

# CONSTITUTION

## POLK COUNTY FIRE CHIEF'S ASSOCIATION

### ARTICLE I

#### NAME

The name of this association shall be the POLK COUNTY FIRE CHIEF'S ASSOCIATION.

### ARTICLE II

#### PURPOSE

The mission of the Polk County Fire Chief's Association is to provide the citizens of Polk County the best protection of life and property by working together to promote excellence in Fire/EMS leadership, shared training opportunities, cooperative operations and joint economic ventures. We shall meet our mission by meeting the following purpose statements:

- A. To provide a forum for the discussion of concerns relating to the needs of individual fire chiefs and fire departments.
- B. To provide a forum for development of countywide fire communications plan.
- C. To develop/support a countywide standard Incident Command System.
- D. To provide guidance to the Director of the Polk County Dispatch Center in the operation of the dispatch center as it relates to the fire and EMS service in the county.
- E. To develop and conduct countywide fire prevention activities.
- F. To develop and conduct countywide training programs.
- H. To assist the Polk County Office of Emergency Management in the creation and operation of the Polk County Disaster Plan.
- I. To work cooperatively with the Polk County Associations and other organizations when goals are for the common good of both organizations.
- K. To work cooperatively with the Iowa Fire Chief's Association, the Iowa

Professional Fire Chief's Association and the Iowa Firemen's Association when goals are for the common good of this association and other associations.

- L. To cooperate with all other association, societies, and governmental or educational officials in caring out these objectives.

### **ARTICLE III MEMBERS**

- A. Active Members: Fire Chiefs of organized Fire Departments in Polk County, and Fire Departments outside Polk County that provide services and or mutual aid to members of the Firefighters/EMS Providers of Polk County shall be eligible for active membership.
- B. Associate Members: Associate membership shall be available to any other Chief Officer, provided their Fire Chief is a current member of the Polk County Fire Chief's Association. Associate membership shall also be extended to the Polk County Emergency Management Coordinator, the Supervisor of Polk County Dispatch, the Supervisors of other Fire Dispatch Centers in Polk County, and other organizations as voted upon by the membership of the Polk County Fire Chief's Association.
- C. Termination of membership: Any active or associate member who, for any reason vacates his/her position as a Chief Officer shall automatically lose membership in the Association. Members who fail to pay the annual dues by July 1 of each year shall be terminated. Active members eligible for Life Membership shall be considered by the Board of Directors at the time of retirement.
- D. Life Membership: Any active member of the Polk County Fire Chief's Association that is in good standing upon his or her retirement from the organization that he or she represents, shall be eligible of Life Membership. Life Membership shall be considered by the Board of Directors at the time of retirement and a recommendation to accept or deny membership shall be made to the membership by that board. Life Membership shall be voted upon by the membership at a regular or called meeting of the Association. Life Membership shall be offered without dues and the Life Member shall not be a voting member of the Association.
- E. Voting/Holding Office: Only active members may vote and hold office. In the absence of the Fire Chief, a designee may be appointed by the Fire Chief having membership to assume the voting rights for that department. Under no circumstances shall more that one vote be cast by any department.

## **ARTICLE IV**

### **OFFICERS**

- A. The officers of this Association shall consist of the President, Vice President, Secretary and a Treasurer.
- B. The Executive Board shall consist of the Officers, and the immediate Past President. In the absence of the immediate Past President a "Director" shall be elected.

## **ARTICLE V**

### **MEETINGS**

- A. This Association shall meet monthly excluding July and December and at other times on a special call basis.
- B. A quorum shall be those members attending either a regular meeting, a special meeting, or a meeting of the Executive Board.
- C. The President shall be the chairman of all regular, special, and executive meetings. In the President's absence the Vice-President shall preside.

## **ARTICLE VI**

### **DUES**

- A. The membership year shall be the calendar year. Annual dues for active and associate membership shall be determined by the Board of Directors and submitted to the active members of the association for approval at a regular meeting held prior to November 1 of each year.
- B. The Fire Chiefs at federal entity fire departments within Polk County shall be exempt from dues. These Chiefs will be eligible to vote in all matters that come before the Association.
- C. Termination for non-payment of dues: Membership shall be terminated when the dues of any member are unpaid by July 1 of each year. Terminated members may be reinstated by payment of back dues and dues for the current year.

