

Constitution  
and  
By-laws  
  
of  
  
**The Georgia Association of Fire Chiefs**



*Approved March 24,2021*

## CONSTITUTION

### Preamble

We, the members of the Georgia Association of Fire Chiefs, recognizing our responsibility to the communities we serve and our obligations to society in general, and with the knowledge that our profession requires the highest ideals, rules of conduct and operational standards, we hereby adopt the following principles for all our chiefs and other fire officer members serving Georgia fire departments and recommend these principles to all persons in our profession:

1. We will utilize our organizational strength to achieve excellence within our profession with regard to our major goals: excellence in fire department management and outstanding firefighter performance. We pledge to understand the successful practices of fire service organizations and personnel, review lessons learned and recommend and promote improved standards, policies and procedures.
2. Recognizing the mutual dependence of all firefighting forces on each allied profession involved in public safety and with special emphasis on emergency responders, we pledge our cooperation to all organizations and individuals involved in the improvement and promotion of public safety and the welfare of the general public.
3. We will continually recognize that all professions require trained and certified personnel. We pledge to advance the management of fire departments and the science of firefighting through training courses and other methods to meet the standards of our profession.
4. Our members will neither solicit, nor accept, any gift, privilege, favor or advantage from any organization or person which will place them under any obligation to violate a law or violate the ethics of our profession.
5. As management personnel, we will practice fairness to all members, whether career or volunteer, and only recognize those achievements that have been honestly earned by meritorious service.
6. We will continually recognize the various public agencies that have been empowered to support public safety and, to that end, we pledge our cooperation to all officials and governmental organizations involved in the promotion of public safety and improvement to the general public's welfare.
7. We recognize our responsibility to the working press and news media of Georgia and believe these entities are important to the democratic processes of our country. Therefore, we pledge to keep the public informed of our activities and solicit public support for successful fire department endeavors. We are committed to providing information to the public regarding any act or policy detrimental to the public safety of Georgia citizens.
8. We will not allow envy, jealousy, or any other self-serving motives to interfere with the aforementioned principles as we strive to achieve all our professional goals.

Article I  
Name and Purpose

Section 1.

The name of this association will be the “Georgia Association of Fire Chiefs.”

Section 2.

The purpose for which this association is organized is to support and improve the following:

1.) statewide public safety, 2.) the general welfare of our members, 3.) unification of all emergency responders in the continuing effort to attain effective and efficient response to both man-made and natural disasters, 4.) close working relationships with state officials responsible for all aspects of public safety, 5.) development and evaluation of operational standards for fire departments, 6.) improvement of segments of our profession critical to the success of the Georgia Fire Service, to wit, fire department management and firefighter functional responsibility and safety, 7.) maintaining unity of purpose by allied organizations dedicated to improving the Georgia Fire Service, 8.) encouraging the advancement and perfection of a uniform firefighting response system within the State of Georgia; 9.) supporting those activities designed to prevent and detect fires, 10.) encouragement of membership and affiliation of members of our association with the International Association of Fire Chiefs and their Southeastern Division.

Article II  
Membership

Section 1.

The association's membership shall be divided into six (6) classes: Active, Associate, Government, Affiliated Organization, Sustaining and Honorary Life.

ACTIVE MEMBERS shall consist of those fire officers who, at the time of their induction as members of the association, are Fire Chiefs, Directors, or any other fire department person considered as management personnel by the Fire Chief or Public Safety Director of his or her department. Fire Department is defined as a legally organized fire department in any municipality or county duly recognized by the State of Georgia. Management is defined as a functional responsibility conducted by a given fire officer for management of personnel and/or operational systems including, but not limited to, training, fire prevention, investigation, etc. Active members may attend all official meetings, hold voting rights and receive all benefits of the association.

ASSOCIATE MEMBERS shall consist of those individuals supportive of the association's principles and goals. Associate members may attend official association functions with the exception of certain association governance meetings. Persons holding an associate membership shall not have voting rights, may not be appointed to committees or task forces and may not hold office.

GOVERNMENT MEMBERS shall consist of those individuals who are elected, appointed or employed by local, state or federal governments and who are devoted to the improvement of public safety and the Georgia Fire Service. Government members shall include, but not limited to, employees of the following offices: State Fire Marshal, Georgia Public Safety Training Center, Georgia Fire Academy, Georgia Firefighter Standards and Training Council, Georgia Office of Homeland Security, Georgia Emergency Management Agency, and the Georgia Forestry Commission. Government members may attend official association functions with the exception of certain association governance meetings, are eligible for appointment to committees and task forces, but shall not have voting rights or hold office.

