



COMMUNICATIONS SECTION
SOUTHERN DIVISION

BYLAWS

Southern Division Communications Section
California Fire Chiefs Association

MISSION STATEMENT

It is the mission of the Southern Division, Communications Section (SDCS) of the California Fire Chiefs Association (CFCA) to:

1. Assist in, and provide leadership for the continued advancement of fire service communications in California while better serving the citizens of the state; and
2. Provide its members with an opportunity to participate in, and contribute to the enhancement of fire service communications through professionalization and standardization of training throughout the state.

DESCRIPTION OF THE ORGANIZATION

The Southern Division Communications Section and the Northern Division Communications Section comprise the Communications Section of the California Fire Chiefs Association. Both sections are constitutionally organized under the direction of the CFCA. The southern division of CFCA includes the counties comprising the area of the State of California south of the southern boundary line of Monterey, Kings, Tulare, and Alpine counties and includes Inyo and Mono counties.

Administration of SDCS is by elected officers who are members of the executive committee. The executive committee conducts business for the association. The membership holds regular meetings six times a year. Through several standing and special committees the organization gathers, develops, and distributes information regarding fire communications.

ARTICLES

ARTICLE I – NAME

- Section 1. The association will be known as Southern Division Communications Section of the California Fire Chiefs Association.
- Section 2. The Southern Division Communications Section is a subsidiary of the California Fire Chiefs Association.

ARTICLE II – GOALS AND OBJECTIVES

- Section 1. The following will be some of the goals and objectives of the association:
- a. To encourage quality in fire communications services,
 - b. To provide a collective source of information in the field of fire service communications,
 - c. To provide a means for the exchange of ideas, procedures, and methods in the field of fire service communications,
 - d. To remain knowledgeable of technical and operational changes and advancements which could benefit fire service communications,
 - e. To provide training or assist in the training of fire service communications personnel,
 - f. To respond to any requests from CFCA,
 - g. To encourage members to keep the administration of their departments informed of all activities of SDCS,
 - h. To provide information and input to other relevant communications related organizations,
 - i. To inform fire service personnel of pending legislation which could affect fire service communications,
 - j. To develop standards of professionalism in the field of fire service communications,
 - k. To provide a medium for exchange of information and ideas and promote cooperation among the agencies charged with fire service communications, and
 - l. To promote standardization in all aspects of fire service communications.

ARTICLE III – MEMBERSHIP

Section 1. Categories of membership

- a. REGULAR – this will be limited to the members of any public safety communications agency providing fire and EMS services within the geographical boundaries of the California Fire Chiefs Association Southern Division.
- b. ASSOCIATE – This may be granted upon recommendation of the executive committee, with payment of regular dues, to any person interested, and in accord with the aims and purposes of SDCS.
- c. LIFE – This will be granted to regular members who have been members for at least five years, upon receiving notice of their retirement.
- d. COMMERCIAL – This may be granted upon recommendation of the executive committee, with payment of commercial dues, to any company interested and in accord with the aims and purposes of the association.

Section 2. Voting

The right to vote, submit motions, or second motions, will be confined to those holding regular or life membership. The number of votes per agency will be one.

Section 3. Soliciting Funds

No member of this association will solicit funds for the association without the consent of the executive committee.

Section 4. Dues and assessments

- a. Dues will be recommended by the executive committee for approval by the general voting members.
- b. All dues will be payable annually as established by the executive committee.
- c. Special assessments may be imposed by the executive committee.

ARTICLE IV – OFFICERS

Section 1. Officers defined

The officers of the association will be: president, vice president, secretary, and treasurer. These officers will be part of the executive committee.

Section 2. Selection of officers

- a. Any regular member who has been a member in good standing for at least one year prior to election date will be eligible to hold office.
- b. At least two months prior to the annual meeting, the executive committee will appoint a nominating committee to establish a slate of officers for the next year. No person serving on the nominating committee may be nominated or accept an office for the ensuing term. Election of officers will be made at the March general membership meeting at which time other nominations may be made by any member and added to the slate.
- c. Prior to taking office, persons elected as officers must submit a letter from their department head authorizing their participation.

Section 3. Term of office

Elected officers of the association will be permitted to service only one consecutive term in each of the positions to which they may be elected, unless approved by the executive committee and ratified by the voting members.

Section 4. Duties of officers

- a. Duties of the president
 1. The president will reside at all meetings of this association as well as the executive committee.
 2. The president will appoint all committees not otherwise provided for or authorized by the membership.
 3. The president will be the liaison with CFCA.
- b. Duties of the vice president
 1. The vice president will perform the duties of the president, in his/her absence.
 2. If the office of president becomes vacant, the vice president will automatically become president for the unexpired term.
 3. The vice president will perform other duties as directed by the executive committee.

