fire agency systems throughout Thurston County and in formulating county fire and EMS policy, and fosters communications and sharing among chief fire officers within Thurston County.

GOALS:

The goals of this Association are to further the professional advancement of the fire service through education, training, legislation and other means as may be available to ensure and maintain greater protection of life, property and environment from fire, disaster, or other emergencies. To carry out these goals, the Association shall:

- Promote fire prevention, fire suppression and fire-based emergency medical service by legislation and by education of both the general public and the fire service.
- Develop managerial and technical resources in areas such as training, equipment, communications and emergency medical services for the mutual benefit of the fire services system within Thurston County.
- Develop and support activities, which provide for the common fellowship and integration of the fire service throughout the county of Thurston.
- Cultivate an environment for the interchange of ideas and the promotion of a positive approach for growth and learning.

B Y L A W S
OF THE
THURSTON COUNTY FIRE CHIEFS' ASSOCIATION

ARTICLE I

MEMBERSHIP

- Section 1. Active Members; (VOTING)
The chief executive officers of municipal fire departments in Thurston County that are current in payment of Association dues. The Active Member may designate another chief officer of their department to act on their behalf. Only Active Members shall be voting members and are eligible to hold elective office.
- Section 2. Affiliate Members; (NON-VOTING)
Chief officers of member fire departments and administrative officers of agencies closely associated on a day-to-day operational basis with the fire services. Affiliate Members shall be non-voting members and exempt from annual dues.
- Section 3. Honorary Members; (NON-VOTING)
Any person who has performed outstanding public service and is elected to an Honorary Life Membership by a two-thirds majority vote of the Active Members present at any regularly-scheduled meeting. Honorary members shall be non-voting members and exempt from annual dues.
- Section 4. Life Members; (NON-VOTING)
Active members of this Association at the time of their retirement. They shall be non-voting members and are exempt from annual dues.
- Section 5. Termination of Membership
The Executive Committee may, by a two-thirds vote of its membership, terminate the membership of any member for acts detrimental to the Association, provided, that such member shall first be afforded a hearing by the Committee.
- Section 6. Membership Changes Due to Merger/Consolidation
If two or more Members' organizations merge or consolidate into one new organization, the resulting new organization shall be represented by one Member.

ARTICLE II

OFFICERS AND EXECUTIVE COMMITTEE

- Section 1. **Qualification**
Any Active Member is qualified to hold an office in the Association.
- Section 2. **Officers**
The officers of this Association shall be:
- President
 - Vice President
 - Secretary / Treasurer
- Section 3. **Executive Committee**
The Executive Committee shall be comprised of four (4) members as follows:
- Three (3) elected officers of the Association
 - The immediate past president of the Association.

ARTICLE III

ELECTIONS

- Section 1. **Nominations Chair**
The immediate past president of the Association shall serve as the Nominations Chair.
- Section 2. **Nominations**
Nominations for the officers of the Association may be made in writing submitted to the Nominations Chair prior to the opening of the regular October meeting of the Association in each even numbered year. Nominations may be made or endorsed by any Active Member. No second is required for any nomination. All qualified nominations shall be accepted by the Nominations Chair.
- Section 3. **Nominations Report**
The Nominations Chair shall report the nominations for offices of the Association to the membership at the regular October meeting of the Association in each even numbered year. The Secretary / Treasurer of the Association shall send, to all Active Members of the Association, a copy of the Nominations Report at least two (2) weeks before the regular meeting held in November of each even numbered year.
- Section 4. **Open Nominations**
Nominations for any office may be made by any Active Member from the floor when nominations are called for during the regular October meeting of the Association in each even numbered year. Three (3) calls for open

nominations shall be made during this meeting before the nominations shall be closed.

Section 5. Acceptance of Nominations

Any qualified member nominated for office, either in writing or from the floor, shall be accepted as a nominee subject to their acknowledgment and the approval of their candidacy from their fire service appointing authority.

