

Wyoming Fire Chiefs' Association



Constitution and Bylaws

RECORD OF CHANGES

Date of Adoption	Change Notes	WFCA President Name	WFCA President Signature
	Remove Executive Committee, change permanent committees; language & format cleanup		

DRAFT

Wyoming Fire Chiefs' Association Constitution and Bylaws

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SUBJECT: Article I, General

Section 1. Name

This organization shall be known as the Wyoming Fire Chiefs' Association (the Association). Chartered 1-13-79 in Casper, Wyoming.

Section 2. Purpose

The purpose of this organization is to provide career and volunteer managers of emergency service organizations throughout the State with information, education services, and representation to enhance their professionalism and capabilities to protect citizens from the devastation of fire, environmental, natural, and technological emergencies. To carry out this purpose, the Association shall:

- A. Conduct research and studies of major problems affecting the Fire Service at community, county, state, and divisional levels.
- B. Develop and effectuate an active program dedicated to the continued well-being of the Fire Service.
- C. Serve as the recognized organization for the exchange of ideas, information, knowledge, and experience in areas affecting the safety of life and property from fire.
- D. Encourage and develop public education in fire prevention for the preservation of human life and material resources from destruction by fire.
- E. Cooperate with all organizations to promote programs that further the goals and objectives of the fire service.
- F. Propose and support sound, progressive legislation at all levels of government to assure the advancement and development of the Fire Service in order to provide the optimum in the protection of life and property.
- G. Support and encourage the delivery of pre-hospital emergency medical services by the fire service to relieve human trauma.

Section 3. Dissolution of Association

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation. Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

SUBJECT: Article II, Membership

Section 1. Membership

The membership of the Association shall be composed of members residing in the State of Wyoming.

Section 2. Specialty Sections

Subject to the approval of the board of directors, a group of members having specialized interests may, on attaining not less than eight (8) active and/or associate members, form a Section of the Association. The Chair of each Specialty Section shall provide a report of the activities of the Section at the annual April meeting of the Association.

Specialty Sections may also be established by a motion from the floor at a regular meeting of the Association. Specialty Sections created through motion from the floor must report back to the Board of Directors of the Association within six (6) months with the names of Section Members, specific section bylaws (if any) and other details pertinent to the formation of the Specialty Section.

Specialty Sections must maintain a minimum of eight (8) members and must report either in person or by written minutes at the April and January meetings of the Association.

Specialty Sections may create specific criteria for membership and may choose to assess dues for membership in the Section. In the event that any Specialty Section ceases to exist through inactivity, or the purpose of the Section has been removed, all resources of the defunct Specialty Section shall revert back to the Association General Fund for use of regular Association business.

Specialty Sections require concurrent membership in the Association.

Section 3. Membership and Membership Privileges

The individual membership of the Association shall consist of:

A. Regular Members

Regular members shall include:

1. The chief of the department, past chiefs, and officers of a regularly organized public, governmental, or industrial fire department; fire marshal; fire commissioners and/or fire directors who devote time to administration and firefighting operations.

2. Individuals interested in the affairs of the WFCA and the fire service who are employed by (or members of) a fire department, or emergency medical services or equivalent emergency-services delivery agency, or work for an agency which performs direct services in support of a fire department's

primary missions (e.g., local or state safety code enforcement, federal, state or local fire service training delivery agencies).

Regular members, who maintain current dues-paying status shall be entitled to hold elective office, serve on the board of director and vote on all matters requiring a vote of the general office, serve on the board of directors and vote on all matters requiring a vote of the general membership unless otherwise prohibited herein. New regular members shall be entitled to voting privileges fifteen (15) days after receipt of initial membership dues.

B. Members other than Regular Members

1. Life Members

- a) Life members shall include Regular members who have retired from the fire service and who have been a member continuously for a period of at least ten (10) years.
- b) Life members are not required to pay dues but may be charged for association services.
- c) Application for life membership shall be made to the executive secretary of WFCFA.
- d) Life membership shall not be conferred or continued for individuals who are eligible to be a regular member of the Association through their employment or involvement with the fire service.
- e) Life members shall be entitled to vote on all matters requiring a vote, but are not eligible to hold elective office or serve on the board of directors.

