

Indiana Fire Chiefs Association

Bylaws



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ARTICLE I IDENTIFICATION

This organization shall be known as the Indiana Fire Chiefs Association, Inc. herein called the Association, an affiliate of the International Association of Fire Chiefs.

ARTICLE II MISSION, PURPOSE, VISION

Section 1 MISSION

The Indiana Fire Chiefs Association promotes excellence in the fire and emergency services by providing a forum for networking, information sharing, cooperative opportunities, and a unified voice for our diverse membership and partners through educational, legislative and technical means.

Section 2 PURPOSE

The purpose of this organization is to further the professionalism in the Fire Service, and strive continuously to develop ever improving capability to cope with the constant threat of destructive fire to the lives and property protected by our State Membership. To accomplish these purposes the Association shall:

- A. Conduct studies of major Fire Service problems for the enlightenment of the membership and the improvement of public and private fire protection.
- B. Develop and effectuate an active program for the progressive improvement of local Fire Service, and stimulate action by the International Association to advance such proposals and improvements which the Association decides are of broad scope and merit.
- C. Serve as the recognized Fire Service “clearing house” within its jurisdiction for the dissemination of information pertinent to the Fire Service, its affairs and responsibilities.
- D. Encourage and assist local programs for public education in fire prevention and fire safety emphasizing home drills and emergency plans, and promote smoke detectors in all residences.
- E. Cooperate with other recognized Local, State and International Fire Service Organizations. Promote advanced educational programs directed toward a goal of professional status for the Fire Service leadership.
- F. Purpose and support sound legislative proposals at all levels of government to establish a nucleus around which an improved local Fire Service may be developed, with increasing emphasis upon professional qualifications and performance.

Section 3 VISION

The Indiana Fire Chiefs Association is dedicated to being the recognized leader by representing, educating, and supporting the leadership of Indiana’s fire and emergency services.

ARTICLE III MEMBERSHIP

Section 1 MEMBERSHIP LEVELS

- A. **ACTIVE MEMBERSHIP** - Active Membership shall be comprised of the Chief of Department and any Chief Officer Rank of a regularly organized Fire Department officially recognized by the State Fire Marshal's Office. Active members shall be entitled to vote on all matters requiring a vote unless otherwise prohibited by the By-Laws and shall be entitled to hold elective office. For departments with less than 30 emergency responders, the Fire Chief and one (1) Assistant / Deputy Chief will be identified as active members who will have voting rights, all others of that department will be considered to have Departmental Membership.
- B. **DEPARTMENTAL MEMBERSHIP** – Departmental Membership shall be comprised of each additional member beyond the Fire Chief and one (1) Assistant / Deputy Chief of a department with less than 30 emergency responders. Departmental Members shall be entitled to participate fully in the affairs of the Association, with the exceptions of holding elective office and voting privileges.
- C. **ASSOCIATE MEMBERSHIP** – Associate Membership shall include individuals interested in the protection of life and property from fire. This also includes all members of a department with 30 or more emergency responders who are not the Fire Chief or a Chief Officer. Associate Members shall be entitled to participate fully in the affairs of the Association, with the exception of holding elected office and voting privileges.
- D. **RETIRED ACTIVE MEMBERSHIP** – Retired Active Membership shall include only Active Members who have retired from the Fire Service after ten (10) consecutive years as members of the IFCA. Retired Active Members shall be entitled to participate fully in the affairs of the Association, with exception of holding elective office. Retired Active Membership may be obtained by application to and certification from the Board of Directors.
- E. **CORPORATE MEMBERSHIP** – Corporate Membership shall include individuals of agencies engaged in the manufacture or sale of fire service apparatus, supplies or services. Corporate Members shall be entitled to participate fully in the affairs of the Association, with the exception of holding elective office and voting privileges.
- F. **HONORARY LIFE MEMBER** - Honorary Life Membership may be conferred upon any person who has rendered conspicuous service to the Association, its aims and purposes, provided that the Board of Directors shall recommend to, and such membership and receive a majority vote of the Members present and voting at the Annual Meeting of the Association. Honorary Life Members shall be entitled to participate fully in the affairs of the Association, with the exceptions of holding elective office and voting privileges.

