

Northeastern Arizona Fire Chiefs Association

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Approved: January 23, 2019

ARTICLE I – NAME

- A. The name of the Association shall be the “Northeastern Arizona Fire Chief’s Association”, (hereby referred to as NAFCA or “Association”).

ARTICLE II – PURPOSE

- A. The Association is organized and shall be operated as a nonprofit corporation for the purpose of promoting fire prevention, oversee the education and training of firefighters, encourage the standardization of methods and equipment, maintain compliance with local, state, and federal laws and standards, establish interoperability of equipment and communications between member organizations, share information relative to improving the delivery of fire suppression and emergency medical services, and foster cooperation among organizations providing for public safety in Northeastern Arizona.

ARTICLE III –FISCAL YEAR

- A. The fiscal year of the Association shall be from June 30 through July 31.

ARTICLE IV- CODE OF ETHICS

The members of the Northeastern Arizona Fire Chiefs Association hold themselves, and each other, to a high standard of ethical conduct. Chief Fire Officers must conform to a higher standard. To guide our members towards the ethical execution of our work we hold the following code of ethics as our standard:

- Be truthful and honest
- Recognize that we serve in a position of public trust that imposes responsibility to use publicly owned resources effectively and judiciously.
- Keep in mind our obligation not to seek advantages or favors for ourselves, family, or friends.
- Use information gained by virtue of our positions only for the benefit of those we are entrusted to serve.
- Conduct our personal affairs in such a manner that we cannot be improperly influenced in the performance of our duties.

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- Recognize and avoid situations wherein our decisions or recommendations may have an impact on our personal financial interests.
- Handle all personnel matters on the basis of merit.
- Carry out policies established by elected officials and policy makers to the best of our ability, even when they are contrary to our recommendations.
- Refrain from financial investments or business that conflicts with, or is enhanced by, our official positions.
- Ensure that decisions we are about to make are in the best interest of our community, our department, and our people.
- Recognize the strength of collaborative effort.
- Approach grants and funding opportunities with need, benefit, fairness, and ethics as cornerstones.
- Seek no favor and accept no form of personal reward for influence or official action.
- Engage in no outside employment or professional activities that may impair or appear to be in conflict with our primary responsibilities as fire officials.
- Aggressively address change in the interest of service delivery effectiveness and safety.
- Support individual and professional growth in our organization.

A. Sanctioning of Members

- If it is clearly demonstrated to the Board of Directors, in accordance with adopted rules of procedure, that a member has violated the intent of Section 1.5 then the Board, in accordance with the Rules of Procedure for Enforcement, may sanction that member. Sanctioning may include private censure, public censure, expulsion or membership bar. The degree and actions to be taken relating to the censure of a member will be determined by the Board.

ARTICLE IV – MEMBERSHIP

A. Membership Classifications

1. **Active Members** – Active members shall include Fire Chiefs, Chief Officers, or their designated member(s) of formally organized active fire

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departments, fire districts, and recognized city, town, county, state, federal, tribal Emergency Management, fire or industrial fire brigade agencies within Northeastern Arizona and specifically within Navajo and Apache Counties. Such person shall become a member upon: (1) filing with the Association an application for membership

2. **Affiliate Members** – Affiliate Members shall be non-voting members and shall include Chief Officers and administrators of fire departments and fire districts from outside Northeastern Arizona and recognized private agencies within Northeastern Arizona whose officers are engaged in the protection of life and property from fire or who are interested in issues of fire protection or emergency medical service delivery. Affiliate members shall also include Northland Pioneer College (NPC) and the Northern Arizona Training Center (NATC). Affiliate members are entitled to participate in discussion, sit on committees (but not chair), and speak to motions but will not be able to vote or make motions. Such person shall become a member upon: (1) filing with the Association an application for membership
3. **Associate Members** – Associate members shall be non-voting members and may include owners, salespersons, or other employees of firms who supply services or material to the fire service. Associate members may share information at the request of the chair, may be invited as “technical experts” for committee work, and speak to motions. Such person shall become a member upon: (1) filing with the Association an application for membership
4. **Honorary Members** – Honorary members shall be non-voting members and include people who have benefited the fire service in general and preferably the Association. The membership is recognition of the assistance rendered and may include members of the general public, politicians and retired fire service professionals. The honorary membership shall be determined by a majority vote of the “active” members.

