

**ARKANSAS
ASSOCIATION
OF
FIRE CHIEFS**

**CONSTITUTION
AND
BY-LAWS**

JUNE 10, 2023

ARKANSAS ASSOCIATION OF FIRE CHIEFS

CONSTITUTION AND BY LAWS

ARTICLE I

This organization shall be known as the Arkansas Association of Fire Chiefs.

ARTICLE II

SECTION 1. - PURPOSE

The purpose of this organization shall be the fostering and encouragement of a high degree of skill and efficiency in all fire departments in the state; to encourage the establishment of schools of instruction for imparting knowledge of modern and improved methods of emergency and non-emergency activities of fire departments; to encourage enactment of laws that will protect the lives and property of the citizens of the state, and laws that will give protection to firefighters and create more efficiency in all fire departments in the state; and the cultivation of a friendship among members.

SECTION 2. – POLITICAL ACTIVITY

This organization shall be non-partisan, and shall not be used for the dissemination of partisan principles, nor for the promotion of candidacy of any person seeking public office or preferment.

SECTION 3.

This organization shall convene in conference at least annually. Other meetings of the general membership shall be subject to call by request of the Executive Committee or by request of the majority of the membership.

ARTICLE III

SECTION 1. - MEMBERSHIP

The individual membership of the Association shall consist of:

A. **ACTIVE MEMBERS:** Active Members shall include: [1] the Chief of the fire department, all chief officers, and all officers performing staff functions as designated by the Chief, of regularly organized public, private, governmental, or industrial fire departments; [2] state and provincial fire marshals; [3] fire commissioners and/or fire directors who devote full time to administrative and firefighting operations; and, [4] all Active Members who have retired from the fire service during a current term of membership or office in this Association.

B. **ASSOCIATE MEMBERS:** Associate Members shall be individuals interested in the goals and objectives of the Association. They shall be entitled to participate in the Association except that they are not eligible to hold elective office, serve on the Executive Committee, or to have any voting privileges.

C. **LIFE TIME MEMBERS:** Life Time Members shall include Active Members who have retired from the fire service, provided that they have been members of the Association continuously for five [5] years immediately preceding their retirement or who have served a term on the Executive Committee.

D. **HONORARY MEMBERS:** Honorary Members shall be any person who has rendered conspicuous service to the Association and its aims and purposes, provided that such membership shall be recommended by the Executive Committee and shall receive a majority vote of the members present at the annual conference. Honorary Members shall not have a voice, nor have voting privileges at the annual conference.

ARTICLE IV

REPRESENTATION IN CONFERENCE

SECTION 1. - DELEGATES

All delegates must be Active Members or Life Time Members who (a) are in good standing with the department represented, and (b) shall have any membership dues paid before being seated in conference.

SECTION 2. - VOTING

All voting delegates must be present in order to cast any vote. No proxy votes shall be allowed.

All voting delegates shall have only one [1] vote on any particular matter.

SECTION 3. – MEMBERSHIP DISTRICTS

Five [5] geographical membership districts shall be established within the State for the purpose of localized representation on the Executive Committee and for local communication to and from the Executive Committee. The boundaries of each district shall be determined by the Executive Committee. Each district shall be represented by a District Vice President who shall be elected every two [2] years by their district delegates of the Association.

ARTICLE V

OFFICERS, COMMITTEES, AND ELECTIONS

SECTION 1. - OFFICERS

The Officers of this Association shall consist of the President, Executive Vice President, the Secretary-Treasurer, and five [5] District Vice Presidents.

SECTION 2. - ELECTIONS

The President will nominate an Elections Committee to oversee the elections of officer at the first meeting of the annual conference of the Arkansas Association of Fire Chiefs.

The Elections Committee shall confirm that any person nominated for office is in good standing with the Association.

Elections will be held on the last day of the annual conference of the Arkansas Association of Fire Chiefs.

The Chairperson of the Elections Committee shall present the results of all elections as the last order of business at the annual conference.

Only duly accredited delegates shall be allowed to cast a vote in elections, and Elections shall be decide by popular vote.