AFFILIATED ORGANIZATION MEMBERS shall consist of those organizations considered to be members of the Georgia Fire Service and are devoted to the improvement of public safety and the Georgia Fire Service, and include, but not limited to: the Georgia State Firefighters Association, the Georgia Mutual Aid Group, the Georgia Fire and Emergency Service Joint Council, the Georgia Fire Investigators Association, the Georgia Fire Inspectors Association, the Georgia Public Safety Educators Association, the Georgia Rural Fire Defense Council, the Georgia Firefighters Burn Foundation, the Southeastern Firefighter's Burn Foundation and the Georgia Firefighter's Pension Fund. Affiliated organizations that support the annual program objectives of the association at local and regional levels and sign an affiliation agreement with the association are considered regional affiliates. Members and staff of affiliated organizations may attend official association functions with the exception of certain association governance meetings and are eligible for appointment to committees and task forces. Individuals within affiliated organizations shall maintain voting rights and hold office if classified as active members unless precluded by doing so by one or more membership definitions.

SUSTAINING MEMBERS shall be those persons supportive of the fire service and its advancement. Sustaining members shall include, but not be limited to, those persons involved in commercial sales of products and/or services to government entities and fire departments. Those persons holding a Sustaining Membership may, by invitation, attend certain official association functions with the exception of association governance meetings, shall not have voting rights or hold office. All Sustaining Members shall be approved for membership by the Executive Committee. A Sustaining Membership does not imply sponsorship or endorsement by the association for companies and their specific products or services.

HONORARY LIFE MEMBERS Honorary Life Membership shall be granted to any Active Member of the association as defined in Article II, who is officially retired or was honorably disengaged from active firefighting service after at least five (5) years as a member in good standing of the association and to Past Presidents. This honor is automatic upon notification of the individual's status by the member. Once approved as an Honorary Life Member, the person, shall be exempt from the payment of dues.

An Honorary Life Membership can be awarded by the Executive Committee to individuals in other categories of membership or to any individual recognized for meritorious service to the association or fire service. Honorary Life Members shall be eligible to vote, but not hold office, and shall otherwise retain all the privileges of an Active Member. Honorary Life Members may attend all official meetings. Past Presidents retain the right to vote and hold office as Honorary Life Members until retirement or honorable disengagement from active firefighting service.

## Section 2.

Any person or organization desirous of becoming an Active, Associate, Government, Affiliated Organization or Sustaining member is to:

- A. File an application with the association Secretary, giving his or her name, position, residence, phone number, department, agency or organization.
- B. Upon receipt of any application, the Secretary shall refer the same to the Executive Committee, who shall make the necessary inquiry as to his or her qualifications and personal fitness for membership. After such investigative inquiry, the Executive Committee may authorize membership for all qualified persons or organizations.

Article III  
Officers

Section 1.

The officers of the Association shall be elected from the Active Membership roster or serve based upon the requirements of their positions. The officers shall consist of the following: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Area Vice Presidents, Secretary/Treasurer and Immediate Past President and by the requirements of their offices, the Executive Director, the association Parliamentarian and IAFC Southeastern Division Vice President. The Executive Director, Parliamentarian and IAFC Southeastern Division Vice President shall serve as ex- officio, non-voting members. Elected officers shall hold their respective offices for a period of two (2) year or until their successors have been elected or have received interim appointments. Each officer shall serve on the Board of Directors. The Executive Committee of the Board shall consist of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Secretary/Treasurer, , Immediate Past President, Executive Director and Parliamentarian. The Executive Director and Parliamentarian shall serve as ex- officio, non-voting members of the Membership Assembly, the Board of Directors and the Executive Committee. (see Article IV, Duties of Officers).

Section 2.

With the exception of the Executive Director and the Parliamentarian, the said officers shall be elected by ballot at the annual spring meeting of the association by a majority vote of the members present and qualified to vote. The officers so elected shall be installed and take office at an annual ceremony during the annual Fire Service Conference held in the fall or at an appropriate time and place designated by the Executive Committee.

Section 3.