B. Voting

1. Each fire department or agency represented by at least one “active” member shall have only one vote, regardless of the number of active members within the Association, providing annual membership dues have been paid.
2. Motions shall pass or fail by majority vote (50% +1 of present voting members)
3. Affiliate, Associate and Honorary Members are non-voting members.

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C. Dues

1. The annual dues of the Association shall be established by a two-thirds majority vote of the Board of Directors and may be reviewed annually. The current listing of membership fees shall be posted on the Association website within 10 days following adoption.
2. Dues are required to be invoiced on or before June 1st of each calendar year and paid by July 31st. Dues will be considered delinquent after August 31st of each calendar year. A 10% penalty may be assessed for any membership renewal submitted after August 31st. Fees are for the calendar year, or portion thereof, and are not prorated.

D. Contributions/Donations

1. Monies may be accepted for the betterment of the Association.

ARTICLE V – OFFICERS

A. Executive Board

1. The Executive Board (E-Board) will be made up of the elected officers of the Association.
2. The E-Board is empowered by the membership to conduct business on behalf of the membership in order to facilitate the day-to-day operation of the Association.
3. The E-Board may not make decisions or take action on behalf of the membership which constitutes a significant change impacting the Association without first bringing the issue before the membership for a vote.

B. Officers

1. The Officers of the Association shall be President, Vice-President, Immediate-Past-President, Secretary and Treasurer.
2. Only Chief Officers of fire departments, fire districts or industrial fire brigades who are active members of the Association are permitted to serve as Officers of the Association.
3. The length of term for all elected officers shall be two (2) years.
4. The Immediate Past President is not an elected position and shall be limited to a term of four years or until a new President is elected.

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C. Duties of Officers

1. **President:**

The President shall preside at meetings of the Association; serve as ex-officio member of all committees; serve as the administrative officer of the Association; and perform other duties as required.

2. **Vice President:**

The Vice President shall preside at meetings of the Association in the absence of the President; make themselves available to the committees appointed by the membership as an ad-hoc member; assist committees to meet the needs and direction of the Association.

3. **Immediate Past President:**

The Immediate Past President shall preside at meetings of the Association in the absence of both the President and Vice-President; serve as a member of the E-Board with a specific focus on providing consistency of leadership and management of the Association.

The Immediate Past President shall make themselves available to the committees appointed by the membership as an ad-hoc member; assist committees to meet the needs and direction of the Association.

4. **Secretary:**

The Secretary shall keep minutes at meetings of the association; cause the preparation and distribution of meeting minutes no longer than five (5) days after each scheduled meeting; distribute the agenda for meetings, as well as section and/or committee meeting minutes, one week prior to each meeting; keep an up-to-date account of active members – this list should be available at each meeting of the Association

The Secretary shall serve as a member of the E-Board; make themselves available to the committees appointed by the membership as an ad-hoc member; assist committees to meet the needs and direction of the Association.

5. **Treasurer:**

The Treasurer shall receive, record, and deposit all monies received by the association into its bank account; report account activity and account balance(s) at all meetings of the Association; keep and file all required reports and corporate documents

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At no time may the Treasurer expend Association funds without approval of the President or a vote of approval by the membership.

The Treasurer shall serve as a member of the E-Board; make themselves available to the committees appointed by the membership as an ad-hoc member; assist committees to meet the needs and direction of the Association.

D. Elections

1. Every entitled member whose membership dues are current shall have the right to vote on the business of the Association.
2. Elections will be held annually during the October meeting
3. Nominations for Officers will be solicited during the annual meeting voting will be conducted by secret ballot.
4. Each Active Member Agency will have only one vote.
4. Officers terms will be staggered to provide consistency of leadership in the following manner:

Even Years: President
 Secretary

Odd Years: Vice-President
 Treasurer
5. If an E-board member is elected to a position which overlaps his/her existing term, a special election will be held to fill the new vacancy in his/her previous position.
6. Elected Officers are not term limited but must be reelected by the members of the Association every two years.

ARTICLE VI – ANNUAL BUDGET

- A. The fiscal year (FY) shall begin on July 1st and conclude on June 30th of each calendar year.

