

1 IDAHO FIRE CHIEF'S ASSOCIATION
2 CONSTITUTION AND BY-LAWS

3 Revised May 3, 2007 at Lewiston, ID
4 Amended May 13, 2010 at Post Falls, ID
5 Amended May 10, 2012 at Boise, ID
6 Amended April 22, 2016 at Sun Valley, ID
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CONSTITUTION

ARTICLE I

NAME AND PURPOSE OF THE ASSOCIATION

SECTION 1. Name. This association shall be known as the Idaho Fire Chief's Association, Inc., also referred to hereafter as the IFCA.

SECTION 2. Organizational composition. The IFCA was established in June 1969. It is an incorporated entity in the state of Idaho and is registered with the IRS as a 501(c)4 non-profit organization. It is governed by a Board of Directors, hereafter referred to as the Board, The Board of Directors consists of an Executive Board (the Officers) and District Directors.. The IFCA's Officers and Directors are elected from those eligible to hold office from within the IFCA's membership.

SECTION 3. Mission and Vision statements. The mission and vision statements of the IFCA, as of January, 2007, are as follows:

Our **MISSION** is to provide and enhance leadership to career and volunteer emergency services in Idaho.

Our **VISION** is to improve career and volunteer emergency services in the state of Idaho through leadership, collaboration, education, safety, information and representation.

SECTION 4. Purpose. The purpose of the association is to cooperatively pursue and achieve the following ideals for the common good of a majority of its members and the public they serve:

- A. To provide leadership and communication that will further the advancement of the career, combination and volunteer fire and EMS services throughout the state of Idaho, with an emphasis on the health and safety of all firefighters;
- B. To advocate and promote the protection of life and property from fire, natural and man-made disaster, medical or other sudden emergencies.
- C. To bring together, the membership annually to conduct business of the association, induct elected officers, discuss ways and means for the betterment of fire and EMS services, to receive mission-oriented training and to promote a bond of friendship and understanding among the leadership and members of the fire and EMS services in the state of Idaho;

- D. To conduct research, analysis and studies of critical issues and problems that are, or could, affect the fire and EMS services at the local, state or federal level and to develop ideas and action plans accordingly;
- E. To encourage and share ideas, information, knowledge and experiences in areas affecting the fire and EMS services among our members;
- F. To encourage and develop public education in fire prevention for the preservation of human life and protection of property and material resources from destruction by fire;
- G. To cooperate with all allied or interested organizations to promote programs that further the goals and objectives of the fire service;
- H. To support and encourage fire service participation in the delivery of pre-hospital emergency care and medical services at various proficiency levels to relieve human suffering and trauma;
- I. To promote the development of the fire and EMS services through a comprehensive program of education, public relations, political action, prevention and research;
- J. To monitor, propose, and advocate for or defend against legislation at all levels of government to assure the best interests of the majority of member fire and EMS services are served and that such legislation will better enable the saving of lives and protection of property.

ARTICLE II MEMBERSHIP

SECTION 1. Membership, general. Regular membership in the IFCA is intended primarily for chief officers (crossed bugles) who are active members from a career, combination or volunteer fire and/or fire-EMS service or agency whose area of jurisdiction is within the state of Idaho. Other classes of membership are offered in several categories for Associate, Life, Honorary, Divisional or Department as described below.

SECTION 2. Categories of Membership. The IFCA shall have the following categories of membership:

A. Regular Member

Eligibility:

1. Must be an active member of any fire or fire-EMS department or agency whose area of jurisdiction is within the state of Idaho.
2. Job responsibility must include:

- 1 a. A chief or administrator who oversees the operations of any
2 career, combination or volunteer fire or fire-EMS department and
3 all chief officers (crossed bugles) of any public, private,
4 governmental or industrial fire or fire-EMS department.
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6 Privileges:

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8 1. May hold elected office if eligibility requirements are met
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10 2. Eligible for appointment to serve on IFCA Committees.
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12 3. May provide input on all IFCA business matters which may be brought to
13 the general membership.
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15 4. May vote for the election of officers per Article III Section 6 of the
16 Constitution.
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18 5. May vote on IFCA business per Article 1, Section 6D of the Bylaws.
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20 6. Receive member communications from the IFCA.
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23 **B. Associate Member (single) or Associate Membership (group)**

