

**Utah County Chief**  
**Fire Officers**  
**Association**

**Constitution and Bylaws**

## Constitution

### Article I Name

#### Section 1

**Name:** This Organization shall be known as the Utah County Chief Fire Officers Association Inc., herein called the Association

### Article II Objective and Purpose

#### Section 1

**Objective:** The objectives of this Association are to maintain, promote, extend, and protect the interests of the fire services in Utah County, and pursuant to such objectives to establish and promote confidence and cooperation among the Fire Departments in the above mentioned locale. Also, to perpetrate better and more efficient communication, inter-department training and operations, fire prevention, fire cause determination, and foster a fraternal sentiment among its members and to stimulate and engage in any act or enterprise which, in the opinion of the membership, shall benefit the fire service.

#### Section 2

**Purpose:** The purpose of this organization is to further the professional advancement of the fire service and to ensure and maintain greater protection of life and property from fire, natural and man-made disasters, and/or other emergencies.

To carry out this purpose the Association shall:

- A. Conduct research and studies of major issues affecting the fire service at community and county levels;
- B. Develop and effectuate programs dedicated to the continual 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; and
- D. Cooperate with all organizations to promote programs that further the goals and objectives of the fire service.

### Article III Membership

#### Section 1

**Membership:** The membership of the Association shall consist of:

- A. **Active Members.** Active members shall be entitled to vote on all matters requiring a vote. Active members shall include:

- 1) The Chief of the Fire Department and other Chief Officers, and other officers as designated by the Chief, of regularly organized public, private, governmental or industrial Fire Departments.
- 2) State Fire Marshals.
- 3) Fire Commissioners and/or Directors who directly administrate the fire department and/or fire district operations.

## Article IV Officers

### Section 1

**Eligibility:** Any member of the Association seeking election to any on the elective offices specified in article III of the constitution shall:

- A. Be, or have been, the chief of fire department and an active member in good standing.
- B. In the event that a member retires from the fire service while holding an elective office the member may continue to hold said office until the next annual meeting, or banquet when a successor shall be elected.

### Section 2

The elected officers of the Association shall consist of a president, first vice president, second vice president (optional) and secretary/treasurer as needed. All elected officers shall be elected by ballot or movement and a majority sustaining vote at the December meeting. The term of office shall be for one (1) year or until the next annual meeting when a successor shall be elected. The first vice president is considered the president-elect for the next presidential term. The secretary/treasurer shall not be reelected for more than four (4) consecutive terms, or a total not to exceed five (5) years.

### Section 3

No officer or member of the Association shall incur any expenses in the name of the Association except for the president, first vice president, second vice president, secretary/treasurer, or their designated attendee.

### Section 4

**Vacancies and Resignation:** In the event of a vacancy occurring in the office of the president, or his successors, the next officer in line shall immediately assume all duties and authorities of the vacant office. An acting second vice president may be named by the president to serve out the remainder of the term, with a sustaining vote. In the event of a vacancy occurring in the office of the secretary/treasurer, an acting secretary/treasurer shall immediately be appointed by the president and following a sustaining vote shall serve out the remainder of the term.

Article V  
Duties of the Officers

Section 1

The duties of the executive officers are as follows:

The president shall:

- A. Be the official representative and spokesman for the Association.
- B. Serve as the chairman of the executive committee;
- C. Preside at meetings of the Association;
- D. Appoint all committees, including those not provided for in the constitution and bylaws;
- E. Countersign all checks exceeding \$200; and
- F. Call special meetings as required.

The first vice president shall:

- A. Be considered the president-elect for the next term;
- B. In the absence or inability of the president, perform all the duties of the office and assume the duties of the president;
- C. Assist the president in conducting the business and policies of the Association; and
- D. Perform such other duties as assigned.

The second vice president shall: (Optional)

- A. Assist the president and the first vice president;
- B. In the absence or inability of the president and first vice president, they shall assume all the duties and responsibilities of the president; and
- C. Perform such other duties as assigned.

