

**Genesee County Association of Fire Chief's  
By-laws  
Proposed June19, 2019**

WHEREAS, in all regulated organizations, certain laws and rules are adopted as necessary for the purpose thereof;

Now, therefore, the administration heads of the several fire departments in Genesee County do, for the purpose of furthering the objectives for which we have united, agree to support the following code of laws.

Let it be known this association is designated under the I.R.S. as a 501 C3 non-profit organization.

**ARTICLE 1 - NAME**

This organization shall be known as the Genesee County Association of Fire Chief's.

**ARTICLE 2 - OBJECTIVE**

The objective of this organization shall be:

To provide the best possible degree of fire protection and fire prevention for the citizens of Genesee County through mutual aid cooperation, exchange of ideas, education, and experience for the members of the association, thereby maintaining the highest level of fire protection at all times.

**ARTICLE 3 - MEMBERSHIP**

**3.1 - Territory Limits**

The territory of the association shall be the jurisdictional; limits of Genesee County or a department who, by mutual aid agreements are directly associated with departments throughout the county.

**3.2 - Classes of Membership**

The membership of this association shall be divided into the following classes:

- (A) Active
- (B) Associate
- (C) Sustaining
- (D) Honorary
- (E) Life

### **3.3 - Active Members**

- (A) Active members include:
- (B) The chief of the department, chief officers as designated by the chief and fire marshals who hold the equivalent rank of a chief officer as designated by the chief of a regularly organized public, private, governmental or industrial fire departments.
- (C) Fire commissioners\fire directors.
- (D) Public safety directors and those chief officers, designated by the public safety director whose primary responsibility is devoted to fire administration and/or operations.
- (E) All active members shall have voting privileges and are eligible to hold office in the association.

### **3.4 - Associate Members**

Any fire officer in a supervisory capacity in any organized public, private, governmental, or industrial fire department or public safety department approved by their department chief, shall become associate members upon payment of annual dues. Associate members shall not have voting privileges nor shall they be eligible to hold office in the association.

### **3.5 - Sustaining Members**

Sustaining members shall consist of persons affiliated with any fire investigation, fire underwriting, fire education, or fire research firm or corporation, salespersons, representatives of fire apparatus manufacturers, fire hose, fire appliances, fire alarm systems, sprinkler systems, computers, and any product of an allied nature that is offered for sale to the fire service, may become sustaining members upon payment of annual dues. Sustaining members shall not have voting privileges nor shall they be eligible to hold office or chair a committee in the association.

### **3.6 - Honorary Members**

Honorary members may include the following: State Police Fire Marshals serving Genesee County; Genesee County Emergency Preparedness Director; Salvation Army canteen officers; DNR officers serving Genesee County, and any person who has rendered service to the purpose of the association. Honorary members shall not have voting privileges nor shall they be eligible to hold office or chair a committee in the association.

### **3.7 - Life Members**

A member who retires from the fire service and who has been a member of the association for five (5) years or more may be granted a life membership in the association. Life members shall not be required to pay dues or assessments and will not have voting privileges nor shall they be eligible to hold office on the executive board.

### **3.8 – Revocation or Suspension of Memberships**

A member who conducts themselves in a manner unbecoming to the association, or counterproductive to the goals and objectives of the association may have their membership revoked or suspended by a 2/3 majority vote of voting members present. If a motion is made for a revocation or suspension, the vote will take place at the following regularly scheduled meeting. Any member's first suspension shall be for 30 days. The time frame for any further suspensions given to the same member shall be determined by the executive board.

## **ARTICLE 4 - DUES**

Members shall be required to pay annual dues each year as set by the membership. Annual dues shall be due and payable during the month of January each year. Members who fail to pay before March 1 shall be removed from the mailing list and will not be allowed to attend the annual installation of officer's banquet. In addition, those departments will be charged at the rate of outside agencies prices for classes until delinquent dues and a \$25.00 reinstatement fee are paid.