Retired Active Members and Honorary Life Members shall be exempt from all payment of dues.

The Association will pledge \$100.00 to the Hoosier Burn Camp in the memory of any past president, or life time member of the Association upon their passing.

Section 2 VOTING RIGHTS

Only Active Members in good standing shall have the right to vote at the annual meeting of the members on those items specified in Section 3 (below), as well as to vote on such other issues as the Board may choose to bring before the members. Other classes of members may attend meetings, but may not vote.

Section 3 MEMBERSHIP MEETINGS

- A. There shall be an annual meeting of the members upon such date, time and place, as the Board shall determine. During the annual meeting, voting members shall have the right to vote on the following matters only: election of officers, approval of the annual budget proposed by the Board, minutes of the previous annual meeting, Treasurer's annual financial report, and approval of any other issues as the Board may choose to bring before the members. Voting on all other matters is expressly reserved for the Board of Directors.
- B. Special meetings of the members may be called by the President or upon the request of 51 percent of the voting members. Members shall receive written notice of special meetings not less than 10 days prior. Notice shall state the purposes of the special meeting.

Section 4 QUORUM AND VOTING

Each voting member in good standing shall have one vote at any meeting of the members. A quorum of 50 percent of the total voting members is not required at Annual or Special meetings. A majority of the votes cast at an Annual or Special meeting shall constitute the action of the members.

Section 5 REMOVAL

Any member may be removed from membership by a majority vote of the Board of Directors.

ARTICLE IV BOARD OF DIRECTORS

Section 1 DEFINITION

There shall be a Board of Directors, which shall consist of the President, First Vice-President, Second Vice-President, Third Vice-President, Secretary-Treasurer, the immediate Past President, two (2) representatives of each of the ten (10) IDHS Districts, two (2) representatives At Large and the Chairperson of each Section. The incoming President shall appoint/reappoint the two (2) representatives of each of the ten (10) IDHS Districts, and the two (2) representative's At Large. The incoming President shall appoint/reappoint the Great Lakes Representative to the International Association of Fire Chiefs from the Board of Directors.

Section 2 MANAGEMENT OF THE CORPORATION

The Board of Directors shall have general charge of the affairs of the Association, and it shall be the duty of the Board of Directors to review the work of the Association at the Board of Director meetings. The Board shall develop a broad policy for the operation of the Association. The Board of Directors shall approve and adopt, and may change or amend, all budgets recommended by the Secretary-Treasurer.

No Officer or Member of the Association shall incur any expense in the name of the Association, without the approval of the Board of Directors, except in the case of emergency; the President is empowered to authorize the expenditure of sufficient funds to meet the emergency.

The Board of Directors shall cause to be made, an annual audit of all books and accounts. Such audit to be prepared and a copy of audit made available to the Members immediately following the last day of the calendar year.

Section 3 QUORUM

Seven (7) Board of Directors shall be necessary to constitute a quorum for the transaction of business, and the acts of a majority of the Board present at a meeting or on a teleconference in which a quorum is present shall be the acts of such Board. And further provide, that if the Directors shall severally and/or collectively, and being in majority, consent in writing to any action taken by the Board, such action shall be as valid a Board action as though it had been authorized at a meeting of the entire Board of Directors.

ARTICLE V OFFICERS

Section 1 ELIGIBILITY

Any Member seeking election to the office of President, First Vice-President, Second Vice-President, Third Vice-President, or Secretary-Treasurer of the Association shall:

- A. Be an Active Member, hold the highest rank in their department and be in good standing with the Association; except the Secretary-Treasurer who shall only be required to be Chief Officer Rank.
- B. Have paid all dues and assessments and is in attendance at the Annual Association Meeting.
- C. Have not retired from the Fire Service prior to the seeking of an elective office.
- D. In the event that a member retires or is not eligible for active membership while holding an elective office, they may continue to hold office until the next annual conference when a successor shall be elected.

Section 2 ELECTED OFFICERS

The elected officers of the Association shall consist of a President, First Vice-President, Second Vice-President, Third Vice-President, Secretary-Treasurer, all of whom shall be elected by ballot at the Annual Meeting of the Association and shall have a term of office for one (1) year or until the next Annual Meeting, when their successors shall be elected, except Secretary-Treasurer who shall have a term of two (2) years.

