

WILLIAMSON COUNTY FIRE CHIEFS ASSOCIATION



Constitution and By-Laws March 2019

Constitution

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CONSTITUTION

ARTICLE I

Name

The name of this organization shall be known as the Williamson County Fire Chiefs Association hereinafter referred to as the Association.

ARTICLE II

Purpose and Objective

The Association is a 501(c) (3) organization. The purpose is to enhance the protection of life and property threatened by fire, natural and man-made disaster, and other emergencies by promoting cooperation of fire and emergency medical, and other specialized emergency response capabilities throughout Williamson County. To this end, the Association shall;

- A. Serve as the recognized body in Williamson County for the exchange and planning of ideas, information, knowledge and experience in areas affecting the safety of life and the protection of property;
- B. Plan, provide, and coordinate training opportunities and programs, and promote public education in fire and life safety;
- C. Provide, coordinate, and maintain a countywide mutual aid agreement and services between all fire departments for the overall benefit of Williamson County;
- D. Support and encourage an "all-hazard" response and mitigation model inclusive of the delivery of pre-hospital emergency medical services by the fire service;
- E. Cooperate with other stakeholder organizations to promote programs that further the goals and objectives of the fire service and the greater public safety of those serviced in Williamson County and with our mutual aid partners in the region;
- F. Support State and Federal Government/Commissions in the interest that is the best for Williamson County Fire and EMS protection;
- G. Advisor to the County Commissioners' Court on matters concerning fire protection in the county and to serve as a central point of contact for the commissioners;
- H. Funds received by the Association are required, under section 501 (c) (3) of the Internal Revenue Code, to be used for training and communication.

ARTICLE III

Membership

SECTION 1. MEMBERSHIP

- A. The membership of this Association shall consist of current Chief Officers from all organized fire departments in Williamson County, including Williamson County's Emergency Medical Services, 911 Communications, Office of Emergency Management, Hazardous Materials Response, and Sheriff's Office, or any other head of county agency

that provides emergency services in Williamson County.

B. Membership is divided into three categories; Active Members, Associate Members, and Life Members.

1. **Active Members:**

- a. Fire Chief: The administrative head of each fire department. They have primary voting privileges and may hold office.
- b. Chief Officers: An individual employed (volunteer or career) by a fire department and who carries the title of chief officer or who is authorized to act in the position of chief regardless of their title. They may hold office and has voting privileges.

2. **Associate Members:** Associate members are non-fire department public safety agencies in Williamson County. Other governmental or quasi-governmental public safety stakeholders, auto and mutual aid partners in a County with boundaries adjacent to Williamson County interested in joining the Association must be approved by a simple majority of the voting membership. Such membership shall be exempted from voting and holding of elected offices.

3. **Honorary Members:** May be conferred upon active members who are retiring from the fire service; or leaving in good standings; or persons who have rendered conspicuous service to the Association, provided that such membership shall be recommended by the Board of Directors and receive a majority vote of those present at a regular meeting of the Association. Such membership shall be exempt from voting and holding of elected offices.

C. Good Standing—A department in good standing is consider one that has attended no less than 50% of the meetings.

D. Termination of membership: Any active or associate member who, for any reason vacates his/her position as a Chief Officer shall automatically lose membership in the Association.

SECTION 2. VOTING

A. Active members shall be entitled to vote on all matters requiring a vote.

B. Any Standard proposed that would affect the entire county fire service will require a one vote per Fire Department in good standing. Successful vote requires a 2/3 majority consensus of the ballots cast for passage.

C. Any business that the President feels would affect the entire county fire service must be approved or may be tabled by the majority of Directors of the Williamson County Fire Chiefs Association in attendance at a regularly scheduled meeting.

- D. The proposed standard or business that affects the entire county fire service would be provided for review to all Williamson County Fire Departments in good standing and will be voted upon at the next regularly scheduled meeting of the Association.

- E. Any member Williamson County Fire Departments in good standing that is unable to attend the next scheduled meeting of the Association will be allowed one vote per absentee ballot. This can be accomplished by e-mail or letter to the Secretary of the Association prior to the meeting.

ARTICLE IV
Emblem

SECTION 1. EMBLEM

The emblem of the Association shall be of a design as follows:



SECTION 2. USE OF NAME AND EMBLEM

The use of the name and emblem of the Association shall be according to the guidelines established from time to time in the by-laws.

ARTICLE V
Officers

SECTION 1. ELIGIBILITY

Any member of the Association seeking election to any of the elective offices specified in Section 2 shall be an active member in good standing in the Association.

