

**ARIZONA FIRE CHIEFS ASSOCIATION  
BY-LAWS  
(As amended July 2010)**

**ARTICLE I - GENERAL**

Section 1.1 Name

The name of this organization shall be Arizona Fire Chiefs Association, Inc.

Section 1.2 Mission

The Arizona Fire Chiefs Association serves chief fire officers by providing leadership through involvement; professional development through networking, education and information distribution; and a forum to improve the fire service of Arizona.

Section 1.3 Composition

Membership may include members residing and serving in Arizona, any other state and Mexico.

Section 1.4 Code of Ethics

The members of the Arizona Fire Chiefs Association hold themselves and each other to a high standard of ethical conduct. Chief Fire Officers must conform to a higher standard. To guide our members towards the ethical execution of our work we hold the following code of ethics as our standard:

- Be truthful and honest
- Recognize that we serve in a position of public trust that imposes responsibility to use publicly owned resources effectively and judiciously.
- Keep in mind our obligation not to seek advantages or favors for ourselves, family, or friends.
- Use information gained by virtue of our positions only for the benefit of those we are entrusted to serve.
- Conduct our personal affairs in such a manner that we cannot be improperly influenced in the performance of our duties.
- Recognize and avoid situations wherein our decisions or recommendations may have an impact on our personal financial interests.
- Handle all personnel matters on the basis of merit.
- Carry out policies established by elected officials and policy makers to the best of our ability, even when they are contrary to our recommendations.
- Refrain from financial investments or business that conflicts with, or is enhanced by, our official positions.
- Ensure that decisions we are about to make are in the best interest of our community, our department, and our people.
- Recognize the strength of collaborative effort.

- Approach grants and funding opportunities with need, benefit, fairness, and ethics as cornerstones.
- Seek no favor and accept no form of personal reward for influence or official action.
- Engage in no outside employment or professional activities that may impair or appear to be in conflict with our primary responsibilities as fire officials.
- Aggressively address change in the interest of service delivery effectiveness and safety.
- Support individual and professional growth in our organization.
- Support democratic principles
- Support respectful labor / management relations as outlined in the document entitled "The Philosophy and Principles for Professional Honorable and Respectful Labor-Management Relations in the Arizona Fire Service" published May 21, 2008 which serves as the Association guide for its members with respect to labor / management relations within their respective organizations.

### Section 1.5 Sanctioning of Members

If it is clearly demonstrated to the Board of Directors, in accordance with adopted rules of procedure, that a member has violated the intent of Section 1.4 then the Board, in accordance with the rules of procedure, may sanction that member. Sanctioning may include private censure, public censure, expulsion or membership bar. The degree and actions to be taken relating to the censure of a member will be determined by the Board.

## **ARTICLE II - OFFICERS**

### Section 2.1 Officers

The Officers of this Association shall be President, Vice-President, Immediate Past President, and Secretary/Treasurer.

### Section 2.2 Elected Officers

The President and Vice-President shall be elected by a majority of all eligible members casting ballots prior to the beginning of the annual conference as set forth in Section 9.4.

### Section 2.3 Appointed Officers

- (a) The Secretary/Treasurer shall be appointed by the Board of Directors and shall serve at the pleasure of the Board. Outside services may be provided through a private provider as may be needed to assist the Secretary/Treasurer in the performance of his/her duties.
- (b) The Regional Directors and Section Chairpersons shall be regular members appointed by the President.
- (c) The Arizona State Vice-President to the Western Fire Chiefs Association shall be appointed by the President and shall serve as a member of the Board and as a liaison between the Arizona Fire Chiefs Association and the Western Fire Chiefs Association.
- (d) The Executive Director shall be appointed by the Board of Directors and shall serve at the pleasure of the Board.

### Section 2.4 Terms of Office

Elected officers shall hold office for two years or until their successors have been qualified and elected. Appointed officers shall hold office at the pleasure of the President and/or the Board of Directors. The terms of all elected officers shall officially start at the beginning of the final business meeting of the annual conference and the newly

elected officers shall preside over that meeting. Any elected officer who resigns, retires or terminates from active duty during his term of office shall automatically offer his resignation as an elected officer. The Board of Directors shall make the final determination of the eligibility of an officer to continue to serve in his/her capacity as an officer in this association.

#### Section 2.5 Term Limits

Elected officers shall be limited to two successive terms in any office.

#### Section 2.6 Filling Officer Vacancy

A vacancy occurring in any office shall be filled by prompt action of the Board of Directors. The period of time associated with the filling of an unexpired term shall not be included in the term limit calculation for an individual for that office.

