

DENTON COUNTY FIRE CHIEFS' ASSOCIATION, INC.

CONSTITUTION

ARTICLE I. GENERAL

Section 1.1 **NAME**

This organization shall be known as the Denton County Fire Chiefs' Association, Inc., hereinafter referred to as the Association.

Section 1.2 **PURPOSE**

The purpose of the Association is to further fire protection and emergency medical services in Denton County, and to promote greater protection of life and property from fire, natural, and man-made disasters, and other emergencies. To carry out this purpose the Association shall:

- A. Serve as the recognized organization in Denton County for the exchange of ideas, information, knowledge and experience in areas affecting the safety of life and property from fire.
- B. Cooperate in training programs, and promote public education in fire prevention and safety.
- C. Support and encourage the delivery of pre-hospital emergency medical services by the fire service to relieve human trauma.
- D. Cooperate will all organizations to promote programs that further goals and objectives of the fire service.

ARTICLE II. OFFICERS

Section 2.1 **ELECTED OFFICERS**

The elected officers of the Association shall consist of the President, Vice President, Secretary, and Treasurer. The President, Vice President, Secretary and Treasurer will also hold the office of Board Member. The President shall appoint other officers as needed.

Section 2.2 **ELIGIBILITY**

Any Member of the Association seeking election to any of the elective offices specified in Section 2.1 above shall be the Fire Chief of a fire department in

Denton County and an active member in good standing in the Association. The office of Secretary may be held by an associate member.

Section 2.3 **ELECTIONS**

Officers shall be elected by ballot, except when there is only one nomination for each office, election may then be by voice vote on the meeting night in December and shall have a term of office for one (1) year. The new officers will take office the first of January of the new year after they are sworn in.

Section 2.4 **VACANCIES**

Any vacancy occurring among the offices will be filled by election by ballot at the first meeting thereafter, or at a special meeting called for that purpose by the President or next higher ranking officer.

ARTICLE III. DUTIES OF OFFICERS

Section 3.1 **PRESIDENT**

The President shall be the official representative and spokesman for the Association, preside at meetings, appoint assistant officers, approve the agenda and The Order of Business and appoint committees. *“Robert’s Rules of Order, Revised”* shall govern all meetings of the Association.

Section 3.2 **VICE PRESIDENT**

The Vice President shall assist the President in conducting the business and carrying out the policies of the Association. In the absence or temporary inability of the President to perform all the duties of the office, the Vice President shall assume the duties of the President.

Section 3.3 **SECRETARY**

The Secretary shall be responsible for:

- A. The conduct and administration of all business, except financial, of the Association, subject to established policies.
- B. Keeping complete and accurate minutes of meetings and present minutes of the previous meeting at the next meeting.
- C. Make the approved agenda for the meetings.

Section 3.4 **TREASURER**

The Treasurer shall be responsible for:

- A. Preparing an annual budget.
- B. Supervising the use of all the assets of the Association with the advice and approval of the membership.
- C. Determining that all monies of the Association are deposited in proper accounts, and when applicable, draw the highest rate of interest return consistent with the greatest safety for Association funds.
- D. Determining that all funds are collected, recorded and disbursed in accordance with the policies of the Association.
- E. Reporting at each business meeting the financial condition of the Association, including a summary of all revenues and disbursements.

ARTICLE IV. MEMBERSHIP

Section 4.1 **REGULAR MEMBERSHIP**

The Fire Chief of any duly organized governmental fire department that serves in Denton County is eligible to become a member of the Association.

Section 4.2 **VOTING ELIGIBILITY**

Each regular member shall be entitled to one vote except as set forth in Section 4.3 below.

Section 4.3 **ASSOCIATE MEMBERSHIP**

All other chief officers who are members of fire departments or other such friends of the fire service as may be approved by membership may become Associate Members. Associate Members will not pay dues and shall be without voting privileges except when authorized by the fire chief representing their fire department in his/her absence. Past fire chiefs and retired members may be associate members without vote. Only one vote per fire department may be cast.

Section 4.4 **ANNUAL DUES**

Annual dues shall be established by a majority vote of the regular members present and voting in the December meeting. Dues shall be payable by the end of February each year. Dues not received within 60 days shall be delinquent and shall cause loss of all privileges afforded the member.

ARTICLE V. MEETINGS

Section 5.1 **FREQUENCY OF MEETINGS**

The frequency and dates of formal meetings of the members of the Association shall be as established by a majority vote of the members present and voting.

Section 5.2 **SPECIAL MEETINGS**

The President shall have authority to call special meetings of the Association whenever urgent business or professional considerations warrant.

ARTICLE VI. AMENDMENTS

Section 6.1 **AUTHORITY TO AMEND CONSTITUTION**

The Association shall have full power at any meeting to alter, amend, or revise this constitution, provided that notice of such alteration, amendment or revision shall be given in writing at least thirty (30) days In advance. The President shall see that every member is notified at least thirty (30) days prior to the date set for the meeting to vote on such proposed alteration, amendment, or revision.

Section 6.2 **ADOPTION OF AMENDMENTS**

A simple majority of the total membership who are present and voting shall be necessary for the adoption of any alteration, amendment, or revision.

Section 6.3 **EFFECTIVE DATE OF AMENDMENTS**

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

DENTON COUNTY FIRE CHIEFS' ASSOCIATION, INC.

BYLAWS

Section 1. **QUORUM AND LEGAL MAJORITY**

25% of the members (Fire Chiefs) plus two members of the Executive Board who are Fire Chiefs shall constitute a quorum at all meetings. Compliance with this requirement shall legalize all business transactions and questions.

Section 2. **ORDER OF BUSINESS**

The following order of business shall govern meeting proceedings unless otherwise ordered by a simple majority vote of members present :

1. Call to order by President
2. Invocation
3. Adoption of minutes of previous meeting
4. Committee report
5. Old Business
6. New Business
7. Selection of location of next meeting
8. Adjournment

Section 3. **RULES OF ORDER**

Robert's Rules of Order, Revised, shall govern all meetings.