



# Alaska State Firefighters Association

## CONSTITUTION

### ARTICLE I

#### NAME

The name of this association shall be Alaska State Firefighters Association, INC

### ARTICLE II

#### OBJECT

*To serve our members through professionalism and leadership thereby enhancing the Fire/Rescue/EMS services of Alaska.*

### ARTICLE III

This association is organized exclusively for charitable purposes within the meaning of section 501 (C) (3) of the Internal Revenue Code.

Notwithstanding any other provision of these Articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal income tax under section 501 (C)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by any associations contribution to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

### ARTICLE IV

#### MEMBERSHIP

##### SECTION 1.

##### ACTIVE MEMBERSHIP

Active membership consists of members associated with an organized emergency services response group and shall be a member of a chapter.

## SECTION 2.

### MEMBERS AT LARGE

Members at large may have the same rights and privileges as an active member, except the right to a delegate vote. A member at large shall be an individual who meets all the eligibility requirements of the active membership, but who does not hold membership in a local department chapter.

## SECTION 3.

### ACTIVE RETIRED MEMBERSHIP

Active retired membership consists of active members who have retired from actual duty and are not eligible for life membership.

## SECTION 4.

### ASSOCIATE MEMBERSHIP

Associate membership consists of governmental officials and individuals interested in the protection of life and property from fire.

## SECTION 5.

### SUSTAINING MEMBERSHIP

Sustaining membership consists of individuals, corporations, groups and/or associations interested in supporting fire protection and life safety.

## SECTION 6.

### LIFE MEMBERSHIP

Any member having been an active member of the fire service for twenty (20) years and have been an ASFA member for five years, or who has been permanently disabled in the line of duty, may become a life member provided such action has the approval of the Board of Directors. Letters for Life Membership should be submitted to the Board of Directors so action may be

taken. Letters should include years of service to the Chapter and Department that they were active in.

#### SECTION 7.

#### HONORARY MEMBERSHIP

Honorary membership consists of persons elected by a two-thirds (2/3) majority delegate vote for meritorious service to the association, for distinguished public service, or as the recipient of the William A. Hagevig Instructor of the Year Award.

All past presidents shall receive honorary membership upon completion of their term as president.

### ARTICLE V

#### OFFICERS

#### SECTION 1.

The officers of the association shall be a President, First (1<sup>st</sup>) Vice President and Second (2<sup>nd</sup>) Vice President.

#### SECTION 2.

Five geographical regions of Alaska consist of Region A: Northern, Region B: Interior, Region C: Western , Region D: Southcentral, Region E: Southeast. A Representative for each geographical region will be elected for a 2 year term by the chapters in that region with the exception of Region D. Region D will have 3 representatives for each of the following areas: Valdez area, Kenai/Seward area, and Anchorage. These terms are to be staggered by offsetting years. Consecutive terms will be limited to two. An alternate regional director shall be selected by the representative.

#### SECTION 3.

The President, First (1<sup>st</sup>) and Second (2<sup>nd</sup>) Vice Presidents and each Regional Director or alternate shall constitute the Board of Directors.

#### SECTION 4.

The outgoing President and the association's Historian shall be ex-officio members of the Board of Directors.

#### SECTION 5.

The outgoing President shall deliver to the incoming President all property and assets of the association within forty-five (45) days, after the incoming President takes office.

### ARTICLE VI

#### DUTIES OF OFFICERS

##### SECTION 1.

The President shall be chief executive officer of the association, shall be responsible to supervise and coordinate association activities, preside over the meetings of the association and of the Board of Directors and shall see that the Financial Administrator keeps a record book of all transactions and correspondence.

##### SECTION 2.

The First (1<sup>st</sup>) Vice President shall assume the office of the President in the event of his or her absence or vacancy of that office, shall be responsible for the coordination of legislative efforts of all groups and other duties as assigned by the president.

##### SECTION 3.

The Second (2<sup>nd</sup>) Vice President shall assume the office of the First (1<sup>st</sup>) Vice President in the event of his or her absence or vacancy of that office, shall be responsible for the recruitment of new members; act as liaison between committees and the president; and other duties as assigned by the president.

##### SECTION 4.

The Regional Representatives shall be the governing body of the association. The representatives shall be responsible for the daily operations of the association. The board shall, at the annual meeting, submit to the general membership a proposed budget for the following year, which shall be ratified by

the members. The representative shall be the liaison between the chapters and the governing board.

#### SECTION 5.

The Financial Administrator shall keep the minutes of the association and shall maintain a current roster of members, the constitution, and all other important documents of value; shall receive and acknowledge all communications of the association addressed to him or her and perform such duties as assigned by the President. The Financial Administrator shall be custodian and sole depositor of funds of the association and shall disburse funds by check co-signed by the President and/or the President's home designated signatory for the purposes that promote the welfare and objectives of the association. He or She shall render a complete summary of all transactions and balances whenever requested by the Board and to members at each annual meeting. He or she shall furnish bonds to the association in the amount and form as designated by the Board of Directors. The Financial Administrator shall have the annual meeting minutes ready within 90 days of the closing of the conference and shall email the final minutes to the officers and regional representatives at that time.

