

**CAPITAL AREA  
FIRE CHIEFS'  
ASSOCIATION**

**Constitution**  
**and**  
**By-Laws**  
**Capital Area Fire Chiefs' Association**

**Revised March 2002**

# **CONSTITUTION**

## **ARTICLE I. NAME**

The name of this association shall be “Capital Area Fire Chiefs’ Association”.

## **ARTICLE II. OBJECT**

The object of this association is to promote and maintain friendship, interest and co-operation in the fire and emergency service departments of this region. To the end of formulating plans for cooperation of personnel and equipment of the several departments of the region in the extinguishing of fires and mitigation of other emergencies with the highest degree of efficiency and safety.

To offer professional advice to the governing bodies and the County Commissioners; to provide counsel in governing decisions; and, seek their cooperation in all matters pertaining to the saving of lives and property.

To provide emergency and other services in conformance with the articles of incorporation of the association as amended from time to time.

## **ARTICLE III. OFFICERS**

The Officers of the Association shall consist of a president, vice president, secretary, assistant secretary and treasurer. Nominations for these positions shall be presented at the annual meeting. Where a vacancy exists, for any reason, whatsoever, the office may be filled at any posted meeting by a majority vote of voting members present. The term of all officers shall be one year.

The annual meeting of the association will be held the 3rd Monday in January of each year.

## **ARTICLE IV. MEMBERSHIP**

### **SECTION 1. REGULAR MEMBERSHIP**

Membership of this association shall consist of any current Chief, former Chief or

Assistant Chief of any fire department or emergency medical service department in Travis County; or any person fulfilling or having fulfilled such duties in any such department in a County with boundaries adjacent to Travis County; provided that membership is in accordance with the by-laws of the association. Membership in CAFCA is intended for the top two levels of leadership within an organization.

## **SECTION 2. HONORARY MEMBERSHIP**

Any person to whom the association wishes to confer the honor of membership for any reason whatsoever, may be elected to honorary membership, at any stated meeting by a majority vote thereof. Honorary membership is conferred for life.

## **SECTION 3. VOTING MEMBERSHIP**

- A.** Each member in good standing is entitled to vote on operational issues.
- B.** Budgetary issues will be decided by allowing only one vote to each department represented.

# **ARTICLE V. MEETINGS**

## **SECTION 1. REGULAR MEETINGS**

The regular stated meetings shall be held on the 3rd Monday of each month at 6:30p.m. The location will be announced by the presiding officer.

## **SECTION 2. SPECIAL MEETINGS**

Special meetings may be called by the President or two or more board members, provided a 24-hour notice is given.

## **SECTION 3. ANNUAL MEETINGS**

All new officers will assume their duties immediately after the election at the annual meeting.

# **ARTICLE VI. QUORUM**

Fifty (50) percent of the voting membership shall constitute a quorum for transaction of business.

## **ARTICLE VII. CONSTITUTION CHANGES**

Changes to the constitution must be made by a majority vote of all members in good standing. Notice of such changes must be proposed at the meeting prior to when a vote is conducted.

## **BY-LAWS**

### **SECTION 1.**

The by-laws of this association shall be equally binding with the constitution.

### **SECTION 2.**

The president shall preside at all meetings and enforce a rigid observance of the constitution and by-laws, rules and regulations. The president shall appoint all committees and have a general supervision of the business of the association.

The president shall be permitted to vote in all cases.

### **SECTION 3.**

It shall be the duty of the vice president, in the absence of the president, to perform all the duties of the president.

### **SECTION 4.**

The secretary shall keep a regular and correct record of the proceedings of the association, in a book provided for that purpose. The secretary shall conduct all correspondence of the association, notify persons of their election and members of their expulsion within ten (10) days after the same has taken place. At the expiration of term of office the secretary shall deliver to his/her successor all books or other property belonging to the association.

### **SECTION 5.**

The assistant secretary shall assist the secretary and fulfill the duties of the secretary in the absence of the secretary.