24 Eligibility:

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26 1. Any individual, business or firm interested in the IFCA's mission and
27 vision or whom provide products or services to the members of the IFCA;
28 and
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30 2. Is or are otherwise not eligible for Regular membership.
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32 3. Other fire, EMS or emergency service professional organizations or
33 associations.
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36 Privileges:

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38 1. May participate in events and activities of the IFCA but may not hold
39 office or vote on IFCA business or election of officers.
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41 2. Eligible to serve on any IFCA committee.
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43 3. Receives member communications from the IFCA.
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46 **C. Life Member and Honorary Member**

47 Eligibility:
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1. Life Member. Past-President of the IFCA; and/or IFCA member for ten (10) consecutive years immediately preceding retirement or honorable separation from service; and/or
2. Not eligible for Regular or Associate membership.
3. Honorary Member. Anyone recommended and approved by a super majority consensus (67%) of the Board, or, anyone recommended and voted upon by a super majority consensus (67%) of the voting Membership. This would typically be someone who has rendered outstanding, exceptional or conspicuous service to the IFCA, its aims and purposes.

Privileges:

1. Waiver of dues to the IFCA.
2. Fifty percent (50%) discount conference registration fee to the IFCA annual conference.
3. Receives all IFCA member communications.
4. Eligible to serve on all IFCA committees.

D. Divisions and Division Membership (Division Member)

The IFCA Board may authorize the establishment, continuation of, or dissolution of specialized divisions within the IFCA. Divisions are intended to carry out detailed activities in specialized or specific fire and EMS service fields. A Division may be created and formed upon request of a group of members who can substantiate and justify its need and whose purpose is consistent with the goals and objectives of the IFCA. Proposals for the creation of a division shall be submitted to the Board at least sixty (60) days prior to the IFCA annual conference.

1. Divisions may be organized and developed under their own written operating protocols, provided they are not in conflict with the guidelines and parameters of the IFCA's Constitution and By-Laws. Division operating protocols shall first be approved by the Division's Membership and shall then be submitted to the IFCA Board for further review and approval.
2. Divisions shall be under the ultimate jurisdiction of the IFCA Board. Presidents of each division shall report to and be fully accountable to the IFCA Board. The IFCA President may appoint an IFCA Board member to serve as a liaison to each or any Division.
3. Anyone with an interest in a division's purpose and guidelines may hold a Division Membership.

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- 4. Committees may be established within each division by Division Boards, as needed or required, to conduct division business. Committees shall be under the jurisdiction of, and responsible to, the division, but with oversight from the IFCA Board. Members of committees shall be members of that division.
 - 5. Divisions shall not be financially independent of the IFCA. Divisions shall submit for review and consideration any financial requests to the IFCA Board for approval. All division expenditures must be authorized in advance by the IFCA Vice-President of Operations.
 - 6. All division sponsored activities and programs requiring any funding are expected to be self-supporting. All Division sponsored activities and programs that may present a financial liability to the IFCA shall be coordinated in advance, with the Vice-President of Operations
- E. **All-Volunteer Fire or EMS Department Memberships.** All-volunteer fire or EMS departments with twenty (20) or fewer members may apply for a Volunteer Fire or EMS Department membership. Such application shall be submitted to the appropriate district director on an IFCA Membership Application form. If approved by the district director such memberships require no dues.
- F. **Master Membership for IFCA Board Members.** Those persons serving on the IFCA’s Board of Directors are provided “Master Memberships” at the Regular Member annual due cost. This is to encourage Board members to participate as voting members in each IFCA Division, as they so choose, and as a benefit for volunteering their time to serve on the Board.

ARTICLE III
BOARD OF DIRECTORS

SECTION 1. Composition of the Board. The Board of Directors shall be comprised of two components: the Executive Board and District Directors. The Executive Board and District Directors shall be voting members of the Board.