The President, Executive Vice President, District 2 Vice President, and District 4 Vice President shall be elected on even numbered years.

The Secretary-Treasurer, District 1 Vice President, District 3 Vice President, and District 5 Vice President shall be elected on odd numbered years.

In the event of a tie, there will be a run-off election between the candidates that are tied.

In the case of a contested election, voting shall be conducted via secret ballot conducted by the Elections Committee.

If a candidate is unopposed when nominations cease, the delegates may move to elect the candidate by acclamation.

SECTION 3. – TERM OF OFFICE

The term of office for the President, Executive Vice President, the Secretary-Treasurer, and District Vice Presidents shall be for a period of two [2] years.

SECTION 4. - NOMINATIONS

The President shall make the first order of business of the Arkansas Association of Fire Chiefs, at the annual conference, to announce all positions that are up for election and open the floor for nominations.

Nominations can only be made by members in good standing with the Association.

Nominees must be a “Chief Officer” with their respective local department.

SECTION 5. – CONTINUITY OF OFFICE

Officers shall hold their offices for their term, or until their successors are elected and qualified.

SECTION 6. – VACANCY OF OFFICE

When a vacancy occurs in any elected office, the Executive Committee shall appoint a member of the Arkansas Association of Fire Chiefs to finish the current term of office.

SECTION 7. – EXECUTIVE COMMITTEE

The Executive Committee shall consist of: The President, Executive Vice President, Secretary-Treasurer, five [5] District Vice Presidents.

SECTION 8. – CHAPLAIN

The Chaplain shall be appointed annually by the President.

SECTION 9. – STANDING COMMITTEES

The President has the authority to establish standing committees to further the business of this Association. The President shall appoint members to standing committees at the annual conference. The Secretary-Treasurer shall maintain a list of all standing committees and its members.

ARTICLE VI

DUTIES OF OFFICERS AND COMMITTEES

SECTION 1. - PRESIDENT

It shall be the duty of the President to preside at all conferences of the Association and meetings of the Executive Committee. He/She shall be a member ex-officio of all committees. He/She shall appoint all committees at each conference unless otherwise provided. He/She shall file with the Secretary-Treasurer, no later than the last day of the fiscal year of the Association, an itemized list of expenses incurred by him/her during the fiscal year, as well as a report of his/her official activities. He/She shall have the power to call a meeting of the Executive Committee by giving at least five [5] days' notice.

SECTION 2. – EXECUTIVE VICE PRESIDENT

The Executive Vice President shall directly assist the President in carrying out the business of this Association. In the absence of the President, the Executive Vice President shall preside over meeting and conferences. If the Office of President is vacated for any reason, the Executive Vice President shall assume the duties of the President for the remainder of the current term of office.

SECTION 3. – SECRETARY TREASURER

The Secretary-Treasurer shall keep a record of all proceedings and other records of the Association and shall be custodian of the official seal of the Association. The Secretary-Treasurer shall keep a record of all memberships of the Association. The Secretary-Treasurer shall submit at the annual conference a written report of the number of all memberships, dues paid, departments represented, and his official acts during his term of office. The

Secretary-Treasurer shall receive, deposit, and be the official custodian of all funds of the Association. The Secretary-Treasurer shall furnish the elected officers with necessary stationary and supplies.

The Secretary-Treasurer shall close all accounts of the Association on or before the last day of the month immediately preceding the annual conference, and all funds received or disbursed after that date shall not be reported in the general balance account of the ensuing conference. All funds shall be disbursed by the voucher check system. All books of the Association shall be open to the Executive Committee for inspection.

At the end of each fiscal year, the Secretary-Treasurer shall furnish to the Executive Committee an itemized account of all funds received and disbursed during the preceding twelve [12] months.

The Secretary-Treasurer, with the consent of the Executive Committee, may employ any help necessary in making the annual statements and reports and may purchase any supplies necessary to conduct the business of this office.

SECTION 4. – DISTRICT VICE PRESIDENT

The District Vice President shall serve on the Executive Committee to represent their respective district. District Vice Presidents shall reside in their respective district at the time of election and during their term of office.

