

COLORADO STATE FIRE CHIEFS ASSOCIATION

Volunteer Chief Officers Section Bylaws

ARTICLE I NAME AND MISSION

Section 1. Name

This organization shall be known as the Volunteer Chief Officers Section of the Colorado State Fire Chiefs Association (CSFCA),

Section 2. Mission

The mission of the Volunteer Chief Officers Section of the CSFCA is to provide information, education, services and representation to the Chief Officers of volunteer fire and emergency services organizations in Colorado to enhance their capability and professionalism.

ARTICLE II MEMBERSHIP AND DUES

Section 1. Membership categories

Regular or Associate membership in the CSFCA is a pre-requisite for membership in the Section. Eligible regular membership in the CSFCA is required for those Section members who qualify as Regular CSFCA members. An Associate membership is available for Section participation for those who do not qualify as Regular CSFCA members.

Section 2. Associate Membership

Associate members shall be individuals who work in allied fields of the fire service and are interested in the goals and objectives of the Section, and are not identified with fire protection commercially. Associate membership in the Section does not allow for voting rights in the Section nor the CSFCA, but does allow for Section benefits as determined by the Section Board of Directors. Associate members may not be elected to the Board of Directors.

Section 3. Dues

The annual dues, if any, shall be set by the Board of Directors in an amount no greater than \$25.00 for Regular or Associate members.

**ARTICLE III
SECTION OFFICERS**

Section 1. Executive Committee

The Executive Committee of the Section shall consist of the Section Chairman, Vice Chairman and Secretary/Treasurer. Each officer shall have a term of office for one (1) year or until their successors are elected. The Section Chairman shall serve as the Section Representative on the CSFCA Board of Directors.

Section 2. Regional Directors

The Section shall be composed of nine subordinate geographical regions, corresponding to the nine CSFCA regions, as follows (and depicted on the map include herein as Appendix A):

- A) Northwestern Region: Includes the counties of Eagle, Garfield, Grand, Jackson, Mesa, Moffat, Pitkin, Rio Blanco, Routt, and Summit.
- B) Northcentral Region: Includes the counties of Adams, Arapahoe, Boulder, Broomfield, Clear Creek, Denver, Douglas, Elbert, Gilpin, and Jefferson.
- C) Northeastern Region: Includes the counties of Cheyenne, Kit Carson, Larimer, Lincoln, Logan, Morgan, Phillips, Sedgwick, Washington, Weld, and Yuma.
- D) Southwestern Region: Includes the counties of Archuleta, Dolores, La Plata, Montezuma, San Juan.
- E) Southeastern Region: Includes the counties of Baca, Bent, Crowley, Kiowa, Otero, and Prowers.
- F) Southcentral Region: Chaffee, El Paso, Lake, Park, and Teller.
- G) South Region: Custer, Fremont, Huerfano, Las Animas and Pueblo.
- H) San Luis Region: Alamosa, Conejos, Costilla, Mineral, Rio Grande and Saguache.
- I) West Region: Delta, Gunnison, Hinsdale, Montrose, Ouray, and San Miguel.

Each region shall have a representative on the Board of Directors, appointed by the Section Chairman with the concurrence of the Board of Directors. Once appointed, the Regional Representatives shall serve at the pleasure of the Board of Directors. These appointed officers shall be eligible for reappointment without limitation.

The Regional Representative(s) may be the same individual serving as the CSFCA Regional Representative, at the discretion of the Section Chairman, with the concurrence of the Board of Directors.

Section 3. Board of Directors

The Board of Directors shall consist of the Executive Committee, the nine (9) Regional Representatives and the immediate past chairman. The CSFCA Executive Director shall serve as an ex-officio member of the Board of Directors.

Section 4. Vacancies

In the event of a vacancy occurring in the office of the Chairman, the office shall devolve upon the Vice-Chairman. In the event of a vacancy occurring in the office of the Vice Chairman or Secretary/Treasurer, or in the event of a vacancy in the office of Chairman when there is also a vacancy in the office of Vice Chairman, the majority vote of the Section Board of Directors shall determine the election of an individual who shall serve for the unexpired term. In the event of a vacancy occurring in the office of regional representative, the Section Chairman shall appoint a new Regional Representative with the concurrence of the Board of Directors.

Section 5. Unexpired Terms

In the event that a member retires, resigns as chief officer or leaves the fire service while holding an elected office, the member may continue to hold said office until the next annual election, at which time the unexpired term shall be filled by a vote of the members.

**ARTICLE IV
DUTIES OF THE OFFICERS**

Section 1. Duties of the Chairman

The Chairman shall:

- A) be the official representative and spokesperson of the Section
- B) serve as the Chairman of the Board of Directors
- C) preside at the meetings of the Section and at the meetings of the Board of Directors
- D) appoint committees as deemed necessary to conduct the business of the Section
- E) call special meetings of the Board of Directors as deemed necessary to accomplish the business of the section.

Section 2. Duties of the Vice-Chairman

The Vice-Chairman shall:

- A) assume the duties of the Chairman in the absence or inability of the Chairman to perform his/her duties
- B) assist the Chairman in conducting the business and policies of the Section, and
- C) perform such other duties as prescribed by the Board of Directors of the Section.

