

# CONSTITUTION

## IOWA ASSOCIATION OF PROFESSIONAL FIRE CHIEFS

### ARTICLE I

#### Objectives and Purposes

1. It shall be the objective of this Association to foster and promote the objectives of the Iowa Association of Professional Fire Chiefs.
2. It is recognized that there are special areas of interest among the Professional Fire Chiefs and many areas which are common to all fire department organizations. Therefore, this Association shall work toward identifying those areas of concern and make distribution of this information to the service and to the public when appropriate by all available means.
3. It shall be a continuing policy of the Association to work cooperatively with other Associations when goals are for the common good of all organizations.
4. The President of this Association, or their designated representative, will attend all meetings of the Joint Council of Iowa Fire Service Organizations and provide representation for the good of this Association.

### ARTICLE II

#### Membership

Any paid Professional Iowa Fire Chief, the State Fire Marshal, and Bureau Chief of the Fire Service Training Bureau of the Iowa State Fire Marshal's Office is eligible to become an active member of this Association. Those holding the aforementioned positions on an "Acting" basis, shall be considered for membership on a case by case basis, after written petition to the Executive Board. Associate membership will be available to Chief Officers, and their equivalents, provided that their Fire Chief is a current active member of the Iowa Association of Professional Fire Chiefs.

Only active members may hold office and vote. In the absence of the Fire Chief, a Chief Officer or designee who is an associate member may assume the voting rights for that department. Under no circumstances will more than one vote be cast by any department.

### ARTICLE III

#### Officers

The officers shall consist of the President, Vice President, and Secretary-Treasurer. The Executive Board shall consist of the officers, the immediate Past President and one (1) elected Director.

When a new President is elected the immediate Past President shall be appointed as the State Director to the Missouri Valley Division of the International Association of Fire Chiefs.

### ARTICLE IV

#### Meetings

1. This Association shall meet at least twice each year and at other times deemed necessary by the Executive Board.
2. A quorum shall be those members attending either a regular meeting or a meeting of the Executive Board.
3. The President will be the functional chairman of all regular and executive meetings. In the President's absence the Vice President shall preside.

### ARTICLE V

#### Dues

The regular membership dues for this Association shall be \$100. This shall include membership to the organization and registration to the Spring and Fall Conference.

Associate membership dues for this association shall be \$20.

Dues shall be reviewed annually and any changes shall be set by those active members attending the regular fall meeting.

## ARTICLE VI

### Elections

1. Election of officers shall be held at the fall meeting of the Association. The President shall appoint a nominating committee of three (3) active members to present a slate of candidates for each office. Nominations will also be received from the floor.
2. The officers of this Association shall serve for two (2) year terms. Any elected officer who resigns, retires, or terminates from active duty during their term of office automatically tenders resignation as an elected officer. The President and Vice President of the Association shall be elected in odd numbered years and the Secretary-Treasurer and Director in even numbered years.
3. No Executive Board member may succeed themselves in office except the Secretary-Treasurer and Director.
4. In the event of an unexpected vacancy for the office of President, the Vice President shall succeed the office for the expired term. A vacancy in any other office shall be filled by prompt action of the Executive Board. Should the position of Immediate Past President become vacant, the position will be filled by a previous President at the discretion of the Board.

## ARTICLE VII

### Amendments

Amendments to these articles may be made by a majority vote of the active members of the Association present at the spring and fall meetings.

## 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 governed by these articles.

ARTICLE IX  
Adoption of Constitution

This constitution is hereby and originally adopted by the Iowa Association of Professional Fire Chiefs on October 22, 1980, and hereafter revised and amended on the following dates:

October 23, 1986

October 6, 1988

February 25, 1993

October 27, 1993

February 14, 1994

November 2, 2000

April 5, 2017

April 5, 2018

October 11, 2018

October 7, 2020

# IOWA ASSOCIATION OF PROFESSIONAL FIRE CHIEFS BYLAWS

## SECTION I DUES

1. The dues for active and Associate members are due and payable at the fall meeting each year. Any changes in the amount of the dues shall be determined at the fall meeting. If no dues change is voted, the dues shall remain at the existing rate.
2. All accepted members making application less than three months prior to the end of the Association business year may be issued a membership valid from the issuing date to the end of the next business year.
3. A member shall be declared in arrears if his/her dues are not paid in full within 60 days of the due date. The secretary shall send written notification of delinquent dues twice (if necessary) during the 60-day period.
4. Members failing to pay dues after being given proper notice shall be considered inactive from the membership list. Any inactive member can be reinstated by paying all dues owed the Association.

## SECTION II LIFE MEMBERSHIP

1. All Active and Associate members in good standing upon retirement will, at no cost, receive a "Life Membership". Life Membership will permit attendance at all regular Association functions.
2. It shall be the duty of the Secretary-Treasurer to collect and maintain contact information of Life Members.

