

# CONSTITUTION AND BYLAWS

MISSOURI ASSOCIATION OF FIRE CHIEFS



SERVING MISSOURI CHIEF FIRE OFFICERS SINCE 1959

February 2017

**MISSOURI ASSOCIATION OF FIRE CHIEFS  
CONSTITUTION AND BYLAWS  
ARTICLE I  
GENERAL PROVISIONS**

**SECTION 1 NAME**

The organization shall be known as the Missouri Association of Fire Chiefs (Association).

**SECTION II PURPOSE AND OBJECTIVE**

The purpose and objective of this organization is to join together Chief Fire Officers of the State of Missouri in the interest of protecting life and property from fire and to promote improved emergency services in other areas.

**SECTION III FISCAL YEAR**

The fiscal year of the organization shall be the calendar year, extending from the first day of January to the 31st day of December.

**ARTICLE II  
MEMBERSHIP**

**SECTION I TYPES OF MEMBERSHIPS**

The membership of this organization shall consist of Active, Associate, Honorary and Sustaining members as defined in the constitution.

**SECTION II ACTIVE MEMBERS**

All current or past Chief Officers, including Fire Chiefs, Deputy Fire Chiefs, Assistant Fire Chiefs, Battalion Fire Chiefs and District Fire Chiefs of recognized Fire Departments, Fire Districts, Fire Associations, Hazmat Team, and Fire Brigades in the State of Missouri, including up to four (4) full-time employees of both the Missouri Division of Fire Safety and the Missouri Fire and Rescue Training Institute.

**SECTION III ASSOCIATE MEMBERS**

Fire Commissioners, Fire District Directors, City Council Members, City Aldermen, or other policy-making individuals associated with Missouri Fire Departments, Districts, Fire Associations, or Fire Brigades may retain Associate member status.

**SECTION IV HONORARY MEMBERS**

The Board of Directors may recommend individuals who have rendered outstanding service to the Association for honorary membership. The membership shall be granted by a majority vote at an annual meeting. All past active members of this Association may retain honorary memberships.

**SECTION V SUSTAINING MEMBERS**

Any private entity member with business interests concerning fire service matters shall be considered sustaining members.

#### SECTION VI DUES

Annual dues for Active and Associate members shall be \$100.00 per year. Payment shall be due on January 1st of each year. Active and Associate member not having paid their membership dues by March 31<sup>st</sup> shall be removed from membership. Dues paid by a new member after October 1st of any year will apply to the remainder of that year and the entire following year.

Fire Departments may elect to pay \$300.00 per year for all chief officer positions (personnel) on their departments who qualify for Active or Associate membership. This will entitle them to a maximum of four (4) voting members at the annual Association meeting.

Departments that are 100% volunteer may elect to pay dues of \$10.00 per year with the allowance of (1) voting member under the Active or Associate membership. All Honorary members shall be exempt from payment of dues. Sustaining members' dues shall be \$75.00 per year.

### **ARTICLE III OFFICERS AND DIRECTORS**

#### SECTION I OFFICERS AND DIRECTORS

The officers of this organization shall consist of a President, Vice-President, Secretary, Treasurer, and the State Vice-President of the Missouri Valley Division of the IAFC and shall collectively be known as the Executive Committee. The Board of Directors of this organization shall consist of the officers, immediate Past-President, and nine (9) directors. The immediate Past-President shall only serve the two-year term immediately following their completed term as President.

The Board of Directors shall meet as called by the President or upon request of the majority of the Board of Directors. It shall be the duty of the Board of Directors to transact all business of the Association not otherwise provided for in this Constitution and Bylaws between meetings of the general membership. Unless otherwise specified in the Constitution and Bylaws, or established by Board policy, Roberts Rules of Order will be used to run meetings. The President shall vote only in case of ties.

The Board President shall have the authority to appoint member(s) to vacant positions until the next general meeting of the membership with the consent of the Board.

The President, with the approval of the Board of Directors, has the authority to expend funds for personnel or contracts for service that are deemed necessary for efficient and effective operations of the Association

Each officer and board member shall have the authority to incur up to \$250.00 in expenses without a vote of the Board. The Treasurer is authorized to pay invoices as necessary to accomplish the business of the Association.