2. Associate Members

1. Associate members shall be individuals, associations, individual employees or officers of corporations and businesses that are interested in the goals and objectives of the Association who are not eligible for regular membership. Present or past elected or appointed officials (i.e., members of a fire commission or board, city or county managers, mayors and city or town council members) shall be eligible for Associate Membership.
2. Associate members shall have all the benefits of Regular membership, except they are not eligible to hold elective office, serve on the board of directors, have voting privileges, or be eligible for life membership.

3. Honorary Life Membership

- a) Honorary life membership may be conferred upon a person who has rendered conspicuous service to the Association, its aims and purposes, provided that such membership shall be unanimously recommended and approved by the Board of Directors.
- b) Honorary life members shall be entitled to participate fully in the affairs of the Association except they are not eligible to hold elective office, serve on the board of directors or have voting privileges.
- c) Honorary life members shall not pay annual dues; however, they will be

charged for Association Services.

*Unless otherwise specified herein, dues and membership services for members other than Regular members shall be established by the Board of Directors. Nothing herein precludes the Board of Directors from establishing promotional memberships, including, but not limited to, trial memberships, and Associate Memberships. Promotional members shall not have the right to vote or hold office.

Section 4. Corporate Sponsorships

Corporate sponsorship status shall be available to persons and/or businesses engaged in the manufacture or sale of emergency apparatus, supplies or service and/or persons or businesses otherwise interested in the field of fire or emergency services, upon payment of an annual fee which shall be determined by the board of directors.

Section 5. Suspension or Revocation of Membership

The Board of Directors may, after notice and an opportunity for presentation, temporarily or permanently suspend or revoke the membership of any member for conduct unbecoming a member of the Association.

Section 6. Voting Privileges

Each active member in good standing shall be entitled to one vote in all matters pertaining to the Association.

Section 7. Dues

The dues for active, associate, and sustaining membership shall be determined annually at the first meeting of the calendar year of the Association.

SUBJECT: Article III, Officers

Section 1. Eligibility

Any member of the Association seeking election to any of the elective offices specified in Article III of the Constitution shall:

- A. Be an active member in good standing of the Association.
- B. Have not retired from the Fire Service prior to seeking election to the elective office.
- C. In the event that a member retires from the Fire Service while holding an elective office, they may continue to hold said office until the next annual meeting when his successor shall be elected.
- D. In the event that a member is terminated from the Fire Service for any reason other than retirement while holding an elective office, the office shall be declared vacant.
- E. Per the Bylaws of the Missouri Valley Division of the IAFC, the Wyoming State Director must be a 5 Bugle Chief of their department to hold the office of

Missouri Valley Division State Director.

Section 2. Elected Officers

The elected officers of the organization shall consist of a President, First Vice President, Second Vice President, and a Missouri Valley Division State Director, all of whom shall be elected by ballot at the annual meeting of the Association and, with the exception of the Missouri Valley Division State Director, whose term shall be three (3) years, shall have a term of office of one (1) year – nothing to preclude the officers from succeeding themselves in office. Only active members shall be eligible for any office in the Association or on the Board of Directors. The Missouri Valley Division State Director shall also be an active member of the International Association of Fire Chiefs.

Section 3. Board of Directors

There shall be a Board of Directors which shall consist of the President, First Vice President, Second Vice President, Secretary-Treasurer, the Missouri Valley Division State Director, and the immediate Past President. **The Secretary-Treasurer will serve in an ex-officio capacity and shall have no vote.**

Section 4. Vacancies and Resignations

In the event of a vacancy occurring in the office of the President or their successors, the next officer in line shall immediately be directed by the President and/or the Secretary-Treasurer in writing to assume all duties and authorities of the vacant office; and an Acting Second Vice President shall be named by the President, with the approval of the **Board of Directors**, for the unexpired term of office. All resignations of elected or appointed offices and Committee Members must be submitted in writing to the Secretary-Treasurer of the Association.

Section 5. Secretary-Treasurer

A Secretary-Treasurer will be appointed by, and shall serve at the pleasure of **the Board of Directors**. The office of Secretary-Treasurer will be held by an active regular or active life member.

Section 6. Approval of Expenditures

No officer or member of the Association shall incur any expenses in the name of the Association without the approval of the board of directors except that, in case of emergency, the president is empowered to authorize the expenditure of sufficient funds to meet the emergency with the approval of the majority of the Board of Directors.

Section 7. Removal from Office

In the event that an officer is convicted of a felony while holding office, that officer shall

be deemed to have forfeited his/her office, and shall be removed from that office.

