

**KING COUNTY FIRE CHIEFS ASSOCIATION
CONSTITUTION AND BYLAWS**

**ARTICLE I
TITLE, MISSION AND OBJECTIVES**

1. This organization shall be known as the King County Fire Chiefs' Association, a nonprofit organization.
2. The Association's statement of purpose is, "We exist to influence, serve and support courageous leadership".
3. The Association's vision is, "We will be an effective voice that is strategic, valued and essential to our stakeholders".
4. The objectives of the organization shall be:
 - a. To work to influence decisions that impact the goals of the Association;
 - b. To serve the professional needs and interests of organization members;
 - c. To support courageous leadership at all levels where such leadership is consistent with the goals of the Association.
 - d. To advocate for agreed upon King County Chiefs Legislative priorities.

**ARTICLE II
OFFICERS AND DUTIES**

1. The officers of this Association's Executive Board may consist of a President, Vice-President, Treasurer, the immediate Past President and three Board Members, each representing one of the three Zones in King County:
 - a. Zone One – North and east of Seattle, to include any department serving areas north of Interstate 90.
 - b. Zone Three – South, east and west of Seattle.
 - c. Zone Five – Seattle
2. It shall be the duty of the President to:
 - a. Preside over all meetings of the Association, sign all orders duly granted by the Association, and perform such other duties as are ordinarily performed by a presiding officer or as may be required by the Association.
 - b. Assign administrative support to the Association in the role of Secretary, who shall maintain a complete record of the proceedings of the Association, a record of the

members of the Association and attention to all communications pertaining to the Association.

3. It shall be the duty of the Vice-President to perform the duties of the President in his/her absence and to assist the President whenever required.
4. It shall be the duty of the Treasurer to collect all monies due the Association and give his/her receipt therefore, to keep a regular account of money as received and pay it out on the order of the Association and to give a monthly account of the Association's financial status at its regular meetings. S/he shall ensure that a proper audit is conducted on an annual basis and the result is presented at the annual meeting.

ARTICLE III **MEETINGS**

1. Regular meetings of this Association should be held on the third (3rd) Wednesday during even months of the year, or as determined by the Executive Board. The Executive Board should meet during the odd months of the year.
2. Meetings of the Association may be held in different locations and such time and places of meeting shall be determined by invitation and/or the President's choice.
3. Members representing organizations in good standing and present in numbers equal to or greater than one-third of the regular membership shall constitute a quorum, provided that no organization may count more than one person present for their organization.
4. Special meetings may be scheduled with fourteen (14) calendar days' notice for the entire Association with the approval of the majority of the Executive Board.
5. The annual meeting of the year may be any meeting scheduled in the last quarter of the year (October through December), to include special meetings, designated as such by the President and ratified by the majority of the Executive Board.

ARTICLE IV **ELECTION OF EXECUTIVE BOARD MEMBERS**

1. Nominations Committee
 - a. A Nominations Committee Chair shall be selected by the President no later than October 1st of each year. The Nominations Committee Chair shall select the remainder of the Nominations Committee of at least three (3) and up to five (5) total members.
 - b. Installation of the Executive Board Members shall be at the first meeting of the Association in the year, or at an installation function in the same month.

2. The Nomination Committee shall present the slate of candidates for election at the annual meeting.
3. Each member of the Association in good standing present at the annual meeting shall have one (1) vote for each Executive Board member position. Each member shall be required to cast his/her vote separately.
4. A report of the election shall be made public before the close of the meeting at which the election is held.
5. Executive Board members shall be chosen for succeeding one year terms as the Vice President, President and Past President before rotating off of the Board. The position of Treasurer shall be an annual election with a maximum of three consecutive terms prior to being rotated out of that position. An election will be held each year for the vacancy of the Vice President, Treasurer, and Zone Representative positions.
6. In the case of a vacancy in the office of the President, the Vice-President shall succeed to the office. In the case of a vacancy in the office of Vice-President, and/or Treasurer, an election shall be held at the next regular meeting of the Association (the President may appoint an interim position in order to conduct the business of the Association). The term of the office will be until the annual election of the Association.

ARTICLE V **MEMBERSHIP**

1. The members of this Association shall consist of active and associate members.
 - a. Active members shall include the Fire Chief, Administrator, Executive Head, Deputy, Assistant, Division, Battalion or other Chief Officer of a fire/rescue, fire based emergency medical service agency that is funded by public or private resources that provides service to a jurisdiction or entity within the boundaries of Martin Luther King County, Washington. Active members shall also include the Chief of Medic One.
 - b. Yearly dues shall be paid on or after the first of January, but not later than April 1st of any year. Persons not making payment on dues by the first of April will be dropped from the rolls of the Association and deprived of all voting privileges.
2. Associate Members:
 - a. Other government agencies.
 - b. Shall consist of retired administrative officers of such agencies which qualify for active membership in article V.1a.
 - c. May include vendors of fire apparatus, equipment or services associated with the Fire Service.