## SECTION II ELECTIONS

The President and Vice-President shall be elected for two (2) year terms in even-numbered years. The Treasurer and Secretary shall be elected for two (2) year terms in odd-numbered years. The Directors shall be elected for three (3) year terms with three (3) Directors elected each year. Each Regional Directors shall be elected every third year; Area 1: (A,B,C), Area 2: (D,E,F,), Area 3: (G,H,I).

A slate of nominations will be submitted by the nominating committee. Additional nominations may be taken from the floor. Regional Director nominations from the floor must come from a member of that region. The President, Vice-President, Secretary, Treasurer, and Regional Directors shall be elected by majority vote at any general membership meeting of the Association. Elections may be conducted by ballot or voice vote, at the discretion of the President. Officers or Directors that are unopposed will be elected by acclamation. All members of the Board of Directors shall be Active members of the Association at the time of their election. Regional Director nominations from the floor must be made by a member from that district.

Election votes will be either by ballot or voice vote, at the discretion of the chair. Nominations that are unopposed will approved by acclamation.

## SECTION III PRESIDENT

It shall be the duty of the President to preside at all meetings of the Association and the Board of Directors. The President shall appoint all committees and perform other such duties as may be directed by the Association at the annual meeting, or by the Board of Directors.

## SECTION IV VICE-PRESIDENT

The Vice-President shall serve as Acting President in the absence or inability of the President to perform all duties of that office. The Vice-President shall continue to serve in the capacity of President until the next Board of Directors meeting or membership meeting, whichever comes first.

## SECTION V SECRETARY

The Secretary shall have the duty of recording all minutes of meetings of the Association and of the Board of Directors.

The Secretary shall also be the official interpreter of the Association Constitution and Bylaws and have a copy of the Constitution and Bylaws available at all times.

The Secretary shall be the keeper of all permanent records of the Association, including historical records. All records of the organization will be turned over to the successor within 30 days of leaving office.

#### SECTION VI TREASURER

The Treasurer shall collect all monies due the Association from all sources and shall maintain custody of all the financial assets of the Association.

All monies belonging to the Association shall be deposited by the Treasurer in a chartered bank under the name of the Missouri Association of Fire Chief's. The Treasurer shall keep a true and accurate record of all transactions, and shall disburse funds upon proper authorization by the Board of Directors. The Treasurer shall be bonded in the amount determined to be appropriate by the Board of Directors.

The Treasurer shall prepare a budget to recommend to the Board no later than October 1<sup>st</sup> of each year for the succeeding year. The budget shall include all projected income and expenses. No funds may be expended that were not approved in the budget or by special motion at a Board or Membership meeting. The budget may be amended by the Board at any properly called meeting.

The Treasurer shall maintain a current membership roster. At the end of each year, said roster shall be turned over to the Secretary. The Treasurer shall be reimbursed for expenses as determined by the Board of Directors.

#### SECTION VII REGIONAL DIRECTORS

The nine (9) elected Regional Directors shall reside in the region they represent. There shall be one (1) Board member elected from each region of the state. The regions will coincide with the nine (9) Highway Patrol Troop regions.

#### SECTION VIII EXECUTIVE DIRECTOR

The Board of Directors may, at its option, appoint an Executive Director to carry out duties as assigned by the Board. Duties of Officers and Directors specified within the By-laws may be assigned to the Executive Director; however, the Officer and Directors retain the responsibility and accountability for those duties being performed as required.

### ARTICLE IV COMMITTEES

#### SECTION I ESTABLISHMENT

The President or the Board of Directors shall establish any committee as is necessary in accordance with the purpose and objective of the Association.

#### SECTION II MEMBERS

Committee chairmen shall be Active members who are appointed by the President and approved by the Board of Directors. The President may appoint Active, Associate, Honorary or Sustaining members as members of any committee.

### SECTION III STANDING COMMITTEES

There shall be three standing committees with the members and chair appointed by the President and approved by the Board of Directors.