## **SECTION 6.**

It shall be the duty of the treasurer to receive all monies of the association. The treasurer shall:

1. Pay all authorized bills within 30 days of receipt.
2. Ensure all expenditures over \$200.00 are authorized by the Board.
3. Issue a purchase order on all expenditures over \$200.00.
4. Ensure all purchases over \$1,000.00 receive written or documented telephone bids.
5. Maintain appropriate files on deposits and expenditures.
6. Present monthly "State of Affairs" reports to the Board.
7. Present financial report at the end of the year.
8. Prepare and mail out invoices for payment and/or dues.
9. Maintain and track CAFCA inventory.

The board may authorize or waive the requirement for purchase orders for authorized expenditures presented to the board when:

1. Expenses are incurred for authorized trips.
2. Expenditure is to a State Agency.
3. Contracts are for training agencies for instructors.
4. Otherwise approved by the Board.

The treasurer is authorized, without approval of the board, for expenditures incident to the office of the treasurer, up to the amount of \$200.00.

At the expiration of the term of office, the treasurer shall transfer all properties of the association to the successor within thirty (30) days.

## **SECTION 7.**

All new applications for membership must be made in writing at a regular meeting of the Association and be accompanied by the first year's dues of fifty dollars (\$50.00) per member.

All applications of membership shall be referred to the membership committee, who will render, after investigation, a report confirming the eligibility of the applicant. If the report is favorable, a ballot will be presented to the membership for vote. If three negative votes are received, the candidate's membership shall be dropped. All elections to membership shall be by written ballot. Any candidate receiving three negative votes shall be declared rejected regardless of voting results. It is not necessary for members to re-apply for membership at the annual meeting. It is not necessary for members to re-apply for membership at the annual meeting. Membership is continued so long as dues are kept current.

## **SECTION 8.**

The annual dues of the association are \$50.00 per member, per year. Dues become payable at the annual meeting.

Members, who have not paid their annual membership dues by the March 31st meeting, shall be declared suspended.

At the next succeeding month, the name or names of all who are delinquent shall be dropped by order of the president.

Members, who have been suspended for non-payment of dues, assessments or fines, may be reinstated at any time by submitting payment to the treasurer.

Any former member who wishes to rejoin the association may pay an initiation fee of \$5.00 and membership dues of one year.

## **SECTION 9.**

The nominating committee shall prepare a ballot for the election of all prospective officers of the association. Nominations may be made from the floor as well.

## **SECTION 10.**

Prior to balloting for officers, the president shall appoint a judge of election and two (2) tellers, the teller shall receive and count the votes, and the judge shall announce the results.

## **SECTION 11.**

Presentations by vendors, solicitors, or salespersons are not allowed at a regular meeting unless previously approved by a majority vote of members present.

## **SECTION 12.**

### **ORDER OF BUSINESS**

1. Call Meeting to Order
2. Welcome & Introductions
3. Roll Call
4. Reading and Approval of Minutes of Previous Meeting
5. Treasurer's Report & Approval
6. Emergency Management Report
7. Fire Marshal's Report
8. Reports of Steering Committees & Liaisons
9. CAFCA Officer Reports
10. Unfinished Business
11. New Business
12. Next Meeting Date/Place
13. CRC Announcements and Updates
14. Questions & Answers
15. Adjournment

## **SECTION 13.**

### **STEERING COMMITTEES & LIASION POSITIONS**

1. Membership Committee
2. Wildland Credentials Committee
3. Hazardous Materials Advisory Board

4. EMS Committee
5. LEPC
6. Travis County Fire Fighter Association

Positions to serve on these committees are appointed by the president and can be CAFCA members or special advisors. Special Advisors do not have to be members of CAFCA.

## **SECTION 14.**

### **CHANGES TO THE BY-LAWS**

Changes to the By-Laws can be made by a simple majority vote of the members present at a meeting. Proposed changes must be presented at least 10 days before a meeting. Notice of the proposed changes must be made by way of the US mail or telephone or at the meeting prior to when a vote is taken.

**THE ABOVE CONSTITUTION AND BY-LAWS ARE REVISED, APPROVED, AND ADOPTED ON THE 18<sup>th</sup> OF MARCH 2002.**

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RONALD G. MOELLENBERG  
President

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BUDDY CRAIN  
Assistant Secretary

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CHRIS BARRON  
Vice-President

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BOB RUSSELL  
Treasurer

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JOE COLURCIELLO  
Secretary