SECTION 2. Executive Board. The Executive Board shall be composed of the following positions: President, Vice-President, Vice-President of Operations, State Vice-President to Western Fire Chiefs Association, and the Immediate Past President. The chain-of-succession to the Chair is in the order shown.

SECTION 3. District Directors. There shall be seven (7) District Directors on the Board, one from each of the seven (7) IFCA districts. Each District Director and Alternate District Director shall be from an agency headquartered within the geographic district that he/she would represent as Director or Alternate Director.

1 District Directors shall be elected as specified in the Constitution, Article III,
2 Section 6.

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4 **SECTION 4. District Director Alternates.** Each person serving as a District Director
5 shall appoint and identify a District Director Alternate who shall have full powers to
6 represent the District Director in their absence (See Article IV, Section 2, F.).

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8 **SECTION 5. Eligibility.** Any eligible member of the IFCA seeking election to any of the
9 elective offices specified in this article shall, on the day of election, and thereafter while
10 in office, be a Regular member in good standing of the IFCA.

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12 **SECTION 6. Election of Officers and Directors.** The President, Vice-President, Vice-
13 President of Operations, and State Vice-President to Western Fire Chiefs Association
14 shall each be elected by voting members per Article II Section 2.A.5 of the Bylaws..
15 *(Amendment 15-08 draft April 30, 2015)* There shall be seven (7) District Directors
16 on the Board, one from each of the seven (7) IFCA districts. These seven
17 (7) District Directors will be voted on only by those members of the IFCA from
18 within that particular district. The eligible voting members from those seven (7)
19 Districts shall be members of IFCA in good standing.

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22 **SECTION 7. Terms of Office.**

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24 A. **Executive Board.** The Executive Board (Officers) consists of the President,
25 Vice-President, Vice-President of Operations, and State Vice-President to
26 Western Fire Chiefs Association. Each shall each hold office for two (2) years
27 until re-elected or successors have been elected and sworn in. The President
28 and State Vice-President to the Western Fire Chiefs Association shall be elected
29 in odd numbered years and the Vice-President and Vice-President of Operations
30 shall be elected in even numbered years.

31
32 B. **District Directors.** The District Directors shall serve a two (2) year term, being
33 elected on a rotating schedule, with their successors being chosen on odd and
34 even years with District 1, 3, 5 and 7 being elected on odd numbered years, and
35 Districts 2, 4, and 6 being elected on even numbered years.

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37 C. **Immediate Past President.** The Immediate Past President is a member of the
38 Executive Board for one year after leaving office as President.

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41 **SECTION 8. Vacancies and Resignations.** For the position of President,
42 Vice-President, Vice-President of Operations, and State Vice-President to Western Fire
43 Chiefs Association; any of whom ceases to be eligible as a Regular IFCA member, upon
44 two-thirds approval from the Board, be allowed to continue in office until expiration of
45 their term. In the event of a vacancy occurring on the Executive Board, the next officer in
46 line, or an officer of the Board's choosing, shall immediately be directed by the Board to
47 assume all the duties and authorities of the vacant office. An acting officer, to replace the
48 one filling the vacancy, shall be appointed by the Board. Vacancies of District Directors
49 may be filled by the District Director Alternate, with their agreement, and/or may be
50 appointed by the President.

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ARTICLE IV
DUTIES OF THE BOARD OF DIRECTORS

SECTION 1. Duties of the Board of Directors.

The Board of Directors is solely responsible and expressly authorized by their election to their positions by the membership for the leadership, control and operation of the Association. The IFCA Board of Directors reserves the right to outsource all or specific portions of association business to independent contractors as may be necessary.