Audit Committee – The Audit committee shall consist of at least three members and will meet annually to review the financial records of the organization. The committee shall verify expenses were in approved by the Board of Directors, all income was deposited in accordance with the Constitution and By-laws, and provide a report to at the annual meeting of the general membership. No less than once every four years, and after each time the Secretary leaves office, an audit will be performed by an external auditing firm.

Conference Committee – The Conference committee shall consist of at least three members and will recommend a conference budget to the Treasurer for approval by the Board of Directors, recommend a conference location to be approved by the Board, select speakers, recruit vendors, and provide for the overall management of the conference.

Election Committee – The Election committee shall consist of at least three members and will meet annually prior to the annual general membership meeting. The committee shall consider and evaluate candidates for office and make a recommendation to the general membership at the annual conference.

## ARTICLE V GENERAL MEMBERSHIP MEETINGS

### SECTION I ORGANIZING

The Board of Directors shall arrange and organize for one or more meetings of the general membership during each fiscal year, one of which will be held in conjunction with the annual conference.

Any member who wishes to have the Association expend funds in excess of \$1,500.00 shall provide to a member of the Board of Directors such expenditure with the reasons why it is necessary. This shall be done 60 days prior to a meeting of the general membership.

### SECTION II VOTING

Every Active member in attendance shall have one (1) vote on all issues, except no more than four members of any single Fire Department, Fire District, Fire Association, or Fire Brigade may vote on any single motion or election. Each motion and election shall be determined by a majority vote of those in attendance and voting except as otherwise provided in this Constitution and Bylaws. Associate, Honorary and Sustaining members shall have no vote at the annual meeting.

The President shall vote only in case of ties. Unless otherwise specified in the Constitution and Bylaws. Roberts Rules of Order will be used to run meetings.

**ARTICLE VI**  
**REMOVAL FROM OFFICE OR MEMBERSHIP**

**SECTION VIII REMOVAL FROM OFFICE OR MEMBERSHIP**

Any member of the Association may be removed from the Association for cause. Any member of the Board of Directors may be removed from office for cause. Any member of the Association may submit a written request to any member of the Board of Directors for the removal of a member of the Association or of a member of the Board of Directors from office, along with the justification for such action. The request will immediately be forwarded to the Secretary. Within 5 days, the Secretary will send notification of the charges to the member and all Board of Director members no less than 15 days prior to the Board of Directors taking action upon the request. Prior to rendering a decision, the Board of Directors may, at its option, establish an independent fact-finding panel to investigate the charges. Such panel shall present the facts to the Board of Directors without rendering an opinion on the facts. The Board of Directors will allow testimony from the member or Director under consideration and others as deemed necessary prior to rendering a decision. An affirmative vote to remove by ten (10) members of the Board of Directors is required to remove a Board of Director from office or a member from the Association. The President shall vote regardless of whether it is a tie. The Secretary will notify all members of the Board of Directors, the member requesting the removal, and the member of the Association or the Board of Director under consideration of removal, of the decision of the Board. Within 15 days of the decision, it may be appealed to the general membership by either party. If the decision was for removal, the member of the Association or the Board of Director will be suspended until the general membership meeting. If the decision was not to remove, the member of the Association will remain a member or the Board of Director will remain in office until the general membership meeting. A simple majority vote is required by the general members to remove a member from the Association or a member of the Board of Directors from office. The decision of the general membership will be final.

If the charges are against the President, the Vice-President will preside over the proceedings. If the charges are against the Secretary, the Vice-President will fulfill the duties of the Secretary related to the proceedings.

**ARTICLE VII**  
**AMENDMENTS**

**SECTION I PROVISIONS FOR AMENDMENTS**

The Association may amend this Constitution and Bylaws at any general membership meeting. In order to alter, amend or revise the Constitution and Bylaws, provided that notice of such proposed change shall have been forwarded to the Secretary within sixty (60) days in advance of the annual meeting, the Secretary shall provide at least thirty (30) days written notice prior to the opening of the membership

meeting. A two-thirds (2/3) vote of those in attendance and voting shall be required for the adoption of any amendment, alteration or revision to the Constitution and Bylaws.