

**CONSTITUTION AND BY-LAWS
OF THE
LOS ANGELES COUNTY FIRE DEPARTMENT
ASSOCIATION OF CHIEFS**

CONSTITUTION

ARTICLE I

NAME

This organization shall hereinafter be known as the Los Angeles County Fire Department Association of Chiefs. However, for the purposes of this document, it shall be referred to as the Association.

ARTICLE II

PURPOSE

The purpose for which this Association is formed is: To promote and provide a quality of fire protection, emergency medical service, and environmental incident response which relates to the highest level of the public's interest; to enhance meaningful and rewarding relationships among the members of the Association; to maintain and improve the wages, hours, and other terms and conditions of employment of the members of the Association; and, to provide leadership and direction to all members of the Los Angeles County Fire Department.

ARTICLE III

POWERS

This Association shall have the power to do all acts necessary or expedient for the administration of the affairs and the attainment of the purposes of the Association as may be permitted by law.

ARTICLE IV

MEMBERSHIP

Membership shall be open to all active non-represented Los Angeles County Fire Department managers, excluding the Fire Chief and Chief Deputies, who are safety members in LACERA. The qualifications of members, their rights and privileges, and

the liability of such members for dues and assessments, and the method of collection thereof may be set forth in the BYLAWS.

ARTICLE V

FINANCE

The principal source of revenue for this Association shall be derived from dues and no part of the income of this Association shall [insure] be used for the personal benefit of any part.

ARTICLE VI

OFFICERS & DIRECTORS

The Officers of this Association shall consist of a President, Vice-President, Secretary, and Treasurer. The Board of Directors shall be made up of the officers and three (3) elected Directors, who shall exercise the powers of and shall administer the business of the Association.

ARTICLE VII

AMENDMENTS

The CONSTITUTION and BYLAWS of this Association may be adopted, amended, or repealed by a vote of the membership.

ARTICLE VIII

REPRESENTATION

The Association shall assist in representing the membership in any disciplinary action. The assistance shall be at the request of the member involved. The Association shall assist in the action through the level of Fire Chief. Assistance outside Departmental channels to a member may be provided through the level of the Civil Service Commission.

In actions requiring financial assistance, the Board of Directors shall review the case and determine the level of involvement of the Association. The Board's position is that, as a professional Association, it should determine the merits of an action and not offer "blanket" representation and financial commitment regardless of the circumstances.

BYLAWS

ARTICLE I

NAME

- Section 1. This organization shall hereinafter be known as the Los Angeles County Fire Department Association of Chiefs.

ARTICLE II

GOALS

- Section 1. To maintain and improve the wages, hours, and other terms and conditions of employment of the members of the Association.
- Section 2. To represent the membership as a group before the Fire Chief whenever necessary and to maintain open lines of communication at all times with that office.
- Section 3. To provide leadership and direction to all members of the Los Angeles County Fire Department.
- Section 4. To promote and provide a quality of fire protection, emergency medical service, and environmental incident response commensurate with the public's best interest.

ARTICLE III

MEMBERSHIP

- Section 1. Membership shall be open to all active non-represented Los Angeles County Fire Department managers, excluding the Fire Chief and Chief Deputies, who are safety members in LACERA.
- Section 2. No member shall be discriminated against because of race, sex, religion, age, or political affiliation.

ARTICLE IV

ADMINISTRATION

- Section 1. The administrative functions of this Association shall be performed by a seven (7) member Board of Directors.

Section 2. The Board shall have complete authority to administer and excuse its various functions and responsibilities.

ARTICLE V

OFFICERS AND DIRECTORS

Section 1. The Board of Directors shall consist of the following: President, Vice-President, Secretary, Treasurer, and three (3) Directors.

Section 2. No member of the Board shall serve in more than one office at any time, except to fill a temporary vacancy on the Board.

Section 3. During the first business meeting of each calendar year, the Board shall, by a simple majority, nominate and elect one Board member to each of the Board offices. Board Officers may serve successive one-year terms at the will of a majority of the Board.

ARTICLE VI

ELECTION AND APPOINTMENT TO THE BOARD

Section 1. Nominations for the Board shall be submitted to the membership by the nominating committee who is appointed by the President. This shall occur during the last general meeting of the election year to be held no later than the month of November. Additional nominations may be made from the floor at said meeting.

Section 2. The election of the Board shall be determined by written ballot and shall require a majority of the votes cast. If there is but a single nominee for any office and the nominee references a majority vote of the members present at the meeting held for nominations, the written ballot may be dispensed with and the nominee elected.

Section 3. Newly elected Directors shall assume their duties on January 1st, to serve for 24 calendar months. Directors may appoint, from the general membership, a person or persons to fill the balance of a vacated office for the duration of the un-expired term. If the position to be filled is that of an Officer, after the new member is appointed, the Board shall nominate elect a Board member to fill that position.

