



# St. Clair County Association of Fire Chiefs

## CONSTITUTION AND BYLAWS

### Original Constitution and By-Laws Committee

Thomas McKiernan  
Arthur Rhein  
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Richmond Fire Department  
Memphis Fire Department  
Ira Fire Department  
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### **\*Proposed Revisions October-2013\***

Dan Mainguy  
Don McLane

Port Huron Dept. of Public Safety-Fire Division  
Grant Township Fire Department

At the regular meeting of the St. Clair County Association of Fire Chiefs held on Tuesday, \_\_\_\_\_, a motion was made by\_\_\_\_\_, supported by\_\_\_\_\_, that this Constitution and Bylaws be formally adopted. Motion carried.

## ARTICLES OF ASSOCIATION

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ARTICLE I – ORGANIZATION

Section 1 This organization shall be known as the St. Clair County Association of Fire Chiefs.

Section 2 Mission Statement:

The Mission of the St. Clair County Association of Fire Chief's is to advance the efforts of the fire service in St Clair County.

We shall accomplish this by:

- A. Ensuring a spirit of mutual cooperation, loyalty and fellowship among the Chief fire officials throughout the County of St. Clair.
- B. Promoting quality fire service and a fire safe community.
- C. Advocating legislation beneficial to the fire service and the citizenry.
- D. Providing a flow of information relative to fire service matters.

Section 3 The territory shall include the entire geographical boundaries of St. Clair County. All fire departments that protect this area are eligible for membership under Article II.

ARTICLE II – MEMBERSHIP

Section 1 The Association shall be divided into four (4) classes of membership:

- A. Active
- B. Associate
- C. Life
- D. Supporting

Section 2 Active members shall consist of the following: The Fire Chief, Assistant Fire Chief, Director of Public Safety or their designee of any municipality, township, Federal, Industrial or Institutional Fire Department or Division.

If an industrial Corporation or Institution has more than one installation in the County, only one (1) Fire Official representative of the above organizations shall be eligible for Active Membership.

Active members shall be the ONLY members of the Association entitled to vote on all business and to hold elective office.

In the absence of an Active Member, his/her designated alternate may cast a vote by indicating his/her intentions to the President.

Section 3 The Associate Members shall consist of the following: Commissioners, Fire Marshal, Assistant or Deputy Fire Marshals, Emergency Management Coordinator, Department of Natural Resources Fire Suppression Officer, and representative from other emergency services agencies such as EMS.

Section 4 Associate Members shall have all the privileges of the Association, except the right to vote or hold elective office. Privileges: may be appointed to committees, participate at business meetings, make motions, participate in discussion and debate, and introduce resolutions, etc.

Section 5 Life Members shall consist of the following: Past Active Members and Associate Members of the Association who have retired from active service and have been nominated for and granted this privilege by vote of the Active Members.

Section 6 Life Members shall have all the privileges of the Association except the right to vote or hold elective office. They shall not be required to pay dues. Privileges: same as Section 4.

Section 7 Supporting Members are those from agencies or companies that are for profit and support the efforts of the fire service in St. Clair County. They shall be responsible for membership dues just at the same amount as Active Members and will have only the privileges of attending meetings and participating in discussion. They may also be appointed to committees but may not vote nor introduce motions or resolutions.

Section 8 Dues:

A. The annual membership dues of Active Members shall be established by resolution of the Active Members.

B. Dues shall be due and payable in January of each year. Dues received after October 31, of the current year shall be credited to the next fiscal year. This applies to newly approved members.

C. Life Members, DNR Fire Suppression Officer, and Associate Members shall be exempted from all dues.

D. Any member of this Association who has not paid his/her dues by July 1 of the year in which they are due shall be considered delinquent and shall be notified by the Secretary/Treasurer in writing. If at the end of sixty (60) days, such Member remains delinquent, he/she shall be removed from the Membership roll.

Section 9 Applicants for active membership in this association shall file their application with the Secretary/Treasurer. Include name, position title, and the required dues payment for the year. The Secretary/Treasurer shall present the application for membership at the next scheduled meeting for approval or rejection by the Active Members.

The applicant for membership shall not be present when a vote is taken. The applicant shall be notified of the results by the Secretary/Treasurer.

Section 10 Any Member in good standing may apply for leave of absence from the association by submitting in writing to the Secretary/Treasurer indicating his/her wishes. The request shall be presented at a regular meeting for approval or rejection by the Active Members.

