



Kansas State Association of Fire Chiefs

BYLAWS

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Article I: NAME

The name of this organization shall be Kansas State Association of Fire Chiefs.

Article II: MISSION

The mission of the Kansas State Association of Fire Chiefs is to provide the chief fire officers and managers of emergency services in Kansas with a forum to discuss issues and dispense information applicable to life safety and property conservation, and to provide education, services and representation to enhance the professionalism and capabilities of the fire service.

Article III: MEMBERSHIP

Section 1 – Membership Levels

The membership of this Association shall consist of Active Member, Associate Member, Lifetime Member, Senior Member and Sustaining Member.

Section 1.1 – Member Application/Removal

The Executive Board shall approve all applications for membership. The board may also remove any approved non-executive board member for just cause by a simple majority vote of all board members in office, at any regular or special meeting of the Executive Board.

Section 2 – Active Member

Active Member: Any chief, administrative officer, or company officer as determined by the fire chief, in any recognized fire department or fire brigade in the state of Kansas is eligible to be an active member in this Association and shall be entitled to all the privileges of the Association. An active member who becomes ineligible for active membership as a result of consolidation of their department or source of eligibility with another department or organization, shall be allowed to maintain their active membership as long as they remain in the department or organization resulting from such consolidation.

Section 3 – Associate Member

Associate Member: Any person who is ineligible for active membership but who is interested in the objectives of this Association except those of voting and holding office.

This exception does not apply to a section representative who holds a seat on the executive board.

Section 4 – Lifetime Member

Lifetime Member: The executive board may approve individuals who have rendered outstanding service to the Association as a Lifetime member. The membership shall be granted by a majority vote of the executive board. Lifetime members shall be entitled to all the privileges of the Association except those of voting and holding office.

Section 5 – Senior Member

Senior Member: Any retired and/or former Active Members who have served as Active members as defined in Section 2 of this article. Senior Members shall be entitled to all the privileges of the Association including voting rights. Dues for Senior Members are set at 50 percent of Active Member dues.

Section 6 – Sustaining Member

Sustaining Member: Any business concern that is interested in the objective of the Association may become a sustaining member and shall be entitled to all the privileges of the Association except those of voting and holding office.

Section 7 - Dues

Any changes in the amount of dues shall be approved by the membership at the annual business meeting. The annual dues shall be due on the first day of January of each year. Dues paid by any new member to the Association after the first day of October of any year shall apply to the remainder of that year and the entire following year.

Section 7.1 – Dues in Arrears

No member in arrears shall be eligible to vote and any member in arrears for more than twelve (12) months shall, after notice, be removed from the roll by the Secretary-Treasurer and their name dropped from the mailing list.

Section 8 – Lifetime Member Dues

All Lifetime members shall be exempt from payment of dues.

Section 9 - Sections

Sections: Subject to the approval of the KSAFC Executive Board, a group of members having specialized interests may form a section of the KSAFC. Sections may organize under their own constitution and bylaws providing that such constitution and bylaws shall be consistent with the general objectives and bylaws of the KSAFC. Sections shall select their own executive committees and determine dues to fund cost of operating proposed section. Sections shall have one representative on the KSAFC Executive Board. Sections shall operate within the structure of the Association and their bylaws shall be approved by the KSAFC Executive Board.

Section 10 – Membership Groups

Membership Groups are established for active members including section members. Membership group discounts start with three or more members. All members in a group must be of the same membership level. When an active member leaves the Association the group manager can replace that member with a replacement continuing on the same group membership. Group memberships are managed by local departments and will receive one invoice annually for all group members. Discounts will be determined based on the current active member dues at approximately 20 percent.

Article IV: OFFICERS and ELECTIONS

Section 1 – Officers of KSAFC

The officers of the Association shall be a President, Vice President, District Representatives, Secretary-Treasurer, Immediate Past President and one representative from each section. These officers shall perform the duties prescribed by the bylaws and by the parliamentary authority adopted by the Association. All officers, with the exception of the Secretary-Treasurer, shall be Active members of the Association. The Secretary-Treasurer may be either an Active or Lifetime member or a paid-for-services non-member without voting rights in the Association.