At the time of their elections, candidates for office in the association shall be Active Members as set forth in Article II, Section 1. Candidates must be a member in good standing for three (3) consecutive years prior to the announced date of the election.

Section 4.

There shall be an Association Chaplain. This shall be an appointed position. The appointment shall be made by the President with approval of the Executive Committee. Upon request, the Chaplain will be granted an Associate Membership. This position is not required to pay association dues.

Section 5.

There shall be an official office of Parliamentarian. This shall be an appointed position. The appointment shall be made by the President. The Parliamentarian shall be an ex-officio non-voting member of the Membership Assembly, the Board of Directors and the Executive Committee.

## Section 6.

There shall be an official office of Sergeant at Arms. This shall be an appointed position appointed at any assembly of the membership. The Sergeant at Arms shall serve as appointed by the President for that Assembly to keep order and security.

## Section 7.

The Association may employ an Executive Director who shall act as the Chief Executive Officer in charge of the day-to-day operations of the association. Operations are defined as those professional and administrative activities necessary to fulfill the annual program objectives of the association and to conduct business activities as referenced in the Executive Director's job description and/or employment contract. The Executive Committee will recommend the appointment of the Executive Director to the Board of Directors.

The Executive Director is responsible for, and empowered to conduct, the business of the Association, including, but not limited to, general association management and legislative support activities according to policies and regulations established and directed by association governance. Association governance is defined as group actions including, but not limited to, the establishment and refinement of policy and operational guidelines by empowered members serving at the Membership Assembly, Board of Directors or Executive Committee levels.

Article IV  
Duties of Officers

Section 1. (President)

- A. Shall be the official representative and key spokesman for the association.
- B. Shall serve as Chairperson of the Membership Assembly, Board of Directors and Executive Committee.
- C. Shall preside at all official meetings of the association.
- D. Shall appoint all committees not otherwise provided for in the Constitution and By-Laws.
- E. Shall sign or countersign all checks and papers executed by, or on behalf of, the association requiring the signature of an association officer.
- F. Shall receive and present before the members in their meetings and at other such times as deemed necessary, the reports of the Executive Board, Executive Committee, and permanent and ad hoc committees and generally conduct those duties pertaining to the person's office as required by the Constitution, By-Laws and applicable association policies.
- G. Shall be an ex-officio member of all committees with the power to vote in the event of a tie.
- H. Shall approve extraordinary expense allowances for the Executive Director and, in his or her absence, extraordinary allowances for Executive Board and Executive Committee members or any other member of the association involved in the conduct of association business.

Section 2. (1<sup>st</sup> Vice President)

- A. Shall assist the President by supporting the policies and business of the association,
- B. In the event of resignation, or inability of the President to serve, the 1<sup>st</sup> Vice President shall assume all of the duties of the President.
- C. In addition to all other duties required by the President, the 1st Vice President shall perform such duties as may be required of him or her by the President, Board of Directors and Executive Committee.
- D. The 1<sup>st</sup> Vice President shall be the liaison to the Legislative Committee.

Section 3 (2<sup>nd</sup> Vice President)

- A. Shall assist the President and 1<sup>st</sup> Vice President by supporting the policies and business of the association.
- B. In the absence or inability of the President and 1st Vice President to serve, he or she shall immediately assume all of the duties and responsibilities of the President.
- C. In case of death, resignation, or inability of the 1st Vice President to serve, the 2nd Vice President shall assume all of the duties of the 1st Vice President.
- D. The 2nd Vice President shall perform such other duties as may be required of him or her by the President, Board of Directors and Executive Committee. The 2<sup>nd</sup> Vice President shall be the liaison to all Area Vice Presidents.



Section 4 (3<sup>rd</sup> Vice president)

- A. Shall assist the President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President by supporting the policies and business of the association.
- B. In the absence or inability of the President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President to serve, he or she shall assume all of the duties and responsibilities of the President.
- C. In case of death, resignation, or inability of the 2<sup>nd</sup> Vice President to serve, the 3<sup>rd</sup> Vice President shall assume all of the duties of the 2<sup>nd</sup> Vice President.
- D. The 3<sup>rd</sup> Vice President shall oversee committees, task forces, and projects as assigned by the President.
- E. The 3<sup>rd</sup> Vice President shall perform such other duties as may be required of him or her by the President, Board of Directors, and Executive Committee.