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- B. An annual budget shall be prepared E-Board of the Association and presented to the membership for approval at the June meeting.
- C. The Association E-Board shall present a balanced budget to the membership for approval.
- D. The budget shall include but is not limited to:
 - 1. All sources of income or revenue
 - 2. All anticipated expenditures
 - 3. Estimated expenses for all Sections
 - 4. Reasonable justification for anticipated expenditures

ARTICLE VII– NAFCA SECTIONS AND COMMITTEES

- A. NAFCA sections and committees work under the Association hierarchy and are empowered to carry out the mission and direction of the Association within their assigned areas of responsibility
 - 1. **Sections** are standing working groups which are both sanctioned and funded by the Association. Section chairpersons are appointed by the President and approved by a majority vote of the membership every two years. Only Active members may serve as the chairperson of a section. Current Association Sections include:
 - a. Safety Section/Training Section
 - b. Fire Marshals Section
 - c. EMS Section
 - 2. **Committees** are temporary working groups assembled to perform specific tasks. Upon completion of the assigned task the committee will disband. Committees will be funded by the Association on an as-needed basis and only with approval of the E-Board. A committee may elect its own Chairperson however; only Active members may serve as the chairperson of a committee.
 - a. A committee does not have the authority to bind the Association to commitments, agreements or contracts involving the expenditure of funds.
- B. Section and Committee Chairpersons are required to keep and record minutes of their respective meetings. These minutes will be forwarded to the secretary to be included with the agenda for the next Association General Meeting.

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ARTICLE VIII – REPRESENTATIVE/AGENCY REPORTS

- A. Representative Reports: The President will appoint various members to report back to the Association regarding legislation, standards, or general activities of other groups which have real or potential effects on the membership. These appointments will be made based on each member's outside affiliations. Some examples of common representative reports are: AFCA, AFDA, NATC, NPC, Wild Land, Regional Dispatch, Statewide Mutual Aide, etc.
- B. Agency Reports: NAFCA members interact with various private and public agencies on a regular basis. Members within the leadership of these agencies provide the Association with valuable information and insight about the environment in which we all work. Therefore representatives of these agencies will be afforded an opportunity to report to the membership on a regular and ongoing basis. Some examples of common agency reports are: AZ State Forestry, US Forest Service, etc.

ARTICLE IX – MEETINGS

- A. Meeting Schedule
 - 1. The date, time and place of the business meetings shall be determined by action of the Board of Directors and shall be conducted during the annual October meeting.
 - 2. All official business requiring a vote of the Association will be conducted at these meetings.
- B. Executive Board Meeting
 - 1. The Executive Board shall meet at least once each quarter.
 - 2. The President may call an Executive Board meeting at any time, on an as needed basis, to conduct the day-to-day business of the Association.
 - 3. A quorum of three of the five E-board members must be assembled for these meetings.
 - 4. E-Board meetings are open to active members however, in the interest of the efficient conduct of business; general members may only attend as observers.
 - 5. Minutes will be kept regarding the business conducted by the E-Board.
- C. Special Meetings

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1. The President may call a Special Meeting of the membership if required during the year.
2. Only the business that necessitated the calling of the Special Meeting may be conducted at this time.

D. Quorum

1. A majority of the E-Board (three of five persons) shall constitute a quorum and is required for any and all Association meetings.

ARTICLE X – BYLAW CHANGES

- A. Periodically and as necessary the E-Board and/or general membership of the Association may determine a need to change or update the Bylaws.
- B. Any member wishing to make a change to the Bylaws may submit the change to the E-board for consideration at any time. The proposed change should include:
 1. Existing Language
 2. Proposed change or amendment
 3. Desired outcome (intent of the “law”)
 4. Justification for change
- C. Discussions on changes will take place during the September general meeting. Changes will be drafted and brought back to the membership during the September meeting for review. Finally, any changes will be submitted to the general membership for approval during the October meeting.
- D. The E-board will review suggested changes and if appropriate will draft language in order to meet the intent and then present that language to the general membership for approval (as outlined below).
- E. On an annual basis the Bylaws will be reviewed to determine the ongoing appropriateness for the Association.
- F. The exact wording of proposed bylaw changes must be sent out to all active members at least 30 days prior to any vote to approve.
- G. Acceptance or denial of change will be determined by a simple majority vote of active members in attendance at the general meeting.
- H. Proxy or absentee votes are allowed.