- A. The Board of Directors shall review the work of the IFCA at all Board of Directors meetings and shall regularly inform the membership of the work of the IFCA through various communication mediums.
- B. The Board of Directors shall regularly review and approve the Operating Policies and Procedures and Budget of the Association, and call for an independent outside audit of the corporate financial records as necessary.
- C. Have the authority to conduct all business of the Association during the interim between annual meetings. Such actions may be reviewed and overturned by the Membership by a majority vote of all eligible members per By-Laws Article I, Section 6.D.
- D. The Board of Directors shall develop policy for the goals, objectives and operation. The IFCA board shall use the strategic planning process to aid in the development of its goals. That process shall involve the voluntary participation and involvement of the IFCA membership.
- E. Designate an Executive Director for the Association, and approve the management contract for Him/Her. The Board of Directors shall determine the Scope of Work for the Executive Director and shall monitor his/her actions regularly to ensure appropriate performance.
- F. The Board of Directors have been extended Division memberships in all IFCA Divisions to encourage the Board's involvement in those divisions to the extent they are able to do so.
- G. All IFCA Board members and District Director Alternates shall maintain their membership requirements for Regular membership in the IFCA throughout the duration of their Board term.

SECTION 2. Duties of Officers. All officers shall follow guidelines as adopted herein and as may be revised by the IFCA Board as circumstances or need may dictate.

- A. The **President** shall:

- 1 1. Be the official representative and spokesperson for the-IFCA.
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- 3 2. Preside at meetings of the IFCA and at meetings of the Board.
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- 5 3. Appoint committees as needed or not otherwise provided for and make
- 6 special appointments of persons on committees or other positions as may
- 7 be needed.
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- 9 4. Perform other such duties as may be required of their office or by the
- 10 Board.
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- 12 5. Provide leadership and guidance to carry-out and maintain the Strategic
- 13 Plan of the IFCA.
- 14
- 15 6. Monitor the performance of the Divisions and Committees and mentor
- 16 their leaders in their duties.
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18 **B. The Vice-President shall:**

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- 20 1. Assume the duties and responsibilities of the President in the absence or
- 21 inability of the President to perform the duties of the office.
- 22
- 23 2. Assist the President in conducting the annual conference, meetings,
- 24 business and polices of the IFCA.
- 25
- 26 3. Assist the President and Vice-President of Operations in managing the
- 27 organizations finances and in the development of the annual budget and
- 28 strategic plan.
- 29
- 30 4. Perform such other duties as are prescribed by the President or Board.
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32 **C. The Vice-President of Operations shall:**

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- 35 1. Supervise the collection and disbursement of all funds.
- 36
- 37 2. Shall administer the IFCA's Financial Policy.
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- 39 3. Disbursements shall be made in accordance with the Financial Policy of
- 40 the IFCA.
- 41
- 42 4. Report to the Board and membership at the annual meeting on the
- 43 financial condition of the IFCA, including a financial statement prepared
- 44 by the Executive Director.
- 45
- 46 5. Work in coordination with the Executive Director to prepare and provide a
- 47 budget for the next calendar year for the IFCA.
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- 50 6. Provide direct oversight of the Executive Director's management of the
- 51 business of the association and its finances.

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D. The **State Vice-President to the Western Fire Chiefs Association** shall:

1. Serve as liaison and State Director from the IFCA to the Western Fire Chiefs Association.
2. Participate on the Board of Directors of both the Western Fire Chiefs Association and the IFCA.
3. Communicate pertinent fire service issues, legislation, events and activities within Idaho to and from the Western Fire Chiefs Association.
4. Prepare and submit activity reports to the IFCA Board and members.
5. Serve on the IFCA membership committee.
6. Keep the members of the IFCA notified of Western Fire Chief's Association activities.
7. Coordinate special projects and assignments for the IFCA as assigned by the Board or President.

SECTION 3. Duties of District Directors. All District Directors shall follow guidelines as adopted herein and as may be revised by the IFCA Board as circumstances or need may dictate.

A. The **District Directors** shall:

1. District Directors shall serve as the IFCA's local point-of-contact for all members within their particular district.
2. District Directors shall make regular contact with the IFCA members within their district for the purpose of communication on IFCA matters.
3. District Directors shall forward information promptly on any fire service related activities including deaths, LODD's, serious injuries, major incidents, dismissals, new hires, retirements, celebrations, etc. to the Executive Director.
4. District Directors shall make reports at Board meetings on their activities in their District on behalf of the IFCA.
5. District Directors serve as District Directors under the terms and provisions of the "Idaho Fire Service Resource Response Plan (IFSRRP)" to maintain and coordinate that plan at their district level. (Reference IFSRRP Appendix B – Key position Checklist for District Director.).