Section 3 VACANCIES

In the event of a vacancy occurring in the office of President, First Vice-President, Second Vice-President or Third Vice-President, the next officer in line shall immediately be directed by the Board of Directors in writing, or in formal session, to assume the title of that office for the un-expired term.

In the event of a vacancy occurring in the office of Secretary-Treasurer, an Acting Secretary-Treasurer shall be immediately appointed by the President and upon approval of the Board of Directors, shall serve for the un-expired term.

ARTICLE VI DUTIES OF THE OFFICERS

The requirements, responsibilities and duties of the Officers shall be as follows:

Section 1 PRESIDENT

The President shall preside at all meetings and shall serve as the representative to the public, to other municipal corporations and units of government and to other organizations.

Other duties and responsibilities of the President:

- A. Shall prior to election have served as First Vice-President.
- B. Shall be the official representative and spokesperson for the Association.
- C. Shall appoint all committees, including those not otherwise provided for in the by-laws.
- D. Shall perform such duties as are prescribed by the Board of Directors, and shall sign all papers executed by or on behalf of the Association, requiring his signature.
- E. Shall report recommendations of the Board of Directors at the Annual Conference.
- F. Shall appoint a Chaplain to attend all conferences and perform all duties pertaining to the affairs of the Association, and when requested, if possible, officiate at the burial of any member in good standing in the Association.

Section 2 FIRST VICE-PRESIDENT

- A. In the absence or in the inability of the President to perform all duties of that office, the First Vice-President shall be directed by the Board of Directors to immediately assume all duties and responsibilities of the office of President.
- B. Shall assist the President in every way possible to fulfill the duties of his/her office.

Section 3 SECOND VICE-PRESIDENT

- A. Shall assist the President and First Vice-President in conducting the business and policies of the Association.
- B. In the absence or inability of the President and First Vice-President to perform the duties of the President he shall be directed by the Board of Directors to immediately assume all duties and responsibilities of the office of the President.

Section 4 THIRD VICE-PRESIDENT

- A. Shall have the same duties as the First Vice-President and the Second Vice-President, in assisting the President.

Section 5 SECRETARY-TREASURER

- A. It shall be the duty of the Secretary-Treasurer to be responsible for the custody of all the assets of the Association.
- B. It shall be the duty of the Secretary-Treasurer to keep a complete record of the proceedings and correspondence of the Association and its Board of Directors.
- C. He/She shall supervise the collection and disbursements of all funds and shall disburse such funds of the Association in accordance with a proper warrant drawn by the Secretary-Treasurer and signed by the President. Said disbursements shall be in accordance with the By-Laws of the Association.
- D. The Secretary-Treasurer shall be bonded by an approved Bonding Agency in an amount approved by the Board of Directors.
- E. The Secretary-Treasurer shall attend to and perform such duties pertaining to his office, or as may be directed by the Board of Directors.
- F. He/She shall attend all the meetings of the Association, the Annual Conference, and the Association Board of Directors meeting.
- G. He/She shall present his records for the past calendar year to the auditing committee at the annual Board of Directors meeting.
- H. He/She may employ, with the consent of the Board of Directors such assistance as deemed necessary to discharge the duties of his office.
- I. The Secretary-Treasurer shall be allowed a monthly sum for his services and expenses; said sum shall be prescribed by the Board of Directors at the Annual Board of Directors meeting.
- J. File all necessary tax returns with the IRS and State of Indiana as well as any reports required by the Indiana Secretary of State.
- K. He/She shall be responsible for the preparation of the annual budget, which shall be presented, to the Board of Directors at their Annual Conference for their approval.
- L. He/She shall at each Annual Meeting of the Association submit a written report of the activities of his office for the preceding year, and also submit a report of the Association financial condition.

ARTICLE VII EXECUTIVE DIRECTOR DUTIES

- A. Plan, organize and direct the Association toward achievement of Association goals, objectives, projects and assists the Association on legislative matters as directed by the Board of Directors.