## SECTION III ATTENDANCE

1. Guests of members shall be welcome at all regular Association meetings or social functions.
2. A Fire Chief, in their first year of appointment to the position, shall be offered a one-time stipend, not to exceed \$250.00, for attendance at the first occurring spring or fall conference. In order to receive the stipend, all reimbursable expenses must be submitted within 30 days, starting the first full day after the close of the conference. Reimbursable expenses would include travel, lodging, and/or meals associated with attending the conference.

## SECTION IV ACCOUNTING AND AUDITS

1. No officer or member shall spend any organization funds or obligate the Association for any debts without majority approval by the Executive Board, except that the President and/or Secretary-Treasurer may take care of the ordinary and normal expenses of the office. The Executive Board must approve expenditures over \$250.00.

2. The Secretary-Treasurer shall keep an accurate accounting of all expenditures, deposits and balances, and present such report to the Association for approval at the next Association meeting.
3. Audits will be performed as defined in the audit committee responsibilities.
4. The Secretary Treasurer will ensure that all tax filings are completed and that all taxes are paid in full within the designated time frames.

## SECTION V BUSINESS MEETING/MINUTES

1. The regular business meeting will generally consist of the following items:
  - A. Opening
    1. Welcome
    2. Introductions
    3. Announcements
    4. Comments
  - B. Minutes of Previous Meeting
  - C. Treasurer's Report
    1. Treasurer's Statement
    2. Outstanding bills
    3. Dues report
  - D. Reports - Executive Board
    1. President
    2. Vice President
    3. Secretary-Treasurer
    4. Past President
    5. Director
  - E. Reports - Standing Committees
  - F. Reports - Special Committees and Representatives
  - G. Unfinished Business
  - H. New Business
  - I. Closing
  - J. Adjournment
2. The Secretary-Treasurer shall keep an accurate record of all Association business meetings and present such minutes for Association approval at the next Association meeting.

## SECTION VI RELEASE OF INFORMATION

1. The current President is the official spokesperson for the Association. No officer or member shall initiate any kind of news release in the name of the Association without the express approval of the Board of Directors.

## SECTION VII COMMITTEES AND RESPONSIBILITIES

1. Annually the President shall appoint committee chairpersons and members to each of the following committees and other committees or representatives deemed necessary. Committee members will retain committee membership until their replacement is appointed.

- A. Constitution and Bylaws Committee

It shall be the responsibility of this committee to maintain current copies of the Constitution and Bylaws and bring necessary changes to the attention of the Association. When changes are voted on and approved, the changes shall be made by this committee and presented for final approval by the committee chairman at the next regularly scheduled business meeting.

- B. Resolutions Committee

It shall be the responsibility of this committee to develop all resolutions voted upon and approved by the Association. Resolutions shall be prepared and submitted to the Chairman of the Legislative Committee not later than December 1 of each year for further action.

- C. Legislative Committee

It shall be the responsibility of this committee to pursue legislation recommended by Association resolutions, to keep abreast of current Fire Service related legislation, to advise the Executive Board of progress of Association legislation, or legislation that may prove to be detrimental to the Fire Service.

- D. Nomination Committee (Election)

It shall be the responsibility of this committee to maintain a list of officers, and current status of each relative to term expirations. This committee shall submit nominations for officers as per the Constitution and Bylaws and shall supervise the election of officers and any other special elections that may occur. The President may name any other committees as he\she may deem necessary and which shall end with his\her term of office.



E. Audit Committee

It shall be the responsibility of this committee to annually, or as otherwise directed by the Executive Board, to review the financial records and make a report to the Association as to their findings. The Committee shall also examine the financial operating procedures of the Association and make suggested improvement recommendations to the Board. Such recommendations shall be included in the annual report of the Audit Committee. At least every two years, and each time a new Secretary/Treasurer is elected or appointed, a review of Association funds shall be completed and the review results shall be presented to the Association. If deemed necessary by any member of the Executive Board, the committee may be authorized to utilize assistance of an external auditor, with a Association vote.

F. Program Committee

It shall be the responsibility of this committee to plan, prepare and present the program portion of the spring and fall meeting. The President shall approve all program presentations.

1. Annually the President shall appoint representatives to the following organizations:
  - a. Iowa Fire Chiefs Association
  - b. Joint Council
  - c. Fire Service Training Bureau Advisory Committee
  - d. Fire School Advisory Committee
  - e. Iowa Association of Professional Fire Fighters
  - f. League of Iowa Municipalities
  - g. State Fire Service and Emergency Response Council
  - h. Special Committees
    1. Occasionally the need may arise to create and assign ad-hoc committees to research, discuss, and inform the Association of pertinent, relevant, and/or time-sensitive topics. The President shall retain the authority to appoint members to any ad-hoc committee for a time period deemed necessary to satisfactorily resolve the issue.