Section 6. Election Committee

An Election Committee of three (3) Active Members of the Association shall be appointed by the President at the regular September meeting of the Association in each even numbered year. The Election Committee shall arrange and conduct an election to fill the elected positions of the Association.

Section 7. Election

All open elective positions shall be filled by the election of a simple majority vote of the Active Members present and voting at the regular November meeting of the Association in each even numbered year. Each member, deemed to have voting rights in accordance with Article I of these Bylaws and who is present at the elections meeting of the Association, shall be entitled to one (1) vote. In the event of three or more candidates for a position and a majority (50% plus one of the votes cast) is not reached, the candidate receiving the least amount of votes shall be dropped with each succeeding ballot. At the completion of the election, the committee shall count the ballots and report the results to the President. The report of the election results shall be made to the membership before the close of the elections meeting of the Association.

ARTICLE IV

TERM OF OFFICE

Section 1. Term of Office for Officers

The officers shall be elected for a two (2) year term, or to fill an unexpired term.

Section 2. Installation of Officers

All officers shall enter upon their official duties following their formal installation, which shall be done at the first regular meeting of the Association following the elections meeting.

ARTICLE V

DUTIES OF OFFICES

Section 1. President

The president of the Association shall:

- a. Preside over all meetings of the Association and the Executive Committee.
- b. Sign all orders duly granted by the Association.
- c. Appoint the chairs of any standing committees.
- d. Appoint committees as deemed necessary to carry out the purposes of the Association.
- e. As necessary, appoint the following:
 - i. Parliamentarian
 - ii. Sergeant-at-Arms
 - iii. An Elections Committee in accordance with Article III, Section 6.
- f. Perform duties and functions of the Association as the official Association representative.
- g. Perform such other duties as are ordinarily required by a presiding officer or as may be required by the Association.

Section 2. Vice President

The Vice-President of the Association shall:

- a. Perform the duties of the President in his absence or inability to serve and to assist the President whenever required.

Section 3. Secretary / Treasurer

The Secretary / Treasurer of the Association shall:

- a. Keep a complete record of the proceedings of the Association.
- b. Keep a record of the members of the Association.
- c. Keep all communications pertaining to the Association.
- d. Be the financial officer of the Association, to include:
 - i. Collect all moneys due the Association and give a receipt therefore,
 - ii. Keep a regular account of money received and paid out on the order of the Association
 - iii. Give a monthly account of the Association's financial status at its regular meeting.
 - iv. Prepare and submit the Association's financial records for audit as directed by these bylaws or as otherwise required by law or the Association.

ARTICLE VI

VACANCIES

Section 1. A vacancy in the office of President shall be filled by the Vice President.

Section 2. A vacancy in the office of Vice President shall be filled by the Secretary / Treasurer.

Section 3. A vacancy in the office of Secretary / Treasurer shall be filled by appointment by the Executive Committee and ratified by a majority vote

of the eligible voting members of the Association at the next regular business meeting of the Association following said appointment.

- Section 4. A vacancy in the Executive Committee position shall be filled by appointment by the Executive Committee and ratified by a majority vote of the eligible voting members of the Association at the next regular business meeting of the Association following said appointment.

ARTICLE VII

EXECUTIVE COMMITTEE

- Section 1. Powers and Duties
The Executive Committee shall:
- a. Carry on the business of this Association during the period when the regular membership is not in session.
 - b. Attend to the matters of this Association, such as budget management, financial projections, support to Training Officers' Committee operations and the initial investigation of new programs and policies.
 - c. Cause the financial records of the Association to be audited by an audit committee of the Association in the first quarter of every odd numbered year.
 - d. If directed by the membership of the Association, select an independent auditor to audit the financial records of the Association.