B. **District Director Alternates:**

- 1 1. There shall be designated alternates, one for each District
2 Director, selected by the District Director from IFCA members within
3 their district. These alternates shall have full authority to discharge
4 the duties as director in the event said Director is unavailable or
5 unable to do so, should they become incapacitated and are unable to
6 fulfill their term of office or responsibilities as Director. Alternates shall
7 attend all board meetings whenever possible so they are abreast of
8 the issues and capable of voting in the absence of the District
9 Director.
- 10 2. The District Director shall “pre-qualify” any District Director
11 Alternate prior to submitting that person’s name to the Board by
12 having that person’s consent to serve and ensuring they are a current
13 ,IFCA member from within their district.

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16 **SECTION 3. Duties of the Executive Director.** The Executive Director shall:

- 17 1. Keep records of all proceedings and records of business activities.
- 18 2. Keep a record of the membership with current member contact
19 information.
- 20 3. Be responsible for the custody of all the assets of the IFCA and
21 exercise responsible control of same adhering to the IFCA’s Financial
22 Policy.
- 23 4. Deposit all monies of the IFCA in a chartered bank or recognized
24 financial institution in the name of the IFCA.
- 25 5. Disperse funds of the IFCA under the supervision of the Vice-President of
26 Operations
- 27 6. Disbursements shall be made in accordance with the Financial
28 Policy of the IFCA.
- 29 7. Be bonded in an amount approved by the Board and shall be periodically
30 revised as needed.
- 31 8. Prepare a report to the Board and membership at the annual meeting on the
32 financial condition of the IFCA, including a prior year-end financial statement
- 33 9. Work in coordination with the Vice-President of Operations to prepare and
34 provide a budget for the next calendar year for the IFCA.
- 35 10. Maintain the IFCA website and coordinate the use of same.
- 36 11. Conduct and manage the annual Elections process under supervision by
37 board members not up for election that year.
- 38 12. The Executive Director shall have authority to manage the business of the
39 association and its finances contingent on direction from the Board of Directors.

1 The Executive Director shall be directly responsible to and serve at the pleasure
2 of the Board of Directors, with direct oversight by the Vice-President of
3 Operations.
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7 **ARTICLE V**
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9 **MEETINGS AND CONFERENCES**
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11 **SECTION 1. Annual Meeting.** There shall be an Annual Meeting of the IFCA
12 membership at a date, time and location approved by the Board and announced at least
13 thirty (30) days prior to such meeting. The annual meeting shall typically be held in
14 conjunction with the Annual Conference. The purpose of this meeting is to review and
15 discuss IFCA business, to present reports on the IFCA's activities, and to vote on any
16 pertinent IFCA business. The membership in attendance at the annual meeting shall
17 constitute a quorum for the purpose of conducting business.
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19 **SECTION 2. Board of Director Meetings.** The IFCA Board shall meet at least twice
20 annually, one of those times being in or around the Annual Meeting and Conference.
21 The IFCA Board shall also meet in the Fall of each year, typically at the venue of the
22 following year's Annual Meeting and Conference. The Board may also convene to meet
23 on special occasions, circumstances or issues at any time when so requested by the
24 President, either in person or through the use of technology.
25

26 **SECTION 3. Division Meetings.** All IFCA Divisions are required to hold at least one
27 annual business meeting to review and discuss division business, to present reports on
28 the division's activities, to conduct the election of divisional Board members and to vote
29 on any pertinent division business. Minutes or notes of this meeting shall be forwarded
30 to the Executive Director within thirty (30) days of the meeting.
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32 **SECTION 4. Committee Meetings.** All committees, Standing and Ad Hoc, shall be led
33 by a Committee Chair appointed by the President and confirmed by the board..
34 Committees may meet and conduct business in whatever manner best suits its
35 members' capabilities (email, teleconference or in-person). Committee chairs are
36 responsible for their committees and for keeping the Board informed of their efforts. (See
37 By-Laws, Article II for more information.)
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39 **SECTION 5. Annual Conference.**
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- 41 A. Purpose. Per Section 1, the IFCA shall hold an Annual Meeting of the
42 membership which is typically held during the IFCA's Annual Conference. The
43 Annual Conference is a multi-day gathering of the membership for the annual
44 meeting, for training and for networking opportunities; but an annual conference,
45 in and of itself, is not mandated.
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47 B. Location. The Annual Conference shall be located in venues which are capable,
48 willing and able to accommodate our conference needs.
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50 C. Date. The Annual Conference is typically held the first week of May, however,
51 the Board may choose whatever date best suits the needs of the IFCA.