- A. Only the rank of Fire Chief and assistant chief is eligible to hold the office of President or Vice-President.
- B. Fire Chiefs and Chief Officers are eligible to hold the office of Secretary or Treasurer.

SECTION 2. OFFICERS

The elected officers of this Association shall consist of the President, Vice President,

Secretary and a Treasurer, all of whom shall be elected at an annual meeting held in January. Nominations shall be presented at the annual meeting.

SECTION 3. EXECUTIVE BOARD

There shall be an Executive Board, which shall consist of the President, Vice President, Secretary, Treasure and the immediate Past President.

No department shall hold more than one position of the executive board, with the exception of the immediate past president position.

SECTION 4. TERMS OF OFFICE

- A. President and Vice President shall serve staggered two-year terms. President elected on even years and the Vice President elected on odd years.
- B. Secretary and Treasurer shall be staggered two-year terms. Secretary elected on odd years and the Treasurer elected on evenyears.

SECTION 3. VACANCIES

In the event of a vacancy occurs the president shall temporarily appoint an active member to the office until an election can be called at the next regular meeting.

ARTICLE VI Meetings

SECTION 1. REGULAR MEETINGS

The regular stated meetings shall be held on the 2nd Wednesday of each odd numbered month. The presiding officer will announce the time and location.

SECTION 2. SPECIAL MEETINGS

The President or two or more board members may call special meetings, provided a 24-hour notice is given.

SECTION 3. ANNUAL MEETINGS

- A. The annual meeting of the Association will be held the 2nd Wednesday in January of each year.
- B. All new officers will assume their duties immediately after the election at the annual meeting

SECTION 4. CANCELATIONS and RESCHEDULING of MEETING

The President has the authority to cancel and or reschedule any meeting for the great good of the Association due an emergency, a meeting following on a holiday, or any other type of scheduling conflict.

ARTICLE VII Quorum

All business and elections will be conducted by a simple majority vote provided that a quorum of 50% or more of the departments is represented. Each fire department represented at the meeting has one vote.

ARTICLE VIII Order of Business

The President of the Association shall determine the order of business at the regular and special meetings. Roberts Rules of Order shall govern all meetings of the Association in all points not covered by these Articles.

ARTICLE IX Constitution Amendments

The Association shall have full power to alter, amend, or revise this constitution, providing that notice of such alteration, amendments, or revision shall have been given in writing to the President of the Association at least ten (10) days prior to a regular meeting.

- A. Amendments shall require a simple majority of the members present at any regularly scheduled meeting to be approved.
- B. Approved amendments to these articles shall be sent out with the monthly minutes to all Williamson County Fire Chiefs.
- C. The approved amendment as set forth in items A and B above shall require a second reading at the next regularly scheduled meeting. To repeal the proposed amendment, a two-thirds vote of those members present shall be required. The amendment will become effective or be repealed at that time.

ARTICLE X Ratification

This constitution is hereby and originally adopted by the Williamson County Fire Chiefs Association and hereafter revised and amended on the following dates:

May 14, 2003
April 9, 2014
March 13, 2019

**THE ABOVE CONSITUTION IS REVISED, APPROVED, AND ADOPTED ON THE
_____ DAY OF _____, 2019**

President (printed name)

President (signature)

Vice President (printed name)

Vice President (signature)

Secretary (printed name)

Secretary (signature)

Treasurer (printed name)

Treasurer (signature)

BY-LAWS

SECTION 1 Name and Emblem

The name and emblem or other insignia of this Association may not be used, published or distributed by any member for any purpose except those expressly authorized by the provisions of the constitution or by policies of the Association; and no other individual or entity (legal or natural, in corporate or any other form) may use the name and emblem or other insignia of the Association without such written consent and license as shall be required by the Association.

SECTION 2 Membership

- A. Any active or associate member who, for any reason vacates his/her position as a Chief Officer shall automatically lose membership in the Association.
- B. Any member may be suspended or expelled from the Association for good and just cause by a two thirds (2/3) vote of the members present at a regular or special meeting following a recommendation of the Board of Directors.