## Section 5 (Secretary/Treasurer)

- A. Shall perform the duties which pertain to his or her office, or as may be directed, by the President and/or the Board of Directors.
- B. In consort with the Executive Director, shall attend business meetings of the association and keep full minutes of the proceedings and actions taken.
- C. The Secretary/Treasurer shall assure that an internal document management system is organized and accessible. Archives of all official documents of the association, including legal documents, contracts, licenses, correspondence, minutes, publications, and inventories are to be maintained. Preparation, distribution and filing of minutes and records of resolutions passed at official meetings are also a function of this position.
- D. The Secretary/Treasurer is responsible for assuring that there is a permanent record of all membership transactions and financial transactions and reports as contained in the master membership database.
- E. Shall at each Membership Assembly, Board of Directors and Executive Committee meeting, submit to the association a written report of the financial condition of the association. The person shall, in concert with the Executive Director and with the consent of the Executive Committee, select a chartered bank(s) in which the funds of the association shall be deposited subject to such safeguards as the Executive Committee requires. The Secretary/Treasurer shall be an advisor to the President and Executive Director, and shall ensure that all financial obligations of the association are met in a timely fashion. The Secretary/Treasurer shall act as a quality control officer with oversight for systems designed to account for collection of funds, accounts receivable, donations, and other income which may come to the association. Shall assure that quarterly internal audits are conducted with report findings submitted to the Executive Committee. Shall otherwise promote the association in all endeavors, and explore and suggest methods for improving the financial condition of the association to the President, Executive Director and Membership Chairperson and annually to the Membership Assembly and Board of Directors.
- F. The Secretary/Treasurer shall coordinate with, and support the work of the Membership Chairpersons.
- G. The Secretary shall cause to be prepared and issued to members and to all others whom he or she may be directed by the Board of Directors, a complete report on the activities of the Secretary/Treasurer's office at each annual meeting.
- H. The Secretary/Treasurer shall sign as such officer on proper warrants and papers executed on behalf of the association as may be required by the President and/or the Board of Directors.
- I. The Secretary/Treasurer shall be an ex-officio member of the finance and membership committees.

Section 6. (Area Vice Presidents)

- A. Shall be a member of a recognized fire department in the area for which they are seeking to become “Area Vice President”.
- B. “Co-Area Vice Presidents”, Two (2) or more qualified individuals may seek election as “Co-Area Vice Presidents” should each of the qualified individuals be in agreement to such. If not, an election will be held to determine a single Area Vice-President.
- C. Shall act as ambassadors of goodwill in their respective areas, providing information to area members and prospective members regarding the association’s standing goals and progress in achieving annual objectives in support of said goals.
- D. Shall support the association’s legislative committee. Support is defined as contacts and meetings with legislators in support of annual legislative initiatives.
- E. Shall support the association’s membership committee by contacting past members as well as prospective members as part of the annual membership enrollment campaign.
- F. Shall attend Board of Directors meetings and other official functions as officers of the GAFC.

Section 7. (Chaplain)

- A. It shall be the responsibility of the association Chaplain to lend spiritual guidance to the members of the association. It shall also be his or her responsibility to prepare appropriate memorial services in memory of those members who have passed away during the preceding year.
- B. The Chaplain shall attend meetings of the Board of Directors.

Section 8. (Parliamentarian)

- A. The Parliamentarian shall function under the direction of the President and Executive Committee to ensure that the business of the association is carried out utilizing Roberts Rules of Order as adopted by GAFC.
- B. The Parliamentarian shall attend meetings of the Board of Directors.

Article V  
Definitions and Directives

Section 1. Membership Assembly, Board of Directors and Executive Committee Responsibilities

A. There shall be a Membership Assembly that shall consist of members of the Board of Directors and members with voting rights. The Membership Assembly shall convene at least annually. The Membership Assembly shall be empowered to set policy and provide direction for association programs

B. There shall be a Board of Directors which shall consist of the President, 1st Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Secretary/Treasurer, Immediate Past President, Area Vice Presidents and three ex-officio non-voting members; the Executive Director, the

Parliamentarian and the IAFC Southeastern Division Vice President for Georgia. The Board of Directors shall be empowered to set policy and provide direction for association programs between meetings of the Membership Assembly.