Section 2 – Officer Elections

At the annual conference held in odd-numbered years, the President and the Vice President shall be elected to serve for two years or until their successors are elected, and their term of office shall begin at the close of the annual conference at which they are elected.

Section 3 – Secretary-Treasurer Appointment

The Secretary-Treasurer shall be appointed by the Executive Board and shall serve at the discretion of the Board. The Executive Board shall set the annual compensation of the Secretary-Treasurer.

Section 4 – District Representatives

District Representatives shall be elected at district caucuses held at the annual conference. District Representatives representing odd numbered districts shall be elected for a term of two years on odd numbered years and even numbered districts shall be elected for a term of two years in even numbered years. Their term of office shall begin at the close of the annual conference at which they are elected.

Section 5 – Districts Defined

The Districts shall be comprised of the following counties in that state of Kansas:

District 1: Cheyenne, Decatur, Gove, Logan, Rawlins, Sheridan, Sherman, Thomas and Wallace.

District 2: Barton, Ellis, Graham, Ness, Norton, Osborne, Phillips, Rooks, Rush, Russell, Smith and Trego.

District 3: Clay, Cloud, Dickinson, Ellsworth, Jewell, Lincoln, Mitchell, Ottawa, Republic, Saline and Washington.

District 4: Atchison, Brown, Chase, Doniphan, Douglas, Franklin, Geary, Jackson, Jefferson, Johnson, Leavenworth, Lyon, Marshall, Miami, Morris, Nemaha, Osage, Pottawatomie, Riley, Shawnee, Wabaunsee and Wyandotte.

District 5: Barber, Clark, Comanche, Edwards, Ford, Gray, Hodgeman, Kiowa, Meade, Pawnee, Pratt and Stafford.

District 6: Butler, Cowley, Harper, Harvey, Kingman, Marion, McPherson, Reno, Rice, Sedgwick and Sumner.

District 7: Allen, Anderson, Bourbon, Chautauqua, Cherokee, Coffey, Crawford, Elk, Greenwood, Labette, Linn, Montgomery, Neosho, Wilson and Woodson.

District 8: Finney, Grant, Greeley, Hamilton, Haskell, Kearny, Lane, Morton, Scott, Seward, Stanton, Stevens and Wichita.

Section 6 – Officer Terms and Limitations

No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office with the exception of District Representatives and the Secretary-Treasurer.

Section 7 – Officer other Organizations

No member shall be eligible to serve as an officer of this Association while concurrently serving as an officer of any other statewide chief officers organization.

Section 8 – Officer Vacancy

Whenever there is a vacancy in the office of President, the Vice President shall succeed to the office for the unexpired term. In the event of a vacancy in any other office except Immediate Past President, the Executive Board shall appoint a temporary replacement to perform the duties of the office until a replacement can be elected. Elections to fill vacancies shall be held at the next annual conference.

Section 9 – Officer Resignation

Any Board member may resign at any time by providing a letter of resignation to the President.

Section 10 – Officer Removal

Removal of an Executive Board Member: The Board of Directors may remove any Executive Board Member for just cause by a two-thirds vote of all board members in office, at any regular or special meeting of the Executive Board. The officer must be provided a thirty day, written advanced notice prior to any final action. The officer shall be given opportunity to respond in a manner agreeable to the officer and the President.

Section 11 – Nominating Committee

A Nominating Committee of three Active Members may be appointed by the President when necessary. The Committee's duties shall be to nominate candidates for each office, develop ballots when needed, collect ballots and count votes. The appointment of a committee does not preclude Active Members in good standing from making nominations from the floor prior to nominations being closed.