Section 4. Elections shall be conducted by the Board and audited by three (3) general members who are not candidates in the election they are auditing. Election results shall be recorded in the minutes of the next Board meeting.

ARTICLE VII

RESIGNATION AND REMOVAL FROM THE BOARD

- Section 1. A Board member's resignation shall become effective upon presentation of a written statement to the Board which indicates a decision to resign and the date upon which that resignation is to become effective.
- Section 2. A Board member may be removed from office for just cause. Removal from the Board shall be based upon a written petition which states the cause(s) for removal signed by a majority of the membership. Such removal shall become effective immediately following presentation of the removal petition to the Board and notification of the member.

ARTICLE VIII

DUTIES OF THE BOARD OF DIRECTORS

- Section 1. The Board of Directors shall exercise the powers and administer the business of the Association.
- Section 2. It shall be the duty of the President to preside at all meetings of the Association and, appoint and ex-officio member of all committees. The President shall cause to be maintained records required by law or as necessary to administer the Association. The President shall perform all other duties incidental to this office.
- Section 3. The Vice President shall assume the duties of the President in the President's absence.
- Section 4. The Board shall meet at least once a month. The Secretary shall keep comprehensive and legible minutes of every business meeting held by the Board. These minutes shall be maintained for a period of five (5) years. Copies of business meeting minutes shall be made available to any member who makes a written request for such to the Secretary. The Secretary shall also maintain correspondence for the Board.
- Section 5. The Treasurer shall handle the fiscal affairs of the Association.
- Section 6. The Directors shall handle such duties as assigned by the President.

ARTICLE IX

DISPURSEMENTS

- Section 1. The Board of Directors may authorize the Association to bear the necessary expense for Association officers, members, and employees when such are acting in an official capacity when the expense does not exceed two-thousand dollars (\$2,000). Any costs in excess of \$2000 shall be approved by a majority of the members present during the regularly scheduled general membership meeting called to address such expenses. The Board will be the judge of all matters concerning submission, approval, and payment of all expense vouchers within the limits set forth.
- Section 2. Checks shall be signed by the Treasurer and countersigned by one other Board member.
- Section 3. The Board shall cause a complete audit of organization funds to be made January of each year by a licensed certified public accountant (CPA) and the results of the audit shall be recorded in the minutes of the next business meeting.
- Section 4. The Treasurer shall use generally recognized accounting methods in the performance of the Treasurer's duties.

ARTICLE X

BOARD MEETINGS

- Section 1. The Board shall meet monthly and as organization business requires. There shall be at least one general membership meeting per year for which the date, time, and location shall be announced to the general membership. All Board meetings shall be open to the general membership.
- Section 2. All Board members shall be notified of the date, time, and location of all meetings opportunity for full Board participation in sufficient time for planning purposes.

ARTICLE XI

DUES AND ASSESSMENTS

- Section 1. The principal source of revenue of this Association shall be membership dues.

- Section 2. Dues may be ½ of 1% of a top step Battalion Chief's base monthly salary. Dues shall be payable through payroll deduction on a quarterly basis, or by Board approval for an alternate method of payment.
- Section 3. Any increase in dues shall be approved by a majority of the general membership.
- Section 4. Any member who is more than six (6) months delinquent in payment of his/her dues payments shall automatically lose the right to vote and the right to hold office until such time the obligation is fulfilled.
- Section 5. Special assignments may be made for specific purposes. Special assessments must be approved by a majority of the general membership.

ARTICLE XII

COMMITTEES

- Section 1. There shall be one standing committee, the Employee Relations Committee. The members of the negotiating team will normally be members of this committee.
- Section 2. Special committees may be created by the Board and disbanded by the Board as the needs of the Association dictate.
- Section 3. Committee members shall be appointed by the President subject to the approval of a majority of the Board. Committees shall be comprised of no less than three (3) members, and shall be chaired by a Board member.

ARTICLE XIII

PROCEDURE

- Section 1. Roberts Rules of Order shall govern the conduct of all business meetings except when in conflict with the CONSTITUTION or BYLAWS. The provisions of the CONSTITUTION and BYLAWS, shall always have priority.

ARTICLE XIV

- Section 1. The CONSTITUTION and BYLAWS shall be in full force and effect immediately upon approval, by written secret ballot, by a simple majority of the general membership.
- Section 2. Proposed additions or amendments to the CONSTITUTION or BYLAWS shall be submitted to the membership by the Board.
- Section 3. Such additions or amendments shall be in force and effect immediately upon approval, by written secret ballot, by a majority of the membership.
- Section 4. If any section of this CONSTITUTION or BYLAWS is found to be invalid or illegal, the other sections shall still apply. In case of conflict with any state or local law, the state or local law shall apply.