SUBJECT: Article IV, Duties of Officers

Section 1. Duties of Elected Officers

The duties of the elective officers are as follows:

The President shall:

- A. Be the official representative and spokesman for the Association.
- B. Serve as chair of the **Board of Directors**.
- C. Preside at meetings of the Association and the meetings of the Board of Directors, as are prescribed by the Board of Directors, and shall maintain all voting rights.
- D. Promote membership in the organization.

The First Vice president shall:

- A. In the absence or inability of the president to perform the duties of the office, be directed to assume the duties of the president.
- B. Assist the president in conducting the business and policies of the Association.
- C. **Serve as the Chair of the Constitution and Bylaws Committee.**
- D. Perform such other duties as are prescribed by the board of directors.

The Second Vice president shall:

- A. Assist the president and first vice president in conducting business and policies of the Association.
- B. In the absence or inability of the president and first vice president to perform the duties of the office be directed to assume all the duties and responsibilities of the president.
- C. Perform such other duties as are prescribed by the board of directors.

The Missouri Valley Division State Director shall:

- A. Be the main contact and liaison between the Association and IAFC/MVD.
- B. Attend all Board of Director meetings as to inform the Board on the activities of the Missouri Valley Fire Chiefs and the International Association of Fire Chiefs. In addition to all other duties required by the President, he will represent the Association at the annual Missouri Valley Division Fire Chiefs' Board meetings and the annual Conference. He shall be elected for a term of three years by a majority of the Association at their annual meeting; and his/her election shall be affirmed by unanimous ballot of the members from

Wyoming present and voting at the Missouri Valley Annual Conference.

Section 2. Duties of Secretary-Treasurer

- A. Make and keep a full and correct record of the proceedings of all meetings; shall prepare and submit annual reports; and shall, with the advice and consent of the Executive Board, cause such to be distributed.
- B. Shall keep a complete record of all the proceedings of the Board of Directors, as well as all standing committees of which he shall be a member.
- C. Shall receive and answer all communications and shall be custodian of all documents.
- D. Shall collect, receipt for, and take charge of all monies of the Association, and shall keep correct accounts between the Association and the members.
- E. Shall countersign and pay all orders for money drawn and shall perform such other duties as may be required in the interest of the Association.
- F. Shall purchase all necessary stationery and supplies, shall notify all members in arrears of their indebtedness; and may, by majority vote of the Board of Directors, engage a stenographer during the sessions of the Association and at such times as the Board of Directors may deem necessary. The expense for the hiring of this additional help shall be paid out of the funds of the Association.
- G. Shall report to the membership at each meeting all monies received and expended.
- H. Secretary-Treasurer shall execute a bond in the sum of **ten** thousand dollars (**\$10,000**) for the proper performance of the duties of this office. The cost of such bond shall be paid for by the Association. Such bond must be approved by the Board of Directors.
- I. Shall, at the expiration of his term of office or sooner termination thereof, deliver to his successor all monies, books, and papers with all vouchers and other property in his charge belonging to or held in trust for the Association.
- J. Shall prepare and submit an annual budget to the Budget committee sixty (60) days prior to the Annual Association Meeting. The Board of Directors may change or amend the proposed budget at their discretion. They shall approve and adopt the finalized budget for the fiscal year.
- K. All records of the Association shall be open to inspection by members.

Section 3. Board of Directors

- A. The Board of Directors shall have general charge of the affairs of the Association. It shall be the duty of the board to review the work of the Association at the Board of Director's meetings, and shall develop board policy for the operation of the Association. The Board of Directors shall approve and adopt and may change or amend all budgets as presented, subject to the approval of the membership session.
- B. The Board of Directors shall cause to be made an audit of all books and accounts by an auditing committee. Such audit is to be prepared and presented to the annual meeting.

- C. A majority of the Board shall constitute a quorum for the transaction of business.
- D. On request of a majority of the Board of directors, the President shall call a special meeting of said Board.
- E. Expenses for regular and special meetings and activities of the Association shall be determined by the Board.

SUBJECT: Article V, Meetings

Section 1. Association Meetings

The annual business meeting is to be held at the first Saturday in April or, if a conflict arises, may be set by the President with the approval of the Board of Directors to another date. The date for quarterly meetings will be set at that time. The President, with the approval of the Board of Directors, may call other special meetings as may be deemed necessary.

Section 2. Quorum

A quorum for the transaction of business at all meetings shall consist of those active members present.

