



**CALIFORNIA STATE
FIREFIGHTERS'
ASSOCIATION
CONSTITUTION AND
BY-LAWS**

CONSTITUTION

ARTICLE I

Name, Mission and Organization

Section 1 – Name – California State Firefighters’ Association-herein called the Association.

Section 2 – Mission.

The mission of the California State Firefighters’ Association (CSFA) is to strengthen and advocate for the California fire service by serving as a reliable and recognized organization for the collection and exchange of data by engaging with fire service and medical experts to discuss and share ideas, thoughts and techniques that will advance and improve safety, training, service delivery and any other industry standard procedures that would be applicable within the responsibility of the fire service. To be proactive in developing and providing training opportunities at all levels within the fire service. To cooperate and develop partnerships and participate with other associations and organizations who have the same and or similar goals and interests of the CSFA. To provide subject matter experts to participate with state and national boards and committees that develop standards for the fire service. That CSFA and its members maintain the highest level of conduct, honor and integrity while representing this organization.

Section 3 – Organization. The Association shall be a non-partisan organization that represents the interests of its members as a whole and shall be governed by these constitution and by-laws.

Section 4 – Headquarters. There shall be maintained a headquarters address for receipt of official correspondence at such place as the Board of Directors shall direct.

ARTICLE II

Membership

Section I – Membership. The Association shall have three (3) classes of membership designated as follows: Active, Associate and Business.

- a. Active members include any members of an organized fire department in California, including but not limited to paid, volunteer, and tribal firefighters, dispatchers, fire prevention officers, arson investigators, fire mechanics and fire service personnel who retire from an organized fire department. Active members shall be entitled to all privileges and benefits provided by the Association.
- b. Associate members include any individual whose vocation or avocation is relevant to the fire service field. This includes, but is not limited to, fire students, fire explorers, fire cadets, CERT members and other disaster response groups who assist in the mission of the fire service. Associate members are not voting members of the Association, but shall be entitled to all other membership benefits as per board policy.

- c. Business members include any business that chooses to support the Association, approved by the Board of Directors.
- d. Existing Life memberships will be honored, but there will be no new life membership moving forward
- e. Membership dues shall be established by the Board of Directors at their annual Planning Meeting.

Section 2 – Membership Rates

Current rates are as follows

- a. Active Members \$85
- b. Retired Active Members \$42.50
- c. Associate Members \$85
- d. Student and explorer \$42.50
- e. Business Member \$350

Section 3 – Authority for Classification. The Board of Directors of the Association shall be the final authority in the determination of eligibility for membership.

ARTICLE III

Officers

Section 1 – Eligibility. Any member of the Association seeking election to the elective offices specified in this Article shall, on the day of the election, be an Active Member in good standing and have been such for at least two (2) consecutive years prior to that date.

Section 2 – Elected Officers. The elected officers of the Association shall consist of the President, Vice President, Immediate Past President, Secretary/Treasurer and Director at Large. The term of office for the President and the Vice President, Immediate Past president, Secretary/Treasurer and Director at Large shall be two (2) years. Active Members, shall be eligible to vote for all elected officers of the Association. The Executive Director shall be responsible for ensuring elections occur on time and according to these by-laws, or Board policy as adopted from time-to-time.

Section 3 – There shall be a Board of Directors which shall consist of the President, Vice President, Immediate Past President, Secretary/Treasurer and a Director at Large.

Section 4 – Officer Progression. The President shall advance to the office of Immediate Past President at the conclusion of their term. The Vice President shall advance to the office of President upon the President advancing to Immediate Past President status or otherwise vacating the position. Officers must be in good standing for progression to occur.

Section 5 – Executive Director. There may be an Executive Director who shall also serve at the pleasure of the President and/or the Board of Directors. The President will hold, or cause to be held, a recruitment process for the Executive Director position if a simple majority of the Board determines the need for the position to be filled. Conversely, removal of an Executive Director requires a

recommendation to do so by the President with ratification by a simple majority of the Board. The Executive Director shall be bonded at the expense of Association and in amount determined by the Board.