- B. Manage resources within budgetary limitations provided toward the objectives of the Association; provide professional, technical and management assistance to the Indiana Fire Service agencies through surveys and reports, or through personal or on-site assistance.
- C. Establish fiscal controls for income and expenditures and submits monthly reports relating thereto.
- D. Promote services of the fire service through constant liaison with fire service agencies, arrange seminars, maintenance of booths at conferences with the advice and consent of the Board of Directors.
- E. Establish projects and assign personnel to projects, according to expertise, availability and project deadlines.
- F. Authorize use of consultants in areas of highly specialized expertise, or when workload and deadlines necessitate their use with the consent of the Board of Directors.
- G. Coordinate activity towards the most effective and productive utilization of resources.
- H. Assist in review or project reports and review final reports before their release.
- I. Attend Board of Directors meeting and submit activity report to the Board of Directors. Submit minutes of the meeting and such other reports as required or requested by the President and Vice-President's.
- J. Keep abreast of the professional state-of-the-art in fire management operations and support services and counsel members accordingly.
- K. Perform these duties and such other duties assigned according to the policies established by the Board of Directors of the Indiana Fire Chiefs Association and under their guidance.
- L. Represent the Association when requested by the Board of Directors.
- M. Be responsible for the Association's web site by maintaining current and up to date information at all times.
- N. Handle correspondence for the Association and distribute important materials to the Board of Directors and other members as deemed necessary.

ARTICLE VIII MEETINGS

Section 1 DATE & PLACE

The President shall establish the date and place of the board meetings of the Association.

Section 2 ANNUAL CONFERENCE

The annual conference of this Association shall be held at such place as the prior Annual Conference shall have designated. In the event no invitation is received or accepted by the Board of Directors the site of future Conference shall be determined by the Board.

- Official Title Sponsor Level \$20,000.00 Annually

The Board of Directors reserves the right to establish or change the cost of the annual dues.

Section 2 MEMBERSHIP CARD

All new members making application after the annual meeting shall be given a membership card for the following calendar year.

Section 3 DEADLINE FOR DUES

No member in arrears for dues or assessments shall be eligible to vote or attend the annual meeting. Any member in arrears after April first of any calendar year, shall after due notice of such arrears have his name removed from the Membership Roll and the mailing list by the Secretary-Treasurer.

Section 4 APPLICATION FOR MEMBERSHIP

Application for Membership shall be made through the executive Director of the Association or their designee.

Section 5 COST FOR ANNUAL MEETING

The Board of Directors shall have the authority to establish a registration fee for the Annual Association Meeting.

Section 6 CURRENT FEES PAID

No member shall be entitled to the courtesies of the Annual Meeting until he/she has first paid registration fee and all other dues and assessments owed by him/her.

Section 7 FREE REGISTRATION

Invited speakers or distinguished visitors and members of the news media shall be permitted to register and receive the courtesies of the Annual Meeting without cost upon approval of the Association President.

Section 8 FISCAL YEAR DATES

The Fiscal year of the Association shall extend from the First day of January through the Thirty-first day of December.

ARTICLE XI COMMITTEES & SECTIONS

Section 1 COMMITTEES

The following Committees have been established and who's Chairman and Members shall hold office until replaced or changed by the President.

- A. Emergency Response Committee

- B. By-Laws Committee
- C. Conference Committee
- D. Legislative Committee
- F. Membership Committee
- G. Nominations and Elections Committee
- H. Education Committee

The President may name such additional Committees and/or appointments as he/her may deem necessary from time to time and which shall end with his/her term of office.

Section 2 SECTIONS

Sections are groups of individuals brought together to facilitate common interests and goals. The following Sections have been established to date, with the Board of Directors and the President able to establish other Sections, as they deem necessary for the betterment of the Association. Sections of the IFCA may appoint, at the time of the IFCA Annual Conference, a representative to sit on the IFCA Board of Directors. This person must be a member of the IFCA. They are not required to be a Chief Officer. Full voting privileges will be given. Each IFCA Section will appoint a chairperson who will be on the Board of Directors of the IFCA. Appointee does not need to be a chief officer.

- A. Emergency Medical Services Section
- B. Technical Rescue Section
- C. Indiana Safety Educators Section
- D. Aviation Section
- F. Mutual Aid Section

Section 3 COMMITTEE/SECTION REPORTS

Each Committee and Section shall be required to submit a report of its activities for presentation at the Annual Meeting.