#### SECTION 5.

Ex-officio members of the Board of Directors shall have the privilege of attending all meetings of the Board, but shall have no voting powers in such meetings.

### ARTICLE VII

#### BOARD ELECTED OFFICIALS

#### SECTION 1.

A Fire Standards Council Officer seat will be filled from the ASFA Membership. Nominations will be submitted to the Alaska Boards and Commissions Office for final approval.

### ARTICLE VIII

#### MEETINGS

#### SECTION 1.

The annual meeting shall be held at a place and time designated at the preceding annual meeting. Notice thereof shall be communicated to each member not less than (90) ninety days in advance of the annual meeting.

SECTION 2.

Special meetings may be called by the Board of Directors at such place and time fixed by the Board giving due notice thereof at least (15) fifteen days in advance.

SECTION 3.

The Board of Directors shall meet at any time and place upon the call of the President or by the majority of the members of the Board of Directors. A majority of the Board of Directors, at such Board meeting, will be required to approve any action of the Board.

ARTICLE IX

VOTING

SECTION 1.

Each chapter shall be allocated one vote.

Regular votes shall be cast by the chapter *through the Regional Representative*. All new business at Fall Conference meetings will be by floor vote by chapters present. For the purposes of floor vote, the regional directors may act as proxy for chapters not present if so designated by the chapter president.

SECTION 2.

Ratification of officers shall be by two-thirds (2/3rds) majority chapter vote.

SECTION 3.

At the annual meeting a motion may be made from the floor requesting a vote of no confidence be taken. It shall require a two-thirds (2/3rds) majority delegate vote to pass. If passed, a new election shall be held, under new business, to fill the un-expired term of the officer affected.

SECTION 4.

A vote of no confidence for a Regional Representative shall require 2/3rds majority chapter vote within that region.

SECTION 5.

All other business of the association requiring a vote shall be by a majority of Board members present.

ARTICLE X

CHAPTERS

SECTION 1.

*A Chapter shall consist of all members of an emergency services response group unless military and industrial. A military or industry chapter shall have a minimum of six (6) members. The board may recognize a chapter of the association after written application by said chapter. Membership in a chapter shall include all members of the emergency response group unless an individual expressly declines membership in writing.*

SECTION 2.

The charter of any chapter may be recalled by a two-thirds (2/3rds) vote of the Board of Directors in the event the chapter becomes inactive or conducts their business in a manner, which is determined to be contrary to the best interests of the association.

SECTION 3.

*A Region shall consist of all chapters of that geographical region. A Director for each geographical region will be elected for a 2 year term by the chapters in that region.*

ARTICLE XI

PARLIAMENTARY AUTHORITY

When any question comes before the meeting not specifically provided for herein, the presiding officer shall be governed in his decision by the rules laid down in Robert's Rules of Order as Revised.

## ARTICLE XII

### AMENDMENTS

Amendments to the Constitution shall be presented in writing at the Annual Meeting and shall be referred to the Constitution and By-Laws Committee. The Committee shall make a report thereon to this Association, as soon as possible, before New Business. Any amendment shall be considered by the Association under the head of New Business. It shall require a two-thirds (2/3rds) majority affirmative delegate vote to adopt any amendment. Such amendment shall become effective following the close of the Annual Meeting.

## ARTICLE XIII

### DISSOLUTION

Upon winding up and dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and or scientific purposes and which has established its tax exempt status under section 501(C) (3) of the Internal Revenue Code.

Further, upon dissolution, the association will provide for the disposition of net proceeds from charitable gaming to a charitable organization as defined under Alaska Statute AS 05.15.690(5) or another qualified organization that is authorized to conduct activity under AS 05.15.



ALASKA STATE FIREFIGHTERS ASSOCIATION  
BY-LAWS

ARTICLE I

MEMBERSHIP

SECTION 1.

Membership year shall be from January 1st to December 31st.

SECTION 2.

Active membership validation shall be the responsibility of the individual Chapter. All other membership shall be the responsibility of the Financial Administrator of the association.

SECTION 3.

The Board may order termination of any membership in the event of: Such member falsified his or her application or makes a misrepresentation therein; the Board determines that such member has exhibited traits of character or conduct inconsistent with the qualifications for membership in the association.

SECTION 4.

Any former member or chapter may be reinstated in the association by the consent of a majority vote of the Board provided however, that if such member or chapter shall be in arrears in payment of dues or other financial obligation to the association at that time of separation, they shall be required to pay to the association all such arrears as a condition of their reinstatement.

ARTICLE II

ELECTIONS

SECTION 1.