Section 8 - Removal of Board Members. Any Board Member may be removed from office for the following reasons:

- a. Conviction of a felony;
- b. Malfeasance in office;
- c. Three (3) consecutive unexcused regular meeting absences or four (4) unexcused absences during any one (1) calendar year;
- d. Conduct inconsistent with the best interest of the Association;
- e. Conflict of interest arising from employment or personal actions; or
- f. Ceasing to be a resident of California
- g. No longer a member of the Association

Provided, however, that such removal shall not be effective unless and until the evidence has been reviewed and a determination made by the Board. The Board shall convene within sixty (60) days of being notified of any charges made upon a Board Member to deliberate the issue, declare its findings, and take necessary action.

- A two-thirds majority of the Board of Directors is required to remove an elected member for the reasons identified in this section.

- A simple majority vote of the Board, upon recommendation by the President, shall be considered sufficient to remove appointed Board Members from office.

Section 12 – Vacancies and Resignations. In the event of a vacancy occurring in the office of the President, the Vice-President shall serve as the President.

- a. In the event of a vacancy occurring in the office of the President Elect (even as noted in the case above), the Board shall call for a special election to fill the vacancy. The newly elected President Elect will then fill the remaining term of the office and progress to President at the next election.
- b. In the event of a vacancy occurring in the office of Secretary/Treasurer, an Interim Secretary/Treasurer shall, as soon as practical, be appointed by the President and shall serve until such time as a permanent replacement is named and approved by the Board.
- c. In the event of a vacancy occurring in the office of member at large, a Director at large shall be appointed by the president, and shall serve until such time as a permanent replaced is named and approved by the Board.

Section 13 – Board Expenses. No officer or member of the Association shall incur any expenses in the name of the Association without the approval of the Board except that, in the case of emergency, the President is empowered to authorize the expenditure of sufficient funds. Additional

authorization and restrictions may be authorized if approved by the Board or consistent with adopted financial and expense policies.

ARTICLE IV

Duties of the Board Members

Section 1 – Board Members.

a. The President shall:

1. Be the official representative for the Association;
2. Serve as the chairperson of the Board;
3. Preside at meetings of the Association and at meetings of the Board of Directors;
4. Appoint all committees and task forces;
5. Along with the Board of Directors approve the date and place of the annual conference of the Association;
6. Perform such other duties as may be required of the office by action of the members at the annual conference or by policy direction of the ~~full~~ Board of Directors.

b. The Vice President shall:

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 including coordination of committee activities;
3. Perform such other duties as may be required of the office by action of the members at the annual conference or by policy direction of the Full Board.

c. The Past President shall:

1. Assist the President and President Elect in conducting the business and policies of the Association including coordination of committee and task force activities;
2. Disseminate information and solicit input from the membership;
3. As directed by the President conduct regular outreach to California fire agencies, and

4. Perform such other duties as may be required of the office by action of the members at the annual conference or by policy direction of the Full Board.

d. The Secretary/Treasurer shall:

1. In conjunction with the Executive Director, or other designated Board members, provide oversight for the receipt and disbursement of all funds of the Association;
2. Shall assure that all funds of the Association are deposited in financial institutions approved by the Board of Directors;
3. Manage the arrangement of surety bonds for the Executive Director, Secretary/Treasurer and all other applicable staff and Board Members;
4. At the direction of the President, cause to be made an audit of all books and accounts of the Association and present such audit to the Board at their annual meeting;
5. In conjunction with the Executive Director, or other designated Board Member, audit and approve all accounts payable and accounts receivable;
6. Cause to be prepared, financial reports for presentation and review at the Board of Directors meetings;
7. With designated bookkeeper and or finance committee if there is a committee in place, prepare an annual budget for presentation to the Board prior to the start of the fiscal year;
8. Perform such other duties as may be required by policy direction of the Board.

ARTICLE V Meetings

Section 1 –Conference. The Board shall determine the frequency of the Association’s conference or may choose to have no annual conference.

