

NORTH IDAHO FIRE CHIEF'S ASSOCIATION CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I: NAME AND PURPOSE

SECTION 1. NAME. This organization shall be known as the North Idaho Fire Chief's Association.

SECTION 2. PURPOSE. The purpose of this organization is to further the professional advancement of the fire service, to insure and maintain greater protection of life and property from fire, natural and man-made disaster, or other sudden emergencies. To carry out this purpose the Association shall:

- A. Bring together, ordinarily at least once a month, persons interested in preventing, controlling and suppressing fires to discuss ways and means for the betterment of the fire service, and reducing loss of life and property from unfriendly fires; to develop a bond of friendship and understanding among members of the fire service in the six (6) northern counties in Idaho and the state of Idaho.
- B. Conduct research and studies of major problems affecting the fire service at community or regional levels.
- C. Sponsor, promote, organize and seek funding for educational seminars and conferences that will enhance the training for all agencies within the Region at the most cost effective level per student.
- D. Encourage the exchange of ideas, information, knowledge and experiences in area affecting the fire service.
- E. Encourage and develop public education in fire prevention for the preservation of human life and material resources from destruction by fire.
- F. Cooperate with all organizations to promote programs that further the goals and objectives of the fire service.
- G. Support and encourage the delivery of pre-hospital emergency medical services by the fire service to relieve human trauma and illness.
- H. Promote the development of the fire service through a progressive program of education, public relations and research.

- I. Propose and support sound progressive legislation at all levels of government to assure the advancement and development of the fire service to provide the optimum in the protection of life and property.
- J. Support and encourage the delivery of emergency rescue services in the event of natural or manmade disaster, or other sudden emergency.

ARTICLE II: MEMBERSHIP

SECTION 1. MEMBERSHIP. The Association shall include active members of a fire department, fire agency or EMS agency whose area of jurisdiction is within the six (6) northern counties of Idaho.

SECTION 2. INDIVIDUAL MEMBERSHIP. The individual membership of the Association shall consist of:

A. ACTIVE MEMBER

ELIGIBILITY:

- 1. Must be a member of a fire department, fire agency or EMS agency that's area of jurisdiction is within the six (6) northern counties of Idaho.
- 2. Job responsibility must include any one of the following:
 - a. The chief of the fire or EMS department and all chief officers of regularly organized public, private, governmental or industrial fire department; or
 - b. Fire commissioners, Directors or officers who devote full time to administration and firefighting or EMS operations.

PRIVILEGES:

- 1. Eligible to hold elected office within the organization.
- 2. Eligible to serve on committees.
- 3. May vote on all organizational and code matters as set forth in the Constitution and By-laws.
- 4. Receives all mailings from the North Idaho Fire Chief's Association.

DUES: Refer to By-laws, Article I, Section 1, A.

B. ASSOCIATE MEMBER

ELIGIBILITY:

- 1. Individual or firms interested in the goals and objectives of the North Idaho Fire Chief’s Association; and
- 2. Not eligible for active membership

PRIVILEGES:

- 1. To participate in the organization.
- 2. Eligible to serve on committees.
- 3. Receives all mailings from the North Idaho Fire Chief’s Association.
- 4. Participate as a vendor and/or sponsor during all North Idaho Fire Chief’s Association conferences and/or training academies.

DUES: Refer to By-laws, Article I, Section 1, B.

C. LIFE MEMBER

ELIGIBILITY:

- 1. Past President of the North Idaho Fire Chief’s Association; and/or
- 2. Retired from the fire service and has been an active member of the Association continuously for ten (10) years immediately preceding their retirement; and/or
- 3. Anyone recommended by the Board, voted by the membership by a two-thirds (2/3) consensus, and who has rendered conspicuous service to the betterment of the Association, and;
- 4. Not eligible for active or associate membership.

PRIVILEGES:

- 1. Waiver of dues to the North Idaho Fire Chief’s Association.
- 2. Receives all mailings from the North Idaho Fire Chief’s Association.
- 3. Eligible to serve on committees.
- 4. Those meeting eligibility Item No. 1 and 2 are eligible to vote on all North Idaho Fire Chief’s Association organizational matters.

DUES: Refer to By-laws, Article I, Section 1, C.

LIMITATIONS:

1. Not eligible to hold elected office.

D. DIVISION MEMBERSHIP

The Association may authorize the establishment of divisions to carry out detailed activities in specialized fire service related fields. Division membership may be awarded to any group of individuals whose purpose is consistent with the goals and objectives of this Association. Proposals for division membership shall be submitted to the North Idaho Fire Chief's Association Board of Directors at least sixty (60) days prior to a regular meeting.

