Procedures for Forming a New Chapter

Your have made a great decision that will benefit your community and all firefighters in the great State of Alaska. Your commitment to ASFA is what you make it. Our Association depends on the dedication of its members to grow and prosper. With the addition of your chapter/department, we will continue to serve the firefighters as they serve the communities they represent.

To start the formation of your new chapter, have a meeting to vote on or appoint officers and decide an official chapter name. Please fill out the appropriate forms and return them to the ASFA.

1. The attached Constitutions and Bylaws of the Alaska State Firefighters’ Association contain the regulations governing the formation and continuous operation of a chapter.

2. Chapter Meeting Minutes – Minutes of each chapter meeting are to be sent (or emailed) to the President of the Association within thirty (30) days of the meeting.

3. Attached Forms

   A. Chapter Membership Application
      i. This form is to be filled out completely (typewritten or printed).
      ii. President of the proposed chapter must sign on the designated line.
      iii. Annual dues must accompany the membership application.

   B. Membership Roster
      i. Upon approval of your chapter and the receipt of dues, you will be asked to submit a roster of all your members. This roster should contain the same names as the one you submit to the State Fire Marshal’s Office when you register your department. The roster is to be submitted as an Excel file via email to the ASFA President.
      ii. A separate field should be used for first name, last name, email address, mailing address and phone number.
      iii. This form is to be filled out each year so the membership committee can validate current memberships, addresses and e-mail addresses.

   C. Member-At-Large Application
      i. Definition of Member-At-Large: Individual membership; the individual must meet all the requirements of a regular member, but does not have membership in a chapter by virtue of the fact that no chapter exists in his/her area.
ii. This form is to be filled out completely (typewritten or printed).
iii. The form must be signed by the individual applying for membership
iv. Annual dues must accompany the membership application

4. General Information

A. Membership and Dues Information

i. Membership is from September 30th through October 1st.

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

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

<table>
<thead>
<tr>
<th>Population Range</th>
<th>Dues</th>
</tr>
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<tbody>
<tr>
<td>0-500</td>
<td>$50</td>
</tr>
<tr>
<td>501 – 1,000</td>
<td>$100</td>
</tr>
<tr>
<td>1,001 – 2,500</td>
<td>$250</td>
</tr>
<tr>
<td>2,501 – 5,000</td>
<td>$500</td>
</tr>
<tr>
<td>5,001 – 7,500</td>
<td>$750</td>
</tr>
<tr>
<td>7,501 – 10,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>10,001 – 30,000</td>
<td>$1,250</td>
</tr>
<tr>
<td>&gt; 30,000</td>
<td>$1500</td>
</tr>
</tbody>
</table>

iv. Industrial Brigade Members- consists of members of industrial brigades.
   a. Dues are $20 per person with no cap.

v. Military Members- consists of members active in the military or serve military installations.
   a. Dues are $10 per member with a cap at $250.

vi. Members-At-Large – consists of active fire service persons who do not have a chartered chapter in their area.
   a. Dues are $20 per year.

vii. Active Retired Member – consists of active members who have retired from actual duty and are not eligible for life membership.
   a. Dues are $20 per year.

viii. Associate Member – consists of governmental officials and individuals interested in the protection of life and property from fire.
   a. Dues are $100 per year.

ix. Sustaining Member – consists of individuals, corporations, groups and/or associations involved in the field of fire protection.
a. Dues are $150 per year.

x. Life Member – any member having been an active member of the fire service for 20 years and 5 years as a member of ASFA 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.
   a. No dues are paid

xi. Honorary Member – consists of persons elected by a majority delegate vote for meritorious service to the Association or for distinguished public service.
   a. No dues are paid

B. Constitution and Bylaws – A chapter must have its own constitution and bylaws. None of the provisions of the local chapter may be in conflict with those of the State Association.

C. Regional Representatives – Chapters of each region shall select a person to serve as their representative on the State Association’s Board of Directors.

D. Delegate Vote – Defined in the Constitution Article VII, Section 1.
ALASKA STATE FIREFIGHTERS ASSOCIATION

Chapter Membership Application

Official Department Name: ____________________________________________

Chapter Name: ____________________________________________________

Address: __________________________________________________________

Phone: ____________________________________________________________

Chapter President: ________________________________________________

Chapter Vice President: _____________________________________________

Chapter Secretary/Treasurer: _________________________________________

“I hereby certify that the members of the proposed chapter are members in good standing of the fire service unit to which they belong. Further, I certify that they are of such character as to reflect favorably on the Alaska State Firefighters Associations and the fire service which they represent”

President: _________________________________________________________

Date: ___________________________________________________________________

For Office Use Only:

Decision ____________________________________________________________________

Paid _________________________________________________________________________

Date ________________________________________________________________________

President ___________________________________________________________________

Date ________________________________________________________________________
ALASKA STATE FIREFIGHTERS ASSOCIATION

Confirmation of Chapter Chairman

Chapter Name: ________________________________

_______________________________ has been appointed by this Chapter of the Alaska State Firefighters Association as its Chapter Chairman to the Annual Alaska State Firefighters Association Conference to be held annually in the fall. Alternate Chapter Chairman shall be _____________________________.

<table>
<thead>
<tr>
<th>Do Not Write Below This Line – Credentials Committee Use Only</th>
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<tbody>
<tr>
<td>Chapter:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Number of Members:</td>
</tr>
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</tbody>
</table>
ALASKA STATE FIREFIGHTERS ASSOCIATION

Member-At-Large Application

Official Department Name: ____________________________________________
Member Name: ______________________________________________________
Address: __________________________________________________________
______________________________________________________________
Phone: ____________________________________________________________

“I hereby certify that the member is in good standing of the fire service unit to which
they belong. Further, I certify that they are of such character as to reflect favorably on
the Alaska State Firefighters Associations and the fire service which they represent”

Member-At-Large: _________________________________________________
Date: ___________________________________________________________________

For Office Use Only:

Decision __________________________________________________________
Paid ___________________________ President __________________________
Date ___________________________ Date ____________________________
Date ___________________________