

CONSTITUTION AND BY-LAWS

PINELLAS COUNTY FIRE CHIEFS' ASSOCIATION, INC.

Revised and Adopted December 6, 2012

ARTICLE I

SECTION I- Name

- A. There is hereby established in Pinellas County, State of Florida, a non-profit 501(c)(4) membership organization of Fire Chiefs to be hereinafter known as "The Pinellas County Fire Chiefs' Association Inc." (PCFCA),

SECTION II – Objectives

- A. Promote methods of fire prevention, protection, and mitigation and provide this information to members.
- B. Participate in any activity in the interest of preventing the loss of life or property by fire or other types of disaster.
- C. Establish a closer bond and understanding between fire departments through meaningful dialogue between Fire Chiefs.
- D. Promote and encourage participation and cooperation of all fire departments and related services.
- E. Support organized training programs provided by accredited and/ or PCFCA approved educational institutions.
- F. Sponsor and/or support any legislation that will tend to raise the standards of the fire service.
- G. Promote and support emergency medical services and injury prevention programs.
- H. Provide a list of recommended members or appoint members to represent or serve in an advisory capacity to various educational, fire and EMS committees and boards.
- I. Support the IAFF/IAFC Candidate Physical Ability Test (CPAT) for entry level firefighter positions.

ARTICLE II

SECTION I - Membership

- A. Memberships in the Association shall consist of the following:
 1. Active - Active members in the Association shall consist of the chief, Acting Chief or Interim Chief of the department of any fire fighting agency located within the boundaries of Pinellas County.

2. Life - Life membership may be bestowed upon a member after ten years of active service to the organization. Life membership may, in some cases, be bestowed to a member with less than ten years active service. Special requests for life membership from members with less than ten years service will be made to the Executive Board, who will consider the request and make a recommendation to the membership. In either case, life membership requires a simple majority vote of the members present. Life members shall be exempted from paying annual dues, are not entitled to vote, and cannot hold elected office.
- B. The membership year shall be the calendar year.
- C. Membership dues for active members shall be due and payable on January 1st at a rate approved by the active Membership.
- D. All members shall be placed on an email list to receive such materials as the Association's officers see fit to distribute.
- E. An up-to-date copy of the Constitution and By-Laws shall be maintained on the PCFCA member's website by the Secretary/Treasurer.
- F. All members shall have the right to attend regular meetings of the Association, but only active members may vote.
- G. Termination for non-payment of dues: Active members shall be terminated from membership if dues are not paid within Sixty (60) days after the start of the calendar year. Terminated members may be reinstated one time by making payment of dues for the current year.

ARTICLE III

SECTION I - Meetings

- A. Robert's Rules of Order Revised Edition shall govern all meetings of the association on all points not governed by the Constitution and By-Laws.
- B. The Association's principal business shall be conducted at such times and places as designated by the President with approved by the membership. There shall be no less than two meetings annually.
- C. A general membership meeting "Quorum" shall be a simple majority of active members. A Quorum is required in order to vote on matters that come before the membership.
- D. A simple majority is required to pass a vote unless otherwise defined in the bylaws.
- E. The order of business at the regular meetings of the Association shall be as follows:
 1. Call to order
 2. Pledge of Allegiance
 3. Roll Call
 4. Introduction of Guests
 5. Guest Reports (by invitation only)
 6. Approval of Minutes
 7. Treasurer's Report

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8. Correspondence
9. Committee Reports
10. Unfinished Business
11. New Business
12. Good of the Association
13. Next meeting time/place

SECTION II – Special Meetings

- A. The President may, with the approval of the Executive Board, call additional special meetings as deemed necessary.
- B. A special meeting “Quorum” shall be a simple majority of active members. A Quorum is required in order to vote on matters that come before the membership.
- C. A simple majority is required to pass a vote unless otherwise defined in the bylaws.
- D. The President shall determine the order of business at Special Meetings.

ARTICLE IV

SECTION 1 – Committees

- A. Standing PCFCA committees:
 1. Training Officers
 2. Fire Marshal
 3. Operations Chiefs
 4. Other standing committees as determined by the President
- B. Committees represented by a Fire Chief
 1. EMS Advisory Committee
 2. Pinellas County Construction Licensing Board
 3. CME Steering Committee
 4. PALS
 5. Other committees as determined by the President

SECTION II – Committee liaison selection and responsibilities

- A. The President shall assign an active member to serve as the PCFCA liaison for each committee.
- B. Each committee liaison is expected to attend their respective committee meetings and report back at the next regular PCFCA meeting. If they are unable to attend their committee meeting, they shall endeavor to have their alternate or another active member attend in their place.
- C. The President shall appoint additional standing committees and ad-hoc committees as necessary for effective Association operations.

ARTICLE V

SECTION I - Elections

- A. All Association officers shall be active members and in good standing with the Association.
- B. The President shall appoint a Nominating Committee in February of one (1) member of the Executive Board and two (2) active members of the Association. The Nominating Committee will submit a slate of officers for the coming year to be voted on by the Association.
- C. Nominations may also be presented from the floor at the time of the election, but such nominations shall be in writing for presentation to the Secretary and must carry the signature of at least one (1) active member present.
- D. Officers shall be elected annually in April at the regular meeting and installed at the May meeting.
- E. Effective with the 2013 elections, the officers of the Pinellas County Fire Chief's Association, Inc. shall consist of:
 - 1. President 2 year term
 - 2. Vice President 2 year term
 - 3. Secretary/Treasurer 2 year term
 - 4. Board Member (At Large) 2 year term
 - 5. Immediate Past-President (must serve at least one (1) full term as president) and shall serve until replaced by a new Immediate Past President.
- F. In the event of a vacancy occurring among the officers of the Executive Board, the President shall appoint an active member to fill the vacancy for that term of office.
- G. Special elections may be called by a voting majority of two thirds of the active membership present at the regular meeting where action was initiated to fill unexpired terms of the President, Vice President or Secretary/Treasurer.
- H. Voting shall only be by active members present. Proxy voting is not permitted.

