



**ADMINISTRATIVE PROFESSIONALS SECTION**  
of the Virginia Fire Chiefs Association, Inc.

***BYLAWS***

**ARTICLE I – NAME**

- 1.1 The name of this section shall be the Administrative Professionals Section of the Virginia Fire Chiefs Association, Inc.
- 1.2 No member shall use the Administrative Professionals Section name and/or logo for any purpose not authorized by the Board of Directors.

**ARTICLE II – VISION/MISSION**

2.1 Vision:

The Administrative Professionals Section we serve as an integral and dynamic part of the Virginia Fire Chiefs Association, a resource and model for the fire service and the communities we serve.

2.2 Mission:

The mission of the Administrative Professionals Section of the Virginia Fire Chiefs Association is to:

- Provide quality assistance to the fire service and our community.
- Maintain a working partnership with administrative professionals.
- Enhance communication and sharing of information through networking and technology.
- Provide opportunities for education and training.

**ARTICLE III – PURPOSE**

- 3.1 To provide administrative professionals opportunities for growth and development, thereby increasing our value to the fire service and community.

**ARTICLE IV – MEMBERSHIP**

- 4.1 **Active Members** – Active membership shall be comprised of fire and emergency service administrative support personnel and related positions of public, private, governmental, industrial, and volunteer fire and emergency service departments operating under the laws of the Commonwealth of Virginia.



Qualified, active members shall be defined as those members who have paid their membership dues. Only active members in good standing with the Administrative Professionals Section of the Virginia Fire Chiefs Association shall be entitled to vote on all matters requiring a vote, unless otherwise prohibited by the Bylaws, and shall be entitled to hold office, serve as members of the Board of Directors, and participate fully in the affairs of the Section.

- 4.2 **Associate Members** – Associate membership shall be comprised of any person other than fire and emergency service administrative support personnel and related positions, who by reason of a fire service affiliation, or an agency whose interests are in the protection of life and property from fire, can contribute to the furtherance of the purpose of the Section.

Associate members shall be entitled to participate fully in the affairs of the Section with the exception of holding elective office and they shall not have voting privileges, except by Board action.

Qualified, associate members shall be defined as those members who have paid their membership dues.

- 4.3 **Life Members** – Life membership shall be comprised of all persons who have been an active member in good standing for ten (10) years with the Section upon separation from the fire service, and having been nominated and approved by the General Membership.

Life members are exempt from paying dues.

Life members shall be entitled to participate fully in the affairs of the Section, with the exceptions of holding elective office and they shall not have voting privileges.

#### ARTICLE V – MEMBERSHIP DUES

- 5.1 This Section’s annual dues shall be determined by the Virginia Fire Chiefs Association, and shall be payable to that Corporation.

#### ARTICLE VI – BOARD OF DIRECTORS

- 6.1 **Eligibility:** Only active members in good standing are eligible to hold elective office **and shall be on the day of the election an active member in good standing for one year prior to election date.**
- 6.2 **Elected Officers:** The elected officers of the Section shall consist of a president, vice president and secretary, who together shall be known as the Board of Directors.
- 6.3 **Past President:** The immediate past president shall serve as advisor to the Board of Directors and may attend Board meetings, but shall not have a vote.
- 6.4 **Term of Office:** All Board of Directors members shall be elected to serve for a one (1) year term beginning at the first meeting held following their election to office.



- 6.5 **Removal of Officers:** Any Board of Directors member failing to attend two meetings during any year without an acceptable excuse shall be removed from office and said position shall be declared vacant.
- 6.6 **Vacancies and Resignations:** In the event of a vacancy occurring in the office of the president, or his/her successors, the next officer in line shall immediately be directed by the Board of Directors in writing or in formal session to assume all duties and authorities of the vacant office, and, upon approval of the Board of Directors, shall serve for the unexpired term. In the event of a vacancy that cannot be filled in this manner, the Board of Directors may appoint an acting position immediately that shall serve until such time as a permanent replacement is made by the Nominating Committee and approved by the Board of Directors.

