

~ INTERNATIONAL ASSOCIATION OF FIRE CHIEFS ~

**VOLUNTEER & COMBINATION OFFICERS SECTION  
BY-LAWS**



**Adopted August 2008**

**FRI – Denver, CO**

# Table of Contents

<b>Article I - Name and Mission</b> .....	<b>2</b>
Section 1. Name	
Section 2. Mission	
<b>Article II - Membership and Dues</b> .....	<b>2</b>
Section 1. Membership Categories	
Section 2. Affiliate Membership	
Section 2. Dues	
<b>Article III - Section Officers</b> .....	<b>2</b>
Section 1. Executive Committee	
Section 2. VCOS IAFC Director	
Section 3. Board of Directors	
Section 4. Vacancies	
Section 5. Unexpired Terms	
Section 6. Removal from Office	
<b>Article IV - Duties of the Officers</b> .....	<b>3</b>
Section 1. Duties of the Chair	
Section 2. Duties of the Vice Chair	
Section 3. Duties of the Secretary/Treasurer	
Section 4. Duties of the VCOS IAFC Director	
Section 5. Duties of the Board of Directors	
Section 6. Duties of the Executive Committee	
<b>Article V - Meetings and Elections</b> .....	<b>5</b>
Section 1. Meetings	
Section 2. Voting	
Section 3. Elections Committee	
Section 4. Eligibility for Office	
Section 5. Elections	
Section 6. Election of IAFC VCOS Director	
Section 7. Election Process	
Section 8. Division Representation	
Section 9. Election of Board Officers	
<b>Article VI - Compatibility with IAFC</b> .....	<b>6</b>
Section 1. Inconsistencies of By-laws	
Section 2. Position Statements	
Section 3. Setting Policy	
<b>Article VII – Amendments</b> .....	<b>6</b>
Section 1. Amendments to By-laws	
Section 2. Amendment at Conference	
<b>Article VIII - Section Operations</b> .....	<b>6</b>
Section 1. Order of Business	
Section 2. Rules of Order	

## ARTICLE I - NAME AND MISSION

### **Section 1. Name**

This organization shall be known as the Volunteer & Combination Officers Section of the International Association of Fire Chiefs.

### **Section 2. Mission**

The mission of the Volunteer & Combination Officers Section of the IAFC is to provide chief officers who manage volunteers within a volunteer or combination Fire, Rescue or EMS delivery system with information, education, services and representation to enhance their professionalism.

## ARTICLE II - MEMBERSHIP AND DUES

### **Section 1. Membership Categories**

Regular section membership is available to those individuals who are Regular or Associate members of the IAFC as long as they maintain their Association dues. Failure to maintain Association membership will result in loss of section membership. These members of the section are eligible to hold office in the section and vote on all section ballots. Regular section membership is also available to IAFC Life members. IAFC Life members do not pay section dues. These members of the section are eligible to vote on all section ballots but may not hold office.

### **Section 2. Affiliate Membership**

An Affiliate **section** membership is available for those who do not qualify as Regular IAFC members. Affiliate membership in the Section does not allow for voting rights in the Section but does allow for Section benefits as determined by the Section Board of Directors. Affiliate members may not be elected to the Board of Directors.

### **Section 3. Dues**

The annual section dues shall be set by the Board of Directors in an amount no greater than \$45.00 for Regular, Associate or Affiliate members. Dues shall be payable in conjunction with the payment of the member's Association dues. Any Regular or Associate individual wishing to join the Section prior to the date of Association dues renewal, shall pay the section dues upon joining, thereafter when the Association membership dues is paid. The Board of Directors shall determine the dues rate for Affiliate members in conjunction with the Association dues rate for Affiliate members.

## ARTICLE III - SECTION OFFICERS

### **Section 1. Executive Committee**

The Executive Committee of the Section shall consist of the Section Chair, Vice Chair, Secretary/Treasurer and the VCOS IAFC Director. Each officer shall have a term of office for one (1) year or until their successors are elected (See Article V, Section 7). Only at-large members of the Board of Directors are eligible to be on the Executive Committee in addition to the VCOS IAFC Director.

### **Section 2. VCOS IAFC Director**

The VCOS IAFC Director to the IAFC Board of Directors shall have a term of office of three (3) years or until a successor is elected.

### **Section 3. Board of Directors**

The Board of Directors shall consist of nine (9) members at-large, and the VCOS IAFC Director. At-large members shall have a term of three (3) years with three (3) to be elected each year. Not more than two (2) members at-large shall be elected from any single division of the IAFC. The immediate past chair will be appointed for a one-year term as a non-voting member to terminate at the following year's annual meeting. No member of the board can serve in more than one position.

### **Section 4. Vacancies**

In the event of a vacancy occurring in the office of the Chair, the office shall devolve upon the Vice-Chair. In the event of a vacancy occurring in the office of the Vice Chair, Secretary/Treasurer, IAFC Director or in the event of a vacancy in the office of Chair when there is also a vacancy in the office of Vice Chair, 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 member-at-large, the majority vote of the Section Board of Directors shall determine the election of an individual who shall serve until the next election when the unexpired term shall be filled by a majority vote of the members.

### **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 expiration of the term of office.

### **Section 6. Removal from Office**

In the event that an officer is convicted of a felony while holding office, that officer shall be deemed to have forfeited his/her office, and shall be removed from that office.