- c. Associate members may attend regular meetings of the Association but will be ineligible to vote or assume the position or duties of any office in the Association.
- d. Annual dues of this association for the following year shall be established and voted on by the entire membership present at the annual meeting. Associate membership shall be 50% of regular annual dues.
- e. Interested entities may petition to become an Active or Associate member by submitting a letter of intent to the Executive Board for approval. Once approved for membership by the Executive Board, the entity will be required to pay annual dues.

ARTICLE VI
COMMITTEES / DIVISIONS

- 1. The following Divisions will be appointed by the President at the beginning of his/her term. Board Members of said Divisions will serve during the term of the President.
 - a. Training/Safety
 - b. Fire Prevention/Public Education
 - c. Fire/Rescue Operations
 - d. EMS
- 2. Association committees and/or appointments may be made by the Executive Board on an as-needed basis.
- 3. Committee and Divisions shall establish a meeting schedule appropriate for their respective groups and shall provide briefings to the Association during regularly scheduled meetings.
- 4. The Executive Board shall also act as the Legislative Committee.

ARTICLE VII
AMENDMENTS

- 1. This Association shall have full power at any regular scheduled meeting to alter, amend or revise the Constitution and By-Laws by a two-thirds (2/3) vote of the voting membership present.
- 2. It shall be necessary that any alteration or revisions be proposed at not less than one (1) regular scheduled meeting prior to that at which it is adopted.

ARTICLE VIII
FINANCIAL MANAGEMENT

1.0 PURPOSE:

- 1.1 To define the methods and establish the standards by which the King County Fire Chief's Association can effectively and efficiently manage the Association's financial resources.

2.0 DEFINITIONS:

- 2.1 **Fund Balance** – is defined as the excess in total resources over total expenditures.
- 2.2 **Line Item** – for the purpose of this procedure, a line item shall mean an expenditure account in the Association's budget to be used for the purpose of funding certain activities, supplies or services.
- 2.3 **Operating Budget** – for the purpose of this procedure, the Operating Budget is defined as those Association's approved line item expenditures, which reflects the Association's mission and goals of the Association which are to be funded and accomplished.
- 2.4 **Treasurer** – shall mean a member of the Fire Association who has been elected to the position of Treasurer and delegated certain budgetary responsibilities to accomplish the Association's specific goals, projects or services.

3.0 POLICY:

- 3.1 The Association shall operate from an approved budget, which is based on established goals and objectives approved by the Association.
- 3.2 The Association shall approve a minimum Checking Account Balance and Savings Account balance and the purpose of those monies.
- 3.2.1 The intended use of Association monies shall be detailed in a proposed budget.
- 3.2.2 Monies shall be used to further the Mission of the King County Fire Chiefs Association.
- 3.2 The President of the Association will cause the establishment of a Budget Committee to be convened annually. The Budget Committee will be appointed each September and shall:
- 3.2.1 Be comprised of no more than three Association members and shall not include members of the Executive Board.

- 3.2.2 Anticipate the financial needs of the Association and make recommendations for spending based on the known annual expenses and any expense associated with additional goals or objectives set by the Association.
 - 3.2.2.1. Financial planning and budgeting will be based on revenue and expenditure estimates that are reasonably predictable.
- 3.2.3 Provide the Executive Board with a proposed budget on or before the November meeting.
- 3.2.4 Provide the Executive Board with recommendations for any changes in the annual dues structure. Any adjustments to the annual dues structure, as required by the adopted budget, must be approved by the Association.
 - 3.2.4.1 Dues shall be based on the Assessed Valuation of the area served by each jurisdiction. Each agency shall provide the latest AV information to the Treasurer at the beginning of each year.
- 3.2.5 The Executive Board will approve a proposed budget before taking to the full membership.
- 3.3 The proposed budget shall be presented to the full membership for approval by the December meeting.
- 3.4 The Executive Board shall have the authority to approve non-budgeted, one-time purchases up to \$500, without prior approval of the full Association. Any purchase request above this amount must be brought before the full Association for approval. Approval shall be from a simple majority vote. All purchases, regardless of the amount, shall be disclosed in the monthly budget report.
- 3.5 It shall be the policy of the Association to expend funds as efficiently as possible; to track and record such expenditures in the most effective and expedient manner; and to provide timely and accurate payment to all vendors.
- 3.6 The Association shall maintain a system of financial monitoring, control, and reporting for all its funds in order to provide effective means of ensuring that the Association's overall goals and objectives are met.
- 3.7 Ongoing expenditures should be equal to or less than ongoing revenues. One-time resources and non-recurring ending fund balances may be used to fund one-time expenditures; they will not be used to fund ongoing programs.
- 3.8 It shall be the policy of the Association to maintain a prudent level of resources to guard against revenue shortfalls, or unexpected one-time expenditures. Sufficient fund balance shall be accumulated to meet this purpose and to provide fiscal stability to the Association.