Article V: Duties of Elected Officers

Section 1: President

1. Be the official representative and spokesperson for the Association.
2. Serve as the chair of the executive board.
3. Preside at meetings of the Association and at meetings of the executive board.
4. Insure that all committees and work groups operate according to the by-laws and Association policies.
5. Makes appointments to committees or work groups to represent the goals and objectives of the Association.

Section 2: Vice President

1. In the absence or inability of the president to perform all the duties of the office, be directed to assume the duties of the president.
2. Assist the president in conducting the business and policies of the Association.
3. Perform such other duties as are prescribed by the Executive Board.
4. Liaison with the annual conference host and conference committee to include assisting with planning and logistical support.

Section 3: Secretary-Treasurer

1. Record the minutes of all Executive Board and annual meetings
2. Distribute the minutes
3. Conduct roll call of members as required and determine quorum.
4. Conduct other Association business as assigned.
5. Supervise the use of all the assets of the Association with the advice and approval of the executive board.
6. Collect, record, and disburse all funds according to accepted accounting principles and in accordance with the by-laws of the Association.
7. Report to the annual conference on the financial condition of the Association.

Section 4: District Representatives

1. Be the spokesperson for their district members at the Executive Board level.
2. Arrange and attend district meetings as necessary, reporting back to the executive board their communications or findings.
3. Recruit membership in their district.

Article VI: MEETINGS

Section 1 – Annual Conference Dates

The annual conference of the Association shall be held in the month of October of each year, unless otherwise ordered by the Association or the Executive Board.

Section 2 – Annual Conference Location

The location of the annual conference shall be determined at the annual conference; the location shall be selected up to, two years in advance.

Section 3 – Annual Conference Voting

Voting at the annual conference shall be limited to those active members who are registered at the conference.

Section 4 – Annual Meeting Quorum

Twenty members of the Association shall constitute a quorum.

Article VII: EXECUTIVE BOARD

Section 1 – Executive Board Defined

The officers of the Association as identified in, Article IV Section 1 shall constitute the Executive Board.

Section 2 – Executive Board Duties

The Executive Board shall have the general supervision of the affairs of the Association between its annual meetings, make recommendation to the Association and shall perform such other duties as are specified in the bylaws. The Board shall be subject to orders of the Association and none of its acts shall conflict with the actions taken by the Association.

Section 3 – Executive Board Meetings

Meetings of the board shall be held at the call of the President or shall be called upon request of two members of the Board.

Section 4 – Executive Board Quorum

Five officers of the board shall constitute a quorum of an Executive Board meeting.

Article VIII: COMMITTEES

Section 1 – Auditing Committee

An Auditing Committee of three members shall be appointed by the President, whose duty it shall be to audit the Secretary-Treasurer's accounts at the close of the calendar year and to report at the next annual conference.

Section 2 – Program Committee

A Program Committee consisting of the host Fire Chief or Chiefs, and/or District Representative, the Secretary-Treasurer and as many others as deemed necessary shall be appointed by the President, whose duty shall be to plan the program of the annual conference.

Section 3 – Bylaws Committee

A Bylaws Committee consisting of three members shall be appointed by the President, whose duty it shall be to review and recommend to the membership any changes or revisions to the bylaws.

Section 4 – Membership Committee

A Membership Committee consisting of the Vice President, who shall serve as chairman, the District Representatives, and as many others as deemed necessary shall be appointed by the President, whose duty it shall be to promote membership in the Association.

Section 5 – Other Committees

Such other committees, standing or special, shall be appointed by the President as the Association or the Executive Board shall from time to time deem necessary to carry on the work of the Association. The President shall be ex officio a member of all committees except the Nominating Committee.

Article IX: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Robert's Rules of Order" shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

Article X: AMENDMENT OF BYLAWS

These bylaws can be amended at any annual conference of the Association by a two-thirds vote of the active members identified in Article VI Section 3, provided the amendment has been submitted to an Executive Board member at least thirty days prior to the conference business meeting. The Secretary-Treasurer will notify all members of the posting of the proposed bylaw changes on the Association's web site.