Section 3. Duties of the Secretary/Treasurer

The Secretary/Treasurer shall:

- A) record the minutes of the Section meetings
- B) distribute the minutes in a timely fashion to the members of the Section and to the CSFCA Executive Director
- C) maintain a record of the monies of the Section that are collected, deposited and disbursed

Section 4. Duties of the Board of Directors

The Board of Directors shall:

- A) have general charge of the affairs of the Section
- B) review the work of the Section and develop board policy for the Section, and

Section 5. Duties of the Executive Committee

The Executive Committee will serve as the primary leadership of the Section, and shall:

- A) coordinate all current projects
- B) coordinate future projects
- C) assign various directors to specific projects
- D) Carry out other duties assigned by the board of directors.

**ARTICLE V
MEETINGS AND ELECTIONS**

Section 1. Meetings

- A) Annual Meeting. The Section shall meet annually in conjunction with the annual meeting of the Colorado State Fire Chiefs Association.
- B) Regular Meetings. In addition to the annual meeting, there shall be at least three additional regular meetings. Regular meetings are normally in conjunction with General Membership meetings of the Association, on the Saturday following the CSFCA General Membership meeting. However, the dates and/or location of regular meetings may be changed by a majority vote of the Section Board of Directors.
- C) Board of Directors Meetings. The Section Board of Directors will meet in conjunction with regular meetings, at the call of the Section Chairman.
- D) Other meetings may be held at the call of the Board of Directors of the Section or at the call of the Board of Directors of the CSFCA.

Section 2. Quorum

A simple majority of those present and voting shall constitute a quorum for the transaction of business at all meetings of the Section.

Section 3. Eligibility for Office

Any member of the Section seeking election to any office shall be a regular member of the Association and an active chief officer of a fire department that utilizes volunteer firefighters.

Section 4. Election of Board Officers

The Chairman, Vice-Chairman, and Secretary/Treasurer shall be elected annually at the Annual Meeting by those in attendance. Elected officers may serve no more than two (2) consecutive terms in the same office.

**ARTICLE VI
COMPATIBILITY WITH CSFCA**

Section 1. Inconsistencies of By-laws

In any inconsistency between these By-laws and the Constitution and By-laws or policies of the Colorado State Fire Chiefs Association, the latter shall apply. If such inconsistency is in question, the matter shall be referred to the to the CSFCA Board of Directors for resolution.

Section 2. Position Statements

Any position statements prepared by the Board of Directors must be submitted to and receive approval from the CSFCA Board of Directors before the position can be released outside the Association.

Section 3. Setting Policy

The CSFCA Board of Directors has the responsibility and authority to set policy for the Association. The Section may adopt procedures for conduction of its business. All such procedures must be consistent with, and without conflict to, policies established by the CSFCA Board of Directors.

ARTICLE VII AMENDMENTS TO BYLAWS

The Section shall have the power to alter, amend, or revise these By-laws provided:

- A) the amendment has been reduced to writing by the Board of Directors of the Section or a member of the Section and filed with the Secretary/treasurer at least ninety (90) days prior to the annual meeting.
- B) the amendment has been sent to the CSFCA Executive Director for review by the CSFCA Board of Directors at least sixty (60) days prior to the annual meeting
- C) every active member has had at least thirty (30) days clear notice of such proposed alteration, amendment or revision previous to the date set for action to be taken.
- D) a two thirds (2/3) majority of the members entitled to vote and voting, shall be necessary for the adoption of any such alteration, amendment, or revision, and
- E) all changes will become effective upon adoption unless otherwise provided

ARTICLE VIII SECTION OPERATIONS

Section 1. Order of Business

The following order of business shall govern all meetings of the Section unless the order is suspended by majority vote of those members present and voting:

- A) call to order
- B) officers report
- C) committee reports
- D) old business
- E) elections (if necessary)
- F) new business
- G) adjournment

Section 2. Rules of Order

The rules contained in the current Robert's Rules of Order, shall govern the Section in all cases to which they are not inconsistent with the By-laws of the Section or the Constitution and By-laws of the Colorado State Fire Chiefs Association.

ARTICLE IX NON-PROFIT ORGANIZATION

The Section is organized exclusively for charitable, educational, and scientific purposes, including the making of distributions for such purposes to organizations that qualify as exempt organizations under section 501 (c) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

No part of the net earnings of the Section, nor any assets of the Section, shall inure to the benefit of any member, director, or officer of the Section, or any private individual, except that the Section shall be authorized and empowered to pay reasonable compensation for services rendered, to reimburse actual expenses.

Notwithstanding any other provision of these articles, the Section shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 (c) (4) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation.

**ARTICLE X
DISSOLUTION**

In the event of the dissolution of the Section, whether voluntary, or involuntary, no member shall be entitled to any distribution or division of its remaining property or its proceeds. The balance of all money and other property received by the Section from any source, after the payment of all debts and obligations of the Section, shall be transmitted to the Treasurer of the Colorado State Fire Chiefs Association.

**ARTICLE XI
ADOPTION AND EFFECTIVE DATE**

These Bylaws were approved and adopted on this ____ day of _____, 2007 as shown by the minutes of the regular meeting held on that date, and shall take effect immediately upon adoption.

Volunteer Chief Officers Section

Chairman

Attest:

Secretary/Treasurer

APPROVAL

Colorado State Fire Chiefs' Association

Douglas Forsman, President

Attest:

Tom Montoya, Secretary

DRAFT

COLORADO ALL-HAZARDS EMERGENCY MANAGEMENT REGIONS