SUBJECT Article VI, Amendments

Section 1. Revision of Constitution

The Association shall have full power at any meeting to alter, amend, or revise this Constitution, providing that notice of such alteration, amendment, or revision shall have been given in writing to the Secretary-Treasurer of the Association at least sixty (60) days prior to the meeting. The Secretary-Treasurer shall see that every member shall have forty-five (45) days to review any such proposed alteration, amendment, or revision prior to the date set for the meeting. A two-thirds vote of members entitled to vote who are present, and voting, shall be necessary for the adoption of any such alteration, amendment, or revision.

Section 2. Effective Dates of Amendments

All amendments, alterations or revisions of the Constitution and Bylaws shall take effect immediately upon adoption.

SUBJECT: Bylaws Section I, General

Subsection 1. Dues

The dues for Regular, Associate, and Affiliate members are due and payable January 1st of each year; the amount shall be determined at the first meeting of the calendar year of the Association.

Subsection 2. In Arrears

No members in arrears for dues or assessments shall be eligible to vote. Any member in arrears after April 1st of any calendar year shall, after due notice of such arrears, have his name removed from the membership roll by the Secretary-Treasurer; and his name shall be dropped from the mailing list.

Subsection 3. Retired Active Members

All regular members in good standing may, after retirement from active duty, continue to be regular members by a continuance of the payment of the annual dues and assessments.

Subsection 4. Applications

Application for regular, associate, and life memberships shall be made to the Association through the Secretary-treasurer of the Association. Applications for life memberships will be presented to the Board of Directors for approval.

Subsection 5. Adopting Amendments to Bylaws

No amendments to these bylaws shall be made except when written notice of such amendment has been received and read in open session of the Association; or as provided in Article VI of the constitution; and a two-thirds majority of the members present and voting shall be required to adopt such an amendment.

Subsection 6. Effective Date of Amendments

All amendments, alterations, or revisions of any part of these bylaws, or rules of order shall take effect upon their adoption by the Association, unless otherwise provided for.

SUBJECT: Bylaws Section II, Committees

Subsection 1. Permanent Committees

In addition to those committees provided for in the constitution, the following permanent committees are established, whose chairman and members shall hold office until replaced or changed by the president of the Association.

A. Audit Committee

- The Audit Committee is charged with conducting a basic audit of expenditures and revenues. The Audit Committee shall be appointed by the President each January and serve through the April meeting. The audit shall be conducted annually and be completed by the April Meeting of the Association.

B. Legislative Committee

- The Legislative Committee shall provide timely information regarding Interim Topics and Legislation relating to the Wyoming Fire Service. This committee may include members from other Fire and EMS organizations including, but not limited to the Wyoming EMS Association, the Wyoming Fireman's Association, and the Wyoming Rural Fire Advisory Board.

C. Constitution and Bylaws Committee

- The Constitution and Bylaws Committee shall meet during all odd-numbered years at a minimum to review the Bylaws for any needed changes. This committee may meet as often as deemed necessary by the Chair.

D. Fallen Firefighter Memorial Committee

- The Fallen Firefighter Memorial Committee shall coordinate with the Wyoming Department of Fire Prevention and Electrical Safety, Wyoming Forestry Division, Rural Fire Advisory Board, Wyoming Fireman's Association, and other interested parties to coordinate the annual Fallen Firefighter Memorial

Subsection 2. Committees and Committee Membership

The President and Board of Directors may name additional committees, work groups, or task forces for specific purposes or functions to accomplish the goals and objectives of the Association. All members are eligible for such committee appointments and all members are entitled to vote as members on such committees. Such committees shall serve at the pleasure of the Board of Directors.

SUBJECT: Bylaws Section III, Election of Officers

Subsection 1. Candidates

The Board of Directors shall present their report during opening day of the annual meeting, before the meeting assembled, giving a complete list of the nominations for the

elective office of the Association. When the Committee on Nominations deems it in the best interest of the Association to nominate two or more members for any office, they may so report in order that the choice may be decided by ballot of the members present at the meeting. The presiding officer shall then call for any nominations from the floor for an elective office. Nominations from the floor shall require the nominee's concurrence in writing or his verbal concurrence from the floor at the time of nomination, and after calling three times for any further nominations, the presiding officer shall declare the nominations closed.

Subsection 2. Withdrawal of Nominee

Any nominee who desires to withdraw their name may do so at time of nomination, but shall not make any address nor requests for their sponsor to support any other candidate.