C. There shall further be defined an Executive Committee (of the Board of Directors) which shall consist of the President, 1st Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Secretary/Treasurer, Immediate Past President, Executive Director and Parliamentarian. The Executive Director and Parliamentarian shall be ex-officio non-voting members. The Executive Committee shall be empowered to interpret policy through authority granted by the Membership Assembly or Board of Directors. The Executive Committee shall transact the business of the association between Membership Assembly and Board of Director meetings. The Executive Committee shall exercise jurisdiction and authority over all standing and special committees and may require reports of committee activities. Between meetings of the Membership Assembly and Board of Directors, the Executive Committee is to interpret the provisions of the Constitution and By-Laws.

Section 2. Definition of Quorum, Governance Responsibilities, Officer and Member Expenses

A. A simple majority of those present with the right to vote shall constitute a quorum for transaction of business at all meetings of the Membership Assembly. A simple majority of those officers elected to vote shall constitute a quorum for transaction of business at all meetings of the Board of Directors and Executive Committee.

B. The Board of Directors and as applicable, the Executive Committee shall supervise and control all expenditures of the association through the adoption of income and expenditure guidelines and reporting requirements. The Board of Directors through the Executive Committee shall have the authority to make reasonable allowances for expenses incurred by officers and members as they transact business on behalf of the association.

- C. For the purpose of orderly administration and personnel supervision, the Board of Directors and/or the Executive Committee shall, from time-to-time, provide guidance to the Executive Director regarding day-to-day management of the association.
- D. Annually, and in concert with the Secretary/Treasurer and Executive Director, the Executive Committee shall have the financial records of the association audited by a committee appointed by the President. The Committee may retain a qualified auditor to audit the books of the association as deemed necessary.
- E. The Executive Committee shall have full authority to levy a conference registration fee and collect from members amounts sufficient to cover expenses of the annual conference.
- F. The annual conference program content, planned entertainment and estimated budget is to be provided prior to a given conference and submitted to the Executive Committee before a conference is promoted. The Executive Committee shall exercise responsibility to revise the tentative conference agenda if changes are deemed to be in the best interest of the association. The President and Executive Committee are to determine the agenda for conference business sessions and establish the order of business to be followed during sessions. Roberts Rules of Order as adopted by GAFC shall govern the proceedings.
- G. Nothing in the above section shall be construed as prohibiting the Executive Committee, in the case of an extraordinary emergency, from changing the place or time of the annual conference.
- H. The Board of Directors shall direct the Secretary/Treasurer to publish financial and membership reports as deemed necessary.

### Section 3. Officer and Member Expenses

- A. No officer or member of the association shall incur any expense in the name of the association without approval of the President or Executive Committee except that, in the event of an emergency, the President is empowered to authorize the expenditures of sufficient funds to meet the emergency.
- B. Officer and member travel expenses are to be estimated and pre-approved in line with association travel expense guidelines.

Article VI  
Committee on Resolutions

Section 1.

- A. The Committee on Resolutions shall consist of three (3) Active Members of the association who shall be appointed by the President.
- B. Any member desiring to present a resolution shall first refer same to the Resolution Committee.
- C. The Committee on Resolutions shall review, discuss and recommend to the Membership Assembly and/or the Board of Directors those items deemed to positively affect the status of the Fire Service, the association and/or the welfare of association members.

Article VII  
Committee on Nominations and Elections

Section 1.

- A. The Committee on Nominations and Elections shall consist of three (3) Active Members of the association who shall be appointed by the President.
- B. The Committee shall issue procedures on nominations and elections along with calendar deadline submission dates.

Article VIII  
Committee on Credentials

Section 1.

- A. The Committee on Credentials shall consist of three (3) Active Members of the association who shall be appointed by the President.
- B. The Committee on Credentials shall determine the credentials of any and all members regarding their eligibility to vote.

Article IX  
Auditing Committee

Section 1.

- A. The Committee on Auditing shall consist of three (3) Active Members of the association who shall be appointed by the President.

- B. The Auditing Committee shall be appointed by the President at each annual conference. As deemed appropriate by the President, the committee shall report its findings on a pre-determined schedule or on a need basis at business sessions of the association.

Article X  
Membership Committee

Section 1. (Committee Composition)

- A. The committee shall be comprised of the Area Vice Presidents and the 2<sup>nd</sup> Vice President.

