

THE MONTCALM COUNTY FIREFIGHTERS ASSOCIATION
CONSTITUTION AND BYLAWS

AMENDED MAY 13, 2009

Mission Statement: “To promote and provide fire service education for the firefighters of Montcalm County, in order to better prepare and further enhance fire department operations for the overall safety of our fire personnel and the protection of the citizens and communities we protect and serve.

ARTICLE 1 – ORGANIZATION

Section 1 – Name:

This organization shall be known as **THE MONTCALM COUNTY FIREFIGHTERS ASSOCIATION**. The term “Association”, hereafter on the document refers to **THE MONTCALM COUNTY FIREFIGHTERS ASSOCIATION** unless otherwise indicated.

Section 2 – Purpose:

The purpose of this Association is to:

- a. Create and maintain relationships between fire departments, public safety departments and fire districts through better understanding and cooperation
- b. Establish and maintain complete cooperation among all emergency service fields including EMS and police operations
- c. Provide educational facilities and training opportunities to it’s members to improve the fire service and firefighting operations
- d. Provide an avenue for legislative updates relating to fire department operations, firefighter safety, funding, training, fire prevention and other topics relating to the fire service
- e. Provide education and awareness of fire service operations to the communities served by member departments

ARTICLE 2 – MEMBERSHIP

Membership is empowered to any fire departments, public safety departments, or fire districts within Montcalm County. Any authorized member of the agency may consider themselves a member of the Association by mere affiliation of their fire department, public safety department, or fire district.

Section 1 – Active Members

Any fire department, public safety department or fire district responsible for service within jurisdiction of this Association, shall be eligible for active membership in the Association only if legally organized and properly trained to the minimum standards, (set forth by the Michigan Department of and Economic Growth, Bureau of Fire Services, Office of Fire Fighter Training).

Section 2 – Associate Members

Any Associate Membership shall consist of any individual, business, organization (profit or non-profit), fire related, not covered by Section 1, responsible for service within Montcalm County. Associate members will have a voice, but no vote in the affairs of the Association.

Section 3 – Honorary Members

Individuals, businesses, or organizations (profit or non-profit) who have received meritorious or distinguished public service recognition, may be elected honorary members of the Association. Honorary members will have a voice, but no vote in Association affairs. A retired member from a member department in good standing may also be voted honorary membership.

Section 4 – Application

Requests for membership must be submitted in writing to the Secretary/Treasurer of the Association. Applications shall be received at least 15 days before the next regular meeting to be considered at that meeting. A majority vote of the membership present at that meeting is required to become a member. Any rejections shall be sent written notice and an explanation of denial.

Section 5 – Discipline

Any member (Active, Associate, Honorary, ect) can receive discipline both as a department or firefighter. Examples of such infractions that could result in discipline are, but not limited to:

- a. Non – payment of Association dues
- b. Conduct unbecoming an Association member
- c. Attending a meeting/training under the influence of alcohol or drugs
- d. Abusive, threatening, violent behavior at a meeting/training

Discipline may include verbal or written warning, suspension or termination. Such discipline shall be determined by the Officers of the Association by a majority vote.

ARTICLE 3 – OFFICERS

Section 1 – The Officers of the Association shall consist of President, Vice-President, Secretary/Treasurer and Trustees. The President, Vice-President, and Secretary/Treasurer shall constitute the Board of Directors.

Section 2 – The Association shall elect a President on even numbered years. A Vice-President and a Secretary/Treasurer shall be elected in the odd numbered years. These will be **Two Year Terms**. In the event of a vacancy, an election will be held to fill the **unexpired term remaining** for that office.

Section 3 - It is the responsibility of each member department to designate a representative to attend each Association meeting and in the event of a voting issue, it is the department representative who shall cast a vote on behalf of that department. This does not have to be the same person at every meeting, but will be required to sign in as the representative of the member department. This person shall be known as a **Trustee**.

Section 4 – Any member of the Association may ask for the discipline or removal of a member of the Board of Directors. This request must be in writing stating the reason for discipline or removal and submitted to the President. If the President is the subject of the request, it shall be submitted to the Vice-President. The Board of Directors will notify the Director in question and investigate the claim with the Director involved being non-voting in the decision. if the claim is deemed valid, the question will be presented to the membership for discipline or removal. A 2/3 vote of the members present is required for discipline or removal. Discipline could range from a written reprimand to removal from office.

ARTICLE 4 – DUTIES OF OFFICERS

Section 1 – The President shall be the Executive head of the Association. He shall preside at all meetings, appoint all committees, and perform other such duties as are necessary to protect and advance the interests of the Association. The President shall appoint all committees as needed. The President shall have the authority to call special meetings or call for email votes when needed to conduct the business of the Association.

Section 2- The Vice President shall perform the duties of the President during the absence of the President or the inability of the President to act. Also shall perform duties as delegated by the president. The Vice President shall serve as an Ex-Officio member of all committees with a voice on committee matters and may only vote in the event of a tie.

Section 3 – The Secretary/Treasurer shall keep a correct record of all the meetings of this Association and of all the members thereof. He/She shall send out all notices and minutes to each member department, as well as any clerical work he/she may be called upon to do. He/She shall pay all bills approved by the Association in a timely manner. He/She shall maintain an accurate accounting of all Association funds and submit written reports bi-monthly to be entered into the official meeting minutes.

Section 4 – The Trustees shall help to transact the business of this Association and act as auditors when requested.