3.9 The Association's fiscal year shall be from January 1 to December 31 of each calendar year.

3.10 At the conclusion of each fiscal year, the Treasurer and at least one active member who does not serve on the Executive Board shall facilitate an audit of the Associations financial records and bylaws. The Audit report shall be presented to the membership at the subsequent meeting.

4.0 RESPONSIBILITY:

4.1 The Association Treasurer, by authorization of the Association, has management authority over Association Funds. Primary responsibility, authority and accountability for expending Association funds are also vested in the Treasurer.

4.2 The Budget Committee shall be responsible for implementing a system of internal controls over the Association's financial processes to ensure accurate and timely recording and reporting of the Association's financial transactions and to reduce the risk of fraud or misappropriation of Association resources.

4.3 The Treasurer shall be responsible for preparing the monthly financial reports, the annual budget, and the annual financial report. The Treasurer shall also be responsible for maintaining the accounting records, invoicing, making bank deposits and processing payments.

4.3.1 The Treasurer shall generate a monthly budget report to be included in the monthly board meeting packets that reflect all current account balances, deposits, and purchases.

4.3.2 The Treasurer shall prepare budget and actual reports monthly that accurately reflect the position and activities of the Association as of the most recent ending month.

4.4 The Treasurer or his/her designee shall be responsible for monitoring the Association's financial transactions, for monitoring the recording those transactions and for monitoring budgeted and actual revenues and expenditures.

4.5 The Treasurer shall comply with all schedules and requirements of this procedure and shall insure that all forms, requests, bids, quotes, invoices, and orders are complete, correct, and contain all of the needed information.

5.0 PROCEDURE:

5.1 General:

- 5.1.1 The operating budget shall include sufficient detail of the expected revenues and expenditures to allow the members of the Association to adequately monitor revenue resources and approved expenditures during the course of the year.
- 5.1.2 Complete banking records shall be maintained, including copies of all bank statements, and cancelled checks or bank copies of cancelled checks, as well as validated bank deposit slips.
- 5.1.3 Accurate accounting records shall be maintained that reflect the actual revenue and expenditure activity of the Association. These records shall be updated at least monthly.
- 5.1.4 King County Fire Chief's Association shall be used as the "Purchaser's Name" on all orders. Instruct vendors to send items/invoices "ATTN: (Treasurer's name)."
- 5.1.5 The Treasurer shall create a list of the invoices received for processing each month. This list shall include the vendor name, amount being paid, and corresponding check number or other identifying transaction number.
- 5.1.6 The list of all invoices and expenditures, deposits and revenues shall be included in the monthly budget report.
- 5.1.7 All Association revenues received shall be deposited into the Association's bank account in a timely manner.
- 5.1.8 The Treasurer shall make copies of the checks received. The copied checks shall be filed with the validated bank deposit slips so that each deposit can be identified with the corresponding revenue sources.
- 5.1.9 The Treasurer shall include a copy of the KCFCA's W9 form with each invoice submitted for Dues.

ARTICLE IX
RULES AND ORDER OF BUSINESS

1. The Presiding Officer shall maintain order and decorum.
2. All questions of order shall be decided by him/her, subject to appeal to the Association.
3. Each member, when s/he speaks, shall address the Chair, omit personalities and confine himself/herself to the question under debate.
4. When two members speak at once, the Presiding Officer shall name the one to speak first.
5. If any member requests it, the yeas and nays shall be taken and entered upon the minutes of the Association.

6. All business not provided for in these By-Laws shall be transacted according to the Roberts Rules of Order.
7. The suggested order of Business of the Association meetings shall be, at a minimum:
 - a. Call to order
 - b. Reading/consideration of the minutes of last meeting for approval.
 - c. Treasurer's report
 - d. Adjournment

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