1. Divisions may organize under their own operating protocols, provided they operate within the structure of the Association. Their operating protocols shall be approved by the North Idaho Fire Chief's Association Board of Directors, and be consistent with the Constitution and By-laws of the Association.
2. Activities of divisions shall be under the jurisdiction of the North Idaho Fire Chief's Association. Divisions shall meet regularly for the purpose of furthering activities in their specialized fields.
3. Active and Life members of the North Idaho Fire Chief's Association, who also qualify as members of a division, may hold Division Memberships.
4. Sub-divisions may be established within each division. Sub-divisions shall be under the jurisdiction of, and responsible to, the division. Members of sub-divisions shall be members of the division.
5. All division-sponsored programs are expected to be self-supporting and may be reviewed by the audit committee of the North Idaho Fire Chief's Association.
6. Operating protocols for divisions are established as North Idaho Fire Chief's Association policies and all divisions are bound by these policies.

DUES: Refer to By-laws, Article I, Section 1, D.

ARTICLE III: OFFICERS

SECTION 1. OFFICERS: The Officers of the association shall be: President, Vice-President, Secretary, Treasurer, and one (1) director at large from the membership.

SECTION 2. ELIGIBILITY: Any member of the North Idaho Fire Chief's Association seeking election to any of the elected officers specified in Article III Section 1, shall, on the day of election, be a Chief Officer of a fire department or fire agency and an active member in good standing of the Association.

- SECTION 3. BOARD OF DIRECTORS: There shall be a board of directors consisting of the President, Vice-President, Secretary, Treasurer, and one (1) director at large from the membership.
- SECTION 4. ELECTION OF OFFICERS: The President, Vice-President, Secretary, Treasurer and one (1) director at large shall hold office for two (2) years or until their successors have been qualified, elected, and installed at the annual meeting. The President and Secretary will be elected in even years and the Vice President, Treasurer and Director at large will be elected in odd years. The annual meeting shall be held during the month of January of each year.
- SECTION 5. VACANCIES AND RESIGNATIONS: For the positions of President, Vice- President, Secretary, Treasurer, and one (1) director at large, any of whom leaves active duty, may upon two-thirds approval of the membership present, be allowed to continue in office until expiration of his or her term. In the event of a vacancy occurring in the office of President or his successors, the next officer in line shall immediately be directed by the Board of Directors, in writing or formal session, to assume all the duties and authorities of the vacant office; and an acting Vice-President shall be immediately filled through appointment by the active membership.

ARTICLE IV DUTIES OF OFFICERS

- SECTION 1. DUTIES OF OFFICERS: All officers shall follow the guidelines as adopted and revised by the Association Board of Directors.
- A. The President Shall:
1. Be the official representative and spokesperson for the Association.
 2. Preside at meetings of the Association and at meetings of the Board of Directors.
 3. Appoint all committees not otherwise provided for.
 4. Perform other such duties as may be required of his/her office as prescribed by the Board of Directors.
- B. The Vice-President Shall:
1. In the absence or inability of the President to perform all duties of the office, assume the duties of the President.
 2. Assist the President in conducting the meetings, business and policies of the Association.
 3. Assist the President and Secretary-Treasurer in development of the annual budget.
 4. Perform such other duties as are prescribed by the Board of Directors.

C. The Secretary Shall:

1. Attend all meetings of the Board of Directors and all meetings of the Association and record all the proceedings of the meetings of the Association and of the Board of Directors in a book to be kept for that purpose.
2. Give, or cause to be given, notice of all meetings of the Association and special meetings of the Board of Directors.
3. Keep a record of the membership with current mailing lists.
4. Read the minutes from the previous meeting at each monthly meeting or provide the minutes to the membership in written form.

D. The Treasurer Shall:

1. Have custody of the association funds and investments.
2. Keep full and accurate accounts of receipts and disbursements in books belonging to the association.
3. Collect and deposit all moneys and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Board of Directors.
4. Disburse the funds of the Association as may be ordered by the Board of Directors using the association checking account as much as possible.
5. Render to the President and the Board of Directors, at its regular meetings, or when the Board of Directors so requires, an account of all his or her transactions and the financial condition of the association.
6. Provide a written Treasurer's report to the President as part of the regular meeting's proceedings.
7. Be bonded by the association in an amount approved by the Board of Directors.
8. Collect dues for Kootenai County Fire Chiefs Association.

E. The Member at Large

1. The member at large shall work with the President, Vice-President, Secretary, Treasurer, and attend Board of Directors meetings as needed.
2. May be assigned to head-up or assist the President on committees, or special programs/projects.
3. May be assigned to respond to specific divisions, (i.e. Training; Fire Prevention, arson, etc.).

F. The Board of Directors

1. Is expressly authorized to have general charge of the affairs of the Association.
2. Review the work of the Association.