## ARTICLE VII – DUTIES OF THE BOARD OF DIRECTORS

### 7.1 **President** – The President shall:

- Preside at all meetings.
- Act as Chairperson of the Board of Directors.
- Serve as the Section representative at all Board meetings of the Virginia Fire Chiefs Association meetings.
- Serve as the Section representative to the public, to municipal corporations, agencies of government, and other organizations.
- Submit an annual report of Section activities and accomplishments to the general membership and to the Virginia Fire Chiefs Association’s Executive Board. This annual report shall be available to members at the Section’s Annual Business Meeting.
- Plan, prepare, and submit a written agenda for the next meeting to the Secretary.
- Appoint a member of the Board of Directors to serve as the nominating committee chairperson.
- Vote only on executive matters in the case of a tie vote.

### 7.2 **Vice President** – The Vice President shall:

- Assist the President and assume the duties of the President in the event of the President’s absence or inability to temporarily perform the duties of office.
- Act as liaison to Section committees.



7.3 **Secretary** – The Secretary shall:

- Send out agendas to the Board of Directors prior to scheduled meetings.
- Maintain a record of the proceedings of each meeting of the Section and of the Board of Directors.
- Maintain a file of all official documents concerning the Section and pass all records to the subsequent Secretary at the end of his/her term in office.
- Receive the correspondence directed to the Section and distribute it to the proper officers and committees, in the absence of another director having been assigned such duties.
- Handle general correspondence relating to the Section, in the absence of another director having been assigned such duties.

**ARTICLE VIII – NOMINATIONS/ELECTIONS**

- 8.1 Nominations shall be submitted electronically. The nomination period shall be open from August 1<sup>st</sup> through September 1<sup>st</sup> of each year. Members nominated for a position shall provide a brief biographical sketch to accompany the ballots.

Ballots will be provided at the annual section retreat in September. Nominations may also be solicited from the floor before ballots are distributed. If the retreat is not held a particular year, electronic ballots shall be distributed to the section members. Elections shall be held during the regularly scheduled meeting at the annual retreat. Ballots shall be tallied and the slate of officers announced before the retreat ends.

After the ballots have been counted and the slate of officers presented, ballots shall be destroyed. If a nominee rejects the nomination, their name may be withdrawn from the ballot.

- 8.2 Each year the President, Vice President, and Secretary shall be elected.
- 8.3 Each of the three (3) Board of Directors shall be from different jurisdictions.

**ARTICLE IX – VOTING**

- 9.1 Any qualified, active member of the Administrative Professionals Section of the Virginia Fire Chiefs Association shall be entitled to vote (see Article IV – Membership).

**ARTICLE X – MEETINGS**

- 10.1 The Board of Directors of the Administrative Professionals Section of the Virginia Fire Chiefs Association shall meet after the regular General Membership meetings as needed.
- 10.2 At all Executive Board meetings, two (2) members of the Board shall constitute a quorum.
- 10.3 General Membership meetings will be held in February, April, September, and December. The



annual business meeting will coincide with the Virginia Fire Chiefs Association's Virginia Fire Rescue Conference in February. The September business meeting will be held during the section's annual training retreat in September.

- 10.4 A quorum for each General Membership meeting shall consist of no less than two (2) Board of Directors and 10% of the active Membership.
- 10.5 Special meetings of the active Membership or Board of Directors may be held to deal with matters of urgency. Notice of such meetings shall be given to all appropriate members involved.
- 10.6 Any meeting may be cancelled at the direction of a majority of the Board of Directors.

#### **ARTICLE XI – BUDGET/FINANCE**

- 11.1 Three months prior to the start of each fiscal year, the Section's Board of Directors shall submit an annual budget to the Executive Board of the Virginia Fire Chiefs Association for approval. The section budget shall include estimated expenditures for section activities for the next fiscal year. The Treasurer of the Virginia Fire Chiefs Association shall approve disbursement of section funds after appropriate documentation has been submitted.
- 11.2 Additional financing for section activities not previously budgeted shall be requested by the Section's Board of Directors and considered by the Executive Board of the Virginia Fire Chiefs Association.