Nominations for the office of President, First (1<sup>st</sup>) Vice President, and Second (2<sup>nd</sup>) Vice President will be held at the Annual Meeting prior to the election year. Nominations will close during the last day of business at the Spring board of Directors Meeting. Elections will be held during the Annual Meeting.

## ARTICLE III

### EXECUTIVE OFFICER TERMS

#### SECTIONS 1.

Newly elected officers shall take office at the last business session of the annual meeting and serve for a period of two (2) years. Such officers shall not be elected for no more than two consecutive terms to that office.

#### SECTION 2.

In the event of vacancy or inability occurring on the executive board between annual meetings, the vacancy(s) shall be filled by the President, and newly appointed member(s) of the Board shall hold office only until the next annual meeting.

If the entire executive board vacates simultaneously, the regional directors will appoint interim officers until the next annual meeting.

#### SECTION 3.

It shall be the duty of the President to appoint a qualified temporary Second (2<sup>nd</sup>) Vice President from any chapter presently not represented in office, due to the absence or vacancy or ability to act in said office. The Board of Directors shall ratify the appointment by a majority vote.

## ARTICLE IV

### REGIONAL DIRECTORS

#### SECTION 1.

Nominations for the Regional Representatives will be held at the Annual Meeting prior to the election year. Nominations will close during the last day of business at the Spring board of Directors Meeting.

#### SECTION 2.

The Regional Directors will be elected by the chapters of their regions at the Fall conference. These positions shall serve a term of two years.

SECTION 3.

In the event of a vacancy of a regional director, the President shall appoint an interim regional director for the remainder of the term.

ARTICLE V

COMMITTEES

SECTION 1.

There are hereby established the following standing committees: Ways and Means; Constitution and By-Laws; Fire Service Training Public Education; Legislative Affairs and Resolutions; Nominations and Credentials; Finance and Audit; Records and Reports; Competition; and Conference Planning.

SECTION 2.

Appointment to the National Volunteer Fire Council shall be made by the President and confirmed by the Board of Directors by a simple majority vote. This shall be for a term of five (5) Years. These positions shall be evaluated at the annual meeting and given a vote of confidence or no confidence, as appropriate, by the Board of Directors.

SECTION 3.

The President may appoint special committees as needed.

ARTICLE VI

CHAPTER REGULATIONS

SECTION 1.

Each chapter shall have a minimum of one (1) meeting every three (3) months. ASFA business as part of a regular department meeting could be considered as meeting the intent of this section.

SECTION 2.

Chapters will submit biannual written reports thru the regional director to the Board of Directors including the Financial Administrator.

SECTION 3.

All meetings of the local chapters shall be open to all members of the association.

SECTION 4.

Any member has the right to address the body at the annual meeting.

SECTION 5.

The association President shall be an ex-officio member of the Board of Directors of all local chapters.

SECTION 6.

All officers and regional directors of the association are expected to encourage and assist in every way possible in the development of chapters.

ARTICLE VII

FINANCE

SECTION 1.

Dues for chapters shall be set as follows based on population served:

0-500	\$50
501 – 1,000	\$100
1,001 – 2,500	\$250
2,501 – 5,000	\$500
5,001 – 7,500	\$750
7,501 – 10,000	\$1,000
10,001 – 30,000	\$1,250
> 30,000	\$1500

Dues for special groups shall be set as follows:

Military: \$10 per person with a cap at \$250

Industry: \$20 per person with no cap

Members at Large \$20

Life and Honorary 0

## SECTION 2.

Prospective chapters shall submit dues with application for membership.

## SECTION 3.

Failure to pay membership dues within (60) days of January 1 shall forfeit membership in the association.

## SECTION 4.

The cost of registration for the Annual Conference shall be:

1. The cost of all ticket functions, plus a registration fee approved by the Annual Conference Planning Committee.
2. A fee shall be added for all those not pre-registered. The conference host will agree and sign the ACPC contract prior to the close of the prior year conference. No advance monies will be dispersed until such time the contract is signed by all necessary parties. An alternate location should be chosen in the event that the conference host defaults in its obligations.
3. Life members will not be required to pay registration fee. Non-members of ASFA will pay an extra \$25.00 for registration fee.

## SECTION 5.

A) An audit of the accounts, including verifying assets and liabilities shall be submitted annually to the association.

B) Dues must be paid by the 1<sup>st</sup> day of January. If dues are not submitted, the Chapter will forfeit their privilege to vote. Waivers might be granted by the board for special circumstances that are out of one's control, such as planes not being able to fly.

## ARTICLE VIII

### AMENDMENTS

Amendments to the By-Laws shall be presented in writing at the Annual Meeting and shall be referred to the Constitution and By-Laws Committee. The

committee shall make a report therein to this Association, as soon as possible, before New Business. Any amendment shall be considered, by the Association, under the head of New Business. It shall require a two-thirds (2/3rds) majority affirmative delegate vote to adopt any amendment. Such amendment shall become effective following the close of the Annual Meeting.