The secretary/treasurer shall:

- A. Determine that all monies of the Association are deposited in proper accounts and, where applicable, drawing the highest rate of return consistent with the greatest safety for all the Association funds.
- B. Report to the annual conference on the financial condition of the Association including a summary of all revenues and disbursements;
- C. Keep a record of all meetings;
- D. Keep current membership records, including member names, addresses, telephone numbers, and other information deemed prudent;
- E. Shall keep a record of all business transactions;

- F. Shall have charge of all books, documents and papers belonging to the association; and
- G. Copy for publication all relevant communication as assigned.

## Article VI Amendments

### Section 1

These articles may be amended at any special or regular meeting of the membership provided that notice of the amendment shall be given to the membership thirty (30) days prior to the date of such meeting.

### Section 2

Amendments must receive a two thirds (2/3) majority of those members attending such a meeting to be adopted.

### Section 3

All amendments, alterations or revisions shall take effect immediately upon adoption by the membership unless otherwise provided.

## Article VII Meetings

### Section 1

This Association shall hold its meetings, unless otherwise ordered, on the second Thursday of each month at a time and place fixed by the membership.

### Section 2

Special meetings of the members of this Association may be called by the president upon application of three (3) members who are in good standing.

### Section 3

At any meeting of the members of this Association the presence of seven (7) active members in good standing shall be necessary to constitute a quorum.

### Section 4

At any meeting each department shall be entitled to one (1) vote as per their designated attendee.

### Section 5

For the purpose of orderly administration, Robert's Rules of Order shall be the authority for all meetings.

### Section 6

A simple majority vote is necessary for the transaction of business at all meeting.

## **Bylaws**

### Section 1

The dues for active and associate members are fifty dollars (\$50) per year due and payable by July 30<sup>th</sup> of each calendar year.

### Section 2

Additional dues may be levied in the event of a special project as sustained by the membership. Any additional dues shall be payable immediately.

### Section 3

To be entitled to benefits hereunder, a member must be in good standing with all dues and assessments paid.

### Section 4

Any member may be expelled from this Association for cause, for failure to serve, or for failure to pay dues. Any revocation of membership shall be sustained by a two-thirds (2/3) vote.

### Section 5

In the event of an election or appointment of a new secretary/treasurer, this individual will become added to the Utah County Chief Fire Officers bank account upon appointment of the position.

## **Miscellaneous**

### Section 1

In the event of an urgent question arising which necessitates an expression of opinion by the membership, and such questions are not of sufficient importance to summon an emergency meeting of the association, the president shall have authority to instruct the secretary to have printed and mailed to each member entitled to vote, a ballot, and to name a date upon which said ballot shall be returned to the secretary. The president shall appoint two (2) members to count said ballots and report the results to the president. All ballots shall be preserved until the close of the next meeting in case a recount should be required.

### Section 2

A maximum donation of \$200.00 shall be made annually to the State Fire Caucus Luncheon.

## **Rules of Order**

### Section 1

The presiding officer shall preserve orders and decorum and shall take no part in debates while presiding. All question of order shall be subject to an appeal to the conference, and upon such an appeal the vote shall be taken without debate. The presiding officer may state the reason for the decision given and shall put the question as follows: "Shall the decision of the chair be sustained?" A two-thirds (2/3) majority of those present and voting shall be necessary to reverse the decision of the chair.

### Section 2

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.

### Section 3

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

### Section 4

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.

### Section 5

Motions on any issue shall be addressed in order.

### Section 6

A motion to adjourn shall always be in order, except when a member is in possession of the floor, or there is a vote being taken, or it has been decided that a 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.

### Section 7

Any questions coming before the body 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.

### Section 8

The order of business of meetings of this Association shall be as follows:

- A. Roll Call.
- B. Adoption of Minutes of Previous Meeting.
- C. Secretary/treasurer Report.
- D. Presentation of Claims

- E. Report of Committees.
- F. Reading of Communications.
- G. Unfinished Business.
- H. New Business.
- I. Report of Attendance and Place of Meeting.
- J. Adjournment.

Adopted by the Association membership on \_\_\_\_\_