ARTICLE VI

SECTION I - Duties of Officers

- A. Duties of the President: To preside at all meetings of the Association and of the Executive Board in accordance with Parliamentary Procedures (Robert's Rule of Order); may call Special Meetings when necessary; to appoint all committees; to fill vacancies occurring among the officers of the Executive Board to enforce the Constitution and By-Laws; and to be responsible for the installation of newly elected officers. The President shall not vote on any question other than the election of officers and members, except in the case of equal division or tie vote when the President's vote shall be deciding vote.
- B. Duties of the Vice President: To assist the President in the discharge of

duties and in the case of the President's absence or disability, or should the office of President become vacant, the Vice President shall assume all duties and responsibilities of the President.

- C. Duties of the Secretary/Treasurer: To call the roll of all members at every meeting and to record the procedures of regular, special, and Executive Board meetings; keep books and file papers pertaining to the office; record and report on all monetary receipts and expenditures; notify all newly approved members of their acceptance ; attend to all correspondence and submit a report at each meeting; and perform all such other duties that are incidental to that office. The bank accounts shall be established in the signature of the Secretary/Treasurer and two other active members serving as backup signers. Only one signature will be required on checks and the Secretary/Treasurer will be the primary issuer of all checks or payments. The backup signers will only access the bank account or issue checks in the event the Secretary/Treasurer is unavailable. No monies shall be withdrawn from any bank unless authorized at a regular meeting except for reoccurring bills which may be approved for regular payment by a vote of the membership or expenses related to pre-approved Association sponsored training seminars.

SECTION II - Executive Board

- A. The Executive Board shall be made up of the President, the Vice President, the Secretary/Treasurer, one (1) elected Director At Large, the Immediate Past President, and the Spokesperson as needed. They shall have the authority to make emergency expenditures not to exceed \$500.00.
- B. They shall make a report of their activities and recommendations at each regular meeting which shall be subject to ratification by a simple majority vote of the membership present.
- C. A quorum for the Executive Board shall be either the President or Vice President and at least 2 other elected officers of the association. A simple majority of those present is required for an affirmative vote.
- D. The Executive Board may appoint an individual, on an as-needed basis, as Spokesperson to serve as temporary Executive Director. This Spokesperson would speak for the Association, in the event that policies or positions taken by the Association so significantly conflict with the employers of the Officers, that the President, Vice President, and other Officers cannot speak for the Association. The Spokesperson should be an individual who is knowledgeable in Fire/EMS Administration. The Spokesperson shall not have voting rights.

ARTICLE VII

SECTION I - Removal of Membership

- A. Removal of a member shall be based on one of the following reasons:

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1. Conduct or action which would tend to discredit or lead to disruption of the Association.
 2. Good cause, as submitted in writing by any four (4) signatures of Active members.
- B. Any member who is considered for removal from membership shall be granted a hearing, at their request, before the Executive Board prior to the meeting where the action is to take place. Before a membership votes occurs, the executive board will render their opinion citing justification.
- C. Removal of a member from membership requires a three-fourths (3/4) voting majority of the active membership present at the regular meeting where action was initiated.

SECTION II - Removal from Office

- A. Removal from office shall be based on one of the following reasons:
1. Conduct or action which would tend to discredit their ability to function in a leadership role in the Association.
 2. Good cause, as submitted in writing by any four (4) signatures of Active members.
- B. Any member who is considered for removal from office shall be granted a hearing, at their request, before the Executive Board prior to the meeting where the action is to take place. Before a membership votes occurs, the executive board will render their opinion citing justification.
- C. Removal of a member from any office requires a two – thirds (2/3) voting majority of the active membership present at the regular meeting where action was initiated.
- D. Members removed from office still retain the right to hold membership and are eligible to hold office in the next election cycle in accordance with Article V.

ARTICLE VIII

SECTION I - By-Law Changes

- A. Any proposed changes in the By-Laws shall be presented in writing to the Association at a regular monthly meeting and shall be approved by a two-thirds majority vote of active members present at the next regular meeting.
- B. All members shall be notified in writing of the approved changes.
- C. The Executive Board shall have the final interpretation of the Constitution and By-laws.

ARTICLE IX

Section I - Honorary Fire Chief Designations

- A. Any active member may nominate an individual to be recognized as an honorary Fire Chief of the PCFCA.

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- B. The nominating member shall present specific justification for such a designation to the membership at a general membership meeting. Such designation shall be carefully considered by the membership.
- C. Designation of an Honorary Fire Chief requires a three-fourths (3/4) voting majority of the active membership present at the general membership meeting where action was initiated.
- D. If approved, the recipient will be contacted to arrange for them to appear at the next available general membership meeting to accept the designation
- E. The recipient will be presented with the appropriate recognition as approved by the membership. The Secretary/Treasurer will prepare and distribute a media release.

Signed this 6th day of December, 2012

Robert Folk

President

R. E. N.

Vice President

[Signature]
Secretary/Treasurer

[Signature]
Board Member at Large

[Signature]
Board Member

[Signature]
Board Member

Dayton Safferman
Board Member

[Signature]
Past President