## **ARTICLE IV - DUTIES OF THE OFFICERS**

### **Section 1. Duties of the Chair**

The Chair shall:

- A. be the official representative and spokesperson of the Section;
- B. serve as the Chair 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-Chair**

The Vice-Chair shall:

- A. assume the duties of the Chair in the absence or inability of the Chair to perform his/her duties;
- B. assist the Chair 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 IAFC headquarters;
- C. maintain records of the monies of the Section that are collected, deposited and disbursed;
- D. prepare an annual budget, consistent with the format of the IAFC budget, for submission to the Board of Directors.

#### **Section 4. Duties of the VCOS IAFC Director**

The VCOS IAFC Director to the IAFC shall:

- A. represent the Section at the meetings of the IAFC Board of Directors;
- B. report the actions of the IAFC Board to the Section Board of Directors;
- C. present the Section's report at each of the IAFC Board of Directors meetings;
- D. take direction from the Section Board of Directors;
- E. be responsible to the Section Board of Directors, and
- F. perform such other duties as prescribed by the Section Board of Directors.

#### **Section 5. 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
- C. amend or approve the budget prepared by the Secretary/Treasurer for submission to the IAFC Board of Directors.

#### **Section 6. 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. review the annual budget and make recommendations to the board of directors for its approval, disapproval or change;
- E. study and evaluate the finances of the Association with the purpose of formulating plans for increasing revenues, and budgeting control of present and future finances;
- F. carry out other duties assigned by the board of directors.

## ARTICLE V - MEETINGS AND ELECTIONS

### **Section 1. Meetings**

The Section shall meet annually at the annual conference of the International Association of Fire Chiefs. 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 IAFC.

### **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 provided that at least a ten (10) days notice has been given to all members of the Section.

### **Section 3. Elections Committee**

No later than April 1<sup>st</sup> of each year, the Chair shall appoint an Elections Committee of three (3) members, all of whom shall be current Regular members of the Section. The Chair or Vice-Chair may not be appointed.

### **Section 4. 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 volunteer or combination Fire, Rescue or EMS agency.

### **Section 5. Elections**

A mail and/or an electronic ballot shall elect all at-large members of the Board of Directors.

### **Section 6. Election of IAFC VCOS Director**

The IAFC VCOS Director to the IAFC Board shall be elected by mail and/or electronic ballot.

### **Section 7. Election Process**

Members wishing to be placed in nomination for office shall submit their name to the Elections Committee no later than May 1<sup>st</sup> of the year they intend to run for said office. By May 7<sup>th</sup>, the Elections Committee shall submit the list of nominations to the Secretary/Treasurer. If no more than one eligible member is nominated for any of the offices to be filled, the Secretary/Treasurer shall cast one a ballot for those nominated and notify the members of the Section of the election of new officers. If more than one eligible member is nominated for any of the offices to be filled, then no later than June 1<sup>st</sup> of that year, the Elections Committee shall arrange for the production and mailing of ballots to all members eligible to vote. The ballots are to be returned with a postmark date no later than July 1<sup>st</sup>. The results of this election will be made official at the annual meeting of the Section.

### **Section 8. Divisional Representation**

If more than two (2) candidates for member-at-large are members of a single division of the IAFC, only the two (2) with the highest vote totals will be eligible to take office.

### **Section 9. Election of Board Officers**

The Chair, Vice-Chair, and Secretary/Treasurer shall be selected by the current members of the board of directors no later than thirty (30) days from the date of the annual Section Meeting.

## ARTICLE VI - COMPATIBILITY WITH IAFC

### **Section 1. Inconsistencies of By-laws**

In any inconsistency between these By-laws and the Constitution and By-laws or policies of the International Association of Fire Chiefs, the latter shall apply. If such inconsistency is in question, the matter shall be referred to the Constitution, By-laws, Resolutions Committee of the IAFC and if necessary, to the Board of Directors of the Association for a final resolution.

### **Section 2. Position Statements**

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

### **Section 3. Setting Policy**

The IAFC 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 IAFC Board of Directors or the Board of Directors.

## ARTICLE VII - AMENDMENTS

### **Section 1. Amendments to By-laws**

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 Section Board of Directors or a member of the Section and filed with the Secretary/Treasurer no later than May 1st of the year the amendment is to take effect;
- B. the amendment has been sent to the Chair of the IAFC Constitution, By-laws, and Resolutions Committee no later than June 1st of the year the amendment is to take effect;
- C. the Elections Committee shall arrange to prepare and send a mail and/or electronic ballot to all members eligible to vote no later than June 1st of the year the amendment is to take effect;
- D. The ballots are to be returned with a postmark date no later than July 1<sup>st</sup>;
- E. the results of the vote have been presented at the annual meeting;
- F. 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;
- G. all changes will become effective upon adoption unless otherwise provided.

### **Section 2. Amendments at Conference**

Nothing contained in the preceding section shall prevent the Section at the annual meeting, from amending any section of the By-laws upon a four fifths (4/5) majority vote of the members entitled to vote and who are present and voting, provided that notice of such action shall be given in writing and printed copies made available to all Section members present at least forty-eight (48) hours prior to the time when such amendment is considered.

## ARTICLE VIII - SECTION OPERATIONS

### **Section 1. Order of Business**

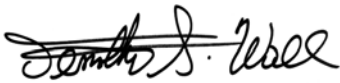
The following order of business shall govern all meetings of the Section unless the order is suspended by majority vote of those members present and voting:

- A. call to order;
- B. officers report;
- C. committee reports;
- D. old business;
- E. elections ( if necessary);
- F. new business;
- G. good and welfare of the Section, and
- H. 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 International Association of Fire Chiefs.

Passed August 2008



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Tim Wall – VCOS Chair



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Mark Light – IAFC Executive Director

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John Rukavina – CBR Chair

- Amended August 2001
- Amended August 2002
- Amended September 2006
- Amended August 2007
- Amended August 2008