ARTICLE XII NOMINATIONS AND ELECTIONS

Section 1 OVERVIEW

The Committee on Nominations and Elections shall present their report on the first day of the Annual Meeting assembled, giving a complete list of the nominations for the elective offices of the Association. There the Committee on Nominations and Elections deems it to be in the best interest of the Association to nominate two (2) or more candidates for any office, they may so report in order that the choice may be decided by a ballot of the Members present at the Meeting. The presiding officer shall call for nominations from the floor for each elective office.

Nominations from the floor shall require the nominee's concurrence in writing or his verbal concurrence from the floor at the time of nomination. After calling three (3) times for further nominations, hearing none, the presiding officer shall declare the nominations closed.

Section 2 REMOVE ONES NAME FROM NOMINATION

Any nominee who desires to withdraw his name may do so at time of nomination, but shall not make any address or request for his sponsors to support any other candidates.

Section 3 NO SPEECHES OR STATEMENTS

No nominating speeches or statements supporting any candidate shall be made by anyone.

Section 4 ONLY ONE CANDIDATE

For any office for which there is only one (1) candidate nominated the presiding officer shall instruct the Chairman of the Committee on Nominations and Elections as a representative of the meeting assembled to cast a unanimous ballot for said candidate and shall there upon declare said candidate elected.

Section 5 SECOND BALLOT IF NEEDED

In the election of officers the candidate receiving the highest number of votes for each office shall be declared elected. In the event of a tie vote, the voting on the second ballot shall be confined to the candidates so tied. The second ballot shall take place immediately following the report of the Committee on Nominations and Elections that a tie vote exists. The second ballot shall be subject to the same procedure as the first ballot.

Section 6 NUMBER OF VOTES BY DEPARTMENT

Multiple members from any Fire Department shall be entitled to no more than two votes on any question requiring a vote by the members.

ARTICLE XIII MISCELLANEOUS

Section 1 SWEARING IN

The installation of officers shall take place at the Annual Conference immediately following their election, with the appropriate ceremonies and the officers shall swear to the following oath of office:

“I_____hereby swear that I will support the ByLaws and at all times bear true allegiance to the goals and purposes of the Indiana Fire Chiefs Association, Inc. I further swear to perform the duties and responsibilities of my office and I will deliver to my successor all the records of said office, so help me God.”

ARTICLE XIV RULES OF ORDER

Section 1 ORDER & DECORUM

The Presiding Officer shall preserve order and decorum and shall take no part in debates while he is presiding.

Section 2 MUST STAND TO BE RECOGNIZED

Every member when he speaks or offers a motion shall rise in his place, state his name and place of residence and respectfully address the Presiding Officer.

Section 3 PRESIDING OFFICER RECOGNIZES SPEAKER FIRST

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 MOTION TO ADJOURN

A motion to adjourn shall always be in order except when a Member is in possession of the floor, or a vote is being taken, or it has been decided that a vote shall be taken. A motion to adjourn is not debatable, but a motion to adjourn at or to a given time is open to debate.

Section 5 IFCA INC. RULES GOVERN

Any question coming before the Conference for which no provision has been made in the By-Laws or Rules of Order, the Presiding Officer shall be guided in his decision by the rules laid down in the International Fire Chiefs Association, Inc., By-Laws.

Section 6 MEMORIAL SERVICE

An appropriate Memorial Service in honor of the deceased Members of the Association shall be held at each Annual Meeting.

Section 7 ORDER OF BUSINESS

The order of business at the Annual Conference shall be:

- A. Opening Ceremonies
 1. Present Colors
 2. Pledge of Allegiance
 3. Opening Prayer
 4. Appoint Sergeant of Arms
 5. Introduction of Association President

- B. Memorial Service
- C. Opening of Business Session
 - 1. Adoption of minutes of previous Conference
 - 2. Report on Nomination and Election Committee
 - 3. Appointment of special committees
 - 4. Report of Association Officers
 - 5. Report of standing committees
- D. Unfinished Business
- E. New Business
- F. Election of Officers and Installation
- G. Special Announcements