### **ARTICLE III - DUTIES OF OFFICERS**

#### Section 3.1 President

It shall be the duty of the President to preside at all meetings of the association, appoint all committees and perform such other duties as may be required of the office by the members or the Board of Directors. The President or his/her designee shall represent the association at such conferences and meetings as authorized by the Board of Directors at the expense of the Arizona Fire Chiefs Association.

#### Section 3.2 Vice-President

In the absence or the inability of the President, the Vice-President shall perform all duties of that office and when the President is presiding, shall assist that office in every way possible. Should a vacancy occur in the office of the President, the Vice-President shall at once assume all the duties and responsibilities of the office. The Vice-President shall serve as membership chairperson.

#### Section 3.3 Immediate Past President

The Immediate Past President shall serve as chairman of the Nominating Committee and the By-Laws Committee as well as a member of the Board of Directors.

#### Section 3.4 Secretary/Treasurer

It shall be the duty of the Secretary/Treasurer to assure that a complete record of the proceedings of the association and its Board of Directors has been maintained. He/she shall also assure that a true and correct record between the association and its members has been filed. He/she shall cause to be prepared and issue to the members and all others to whom he/she may be directed by the Board of Directors a complete report of each annual conference. He/she shall collect all monies due the association from all sources and shall have custody of all the funds of the association and all monies in his/her possession belonging to the association shall be deposited under the name of the association in a bank approved by the Board of Directors. He/she shall keep a true and accurate record of all monies received and disbursed and shall expend no funds except upon proper authorization. No officer or member shall incur any expenses in the name of the association without the authority of the Board of Directors or the association in conference except the Secretary/Treasurer for the necessary expenses of his/her office. He/she shall close his/her annual report on the last day of the fiscal year and shall submit the same at the first board meeting thereafter. At the expiration of his/her term of office, he/she shall deliver to his/her successor all monies, books and documents with all vouchers and other property in his/her charge, belonging to or held in trust for the association. Certain functions of the Secretary/Treasurer may be provided through a private provider subject to the approval by the Board. The Secretary/Treasurer shall monitor services provided through a private provider as directed by the President. The Secretary/Treasurer shall serve as audit chairperson.

### Section 3.5 State Vice-President to the Western Fire Chiefs

The President may serve as the Arizona State Vice-President to the Western Fire Chiefs Association or may nominate any regular member of the Arizona Fire Chiefs Association to serve as State Vice-President to the Western Fire Chiefs Association. The State Vice-President to the Western Fire Chiefs Association will act in the capacity as advisor to the President on matters pertaining to the Western Fire Chiefs Association and shall serve as the AFCA representative to the Western Fire Chiefs Association.

### Section 3.6 Regional Directors

The President, with concurrence of the Board of Directors, may appoint Regional Directors in such number as may be deemed necessary and appropriate. The Regional Directors shall serve as a representative of the Board of Directors within their respective region and shall serve as a liaison for that region to the Board of Directors.

### Section 3.7 Section Chairpersons

The President, with the concurrence of the Board of Directors, may establish Technical Sections in such number as may be deemed necessary and appropriate. Sections shall meet as deemed necessary by the Section Chairperson. The Section Chairperson shall preside at all meetings of their respective Section, shall serve as a representative of the Board of Directors at those meetings and shall serve as a liaison for that Section to the Board of Directors.

### Section 3.8 Executive Director

The Executive Director shall assist the Board of Directors in conducting the business of the Association as specified by contract.

### Section 3.9 Reimbursement for Association Business

Individual Board members may receive reasonable reimbursement for expenses incurred during performance of their duties. Documentation, including proof of expenditure, shall be submitted to the Secretary/Treasurer prior to reimbursement. All reimbursements are subject to the approval of the Board of Directors.

## **ARTICLE IV - BOARD of DIRECTORS**

### Section 4.1 Board of Directors

The Board of Directors of the Association shall be comprised of the elected and appointed officers of the Association and affiliate liaisons from those affiliate organizations that have been approved by the Board of Directors.

### Section 4.2 Meeting

The Board of Directors, and such other members of the Association as the President may deem appropriate for the proper transaction of business, will convene at least quarterly at such time and place as designated by the President. The President shall also convene a meeting when requested in writing by a minimum of three members of the Board of Directors. Notification will be provided to all Board Members to allow reasonable notice of a meeting.

### Section 4.3 Board of Directors Quorum

A majority of the Board shall constitute a quorum for the transaction of business.