Section 2. (Committee Responsibilities)

- A. The committee shall establish membership attainment goals, examine communication and membership promotion methods and assist in the attainment of dues revenue.
- B. Committee members shall use computerized data to assess program support progress in their areas, including, but not limited to, membership dues collection, legislative support and conference participation.
- C. The 2<sup>nd</sup> Vice President shall render a report on behalf of all areas at the annual conference with emphasis on area support in: membership dues collection, legislative support and regional meeting participation.

Article XI  
Spring and Annual Conferences

Section 1. (Spring Conference)

- A. The Spring conference shall be held at a place previously recommended by the Executive Committee to the Membership Assembly and/or the Board of Directors at the preceding Spring conference. Conference dates are to be established by the Executive Committee after consultation with the Chief of the Fire Department in that person's capacity as conference host.
- B. Under By-Law provision Article 2 Section 9 (5) entitled New Business, a discussion of legislative initiatives and priorities is to be conducted and the recap of the session or sessions on legislation sent to the legislative committee within thirty (30) days following the conference.
- C. The legislative committee is to be appointed at the Spring meeting.

Section 2. (Annual Conference)

- A. The Annual Conference shall be held at a place previously recommended by the Executive Committee to the Membership Assembly and/or the Board of Directors at the preceding Annual conference. Conference dates are to be established by the Executive Committee after consultation with the Chief of the Fire Department in his or her capacity as conference host. If a joint meeting with another organization, concurrence regarding place and dates are to be reached.
- B. The Annual Conference is to be considered the final business meeting of the year and include all final reports from committees and task forces. Officer elections are to take place at the Spring Conference.

Article XII

Dues

Section 1.

- A. Dues for membership are established within the By-Laws (see Article I, Sections)



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BY-LAWS

Article I  
Dues

Section 1.

- A. Active Members - The annual dues for Active members shall be \$100.00 for “Five (5) Bugle” Fire Chiefs in Career and Combination Fire Departments; \$65.00 for all other Fire Officers in Career and Combination Fire Departments; and \$40.00 for all Fire Chiefs in Volunteer Departments, except where two (2) or more Fire Officers (including the Chief) are from the same department, dues shall be \$30.00 for each and every Fire Officer. Such dues shall become due at the time of enrollment, and thereafter due on or before March 1<sup>st</sup> of each year.
- B. Associate Members - The annual dues for Associate Members shall be \$65.00.
- C. Government Members - There is no annual dues for Government Members which includes Executives & Division Directors , also other managers.
- D. Affiliated Organization Membership – The annual dues is \$100.00. Of this amount, one annual complimentary membership for the Executive Director or President of the organization is to be conveyed.
- E. Sustaining Members - The annual dues for sustaining members shall be \$400.00 if paid between January 1- and March 31 and \$500.00 after March 31 of each year.
- F. Honorary Life Members – There are no dues payment requirements for Honorary Life Members.

Section 2.

- A. To vote, a member must be current with dues for him or her to participate in Association business meetings or official functions. The Executive Committee shall have the authority to extend membership expiration dates of individuals or a group of members based upon extenuating circumstances.
- B. Any member who resigns from his or her respective department or who is dismissed shall no longer be eligible to vote.
- C. Regarding conference participation, association officials shall not register, provide credentials to or extend any courtesy of the association to anyone other than registered members, guests, family accompanying members or representative of the press. Invited speakers, distinguished guests, or special visitors shall be permitted to register and

receive the courtesies of the association without cost, upon approval of the Executive Committee.

### Section 3.

Travel expenses for all persons authorized by the President or Executive Committee for the authorized transaction of association business shall be reimbursed by the association.

### Section 4.

Committees are to be established and shall be appointed by the President with the approval of the Executive Committee.

### Section 5.

Meetings of the Executive Committee or Board of Directors shall be held at such times and places as the President may designate. Ample notice is required. Special meetings may be called by the President upon request of a majority of members of either body.

### Section 6.

The Committee on Nominations and Elections shall present their report during the first annual conference session, giving a complete list of the nominations for the elective officers of the association. Where the Committee on Nominations deems it to be in the best interest of the association to nominate two or more members for any office, they may do so. When there are two or more candidates for a given office, a secret ballot election is to be held. Nominations from the floor shall require the nominee's concurrence in writing or his or her verbal concurrence prior to the time of nominations. After calling three (3) times for further nominations, the presiding officer shall declare the nominations closed.