Subsection 3. Candidate Speeches

Only one nominating speech or statement of endorsement shall be permitted by or for each candidate. Such speech shall not exceed five (5) minutes.

Subsection 4. Unanimous Ballots

For any office for which there is only one nomination, the presiding officer shall instruct the Secretary-Treasurer to suspend the rules of regular business or any conflicting rule or regulation and cast a unanimous ballot for such nominee and shall thereupon declare such nominee elected.

Subsection 5. Election Process

For all offices for which there are two or more nominees, **the Board of Directors** and Elections shall cause to be prepared or printed ballots showing the name of the nominees and the office for which they are nominated, and shall prepare or cause to be prepared a suitable place where members who are qualified to vote, upon presentation of their current paid up dues card or certification from the Secretary-Treasurer that they are paid up, may cast their ballot.

Subsection 6. Election

In the election of officers, the candidate receiving the majority vote shall be elected. In the event of a tie vote, the voting on the second ballot shall be confined to the nominees so tied. The second ballot shall be subject to the same procedure as the first ballot.

Should the second ballot fail to elect the candidate, the decision shall be made by the **Board of Directors**.

Subsection 7. Conduct of Elections and Disputes

The complete conduct of the elections and decisions in any matters of dispute that may arise during such election shall be in the hands of the committee on Board of Directors who, from among their own members, shall nominate a chairman who shall be their spokesman to announce their decision and rulings to the meeting.

Subsection 8. Election Campaign Practices

Election campaigns are expected to be conducted on the highest level. Any questions concerning ethics of the campaign should be referred to the Board of Directors.

SUBJECT: Bylaws Section IV, Miscellaneous

Subsection 1. Installation of Officers

The installation of officers shall take place at the annual business meeting with the appropriate ceremonies, and officers shall swear to the following oath of office: "I _____ hereby swear that I will support the Constitution and Bylaws and at all times bear true allegiance to goals and purposes of the Wyoming Fire Chiefs' Association. I further swear to perform the duties and responsibilities of my office to the best of my ability, and at the end of my term of office, I will deliver to my successor all records of said office. So help me God."

SUBJECT: Bylaws Section V, Rules of Order

Subsection 1. Preservation of Order

The presiding officer shall preserve order and decorum and shall take no part in debates while presiding. All questions of order shall be subject to an appeal to the meeting, and upon such an appeal the vote shall be taken without debate. The presiding officer may state the reasons for the decision given and shall put the question as follows: "Shall the decision of the chair be sustained?" A two-thirds majority of those present and voting shall be necessary to reverse the decision of the chair.

Subsection 2. Members Speaking

Every member when speaking or offering a motion shall rise, state his or her name and place of residence, and respectfully address the presiding officer, and when finished speaking shall at once resume his or her seat.

Subsection 3. Presiding Officer Decides

When two (2) or more members rise to speak at the same time, the presiding officer shall decide who is entitled to the floor.

Subsection 4. Point of Order

A member called to order shall immediately cease speaking and resume his or her seat until the point of order in question has been decided, when he or she shall again be entitled to the floor.

Subsection 5. Calling the Question

A motion to take the previous question shall always be in order except when a member is in possession of the floor, and must be put without debate and if supported by a majority vote of those present, voting shall be declared carried and no further debate or amendments shall be in order until the main question shall have been decided.

Subsection 6. Motion to Adjourn

A motion to adjourn shall always be in order, except when a member is in possession of the floor or a vote is being taken or it has been decided that vote shall now be taken. A motion to adjourn is not debatable, but a motion to adjourn to a given time is open to debate.

Subsection 7. Question without Provision

Any question coming before the meeting for which no provision has been made in the constitution, bylaws or rules of order, the presiding officer shall be guided by the rules laid down in *Robert's Rules of Order*, revised.

Subsection 8. Order of Business

The order of business at meetings shall be:

- A. Call to Order
- B. Roll Call
- C. Minutes of Last Meeting
- D. Treasurer's Report
- E. Presenting of Association Bills and Action Thereon
- F. Nomination and Election of Officers
- G. Presentations
- H. Committee Reports
- I. Section Reports
- J. State Fire Association Reports
- K. State Agency Reports
- L. Federal Agency Reports
- M. Unfinished Business
- N. New Business
- O. Notification of Place and Date of Next Meeting
- P. Adjournment