ARTICLE 5 – MEETINGS

Section 1 – Regular Meeting

- a. The Association meeting will be held on a bi-monthly basis. Meetings will be held on the 2nd Wednesday of the month in which they are scheduled. Meeting dates may be changed by the President when the need arises with at a minimum of 14 days notice.

- b. The Association President or his/her designee shall submit in writing to Montcalm County Central Dispatch two (2) day's before the meeting, announcing the meeting, its location, and start time.
- c. The location of the regular meeting will rotate from each member fire department in Montcalm County.
- d. If a member fire department does not want to host their rotation of the regular meeting, they may advise the Association President, in writing at least 90 days in advance of the scheduled meeting.
- e. While it is not mandated, hosting fire departments should make every attempt possible to provide the attendees with refreshments, snack/meal, adequate seating, and any other necessities to conduct the regular meeting.
- f. In the event a meeting cancellation is necessary, the Association Officers will have the authority to cancel the meeting and will notify all member departments in writing (email) and a message over the paging system.
- g. The frequency of meetings may be changed by a 2/3 vote of active member departments.

Section 2 – Training

- a. It is the intent of the Association to minimize the amount of time spent on the business portion of the regular meeting.
- b. The remaining time is designated for a training program, whether a lecture, practical session and/or both
- c. The Association will work with the host department and the Chief's Association to provide a quality training program for the bi- monthly meetings.
- d. Additionally, the Association and/or the host department shall assist the speaker in obtaining materials for the presentation as needed and any electronics such as laptop, projector, screen and anything else needed to facilitate the training.

Section 3 – Special Meetings

- a. The Association President or five (5) active memberships in good standing, may request a Special Meeting be called at which only the business of the Special Meeting shall be transacted.
- b. Due notice shall be given of the date, time, place and purpose of the meeting has been properly announced no less than 48 hours prior to the start of the meeting.

ARTICLE 6 – QUORUM

Section 1 – A quorum shall be present for all official business to be conducted by the Association. A quorum shall consist of not less than one-third (1/3) of the active members in the Association at the time of the vote.

ARTICLE 7 - AUDITING

Section 1 – An audit committee shall be appointed annually to review the books of the Secretary/Treasurer at the end of each fiscal year. A fiscal year is from July 1 to June 30 the following year. The committee shall be made up of a representative from three active member departments in good standing. No member shall serve on this committee two years in a row.

ARTICLE 8 – DUES

Section 1- All active members of this Association shall be required to pay the annual dues as established by the Association by July 1 of each year. The dues will be \$30.00 per year

Section 2 - Associate memberships will pay a reduced amount by July 1

Section 3 – There will be no dues for Honorary memberships

Section 4 - All membership dues collected, will be placed in the general fund

Section 5 – A roster of members shall be made available at the beginning of each fiscal year by the Secretary/Treasurer with a status of the memberships

Section 6 - Any member who is in arrears for sixty (60) days after the beginning of a fiscal year shall be dropped as an active membership. A late fee of 50% of the amount owed will be assessed for any membership more than sixty (60) days past due. Any member who is deemed inactive shall pay out of county fees for training sponsored by the Association, excluding Firefighter I classes.

ARTICLE 9 - VOTING PRIVILEGES

Section 1 - Voting privileges shall be restricted to active memberships in good standing within the Association as defined in Article 2.

Section 2 – Each membership represented in good standing shall have one vote on each issue brought for action at a meeting on a roll call basis. A written vote may also be taken if a majority of members agree, email votes may be used for emergency issues that arise and all votes will be printed and placed on file for inspection.

ARTICLE 10 – COMMITTEES

Section 1 - All committees are appointed by the President or their designee.

Section 2 - Standing Committees are as follows:

a. Training Committee: The Training Committee shall manage the film library, updates the membership on training, and plans for upcoming training

ARTICLE 11 - PROCEDURE OF ORDER

Section 1 - The President shall open the meeting by taking the chair, calling the meeting to order, and leading the members in The Pledge of Allegiance to the flag. The rest of the agenda shall be ordered as follows:

1. Call to Order
2. Roll call of Officers
3. Approval of Minutes
4. Reading of Correspondence
5. Reports of Officers
6. Committee/Staff Reports
7. Unfinished Business
8. New Business
9. Adjourn Business Meeting and turnover to Training Representative.

ARTICLE 12 – GENERAL

Section 1 - The Officers of the Montcalm County Firefighters Association may spend up to \$50.00 for donations; or refreshments for Association sponsored training. All other monetary donations or expenditures must be approved by two-thirds (2/3) of the membership present at a meeting when brought up for action.

Section 2 - A matter that is deemed urgent by the President may be brought to the active membership by electronic mail. A vote by electronic mail will be approved/disapproved by a majority vote. Copies of all votes will be kept on file for a period of 1 year and entered into the minute records at the next meeting.

Section 3 - The procedure for amending the By-Laws shall be as follows:

1. The proposed amendment of the article or section shall be presented to the Board of Directors.
2. The Board of Directors will review the proposed changes. Membership input shall be directed to the Board of Directors.
3. The proposed changes will be presented at the next meeting. Two-thirds approval is needed by the membership present at the meeting in which the proposed amendment is presented.

Section 4 – These By-Laws shall supersede any and all previous By- Laws and amendments
These By-Laws shall take effect immediately upon approval

Adopted on May 13th, 2009

President Edward Petersen

Vice- President Mike Wright

Secretary/Treasurer Jack Johnson