### Section 7.

Any nominee for office who desires to withdraw his or her name may do so at the time of nomination, but shall not make any address nor request his or her sponsors to support any other candidate.

### Section 8.

Only one (1) nominating speech or statement of endorsement shall be permitted by or for each candidate. Such speech shall not exceed 3 minutes.

### Section 9.

For any office for which there is only one nomination, the presiding officer shall instruct the Chairperson of the Committee on Nomination and Elections as the representative of the conference assembled, to cast a ballot for such nominee, and shall thereupon declare such

nominee elected.

#### Section 10.

For all offices for which there are two or more nominees, the Committee on Nominations and Elections shall cause to be prepared, or printed, ballots showing the names of the nominees and the office for which they are nominated. Further, they shall prepare or cause to be prepared, election booths where active members duly registered at the conference and qualified to vote, upon presentation of their current, paid-up membership card or certification from the Secretary/Treasurer that they are fully paid Active Members, and may cast their ballots during the conference session immediately preceding the induction of officers at a time designated by the Nominations and Elections Committee and approved by the Executive Committee. After this time, the polls shall be declared closed and the committee on Nominations and Elections shall count the ballots and immediately report to the conference assembled.

#### Section 11.

In the election of officers, the candidate receiving the highest number of votes shall be elected. In the event of a tie vote, the voting on the second ballot shall be confined to the nominees so tied. The second ballot shall take place as soon as possible and shall be subject to the same procedure as on the first ballot.

### Article II Rules of Order

#### Section 1.

The presiding officer shall preserve order and decorum and shall take no part in debates while he or she is presiding. All questions of order shall be decided by him or her subject to an appeal to the conference, and upon such an appeal the vote shall be taken without debate. The presiding officer may state his or her reasons for the decision given and shall put the question as follows: "shall the decision of the chair be sustained?" A two-thirds vote of those present, registered and eligible to vote shall be necessary to reverse the decision of the chair.

#### Section 2.

Every member, when he or she speaks or offers a motion, shall rise in his or her place, state his or her full name and name of department, agency or organization, and respectfully address the presiding officer; and when he or she has finished speaking, shall at once resume his or her seat. When speaking, he or she shall confine his or her comments to the question under debate.

### Section 3.

When two or more members rise to speak at the same time, the presiding officer shall decide who is entitled to the floor.

### Section 4.

A member called to order shall immediately cease speaking and resume his or her seat until the point of order in question has been decided, when he or she shall again be entitled to the floor.

### Section 5.

A motion to take the previous question shall always be in order, except when a member is in possession of the floor, and must be put without debate. If supported by a two-thirds majority vote of the members present, voting shall be declared carried and no further debate or amendments shall be in order until the main question has been decided.

### Section 6.

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 not be taken. A motion to adjourn is not debatable, but a motion to adjourn until a given time is open to debate.

### Section 7.

The consideration of any proposed amendments to the Constitution, By-Laws, or Rules of Order, of which notice has been given previous to the opening of a Membership Assembly, shall be on the first day of the annual conference or when deemed appropriate by the Board of Directors or Executive Committee.

### Section 8.

Any questions coming before the conference for which no provision has been made in the Constitution, By-Laws or Rules of Order, the presiding officer shall be guided in his or her decision by the rules contained in Roberts Rules of Order as adopted by the association.

## Section 9.

An appropriate memorial service in honor of deceased members shall be held at each annual conference.

The order of business shall be as follows, subject to the approval of the Executive Committee:

1. Opening Ceremonies
2. Opening Business Session
  - a. Adoption of minutes of previous conference
  - b. Appointment of committees
  - c. Reports of Associate Officers
  - d. Reading of Communications
3. Reports of committees and contributed papers shall be scheduled by the President, and nominations and elections shall be held in accordance with the provision of the By-Laws.
4. Unfinished Business
5. New Business
6. Report of attendance and place of next conference
7. Adjournment

## Section 10.

No amendments to these By-Laws shall be made except when notice of such amendments has been presented at least twenty-four (24) hours prior to action, and a two-thirds majority of the members voting shall be required to adopt such an amendment.

## Section 11.

All amendments, alterations or revisions of any part of this Constitution, By-Laws, shall take effect upon their adoption by the Membership Assembly unless otherwise provided.