SECTION 5. – EXECUTIVE COMMITTEE

The Executive Committee shall, in the interval between conferences, have full and complete charge of all business of the Association not otherwise provided for, and such other business that may be referred to them by the Association. The Executive Committee shall administer all personal property of the Association with the full power to administer the estate of the Association for the sole use and benefit of the Association. The Executive Committee shall meet at the call of the President or by call of a majority of its members. Five [5] members shall constitute a quorum.

The Executive Committee shall have the authority to examine all books and to see that all accounts are properly kept. The Executive Committee shall on the first day of each month submit to the Secretary-Treasurer an itemized statement of any expenses incurred during the preceding month along with a

report of their official activities. The Executive Committee shall have the sole power to suspend from office any elected officer upon evidence of his neglect of duty.

The Executive Committee shall have the authority to engage such outside audit services that it deems necessary to safeguard the assets of the Association. The Executive Committee shall approve the fidelity bond of any Association officer that they deem should be bonded.

The Executive Committee shall have the power to select and appoint an Executive Director of the Association in order to further the goals and objectives of the Association. The Executive Director's duties, term of office, responsibilities, and any compensation shall be at the discretion of the Executive Committee.

SECTION 6. – TRAINING OFFICERS ASSOCIATION

The Training Officers Association shall serve as a formal Section of the Arkansas Association of Fire Chiefs. They shall exist to support the training needs of the fire departments across the state and provide resources to member departments. Membership is open to any training officer of any Fire/EMS department in the state. Dues to the section shall be Ten (10) dollars per member. The Association Board shall establish a set of By-Laws that will be approved by the AAFC Executive Committee.

ARTICLE VII

FISCAL YEAR

The fiscal year of this Association shall begin on the first day of the calendar year, and it shall end on the last day of the calendar year.

ARTICLE VIII

REVENUES

SECTION 1. - DUES

The revenues of this Association shall be derived as follows: (a) \$85 per year dues for each paid department member; (b) \$30 per year dues for each volunteer department member; and (c) conference registration fees as determined by the Executive Committee. The Executive Committee may also solicit partnerships, sponsorships, conduct fund raisers, and/or other appropriate means to raise funds for the association.

SECTION 2.

All Active and Associate Members affiliated with this Association shall have annual dues paid to the Secretary-Treasurer prior to the annual conference. Failure to pay dues as required herein shall forfeit the individual's right to a seat in conference.

SECTION 3.

No annual dues shall be assessed to Life Time Members or to Honorary Members. Honorary members shall not be voting members.

SECTION 4.

Special assessments may be levied only by a referendum vote of the Association members when deemed necessary by the Executive Committee to carry on the work of the Association.

SECTION 5.

Executive Committee establishes an annual budget limit for specific line items.

ARTICLE IX

AMENDMENTS

Resolutions shall be submitted to the President of the Arkansas Association of Fire Chiefs Seventy-two [72] hours prior to opening ceremonies. Any resolution submitted after this time shall be considered a late resolution and shall require unanimous consent of the delegates on the floor.

This Constitution and By Laws shall not be amended except by a two-thirds [2/3] vote of all delegates present at any conference of this Association or by referendum vote of the entire membership.

ARTICLE X

RECALL

Any question or allegation of impropriety and/or misconduct on the part of any member or officer of this Association shall be presented to the Executive Committee in written form, signed by the member(s) presenting the question or allegation. The Executive Committee shall diligently, thoroughly, and fairly investigate the circumstances of the information presented and shall then take such action(s) as shall be deemed necessary to satisfactorily resolve the matter in order to best serve the goals, objectives, and reputation of this Association.

ARTICLE XI

MEMORIAL SERVICE

It is the consensus of this Association that during the annual conference, a memorial service shall be held to honor Association members who have died since the preceding conference.

ARTICLE XIII

PROCEDURES

All business of this Association, in conference or in committee, shall be conducted in accordance with the latest edition of *Robert's Rules of Order*.

Addendum

Organizational Structure

President

Executive Vice President

Secretary-Treasurer

District 1 Vice President

District 2 Vice President

District 3 Vice President

District 4 Vice President

District 5 Vice President

Districts