## **ARTICLE VII**

### **ELECTIONS**

- A. Election of the Association's first officers shall be held at the first formal meeting of the Association. The officers of this Association shall serve for two (2) years, except for the first election the Directors and the Secretary-Treasurer shall serve for one (1) year.
- B. Election of Officers thereafter shall be held at the annual meeting held in January of each year. The President shall appoint a nominating committee of three (3) members to present a slate of candidates for each office scheduled for election. Nominations will also be received from the floor during the annual meeting.
- C. The President and Vice President shall be elected on the even numbered years and the Secretary and Treasurer in odd numbered years.
- D. No Officer (except the Secretary and or Treasurer) shall be elected to serve more than two (2) terms consecutively for any specific office.
- E. In the event that the office of President should become vacant by death, resignation, or extenuating circumstances, the Vice President shall automatically become President of the Association within ten (10) days. The new President shall notify the membership of the change and shall hold an election for the position of Vice President within sixty (60) days of taking office.
- F. Vacancy by both the President and Vice president shall be cause for the office of the President to be temporarily filled by the immediate past President until elections can be conducted. The election shall be conducted within sixty (60) days of the announced vacancies.
- G. The administrative year shall begin and end with the election at the annual meeting and all officers shall remain in office until their successors are elected.

## **ARTICLE VIII**

### **AMENDMENTS**

Amendments to these articles may be made by a vote of the active members of the Association present at any scheduled Meeting.

- A. Amendments shall require a simple majority of the members present at any regularly scheduled meeting to be approved.

- B. Approved amendments to these articles shall be sent out with the monthly minutes to all Polk County Fire Chiefs.
- C. The approved amendment as set forth in items A and B above shall require a second reading at the next regularly scheduled meeting. To repeal the proposed amendment, a two-thirds vote of those members present shall be required. The amendment will become effective or be repealed at that time.
- D. A regularly scheduled meeting shall be defined as any meeting for which there has been more than 28 days notice.
- E. Voting by Proxy shall be allowed only when the representative has written authorization for the Fire Chief who is being represented.

## **ARTICLE IX**

### ORDER OF BUSINESS

The President of the Association shall determine the order of business at the regular and special meetings. Roberts Rules of Order shall govern all meetings of the Association in all points not covered by these Articles.

## **ARTICLE X**

This constitution is hereby and originally adopted by the Polk County Fire Chief's Association on September 15, 1992 and hereafter revised and amended on the following dates:

- A. October 9, 2000
- B. May 10, 2010

## POLK COUNTY FIRE CHIEF'S ASSOCIATION

### BYLAWS

#### Section I                    DUES

1. The dues for Active and Associate members are due and payable on January 1<sup>st</sup> of each year. Any changes in the amount of the dues shall be determined as provided in the Constitution. If no changes in the dues structure is approved, the dues shall remain at the existing rate.

2. All accepted members making application after October 1, of each year may be issued membership from the issuing date to the end of the next year, but in no case shall membership be good for more than twelve (12) months.
3. No member in arrears for dues or assessments shall be eligible to vote. A member shall be declared in arrears if his/her dues are not paid in full within sixty (60) days of the due date. The secretary shall send written notification of dues being due two (2) times (if necessary) during the 60 day period.
4. The Fire Chiefs at federal entity fire departments within Polk County (Des Moines Airport and Camp Dodge) shall be exempt from dues.

## Section II ATTENDANCE

1. All members shall be encouraged to attend all meetings and functions of the Association.
2. Members may bring guests to regular Association meetings and social functions.

## Section III ACCOUNTING & AUDITS

1. No officer or member shall spend any Association funds or obligate the Association for any debts without majority approval of the Membership, except that the President, Secretary and/or Treasurer may take care of the ordinary and normal expenses of the office. Expenditures over \$50.00 must be approved by the Membership.
2. The Treasurer shall keep an accurate account of all expenditures, deposits and balances; and shall present such report to the membership for approval at each regular Association meeting.
3. Audits will be performed as defined in the audit committee responsibilities.