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2 D. Host. Each venue will have a host agency (or group of agencies) who are IFCA
3 members who will serve as the “local” point-of-contact. Host agencies are
4 responsible for working with the Executive Director, the Board and the
5 Conference Committee.
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8 E. Funding: The Board shall approve the annual registration fees. The conference
9 shall be a self-supporting (break-even) event to the extent possible. No one
10 except the President or Executive Director may sign or enter into a contract in
11 relation to the conference on behalf of the IFCA.
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13 **SECTION 6. Division Conferences.** Divisions may hold their own conferences but they
14 must be self-supporting and must be coordinated at least six months in advance with
15 approval of the Board through the Executive Director. No one except the President or
16 Executive Director may sign or enter into a contract in relation to any conference on
17 behalf of the IFCA.
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20 **BY-LAWS**

21 **ARTICLE I**

22 **GENERAL PROCEDURES**

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26 **SECTION 1. Dues.** The dues for all members of the IFCA, shall be as identified in
27 Appendix A – Dues and Revenue. Dues are assessed annually and are for the calendar
28 year. Memberships expire on December 31 of each year until dues are received for the
29 following year. Dues increases may only be approved upon an affirmative vote of 2/3 of
30 the eligible IFCA membership with thirty (30) days advance notice required.
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32 **SECTION 2. Fiscal liabilities.** No individual shall incur any expenses or fiscal liabilities
33 in the name of the IFCA without the knowledge and approval of the Board; except for the
34 Vice-President of Operations or the Executive Director who are specifically permitted to
35 do so in the course of carrying out IFCA business, and in such case all expenditures not
36 consistent with the Operating Policies and Procedures and the approved budget must be
37 approved first by the Board of Directors.
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39 **SECTION 3. Fiscal year.** The fiscal year of the IFCA shall be a calendar year and shall
40 extend from the 1st day of January through the 31st day of December.
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42 **SECTION 4. Voting restriction.** No member, while in arrears for dues and/or failing to
43 pay the Annual Conference registration fee shall be entitled to vote or have any of the
44 other privileges enjoyed by members whose membership dues and conference
45 registration fees are paid-in-full. Any dues in arrear or conference registration fees must
46 be paid-in-full in order to be able to vote.
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48 **SECTION 5. Complimentary Annual Conference Registrations.** Certain guests of
49 the IFCA’s Board including invited speakers, distinguished visitors and dignitaries shall

1 be provided “complimentary” conference registrations and other reasonable paid
2 expenses, upon approval of the President.

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4 **SECTION 6. ASSOCIATION BUSINESS.**

5 The IFCA’s Board is charged with conducting all business of the association throughout
6 the year. A simple majority of the Board is necessary to enact or authorize actions of the
7 association. Board members are accountable to their constituents and as such their
8 voting record for all business shall be maintained in the minutes of the event and made
9 public to the membership. Prior to casting their vote Board members, whenever
10 possible, should poll their respective districts to gain an understanding on their districts
11 position.

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13 **A. Resolutions.** All resolutions which are to be considered at the annual meeting
14 shall be presented, or communicated in writing (mail, fax or email) to the
15 Chairman of the Elections Committee not later than thirty (30) days prior to the
16 annual meeting. Resolutions shall include the signature of the Regular member
17 submitting it, and the name of the department or organization with which that
18 member is affiliated. The Elections Committee or Board may also prepare and
19 submit resolutions they determine are appropriate for consideration by the
20 membership. Such resolutions must be circulated to the Board no later than two
21 weeks before the date of the annual business meeting. Resolutions may be
22 proposed throughout the year and approved by the board after a 30-day
23 comment period. In such cases where a majority of the membership do not
24 agree with the board’s decision they may act to withdraw the resolution per
25 Bylaws Article I Section 6.D.