### ARTICLE III – OFFICERS AND THEIR ELECTION

Section 1 The Executive Board shall consist of the current President, Vice-President, Secretary/Treasurer, and Immediate Past President.

All of the said officers except the immediate past president shall be elected by written ballot at the annual meeting as outlined in section 2. All officers shall be Active Members of this Association.

Section 3 The Annual Meeting for the election of officers shall be held in the month of February of each evenly numbered year.

Section 4 A Recording Secretary may be appointed by the Executive Board and shall not be an elected officer. The appointment will coincide with the election of officers.

Section 5 Upon being duly elected, said officers shall be installed to their respective offices forthwith by the outgoing Immediate Past President and/or his designated representative.

### ARTICLE IV – DUTIES OF OFFICERS/EXECUTIVE BOARD

Section 1 The President:

- A. Shall preside at all regular and special meetings of the Association.
- B. Shall appoint such committees as deemed necessary to satisfy the needs of the association.
- C. Shall fill all vacancies on all committees.
- D. Shall select a chairperson for each committee.
- E. Shall facilitate the filling of officers' vacancies in the Association at the next regular meeting of the membership.

Section 2 The Vice-President:

- A. Shall perform the duties of the President during the absence of the President.
- B. Shall perform such other duties as assigned by the President.

Section 3 The Secretary / Treasurer:

A. Shall perform the duties of managing correspondence, invoicing, collecting, disbursing, and recording all financial activities for report to the association.

Section 4 The Immediate Past President:

A. Shall perform such other duties as assigned by the President.

Section 5 The Executive Board may authorize and distribute funds up to but not to exceed three hundred dollars (\$300) by executive board majority vote for projects and or presentations.

#### ARTICLE V – MEETINGS

Section 1 Meetings shall be conducted under the established standards as set forth in Roberts Rules of Order.

Section 2 Regular meetings of the association shall be conducted on the third Tuesday of each month at 7:30 pm At the St. Clair County Emergency Operations Center, 295 Airport Drive, Kimball MI 48049.

Section 3 Any change in location, time, or suspension of a regularly scheduled meeting must be moved, supported and voted on by the membership at a preceding regularly scheduled meeting.

Section 4 To transact legal business of the Association, a quorum of Active Members shall be present to vote. Twelve (12) Active Members (or Designated Alternates) of this Association shall constitute a quorum.

Section 5 Consensus voting of the majority may be done for non fiscal, non association policies. Any fiscal issue or Association policy action shall be voted on by a roll call vote, by department, as read by the Recording Secretary.

Section 6 Alcoholic beverages shall not be served during the business meeting.

Section 7 Presentations to the association will be limited to a time of 15 minutes. Any variation of this ruling will require a vote of the membership at the time of the presentation.

## ARTICLE VI –BEST PRACTICE

Best Practices are guidelines established and endorsed by the Association. It is the final decision of each participating agency whether or not to adopt the Best Practice. Adopting a Best Practice shows their attempt to meet or exceed the best possible standard of service as researched, developed, and presented by the Association. The Best Practice adopted by the Association may not be used against the St. Clair County Association of Fire Chief's in a court or any other forum or against any association member other than the agency adopting the Best Practice with in their own organization.

## ARTICLE VII – REMEMBRANCE / RECOGNITION

Section 1 Upon the death of a Member of the Association in good standing, a remembrance shall be given to the family of the deceased. Recognition from the association for actions or activities worthy of such recognition may also be given.

## ARTICLE VIII - AMENDMENTS

Section 1 The Articles of the Association may be amended, altered, or revised by the Active Members of the Association in good standing. Such alteration of amendments shall first be proposed at a regular meeting and a copy of such amendments be filed with the Secretary/Treasurer. The President shall select a committee to study the proposed amendment and make a report and evaluation of the proposal at the next regular meeting of the Association. Following the report, the Active Members may consider voting on the proposed amendment.



## ARTICLE IX – ORDER OF BUSINESS

- I. Call to order
- II. Presentations
- III. Approval of minutes from previous meeting
- IV. Secretary / Treasurers Report
- V. Reports from Standing Committees
- VI. Old business
- VII. New business
- VIII. Agency reports (DNR, Dive, HazMat, Med Control, Etc...)
- IX. Good of organization
- X. Next meeting date
- XI. Adjournment

\*Proposed Revisions 10/2013