## **ARTICLE 5 - MEETINGS**

### **5.1 Regular**

Regular meetings of the membership of the association shall be held the third Wednesday of each month, except when such meeting falls on a legal holiday an alternate meeting date shall be set by a majority vote of the members present at the preceding meeting. There will not be a regular meeting in July or November of any year.

### **5.2 Special**

Special meetings of the membership shall be called by the President, or upon written request to the President, by five (5) or more members, in which case the request shall be made at least seven (7) days preceding such special meeting.

### **5.3 Executive Board**

Meetings of the Executive Board shall be held as often as shall be deemed necessary by the members of such Executive Board to properly conduct the business of the association.

### **5.4 Closed Session**

Any regular or special meeting may go into closed session if a motion to do so is made, supported, and approved by a majority vote of active members present. Only active members will remain in the room during a closed session, all other members and visitors will be asked to step out of the room until the closed session is completed. Closed session can be called for purposes of any sensitive matters that could be considered confidential or deemed necessary by the active membership present.

## **ARTICLE 6 - QUORUM**

Ten (10) or more active members present at any regular or special meeting of the membership shall constitute a quorum.

Three (3) or more officers of the executive board at any regular or special meeting shall also be present to constitute a quorum.

## **ARTICLE 7 - OFFICERS**

The Executive Board shall consist of: President, Vice-President, Immediate Past President, one-year Trustee, and two-year Trustee, all with voting privileges and all to be active members in good standing in the association.

The Executive Board shall consist of the following elected officers, automatically ascending yearly to the next office. The Immediate Past President will also serve as a member of the Executive Board.

### **The order of ascension is as follows:**

President - automatic ascension to Immediate Past President

Vice-president - automatic ascension to President

One-year Trustee - automatic ascension to Vice-president

Two-year Trustee - automatic ascension to one-year Trustee

### **Secretary-Treasurer**

The Executive Board shall appoint a Secretary-Treasurer with a majority approval of the active membership present.

## **ARTICLE 8 - ELECTIONS**

The President shall appoint a nominating committee consisting of 3 active members in December. The committee shall give their recommendation at the January meeting. The annual election shall be held at the regular meeting in February.

## **ARTICLE 9 - DUTIES OF EXECUTIVE OFFICERS**

### **9.1 - President**

It shall be the duty of the President to preside at all regular and special meetings for the association and Executive Board. It shall be the President's duty to recommend to the executive board, reaffirming current chairpersons and/or the appointment of new committee chairpersons to fill vacancies. The President shall also, perform any other duties required of the president of the association and/or Executive Board.

## **9.2 - Vice-president**

It shall be the duty of the Vice-president, in the absence of and/or inability of the President to act, to perform all the duties of the office of the President and when the President is presiding, to assist the President as necessary.

## **9.3 - Trustees**

It shall be the duty of the Trustees, along with the rest of the executive board, to make an annual audit of the Treasurer's books and present a report of such audit to the membership each February. Trustees shall, with the other members of the Executive Board, transact all business of the association not otherwise provided for in these bylaws.

## **9.4 - Secretary-Treasurer**

The following shall be the duties of the Secretary-Treasurer:

- (A) Keep minutes and records of all regular and special meetings of the Association and Executive Board.
- (B) Receive and send communications pertaining to the business of the association.
- (C) Distribute minutes, reports, and agendas prior to all regular and special meetings.
- (D) Distribute all correspondence to the membership as needed.
- (E) Collect and keep records of all membership dues.
- (F) Process all invoices on behalf of the Association and committees.
- (G) Handle all financial transactions of the Association and committees.
- (H) Provide annual financial report for audit every February.

## **9.5 - Removal of an Executive Officer**

An executive officer who conducts themselves in a manner unbecoming to the association, or counterproductive to the goals and objectives of the association may be removed from office by a 2/3 majority vote of active members present. If a motion is made to remove an executive board member, the vote will take place at the following regularly scheduled meeting.