ARTICLE IV – OFFICERS

Section 4. (cont)

c. Duties of the secretary

1. The secretary will perform the duties of the president, in the absence of the president and vice president.
2. The secretary will maintain a current membership roster.
3. The secretary will maintain an accurate account of the meeting minutes.
4. The secretary will preserve all records, reports, and official documents of the association, except those specifically assigned to the custody of others.
5. The secretary will notify each member of scheduled meetings.
6. The secretary will conduct the official correspondence as directed by the executive committee.
7. The secretary will perform other duties as directed by the executive committee.

c. Duties of the treasurer

1. The Treasurer will receive dues, donations, and other monies of the association and sign all disbursements as authorized by the executive committee.
2. The Treasurer will perform the duties of the president in the absence of the president, vice president, and secretary.
3. The Treasurer will prepare quarterly financial reports, as well as an annual budget and pertinent tax reports and forms.
4. The Treasurer will perform other duties as directed by the executive committee.

ARTICLE V – EXECUTIVE COMMITTEE

Section 1. Executive committee defined

- a. The members of the executive committee for the association will be the president, vice president, secretary, treasurer, the eleven area representatives, and the chairpersons of each of the standing committees.
- b. These fifteen members (plus chairpersons of any standing committees) will have equal voting rights.
- c. The immediate past president will serve as an ex-officio member of the committee, in an advisory capacity with no voting right.
- d. The chairperson of the executive committee will be the president of the association, and will reside at all executive committee meetings.
- e. The secretary will relay information and reports to and from the other officers and area representatives, who are not able to attend executive committee meetings.
- f. Prior to becoming a member of the executive committee, persons selected to service on the committee must submit a letter from their department head authorizing their participation.

Section 2. Duties of the executive committee members

- a. They will approve or deny requests for associate memberships.
- b. They will be responsible for recommending the dues structure.
- c. They will authorize disbursements from association funds.
- d. They will authorize official correspondence to be made by the secretary.
- e. They will evaluate extensions of officer terms, if necessary.
- f. They will appoint a member to fill the vacancy for the unexpired term of office in the event of a vacancy.
- g. They will be responsible for drafting a budget for each fiscal year, to be forwarded to CFCA for review.

Section 3. Executive committee meetings

- a. Executive committee meetings will be held prior to each regular meeting.
- b. At least one-half of the members of the executive committee members must be present to conduct business. A voted issue will be decided based on a simple majority of the members present.
- c. Functions of the executive committee are to: Review issues presented to it, make executive decisions regarding the issues, and/or prepare motions for membership voting.

ARTICLE VI – ARE REPRESENTATIVES

Section 1. Area representative defined

- a. The area representatives will be regular members in good standing and duly elected at the annual meeting.
- b. One regular member from each of the ten counties (except two from within the County of Los Angeles) which comprise the California Fire Chiefs Association Southern Section will be elected as an area representative.
- c. Prior to accepting office, persons elected as area representatives must submit a letter from their department head authorizing their participation.

Section 2. Duties of area representatives

- a. They will attend executive committee meetings.
- b. They will attend general membership meetings.
- c. They will relay information between fire communications agencies within their area and CFCA at the above mentioned meetings.
- d. They will represent their respective areas in the decision making and voting process of the executive committee.

ARTICLE VII – COMMITTEES

Section 1. Ex-officio committee member

The president will be an ex-officio member of all committees and will be advised of all meetings.

Section 2. Standing committees

Standing committees will be established by the executive committee as needed.

Section 3. Special committees

Special committees will be appointed by the president as necessary.

ARTICLE VIII – MEETINGS

Section 1. Regular meetings

a. Regular meetings will be held bi-monthly, with a calendar of meeting dates to be established annually.

Section 2. Quorum

a. A voted issue will be determined based on a simple majority of the member agencies present.

Section 3. Order of business

The following order of business will be used as a guide at all regular meetings:

1. Call to order
2. Pledge of allegiance
3. Welcome by host
4. Introductions
5. Approval of minutes of previous meetings
6. Officers reports
7. Committee reports
8. Area reports
9. Old business
10. New Business
11. Open discussion
12. Next meeting date and location
13. Adjourn

ARTICLE IX – PARLEAMENTARY AUTHORITY

Section 1. Rules of order

The rules contained in Robert's Rules of Order, Revised will govern the association in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special ruse of order of this association.

ARTICLE X – AMENDMENTS

Section 1. Amendments

The bylaws of this association may be amended at any regular meeting by a simple majority of the voting member agencies present. All members will be advised of the proposed amendments no later than thirty days prior to the meeting.

Section 2. Proposed changes

Proposals for such amendments will state the purpose pertaining to the change and will be submitted in writing to the vice president by any regular member.

Approved: March 10, 1992