#### Section 4.4 Audit Committee

The Board of Directors, at their last board meeting prior to the end of the fiscal year, shall appoint an audit committee which shall include the Secretary/Treasurer. Following the end of the fiscal year the audit committee shall complete an audit of the financial records of the Association and provide a report of that audit to the Board of Directors at the first meeting of the board in the new fiscal year. A copy of the audit committee report shall be posted on the Association website following its acceptance by the Board of Directors.

#### Section 4.5 Executive Committee

The Executive Committee shall consist of the Officers as defined in Section 2.1, the AFCA Vice-President to the Western Fire Chiefs Association and the Executive Director.

### **ARTICLE V - DUTIES and POWERS of the BOARD of DIRECTORS**

#### Section 5.1 Duties of the Board

It shall be the duty of the Board of Directors to conduct all business of the association not otherwise provided for during the annual conference.

#### Section 5.2 Powers of the Board

The Board of Directors shall not incur debts or encumber the association beyond their fiscal resource value at the time of any anticipated expenditure.

#### Section 5.3 Other Duties and Powers

The Board shall perform such other duties and exert such other powers as required and authorized in these by-laws or by the Association at the annual conference.

#### Section 5.4 Review and Override

Any action of the Board of Directors will be subject to review at the annual meeting of the association and a two-thirds vote of the active membership present and voting shall override any action taken by the Board of Directors.

#### Section 5.5 Duties of the Executive Committee

It shall be the duty of the Executive Committee to meet to address issues of an urgent or immediate nature in cases where it is not feasible or practical to convene a meeting of the full Board.

#### Section 5.6 Powers of the Executive Committee

The Executive Committee shall have the power to take such actions as may be necessary to resolve or address issues of an urgent or immediate nature. Every effort shall be made prior to taking any such action to gather input from other Board members. In any case, every action taken by the Executive Committee will be presented to the full Board for review and discussion at the first available opportunity.

### **ARTICLE VI - MEMBERSHIP**

#### Section 6.1 Membership Classification, Eligibility, Rights and Privileges

The membership classifications of this Association shall be regular, associate, corporate and distinguished.

Regular and distinguished members are entitled to vote. Regular members are entitled to hold office. Members whose dues are not current on July 1 shall be removed from the membership roster.

#### Section 6.2 Regular Members

Any person who is a chief officer or, administrator in an organized public, governmental, tribal or private fire department, state or county fire marshal's office; a local, county or state emergency management director; or an officer of a nationally recognized fire prevention, control or suppression organization shall be eligible for regular membership in the Association. Such person shall become a member upon: (1) filing with the Association an application for membership; and (2) payment of the membership fee for the current year.

#### Section 6.3 Associate Members

Any person who is a fire commissioner, fire board member, city official, fire department member or individual representing an educational institution or association promoting the protection of life and property from fire shall be eligible for associate membership. Such person shall become a member upon: (1) filing with the Association an application for membership; and (2) payment of the membership fee for the current year.

#### Section 6.4 Corporate Members

Any firm, manufacturer, corporation or agency representing, producing or marketing products or services used by, or supporting, emergency service functions or activities shall be eligible for corporate membership. Such firms, manufacturers, corporations or agencies shall become a corporate member upon: (1) filing with the Association an application for membership; (2) review and approval by the Board of Directors; and, (3) payment of the corporate membership fee for the current year.

#### Section 6.5 Distinguished Members

There shall be four sub-categories of distinguished membership: past president, retired, honorary, and life membership. All candidates for distinguished membership, with the exception of past president and retired, must be nominated by an active member. It shall be the function, and exclusive purview, of the Board of Directors to determine the appropriate membership sub-category and make a unanimous recommendation for individuals nominated for distinguished membership. In making this determination, the board shall consider any disciplinary actions by the IAFC, and/or other city/county/state fire service associations; contributions to the profession at a level greater than the organizations served by the nominee; contributions at the national level; contributions to the profession as a whole, including through teaching or publication; and any other relevant service, accomplishment, or acts of merit. Once a recommendation has been provided by the board, distinguished membership, with the exception of past president and retired, shall be conferred upon an individual only after a majority vote of those members casting a ballot.

Individuals seeking retired membership status shall submit a letter to the Board of Directors indicating same and providing a brief history of their service. The Board will review the applicants status, determine if the retired membership criteria has been met, and whether retired status should be approved. Retired membership will be discontinued if the individual re-enters a fire service organization as an active member.

##### (a) Past President

Any individual who has served an elected term as President of the Association. Past Presidents shall not pay annual membership dues, but shall pay appropriate program and event fees.