#### **ARTICLE XII – AMENDMENTS/AUTHORITY**

- 12.1 Amendments to these Bylaws shall:
  - Be reviewed by members during any business meeting.
  - Refer to specific articles and sections and contain exact wording.
  - Be approved by majority vote of the Section.
  - Be presented to the Virginia Fire Chiefs Association Board of Directors during their annual retreat in October.
- 12.2 The Section has the authority to alter, amend, or revise these Bylaws, providing that written notice of such alteration, amendment, or revision be provided by the Bylaws Committee for review and recommendation to the Board of Directors ninety (90) days prior to the meeting at which the alterations, amendments, or revisions shall be submitted to the membership for majority vote approval.



## ARTICLE XIII – COMMITTEES

### 13.1 Committees – All committees shall:

- Be approved by the Board of Directors and will be given goals/objectives by the Board of Directors.
- The Board of Directors will appoint committee chairpersons.
- Each committee chairperson shall serve a one (1) year term and appoint the members of said committee. Each Committee Chairperson shall maintain up-to-date records of his/her committee, and at the end of the term of the Chairperson's office, must pass on all records to subsequent Chairperson.
- Any vacancies occurring on any committee shall likewise be appointed by the committee chairperson.
- Each committee shall provide to the Vice President an agenda, minutes, and quarterly report together with a committee purpose, goals, and completion date within forty-five (45) days following the most recent general membership meeting.
- Standing committees shall include, but not be limited to: Historical, Membership, and Public Relations.

## ARTICLE XIV – CONDUCT OF BUSINESS

- 141 **Rules of Order** – The presiding officer shall preserve order and decorum and shall take no part in debates while presiding. All questions of order shall be subject to an appeal to the Board of Directors. The presiding officer may state the reasons for the decision given and shall put the question as follows: “Shall the decision of the presiding officer be sustained?” A two-thirds majority of those present and voting shall be necessary to reverse the decision of the presiding officer.
- 142 **Robert's Rules of Order** – For any question coming before the Section for which no provision has been made in the Bylaws, the presiding officer shall be guided by Robert's Rules of Order, Revised.
- 143 **Adjournment** – A motion to adjourn shall always be in order, except when a member is in possession of the floor, or a vote is being taken, or it has been decided that a vote shall now be taken. A motion to adjourn is not debatable.



## ARTICLE XV – NEWSLETTER

- 15.1 The official newsletter of the Section shall be the Virginia Fire Chiefs Association’s *Commonwealth Chiefs*.

## ARTICLE XVI – DISSOLUTION

- 16.1 If either the Section or the Virginia Fire Chiefs Association wishes to dissolve the Section, a vote of the membership of the party desiring the dissolution shall be taken. An affirmative vote of fifty-one percent of the membership of the party desiring dissolution shall be necessary to dissolve the Section.
- 16.2 If the Section is dissolved, dues or monies set aside for use by the Section shall be turned over to the Association, and dues monies belonging to the Virginia Fire Chiefs Association shall be retained by the Association.
- 16.3 Once dissolution is complete, the Section shall cease using the name, logo, and corporate seal of the Virginia Fire Chiefs Association on all electronic, printed, and other graphic media. Likewise, the Virginia Fire Chiefs Association shall cease using the Section name and logo on all electronic, printed, and other graphic media.
- 16.4 The Section shall return to the Virginia Fire Chiefs Association all information and property belonging to the Association. Likewise, the Virginia Fire Chiefs Association shall return to the Section all property and information belonging to the Section.
- 16.5 If dissolution occurs, both the Section and VFCA agree to accomplish all necessary tasks in a professional and cooperative manner.

Original Bylaws Approved –  
October 11, 2001  
Revised – December 4, 2001  
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Revised – May 31, 2006  
Revised – December 16, 2008  
Approved by VFCA Executive  
Board – March 24, 2009  
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(DRAFT)

