



CONSTITUTION AND BYLAWS

ARTICLE I – NAME

SECTION 1. This organization shall be known as the Yuma County Fire Officers Association, Inc., hereinafter referred to as the Association.

ARTICLE II – OBJECTIVES

SECTION 1. The objectives and purposes of this Association shall be to promote a close bond of friendship and understanding among leaders of fire departments; to protect the collective interest of administration heads of fire departments; promote uniformity of thinking and action among fire chiefs relative to fire protection policies; to provide a medium for exchange of information and ideas between department leadership; to advocate or oppose legislation affecting the fire service; to raise the professional standards and to promote a professional attitude in volunteer units; to promote standard training and to improve the training standards in Yuma County and to improve the efficiency of the fire service in general.

ARTICLE III – OFFICERS

SECTION 1. The Board of Directors shall consist of: President, Vice-President, Secretary and a Treasurer.

ARTICLE IV – MEMBERSHIP

Membership of this Association shall consist of 1) Active Members, 2) Associate Members, and 3) Honorary – Life Members.

SECTION 1. Active members shall consist of leadership of regularly organized public government, private, volunteer, special district, municipal fire departments, industrial, federal, state, or county fire agency, which is located in the County of Yuma. Active members must hold a leadership role in their department. Active members shall be entitled to vote on all matters requiring a vote unless otherwise prohibited by the Constitution and Bylaws, and shall be entitled to hold elective office and to participate fully in the affairs of the Association.

SECTION 2. Associate members shall consist of any person interested in participating in the Association and who does not qualify for Active Membership. Associate membership shall be by invitation from any Active Member and must be approved by a majority vote of the Active Members present at regularly scheduled meeting.



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SECTION 3. Honorary – Life Membership is open to Active Members upon retirement from the fire service, and to such other individuals known for outstanding service rendered in the field of fire protection upon a majority vote of the Active Members present at a regularly scheduled meeting. All members shall be of a good character and remain as such. Any member not in good standing may be refused membership by a majority vote of active members present at a regularly scheduled meeting.

ACTICLE V – VOTING

SECTION 1. An active member in good standing shall have the right to vote, present resolutions, and hold office. Voting may be by proxy in writing to an officer. Each Active Member shall have one vote, with the following exception: any Active Member may, at any time, call for “one department, one vote.” In this case, each department will then have only one vote, regardless of the number of Active Members the department may have. When presenting an item for a vote, this item shall be advertised as an action item for the next general membership meeting in the minutes. The voting shall be as mentioned previously, with the majority vote deciding the outcome.

A motion for an emergent or time sensitive vote can be requested by any member during a Regular Meeting. Emergent or time sensitive votes do not require advertising as an action item in the meeting minutes prior to voting. If the motion is seconded, it shall be discussed and voted on by members present at the meeting with regards to if it warrants an emergent or time sensitive vote. If a majority vote supports the motion that the issue is emergent or time sensitive, then a second vote shall be conducted to approve or disprove the issue, again requiring a majority vote for approval. Emergent or time sensitive voting concerning the expenditure of YCFOA funds shall be limited to two hundred dollars.

SECTION 2. The President shall appoint a nominating committee no later than the October meeting of each year consisting of the past President and two other members. They shall present a slate of officers at the November meeting at which time nominations from the floor will also be in order. The presented slate will be published in the minutes of the November meeting and forwarded for review by Active Members prior to the December meeting where final nominations will take place prior to the election. The nominating committee must assure that at least one officer of the Association holds the rank of Chief Officer of their department.

SECTION 3. Elections shall be held in December of each year. The Vice-President will automatically fill the position of President. Only the position of Vice-President, Secretary and Treasurer will be voted on.



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The elected officers shall hold office for one year and they may succeed themselves. Officers shall take their seat on the first of January. Elections shall be by secret ballot if two (2) or more candidates are nominated for any one office.

SECTION 4. Vacancies in elective offices shall be filled for the remainder of unexpired term by a majority vote of the Active Members present at the next regular meeting.

ARTICLE VI – MEETINGS

SECTION 1. Regular meetings shall be on the fourth Thursday of each month.

SECTION 2. The President or Vice-President may change the meeting date and time or cancel a regular meeting for a just cause.

SECTION 3. The meeting time shall be 11:30 a.m. but may be changed by procedure outlined in Section 2. The President as necessary may call for executive meetings of the Board of Directors. Notification of executive meetings will be placed on the agenda of the next scheduled regular meeting.