##### (b) Retired Members

Any individual who was previously a regular or associate member in good standing for ten (10) years or more who has retired from the fire service shall be eligible for retired membership. Retired members shall not pay annual membership dues, but shall pay appropriate program and event fees.

(c) Honorary Members

Honorary members shall be recommended by the Board because of distinguished service or contribution to the Association or the fire service. Honorary members shall not pay annual membership dues, but shall pay appropriate program and event fees.

(d) Life Members

Life member shall be the rarest designation of distinguished membership and shall represent the highest honor afforded to members. Life membership shall be recommended for nominees who have provided distinguished service to their organization and who have made lasting and meaningful contributions to the Arizona Fire Chiefs Association and the fire service profession. Life members shall not pay annual membership dues or program and event fees as specified by the Board of Directors.

**ARTICLE VII - MEMBERSHIP FEES**

Section 7.1 Membership Fees

The annual fees, due and payable on the first day of January of each year for regular members of the Association, shall be according to the following schedule:

Individual – \$50 (\$75 beginning January 1, 2012) – provides a single membership in the name of an individual. Voting rights are vested with that individual.

Organizational – \$50 (\$75 beginning January 1, 2012) – provides a single membership in the name of a fire department. Voting rights are vested with an authorized representative appointed, in writing, by the organization.

Group Membership - group membership categories are restricted to organized fire service agencies. For purposes of this section “organized” is defined as an agency that has been issued an NFIRS Fire Department ID by the Office of the State Fire Marshal. The individual memberships included in these categories are not restricted as to type of membership. The total number of individual memberships within each group category is unlimited. Each Regular Member associated with these categories shall hold voting rights. It shall be the responsibility of the organization to provide a list of all included members at the time of dues payment. A separate membership profile shall be maintained by the Association for each member submitted as part of a Group Membership. The Group Membership categories are based on the population served by the organization with annual membership fees as follows:

- Category 1 - population served less than 10,000 - \$250
- Category 2 - population served 10,000 - 25,000 - \$500
- Category 3 - population served 25,000 - 50,000 - \$750
- Category 4 - population served 50,000 - 100,000 - \$1,000
- Category 5 - population served 100,000 - 200,000 - \$1,250
- Category 6 - population served 200,000 - 500,000 - \$1,500
- Category 7 - population served 500,000 - 1,000,000 - \$1,750
- Category 8 - population served above 1,000,000 - \$2,000

The annual fees, due and payable on the first day of January of each year for associate members of the Association shall be \$50 (\$75 beginning January 1, 2012).

The annual fees, due and payable on the first day of January of each year for corporate members of the Association, shall be according to the following schedule:

- 5 Bugle - \$1000
- 4 Bugle - \$750
- 3 Bugle - \$500
- 2 Bugle - \$250

Specific benefits associated with each level of corporate membership will be established by the Board of Directors.

Membership fees shall become delinquent on March 31st of each year. A 10% penalty will be assessed for any membership renewal submitted after March 31<sup>st</sup>. Fees are for the calendar year, or portion thereof, and are not prorated.

## **ARTICLE VIII - MEETINGS**

### Section 8.1 Selection of Date, Time and Place

The date, time and place of the annual meeting shall be determined by action of the Board of Directors.

### Section 8.2 Notification of Date, Time and Place

Notification of the place, date and time of the annual meeting shall be provided to the membership at least 90 days prior to the determined dates.

### Section 8.3 Regional Meetings

The Board or appropriate Regional Director may arrange regional meetings as desired by the membership. Members may attend any of the regional meetings in any area. Regional meetings are encouraged to allow discussion and possible solution of mutual problems. A report should be made to the President of any regional meetings.

## **ARTICLE IX - ELECTIONS**

### Section 9.1 Voting Eligibility

Every entitled member whose membership fees are current shall have the right to vote on the business of the Association.

### Section 9.2 Nomination for Elected Office

No later than 60 days prior to the beginning of the annual conference in an election year, a candidate for any elected office shall present to the chairman of the nomination committee a letter of willingness to serve and a letter from his/her supervisor supporting his/her candidacy. Each candidate shall also submit a photo, professional biography and candidate platform to be distributed to the membership and posted on the Association website as a part of the election process. The biography and candidate platform may not exceed 400 words total.

The Nominating Committee shall approve all candidates for elected office and is responsible for the appropriate conduct of the election and any questions related thereto.

### Section 9.3 Chairs of Office

It shall be automatic for the nomination of Vice-President to the office of President.