## **9.6 - Filling of Vacancies to the Executive Board**

Upon a vacancy occurring on the executive board, the member(s) holding elected office below the vacated office shall follow the order of ascension as noted in article 7. The President shall appoint a new two-year Trustee with executive board approval.

**9.7 - Filling a vacancy in the office of Secretary-Treasurer**

Upon a vacancy occurring in the office of Secretary-Treasurer, the Executive Board shall appoint a qualified member to fill the vacancy with approval of the majority of active members present. Persons being appointed to the Secretary-Treasurer shall be active members. If no active member is willing to fill the position, an associate or life member may fill the position. Every effort will be made to fill the position as soon as possible.

**ARTICLE 10 - EXPENDITURES**

**10.1 – Regular**

- (A) The Secretary-Treasurer shall be authorized to make expenditures up to \$250.00 without prior board approval.
- (B) Any expenditures above \$250.00 shall need approval of the active membership at the next regular meeting.

**10.2 – Emergency**

- (A) Any expenditure over \$250.00 that needs immediate attention.
- (B) The Secretary-Treasurer shall contact the Association President, who shall then contact the rest of the executive board for approval.

**ARTICLE 11 – Committees and Chairpersons**

**11.1 Chairperson**

- (A) The President of the Association shall be responsible for recommending chairpersons to fill vacant chairperson positions. Once recommended by the President, the appointment will be confirmed by majority vote of the executive board. Each year the incoming President will make recommendations to re-appoint or appoint new chairpersons and the executive board will vote to confirm or not.
- (B) A Chairperson who conducts themselves in a manner unbecoming to the association, or counterproductive to the goals and objectives of the association may be removed from the committee by a 2/3 majority vote of active members present. If a motion is made to remove a Chairperson, the vote will take place at the following regularly scheduled meeting.
- (C) Chairperson shall provide monthly status reports to the membership. In the event that they are unable to attend the monthly meeting, they shall submit their report to the secretary-treasurer before the preceding Friday to that meeting for the president to present to the membership.

## **11.2 Committees**

- (A) When the committee consists of more than one person, such as the 911 Advisory Board Committee or the Training Committee, the President will recommend the chairperson who will be confirmed by a majority vote of the executive board. The chairperson will then be responsible for recommending committee members to the executive board for approval.
- (B) All Committees shall consist of an odd number of members.
- (C) Chairperson shall provide monthly status reports to the membership. In the event that they are unable to attend the monthly meeting, they shall appoint a committee member to present their report to the membership.
- (D) When there is a Chairperson vacancy on a committee of more than one person, current committee members shall be offered the Chairperson position before searching outside that committee (offered to the committee person with the most time first). If no committee members accept the chairperson position, active members shall be offered next. If no active member is willing to fill the position, an associate or life member may fill the position. Every effort will be made to fill the position as soon as possible.
- (E) Special committees may be established by the President for the purpose of handling short-term projects (such as the bylaws committee).

## **11.3 Committee Policies**

- (A) If a committee has a need for its own policies, said policies will be put together by the committee and submitted to the executive board for approval.
- (B) Committees that have policies shall review their policies every three (3) years and submit them to the executive board for approval.

## **ARTICLE 12 - CHANGES TO COUNTY ROG's**

All recommended changes to ROG's shall be presented to the active membership of the association for review at a regularly scheduled meeting. Voting shall take place at the next regularly scheduled meeting after presentation. Approval shall require a majority vote of active members present.

## **ARTICLE 13 - AMENDMENTS TO THE BYLAWS**

The bylaws may be amended or altered at a regular meeting or special meeting called for that purpose by a 2/3rd vote of active members present; provided that a written notice of such proposed amendments or alterations be given to all members at least sixty (60) days preceding such vote. The bylaws shall be reviewed by a special committee of no less than three active members every three (3) years.