ARTICLE V MEETINGS

SECTION 1. ANNUAL MEETING. There shall be an annual meeting at a location approved by the Board of Directors. The date for such meeting shall be determined by the President.

SECTION 2. THE BOARD OF DIRECTORS shall have the authority to change the time and place of the annual meeting if, in their judgment, it is in the best interest of the Association.

SECTION 3. MEETING DATES. The date for the annual meeting shall be set during the month of December of each year. The regular monthly meeting of the Association shall be held on the third Thursday of each month at a location announced by the President.

BY-LAWS

ARTICLE I

SECTION 1. The dues for all members of the North Idaho Fire Chief's Association, as identified in the Constitution, shall be as follows:

Active Member

Dues: \$25.00 per year
Paid to the North Idaho Fire Chief's Association

Associate Member

Dues: \$25.00 per year
Paid to the North Idaho Fire Chief's Association

Life Member

Dues: None

Division Member

Dues: Shall be determined, set and handled by each division.

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- SECTION 2. All members making application and paying dues shall be entitled to the privilege of membership for the remaining months of that year.
- SECTION 3. No officer or member shall incur any expenses in the name of the Association without the authority of the Board of Directors, or the members assembled at a regular meeting.
- SECTION 4. The fiscal year of the Association shall be January 1 to December 31 of each year.
- SECTION 5. No member, except Active Life Members, while in arrears for dues shall be entitled to vote or have any of the other privileges enjoyed by registered members.
- SECTION 6. All resolutions which are to be considered at a regular meeting shall be presented, or mailed to the Secretary not later than thirty (30) days prior to the opening of the meeting, and shall include the signature of the active member submitting it, and the name of the department or organization with which he/she is affiliated. However, the thirty (30) day requirement may be waived for resolutions which are of such emergency nature that compliance with the thirty (30) day requirement is impossible, provided the Board of Directors approve of the resolution being of an emergency nature. The resolutions committee may also prepare and submit resolutions they determine are appropriate for consideration by the membership.
- SECTION 7. The Association shall have full power at a regular meeting to alter, amend, or revise this Constitution and By-laws, providing appropriate notice of such proposed alteration, amendment or revision shall have been given to the active members at least ten (10) days prior to the regular meeting. A two-thirds (2/3) affirmative vote of the eligible members, who are present and voting, shall be necessary for the adoption of any such alteration, amendment, or revision.
- SECTION 8. These Constitution and By-laws were revised at the regular meeting held at Post Falls, Idaho on November 20, 2003, as shown by the minutes of the regular meeting of the Association.

ARTICLE II

COMMITTEES

- SECTION 1. The following committees may be established, whose chairperson and members shall hold office until replaced, or changed, by the President, who shall make the appointments no later than the Annual meeting of the Board of Directors.
- A. Audit Committee
 - B. Constitution and By-Law Committee
 - C. Membership Committee

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- D. Nominations Committee
- E. Resolutions Committee
- F. Training Committee

SECTION 2. The President may appoint special committees should he/she deem it necessary to do so for his/her term of office.

SECTION 3. Each Committee shall be responsible for submitting a report of activities as requested by the President or Board of Directors at the regular meeting.

ARTICLE III

NOMINATIONS AND ELECTIONS

SECTION 1. The Nominations Committee shall present their report during the business session of the regular December meeting, before the members assembled, giving a complete list of the nominations for elective offices of the Association. The presiding officer shall then call for any further nominations from the floor. Nominations from the floor shall require the nominee's concurrence in writing, or his/her verbal concurrence from the floor, at the time of nomination. After calling three (3) times for further nominations, the presiding officer shall declare the nominations closed.

SECTION 2. Any nominee who desires to withdraw his/her name may do so at the time of nomination but shall not make any address nor request his/her sponsors to support any other candidate.

SECTION 3. For any office for which there is only one nomination, the presiding officer shall thereupon declare such nominee elected by acclamation.

SECTION 4. In the case of a tie vote, the regular membership shall cast a re-vote secret ballot, given to the Secretary for counting.

SECTION 5. All ballots shall be preserved until the close of the regular meeting in case a recount should be required.

RULES OF ORDER

SECTION 1. ROBERTS RULES OF ORDER SHALL BE APPLIED WHEN CONDUCTING ASSOCIATION BUSINESS.

ARTICLE X

OATH OF OFFICE

SECTION 1. OATH. Officers elected shall swear to the following oath of office before the close of the annual meeting:

“I _____(STATE YOUR NAME)_____

HEREBY SWEAR

THAT I WILL SUPPORT THE CONSTITUTION AND BY-LAWS
AND ALL TIMES BEAR TRUE ALLEGIENCE
TO THE GOALS AND PURPOSES
OF THE NORTH IDAHO 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.”