### Section 9.4 Balloting

Balloting for elected officers, distinguished membership and bylaw changes may be conducted through a mail ballot, an electronic ballot or other voting process approved by the Board of Directors.

The balloting for elected officers shall be conducted over a 30-day period, as established by the Board of Directors, which must be concluded prior to the start of the annual conference. The candidate for elected office receiving a majority of the eligible votes received by the established closing date shall be elected. The results of the election shall be announced at the opening session of the annual conference.

Balloting for bylaw changes shall be conducted over a 30-day period following appropriate notice as outlined in Section 11.1. A bylaw change must receive a 2/3 majority of the eligible votes received to be approved. The results of the election shall be published on the Association website within 5 days of the closing of balloting.

The balloting for distinguished membership may be conducted in conjunction with an election for officers, bylaw changes or may be conducted at such other time as deemed appropriate by the Board of Directors.

## **ARTICLE X - AFFILIATION**

### Section 10.1 Affiliation

This Association shall be supportive of the Western Fire Chiefs Association, a divisional section of the International Association of Fire Chiefs. Individual membership in these is not mandatory but is encouraged.

### Section 10.2 Affiliate Organizations

Organizations may petition the Association for recognition and affiliation. Petitions shall be acted upon at the next regular meeting of the Association and shall be carried by majority vote. If affiliation is approved the organization shall appoint an affiliate liaison to the AFCA Board of Directors.

### Section 10.3 Petition for Support.

Affiliate organizations may petition the Board for monetary or other support. The Board may act upon the request as needed subject to a two-thirds approval of the Board.

## **ARTICLE XI - AMENDMENTS TO BYLAWS**

### Section 11.1 Two-thirds Affirmative Vote and Advance Notice Required

The bylaws may be amended at any time following a recommendation by the Board of Directors by two-thirds affirmative vote of members voting provided regular members of the Association have been given a minimum of 30 days notice in writing and/or 60 days notice via the association's website. Balloting on any proposed bylaw change shall be conducted in accordance with Section 9.4.

A current version of the Association bylaws shall be maintained on the Association website at all times.

## **ARTICLE XII - COMMITTEES**

### Section 12.1 Appointments

The President shall appoint members to the following Standing Committees: Membership, Nominating, Bylaw, Arizona Emergency Response Commission, Arizona Fire Marshals Association, Legislative Affairs, and State-wide Mutual Aid. The President may appoint other special committees from time to time on any subject deemed necessary for the benefit of the Association. The specific roles and responsibilities of the standing and special committees shall be as determined and directed by the Board of Directors.

## **ARTICLE XIII - SECTIONS**

### **Section 13.1 Sections Established**

The Board of Directors, at their discretion, may establish such special interest or functional sections as may be appropriate in furthering the mission of the Association.

### **Section 13.2 Sections Defined**

Sections will be emergency service related and may focus on specific interest or functional areas. Sections may include, but are not limited to Administrative Professionals, Safety/Health/Survival, Metro Chiefs, Training, Company Officer, Emergency Medical Services, Industrial, Military/Federal, Native American, Volunteer, and Wildland. Sections are an integral part of the Association and function within the bylaws of the association.

### **Section 13.3 Section Membership**

Section participation is limited to Association members whose dues are current. Section membership is not required and an Association member may participate in multiple Sections simultaneously. No additional membership fee will be charged to participate in a Section. Selection of a Section Chair and other appropriate officers and establishment of Section operating guidelines will be accomplished by the Section membership but such guidelines may not be in conflict with these bylaws.

## **ARTICLE XIV - MISCELLANEOUS**

### **Section 14.1 Sponsorship Funding**

The Board of Directors, at their discretion, may seek and/or accept sponsorship funding from corporations, foundations or agencies for specific purposes or for general support of the Association.

### **Section 14.2 Bylaws Adopted**

Bylaws were approved and adopted as shown by the minutes of the annual meeting of the Association, May 8, 1969. Amended at the annual meeting February 22, 1981. Amended at the fall meeting October 24, 1981. Amended at the annual meeting February 27, 1982. Amended at the annual meeting April 1, 1984. Amended at the fall meeting October 27, 1985. Amended at the annual meeting April 22, 1990. Amended at the annual meeting April 14, 1991. Amended at the annual meeting April 16, 2000. Amended at the annual meeting April 21, 2002. Amended at the annual meeting August 2, 2003. Amended at the annual meeting August 1, 2004. Amended at the annual meeting July 31, 2005. Amended at the annual meeting July 27, 2006. Amended at the annual meeting July 31, 2010.