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27 **B. Adoption of Constitution and By-Laws.** These Constitution and By-Laws were
28 adopted at the annual meeting held in Lewiston on, May 3, 2007 as shown in the
29 minutes of the annual meeting of the IFCA.

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31 **C. Amending or revising the Constitution and By-Laws.** The IFCA shall have full
32 power at an annual meeting to amend or revis this Constitution and By-Laws,
33 providing appropriate notice of such proposed amendment or revision shall have
34 been given to the Regular members at least thirty (30) days prior to the annual
35 meeting.

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38 A two-thirds (2/3) affirmative vote of eligible members, who are present and voting, shall
39 be necessary for the adoption of any such amendment or revision.

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41 In certain circumstances of an urgent or emergency nature, the Board may, “temporarily”
42 amend or revise a specific section or aspect of the Constitution or By-Laws, if done so
43 with unanimous consent of the Board and for the primary benefit of the IFCA and its
44 members. That specific section would remain “temporarily” amended or revised until the
45 next following annual meeting where the action can be voted upon by the membership
46 as a whole.

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ARTICLE II COMMITTEES

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SECTION 1. Standing Committees. The following Standing committees are established, whose chairperson and members shall hold office until replaced, or changed, by the Board, who shall reconfirm or make new appointments at the first meeting of the Board following an election of Board members.

- 18 A. Finance Committee
- 19 B. Constitution and By-Laws Committee
- 20 C. Elections Committee
- 21 D. Conference Committee
- 22 E. Membership Committee
- 23 F. Legislative Committee

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SECTION 2. Ad Hoc Committees. The President may appoint special (Ad Hoc) committees should it be necessary or useful to do so.

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SECTION 3. Reports Due. Each Standing and Ad Hoc committee shall be responsible for submitting a report of their activities at the annual meeting.

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ARTICLE III ELECTIONS

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SECTION 1. Principles

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- A. Equality of Access Principle:** All Regular members of the IFCA should enjoy equal and optimum access to the election of association officers and their District Director including voting on other association matters as provided in the C&BL's. To help facilitate this principle the IFCA shall adopt an e-balloting process whereby all IFCA members will have an opportunity to vote electronically. Those who indicate they do not have the ability to vote electronically, a mail-in ballot will be provided upon advance notification.
- B. Fairness Principle:** All eligible IFCA members shall be afforded the opportunity to run for leadership positions in the IFCA.
- C. Code of Ethics:** *All Members shall agree to and act in a manner consistent with the adopted Idaho Fire Chiefs Association Code of Ethics.*

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102

SECTION 2. Election Committee

- A. Elections Committee** - The election committee shall be conducted by the Executive Director with oversight by the board members not up for election that year.

103

B. Duties:

- 1. Oversee the Election Process and ensure it complies with the By-Laws

- 1 2. Reviewing and confirm eligibility and membership status of all candidate
2 nomination.
- 3 3. Confirm candidates desire to serve in nominated position
- 4 4. Ensure, to the best of their ability, all eligible members have an
5 opportunity to vote.
- 6 5. Ensure all votes are confirmed eligible
- 7 6. Notify candidates and body of the election results in a timely manor
- 8 7. Association Executive Director shall keep secure all ballots following
9 count the count for each position until that position next election process.