SECTION 3 Duties of Officers

- A. Office of President:
 - 1. Shall preside at all meetings and enforce a rigid observance of the constitution and by-laws, rules and regulations.
 - 2. Shall act as the chief executive officer and spokesperson for the Association and may perform other duties as prescribed by Association constitution and by-laws and membership directives.
 - 3. Shall service at the Chair to the Executive Board.
 - 4. Shall appoint all committees and have general supervision of the business of the Association.
 - 5. Insure all committees or work groups operate according to the Constitution and By- Laws
 - 6. Shall be permitted to vote in all cases.
 - 7. Shall temporarily appoint an active member to fill a vacancy of an elected office until an election can be called at the next regular meeting.
- B. Office of Vice President:
 - 1. In the absence, inability, or vacancy of the president, to perform all duties of the president.
 - 2. Assist the president in conducting the business and the policies of the Association.

3. Perform such duties as prescribed by the Executive Board or president
4. The Vice-President and the Treasurer shall provide annual report of the administrative and financial affairs of the Association.

C. Office of Secretary:

1. Shall ensure the meeting notices are sent out to the membership, agendas are prepared, meeting minutes are recorded, and files of minutes and other transactions are maintained in accordance with record retention requirements.
2. Shall ensure the preparation and review of, as appropriate, Association instruments, contracts, and agreements.
3. Shall keep a regular and correct record of the proceedings of the Association.
4. Shall conduct all correspondence of the Association; notify persons of their election and members of their expulsion within ten (10) days after the same has taken place.
5. At the expiration of the term of office, the secretary shall transfer all properties of the Association to the successor within thirty (30) days.

D. Office of Treasurer:

1. Shall maintain books for the Association, supervise all financial affairs including receipts and disbursements of funds, provide liaison with the designated bank depository and recipients of funds from the Association.
2. Pay all authorized bills within 30 days of receipt.
3. Ensure the Board authorizes all expenditures over \$200.00.
4. Ensure all purchases over \$1,000.00 receive written bids.
5. Maintain appropriate files on deposits and expenditures.
6. Present monthly "State of Affairs" reports to the Board.
7. The Vice-President and the Treasurer shall provide annual report of the administrative and financial affairs of the Association.
8. At the expiration of the term of office, the treasurer shall transfer all properties of the Association to the successor within thirty (30) days.

SECTION 4

Dues

Reserved.

SECTION 5

Election of Officers

Officers shall be elected by ballot, except when there is only one nomination for each office, and then the election may be by voice vote on the meeting night. When there is more than one nominee for an office, the Secretary shall prepare a sufficient number of ballot papers on which shall appear the names of the different nominees. The Board of

Directors shall assist the Secretary in certifying the election. The new officers will assume their duties immediately after the election at the annual meeting.

SECTION 6

Committees and Representatives

- A. The President may appoint members to serve on committees and assign a member to serve as Chairperson of such committees.
- B. The committees shall remain in place until they have completed their assigned task or have been dissolved by the President.

C. Other Committees

The President may name any other committees as s/he may deem necessary and shall determine their responsibilities. Examples of committees that are commonly used:

1. Constitution and Bylaws Committee
2. Communications Committee
3. Nomination Committee
4. Audit Committee

- D. The President may appoint active or associate members as liaison persons to the organizations listed below. The person appointed shall be an active member of the organization to which he/she has been assigned. It shall be the member's responsibility to keep the membership of this Association informed of the activities and positions of the organization to which he/she has been assigned and to inform, when appropriate, the assigned organization of the activities or position of this Association.

SECTION 7

Vendors and Presentations

Presentations by vendors, solicitors, or salespersons are not allowed at a regular meeting unless previously approved by a majority vote of members present.

SECTION 8

Rules of Order

- A. Any question coming before the meeting 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 9
By-Law Amendments

The Association shall have full power to alter, amend, or revise these by-laws, providing that notice of such alteration, amendments, or revision shall have been given in writing to the President of the Association at least ten (10) days prior to a regular meeting.

- A. Amendments shall require a simple majority of the members present at any regularly scheduled meeting to be approved.
- B. Approved amendments to these sections shall be sent out with the monthly minutes to all Williamson County Fire Chiefs.
- C. The approved amendment as set forth in items A and B above shall require a second reading at the next regularly scheduled meeting. To repeal the proposed amendment, a two-thirds vote of those members present shall be required. The amendment will become effective or be repealed at that time.

SECTION 10
Ratification

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May 14, 2003
April 9, 2014
March 13, 2019

THE ABOVE CONSITUTION IS REVISED, APPROVED, AND ADOPTED ON THE _____ DAY OF _____, 2019

President (printed name)

President (signature)

Vice President (printed name)

Vice President (signature)

Secretary (printed name)

Secretary (signature)

Treasurer (printed name)

Treasurer (signature)