## Section IV COMMITTEES, REPRESENTATIVES AND RESPONSIBILITIES

1. The President may appoint members to serve on committees and assign a member to serve as Chairperson of such committees.
2. The committees shall remain in place until they have completed their assigned task or have been dissolved by the President.

3. Other Committees

The President may name any other committees as s/he may deem necessary and shall determine their responsibilities. Examples of committees that are commonly used:

A. Constitution and Bylaws Committee

The responsibility of this committee would be to maintain current copies of the Constitution and Bylaws and provide copies to each member. When necessary, proposed changes shall be brought to the attention of the membership. When changes are voted on and approved, the changes shall be made by this committee and presented for final approval by the committee chairman at the next regularly scheduled business meeting. Copies of the Constitution and Bylaws, as amended, shall then be distributed to the membership.

B. Communications Committee

The responsibility of this committee would be to work with the communications directors of the dispatch centers in Polk County to develop, maintain, modify as necessary, and administer a communications plan and network for use by fire services of Polk County.

C. Nomination Committee

The responsibility of this committee would be to maintain a list of officers and current status of each relative to term expirations. This committee shall submit nominations for officers as per the Constitution and Bylaws and shall supervise the election of officers and any other special elections that may occur.

D. Audit Committee

The responsibility of this committee would be to maintain an accurate accounting of the Associations finances. At least every two years, and each time a new Treasurer is elected a formal audit of association funds shall be completed. The results of the audit shall be reported to the membership in writing at the next regular meeting.

4. The President may appoint active or associate members as liaison persons to the organizations listed below. The person appointed shall be an active member of the organization to which he/she has been assigned. It shall be

the member's responsibility to keep the membership of this Association informed of the activities and positions of the organization to which he/she has been assigned and to inform, when appropriate, the assigned organization of the activities or position of this Association.

The Associations that may be assigned representatives are, but shall not be limited to the following:

- A. Polk County Firefighters Association
- B. Polk County EMS Association
- C. Central Iowa EMS Service Directors
- D. Iowa Fire Chief's Association
- E. Iowa Professional Fire Chief Association
- F. Iowa Fireman's Association
- G. Iowa Association of Arson Investigators
- H. Iowa Society of Fire Service Instructors
- I. Hawkeye State Fire Safety Association
- J. Iowa EMS Association

## Section V BUSINESS MEETING/MINUTES

1. The regular meetings of the Association shall follow this general outline:

- A. Opening
  - 1. Welcome
  - 2. Introductions
  - 3. Announcements
- B. Minutes of Previous Meeting
- C. Treasurers Report
  - 1. Treasurers statement
  - 2. Outstanding bills
  - 3. Membership/dues report



- D. Reports
    - 1. Executive Board
    - 2. Committees
    - 3. Representatives
  - E. Unfinished Business
  - F. New Business
  - G. Report on New Equipment/Apparatus/Facilities
  - H. Announcements from Departments, Agencies
  - I. Announcement of next meeting
  - J. Adjournment
2. The Secretary shall keep an accurate record of all Association meetings, prepare and submit copies of the minutes of the meetings to the membership within two weeks and present such minutes for membership approval at the next Association meeting.

#### Section VI AMENDMENTS TO THE BY-LAWS

- 1. Amendments to these Bylaws may be made by a simple majority of the active members of the Association present at a regularly scheduled meeting.
- 2. Approved amendments to these Bylaws shall be sent out with the monthly minutes to all Polk County Fire Chiefs.
- 3. The approved amendment as set forth in items 1 and 2 above shall require a second reading at the next regularly scheduled meeting. To repeal the proposed amendment, a two-thirds vote of those members present shall be required. The amendment will become effective or be repealed at that time.
- 4. A regularly scheduled meeting shall be defined as any meeting for which there has been more than 28 days notice.
- 5. Voting by Proxy shall be allowed only when the representative has written authorization for the Fire Chief who is being represented.

## Section VII ADOPTION

1. These Bylaws are hereby and originally adopted by the Polk County Fire Chief's Association on September 15, 1992 and hereafter revised and amended on the following dates:

A: October 9, 2000

B: May 10, 2010