Section 2 – Board. There shall be quarterly Board meetings including an Annual Planning Workshop) to be held in October of each year at a location approved by the Board. The Executive Director shall ensure all agendas and minutes are prepared and posted. Other meetings of the Board as may be deemed necessary by the President or the Board.

Section 3 – Expenses. Reimbursement of expenses for authorized meetings shall be determined by the Board or as identified in adopted policy.

Section 5 – Quorum. A simple majority. A simple majority of the Board shall constitute a quorum for the transaction of business at Board meetings unless otherwise specified in these constitution and by-laws.

ARTICLE VI Amendments

Section 1 - The Board shall have full power to alter, amend or revise this constitution, providing that notice of such alteration, amendment or revision shall have been posted to the Association’s website with notification sent to voting members at least sixty (60) days prior to the vote for approval by a majority of the Board. A two-thirds majority vote of the members entitled to vote,

who respond via an electronic voting process, shall be necessary for the adoption of any such alteration, amendment or revision.

Section 2 - All amendments, alterations or revisions shall take effect immediately upon adoption by the membership unless otherwise provided.

A current version of the Constitution and By-Laws shall be posted on the Association's website and made available to any member upon request within a reasonable timeframe.

BY-LAWS

ARTICLE I

Fiscal Matters, Resolutions and Amendments

Section 1 – Dues. Dues for membership in the Association shall be established for the following:

- a. Active Member (includes retired member)
- b. Associate Member
- e. Business Member

Section 2 – Delinquent dues and refunds.

- a. All dues shall be payable on January 1 of each year and shall be delinquent after December 1 of the same year.
- b. No member in arrears for dues shall be eligible to vote, and after due notice of such arrears, shall be removed from the membership list and from the membership distribution list.
- c. The Executive Director shall keep an accurate accounting of the status of all members and report on such to the Board quarterly and provide a written report annually at the Board of Directors meeting.
- d. Due's payments are not refundable. Memberships are transferable if paid by the member's sponsoring agency.

Section 3 –Conference. Invited speakers, or distinguished visitors, shall be permitted to register for the Conference without payment of registration fee, upon approval of the President.

Section 4 – Amendments. Amendments to these By-Laws:

- a. Can be made by resolution to the Board 45 days prior to the scheduled election and must refer to specific sections and contain exact wording and must be approved by a two-thirds majority vote of the members voting; and
- b. Can be made by a majority vote of the Board of Directors; and
- c. All proposed amendments to the bylaws will be posted on the Association website

Section 5 – Resolution of an Emergency Nature. The requirement in these by-laws for presenting resolutions to the Executive Director forty-five (45) days prior to the conference general membership meeting may be waived for resolutions of an emergency nature, provided the Board of Directors approve the resolution as a valid emergency measure.

Section 6 – Effective Date and Special Election for First Board of Directors under new Constitution and By-laws. These revised and amended Constitution and By-Laws were approved and adopted April 8, 2022 as shown by the minutes of the 100th Annual CSFA Conference. They shall supersede all other Constitution and By-Laws promulgated heretofore, and shall take effect in January, 2023 coincident with the successful completion of a special election to replace the existing Board of Directors. The rules of that election will be governed by these bylaws. Thereafter elections will be held in accordance with this constitution and by-laws.

ARTICLE II

Committees and task forces

Section 1 – Committees and task forces are established by the President and approved by a simple majority vote of the Board. The chairperson(s) and members of said committees shall hold office until replaced or changed by the President who shall make the appointments no later than thirty (30) days after the election of officers.

Section 2 – Each committee or task force chairperson shall be responsible for submitting a report of activities as follows:

- a. at Quarterly Board Meetings – Verbal or Written Report.
- b. Should there be a conference, – Presentation by the respective chairperson at the Conference with a copy of the report submitted to the President at least thirty (30) days prior to the date of the opening of the Conference to be posted to the Association’s website and available to all members.

Section 3 – External Boards, Commissions, Committees, Panels and Task Forces.