SECTION 4. The meeting place shall be by invitation of any Active Member and shall be held in a suitable location for the conducting of a business meeting. Host department shall be announced at the end of each regular meeting. The host department no later than three weeks prior to the next meeting shall determine location. Consideration should be given to selecting a location where distractions will be at a minimum.

SECTION 5. Regular meetings will be held only when a quorum is present. A quorum will consist of at least one member of the Board of Directors and a total of three members of the Association.

SECTION 6. Order of Business. The order of business at each regular meeting shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of Previous Meeting
- D. Treasurer's Report, Monthly
- E. Correspondence
- F. ADHOC Committee Business
 1. Training/Safety
 2. Legislation
 3. Mutual Aid



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4. EMS Committee

- G. Unfinished Business
- H. New Business
- I. Program
- J. Adjournment

The above agenda may be altered following proper motion from the floor or at the direction of the President for just cause.

Suggestions for programs are: discussion/review of major incidents, guest speakers (community/political leaders) or other topics that may be of interest to the Association. Suggested length of a program is 15 minutes.

ARTICLE VII – DUES

SECTION 1. Dues shall be in accordance with the following schedule and shall be invoiced to the members on July first of each year. Members not paying dues by October first shall be deemed delinquent. Delinquent Active Members will forfeit their power of voting and holding office until delinquency is removed.

Active Members	\$20 per year		
Associate Members	\$20 per year	Honorary – Life Members	Dues waived

ARTICLE VIII – DUTIES OF OFFICERS

SECTION 1. The President shall preside over all meetings of the Association and of the Board of Directors. The President may appoint from the membership body such committees as he may deem necessary and advisable for the business and welfare of the Association and with the Vice-President, Secretary and the Treasurer or any other elected officer, perform all other duties pertaining to the office. The President will be responsible for the program of each regular meeting and may delegate that responsibility as necessary.

SECTION 2. It shall be the duty of the Vice-President to perform all the duties of the President in the absence of the President.

SECTION 3. The Secretary shall record the minutes of each meeting and shall give or mail each member a copy of the minutes of the previous meeting and the agenda of the upcoming meeting



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at least one week prior to each meeting. The Secretary may assume the duties of the President and Vice-President in their absence.

SECTION 4. The Treasurer shall collect and expend all monies of the Association and keep a record of the same. An accurate record of all income and expenses shall be maintained and a financial report made quarterly. The Treasurer may assume the duties of the President and Vice-President in their absence.

ARTICLE IX – FUNDS

SECTION 1. All monies of the Association not otherwise invested, shall be deposited by the Treasurer, with the advice of the Board of Directors, in banks within the State of Arizona, the deposits of which are guaranteed by the laws of the United States. One hundred dollars (\$100) may be held and paid out by the Treasurer as long as a proof of any small transactions are presented.

SECTION 2. Any transaction exceeding \$(100) shall require a majority vote.

SECTION 3. The Board of Directors of the Association may, at their discretion, and as they deem advisable, invest funds of this Association in excess of the probable needs of the Association.

SECTION 4. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered.

SECTION 5. The Board of Directors is hereby authorized to accept donations to conduct shows, dances, sporting events, tournaments, exhibitions, seminars and entertaining of all kinds for the purpose of providing funds for the Association. The hosting/conducting events and accepting donations as explained above will be decided by vote in accordance with Article V. The President may appoint a committee to handle the organization and operations of events hosted by the association.

SECTION 6. YCFOA will not accept donations on behalf of other organizations for the purpose of a tax write off for the donor, unless said donation is directly for the YCFOA or an event that the association is hosting.

SECTION 7. All donations made by the association will be voted on in accordance with Article V.



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SECTION 8. Funds may be allocated (earmarked) in separate accounts as deemed necessary by the Board of Directors.

ARTICLE X – SPONSORSHIP

SECTION 1. This Association may sponsor any individual or organization promoting a betterment of the fire service. Sponsorship and the amount of sponsorship shall be decided by vote in accordance with Article V.

SECTION 2. The President may appoint a member to act as liaison between any sponsored individual or organization.

ARTICLE XI – RULES OF ORDER

SECTION 1. Roberts Rule of Order shall be taken as authority on all matters not herein provided for.

SECTION 2. Any part of the Constitution and Bylaws that is in conflict with any federal, state, county or city laws or regulations shall be null and void. Any portion ruled null and void shall not affect the remainder of the Constitution and Bylaws.

ARTICLE XII – AMENDMENTS

SECTION 1. The Constitution and Bylaws of the Association may be amended by a two- third (2/3) vote of the Active Members present at a regularly scheduled meeting. All amendments shall be approved only after written notification is sent to each Active Member at least thirty (30) days prior to the meeting at which action is to be taken.