ARTICLE VIII

COMMITTEES

- Section 1. Committees, as needed by the Association and/or President, shall be appointed by the President.
- Section 2. There shall be a Bequest Committee, which shall consist of the Executive Committee. The duties of this committee shall be to distribute funds derived from bequests to the Association in accord with the specific wishes of the benefactor.
- Section 3. There shall be a Training Officers' Committee, which will consist of the designated training officer of each Active Member. The Training Officers' Committee shall:
- a. Appoint a Committee Chair and manage the Annual Training Plan as outlined in the Committee Charter;
 - b. Propose amendments of the Committee Charter to the Executive Committee for Association review and approval;
 - c. Provide the Executive Committee an Annual Training Plan for Association review and approval; and

- d. Provide the Executive Committee an annual budget plan necessary for implementation of the Annual Training Plan for Association review and approval.

ARTICLE IX

MEETINGS OF THE ASSOCIATION

- Section 1. Regular Meetings
The regular meetings of this Association shall be held on a monthly basis.
- Section 2. Meeting Location and Time
Meetings of this Association shall be held at places as determined by the membership. Meetings shall commence at a time approved by the membership.
- Section 3. Special Meetings
Meetings other than the regular meetings of the Association may be called by the Executive Committee to conduct regular business or for such other special purpose as may be in the best interests of the Association. Special meetings shall require that notice be sent to all members twenty-one (21) days prior to the date of the special meeting. The notice shall include a statement of the 1) date, 2) time, 3) location and 4) purpose of the special meeting.

ARTICLE X

FISCAL YEAR

- Section 1. Fiscal Year
The fiscal year of the Association shall be the calendar year.

ARTICLE XI

BUDGET AND DUES

- Section 1. Annual Budget
The Active Members of the Association will adopt, by majority vote at a regular or special meeting, an annual budget by no later than November 1st of each year.
- Section 2. Membership Dues
The dues of this Association shall be determined based on the adopted annual budget and ratified by a majority vote of the Active Members present at the meeting when and where the budget was adopted.
- Section 3. Limited Dues

Any Active Member may request consideration for a reduction in annual dues based on a budget limitation and/or documented hardship. The dues limitation must be approved by a simple majority of the Active Members present at a regular or special meeting.

Section 4. Membership Status

To maintain an active membership with this Association and to be eligible to vote, annual dues shall be made payable to this Association and submitted to the Secretary / Treasurer by June 1 of the affected year.

ARTICLE XII

RULES OF ORDER

Section 1. Authority to Preside

The presiding officer of the Association shall maintain order and decide questions of order subject to appeal to the Association.

Section 2. Procedural Rules

Unless otherwise stipulated in these Bylaws, *Robert's Rules of Order* shall govern the conduct of all meetings of the Association and its committees.

ARTICLE XIII

AMENDMENTS

Section 1. Proposals for Amendment

A proposal for the amendment of these Bylaws may be made by the Executive Committee or by any voting member of this Association. It shall be necessary that any such proposals be presented at not less than one (1) regularly scheduled meeting of the Association prior to that meeting at which it is to be adopted.

Section 2. Notice

Notice of proposals for amendment to the Bylaws shall be sent to all voting members of the Association at least fourteen (14) calendar days prior to the meeting at which the proposal is to be considered.

Section 3. Approval

A proposed amendment to the Bylaws of the Association shall require the approval of two-thirds of the voting members present and voting at the meeting when the proposal is considered for action. The President shall cause a count of the voting members present prior to the vote on the proposal and that count shall be recorded in the minutes along with the voting results.

AMENDMENT HISTORY

Bylaws amended May 19, 1970
Article IV, Section 1
Article VI, Section 2

Bylaws amended November, 1979
Article I, Section 2
Article V, Section 1

Bylaws amended May, 1980
Article III, Section 1

Bylaws amended September, 1980
Article II, Sections 1, 2, 3 and 4

Bylaws amended September, 1988
Article III, Section 2
Article VI, Sections 3 and 4

Bylaws amended April 23, 1991
Article V, Sections 5 and 6

Bylaws amended July 26, 1995
Complete Revision

Bylaws amended (2015)
Reconcile Name with Incorporation Status
Preamble, Articles I, VII, VIII, IX, and XI