Representation on behalf of the Association on Boards, Commissions, Committees, Panels and Task Forces shall be approved by a simple majority vote of the Board. When a vacancy occurs on one of the above, members may submit recommendations, nominations or applications for such to the Executive Director who shall schedule for voting at the next board meeting, or special meeting, if required. Each representative on one of the above shall be responsible for:

- a. Submitting a copy of all meeting agendas to the Executive Director prior to such meetings.
- b. Requesting from the Board, via the Executive Director, clarification or confirmation on subjects that will affect the membership and/or statewide delivery of fire and emergency medical services.
- c. Providing written summary reports of regular and special meetings to the Executive Director for inclusion on Board of Director meeting agendas.

Section 4 – Attendance

Members appointed to Boards, Commission, Committees, Panels or Task Forces shall attend all regular and special meetings of such unless there is a good cause for absence. Notification of an inability to attend a regular or special meeting shall be noted when submitting a copy of the agenda or as soon as practical. A vacancy for these appointed positions shall occur automatically if:

a. The Board, Commission, Committee, Panel or Task Force holds only (1) regular meeting or special meeting during each calendar month, absence from three (3) consecutive regular meetings or his/her absence from four (4) regular or special meetings in any one (1) calendar year;

Or

b. The Board, Commission, Committee, Panel or Task Force holds two (2) or more regular meetings during each calendar month, absence from four (4) consecutive regular or special meetings or absence from six (6) regular or special meetings in any one (1) calendar year.

The Executive Director shall certify the happening of any of the above vacating events to the Board of Directors. The Board of Directors may waive any vacating event for any appointee by a majority vote.

ARTICLE III

Nominations and Elections

Section 1 –Elections.

a. Elections for the offices of President-elect, Secretary/Treasurer and Director at Large will be conducted by electronic ballot distributed by the Executive Director to all active members in good standing at least sixty (60) days preceding the annual election or at a quarterly board meeting. Each active member may then cast one vote for their candidate of choice for President-Elect, Secretary/Treasurer, Member at Large and return the ballot electronically to the Executive Director or in an approved manner to the Association office.

b. In the event only one (1) candidate runs for the office of President-Elect or Secretary/Treasurer or Director at Large in a given election, the President, of Board shall declare an election and the candidate shall take office at the Annual Conference or Regularly scheduled Board Meeting or immediately if by special election.

c. Election results will be certified by the Executive Director and/or members of the Nominations and Elections Committee if there is a committee in place and reported to the candidates and membership.

d. Electronic ballot results, shall be retained at the Association's office for a period of not less than six (6) months following an election, after which time they may be destroyed.

e. Every two (2) years an election shall be held for a President-Elect, Secretary/Treasurer and Director at Large. The election cycle shall be held on evened numbered years.

f. The President shall announce to the membership, at least 180 days in advance of the Annual Conference or designated board meeting, that an election will take place for the offices of President-Elect, Secretary/Treasurer and Director at Large. In that call for election, the President will require that each member wishing to run for any office provide evidence of at least two (2)

year's membership in the Association, along with a letter from the manager, chief, or board of directors of their jurisdiction giving approval for the person to hold office in the Association, if elected.

ARTICLE IV Miscellaneous

Section 1 – Installation of Officers. The installation of officers both elected and appointed shall take place at the Annual Conference or quarterly board meeting with appropriate ceremonies and the officers shall swear to the following oath of office:

“I do solemnly swear that I (insert your name) will, to the best of my ability execute the duties and responsibilities of the office to which I have been selected; as provided by the Constitution and By-Law of the California State Firefighters’ Association, so help me God.”

Should a vacancy occur prior to the end of the full term, the Installation of Officers may take place at any formally recognized meeting of the Board.

Section 2 – Urgent Questions. In the event of an urgent question arising which necessitates an expression of opinion by the membership, and such question is not of sufficient importance to summon an emergency meeting of the Association, the President shall have the authority to have sent via electronic means, to each member entitled to vote, a ballot, and to name a date upon which said ballot shall be returned.

All electronics results shall be preserved until the close of the next Annual Conference general membership meeting in case a recount or validation is required.