10 **SECTION 3. Election Process**

11 **A. Election Time Line**

- 12 1. Nomination period opens; January 1st
- 13 2. Nomination period closes; January 31st
- 14 3. Official Candidate List posted; February 7th
- 15 4. Candidate Campaigns; February 14th – March 30th
- 16 5. Voting Opens: March 1st
- 17 6. Voting Closes; March 30th
- 18 7. Results posted; April 15th
- 19 8. Installation; Annual Banquet

20 **B. Election of Officers**

- 21 1. The following Officers and Directors shall be elected in odd years:
 - 22 i. President
 - 23 ii. Vice President – WFCA
 - 24 iii. Directors – District 1, 3,5 7
- 25 2. The following Officers and Directors shall be elected in even years:
 - 26 i. Vice President
 - 27 ii. Vice President Operations
 - 28 iii. Directors – District 2, 4,6

1 3. Eligibility Requirements to serve on the IFCA Board:

2 i. Be a Regular member in good standing (dues paid-in-full) and,

3 **C. Voting Process:**

4 1. Voting for elections, bylaws changes and/or dues changes will be open
5 from March 1st through March 30th. Voting under section 6 D,E will be on
6 an "as necessary" basis.

7 2. The primary means of voting will be through the use of e-ballots.

8 3. The means of voting shall be secure and allow for only one vote per
9 eligible member. Members who do not have access to the e-ballot may
10 request a paper ballot from the Executive Director

11 **D. Officers-Elect:**

12 1. Orientation of Officers Elect by current Board members; April 1 until
13 installation.

14 2. Installation and swearing in of Officers Elect at Annual Conference
15 Installation Banquet

16 3. Officers Elect assume duties effective immediately following being sworn
17 in.

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19 **ARTICLE IV**
20 **RULES OF ORDER**
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23 **SECTION 1. Duties of the Chair.** The Chair shall be the presiding officer and shall
24 preserve order and decorum. The Chair shall not take part in debates while presiding.
25 All questions of order shall be subject to appeal to the members assembled, and upon
26 such an appeal the vote shall be taken without debate. The Chair may state the reasons
27 for the decision given, and shall put the question as follows: "Shall the decision of the
28 Chair be sustained?" A two- thirds (2/3) majority of those present and voting shall be
29 necessary to reverse the decision of the Chair.
30

31 **SECTION 2. Addressing the Chair.** Every member, when speaking or offering a
32 motion, shall rise, state their name and department or agency, and respectfully address
33 the Chair, and when finished speaking, shall at once resume their seat. Anyone
34 addressing the Chair or the meeting shall speak loud and clearly as the meeting is being
35 digitally sound recorded for the Minutes.
36

37 **SECTION 3. Simultaneous speakers.** When two or more members rise to speak at the
38 same time, the Chair shall decide who is entitled to the floor first and that the second
39 party will be recognized to speak next.
40

1 **SECTION 4. Call to Order.** A member called to order shall immediately cease speaking
2 and resume their seat until the point of order in question has been decided, when they
3 shall again be entitled to the floor.
4

5 **SECTION 5. Previous questions.** A motion to take the previous question shall always
6 be in order except when a member is in possession of the floor, and must be put without
7 debate, and if supported by a majority
8 of the members present, voting shall be declared carried, and no further debate or
9 amendments shall be in order until the main question has been decided.
10

11 **SECTION 6. Motion to Adjourn.** A motion to adjourn shall always be in order, except
12 when a member is in possession of the floor, or a vote is being taken. A motion to
13 adjourn is not debatable, but a motion to adjourn to a given time is open to debate.
14

15 **SECTION 7. Proposed Amendments.** The reading of all proposed amendments to the
16 Constitution or By-Laws, of which notice has been given prior to the opening of the
17 annual meeting, shall be the first item of New Business of the annual meeting.
18

19 **SECTION 8. Robert's Rules Apply.** Robert's Rules of Order shall apply when conflict
20 in rules of order are experienced.
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22 **ARTICLE V**

23 **NEW OFFICERS AND OATH OF OFFICE**

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25
26 **Section 1. Swearing in ceremony.** All new Board members shall be sworn in for their
27 new terms of office following the annual meeting and before the close of the annual
28 conference. Typically, a Past President will do the duty of swearing in the new officers.
29

30 **Section 2. Oath of Office.** All elected Board members shall affirm to the following oath
31 of office:
32

33 "I, _____, hereby affirm that I will support the
34 Constitution and By-Laws and at all times bear true allegiance to the goals and
35 purposes of the Idaho Fire Chief's Association. I will perform the duties and
36 responsibilities of my office to the best of my ability. So help me God."
37
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39 * * *