



California Fire Chiefs Association
Emergency Management Section
Constitution and By-Laws

Article I. Constitution of This Organization

Section 1.01

This Organization shall be constituted as a section of the California Fire Chiefs Association. The EM Section shall be organized for nonprofit purposes as a 501(c)(6) entity and individual members will not derive profit therefrom. The specific and primary purpose of this organization is to develop and advance the fire service role in all-hazard emergency management. The EM Section desires to actively develop and maintain a collaborative professional working relationship with the California Emergency Services Association (CESA). The California Emergency Services Association (CESA) is a non-profit professional organization dedicated to the promotion of mutual support and cooperation across disciplines.

Section 1.02

The Association may determine the course of any meeting of the EM Section and assign to the EM Section topics for discussion and committee research. A report of findings regarding such assigned research shall then be made to the Association. Unless otherwise directed, a copy of the minutes of the meeting shall be deemed a sufficient report.

Section 1.03

Any program, plan, activity, or other action may be suspended at any time by action of the Board of Directors of the Association. Such suspension shall remain in effect until the next regular meeting of the Association Board, at which time it may be raised, extended, or made permanent by action of the next regular Association Board meeting when such actions are directed by the Board of the Association, the President or designee of the EM Section shall appear and present pertinent information concerning such deliberation. If no action is taken by the Association Board at the next Board meeting, then the EM Section may continue its activity as though the suspension had never been invoked.

Article II. Name of This Organization

This organization shall be known as the California Fire Chiefs Association Emergency Management Section, hereinafter called the "EM Section." The EM Section shall operate under the corporate structure of the California Fire Chiefs Association Emergency, hereinafter called the "Association."

Article III. Mission, Enabling Activities, Organization

Section 3.01 Mission

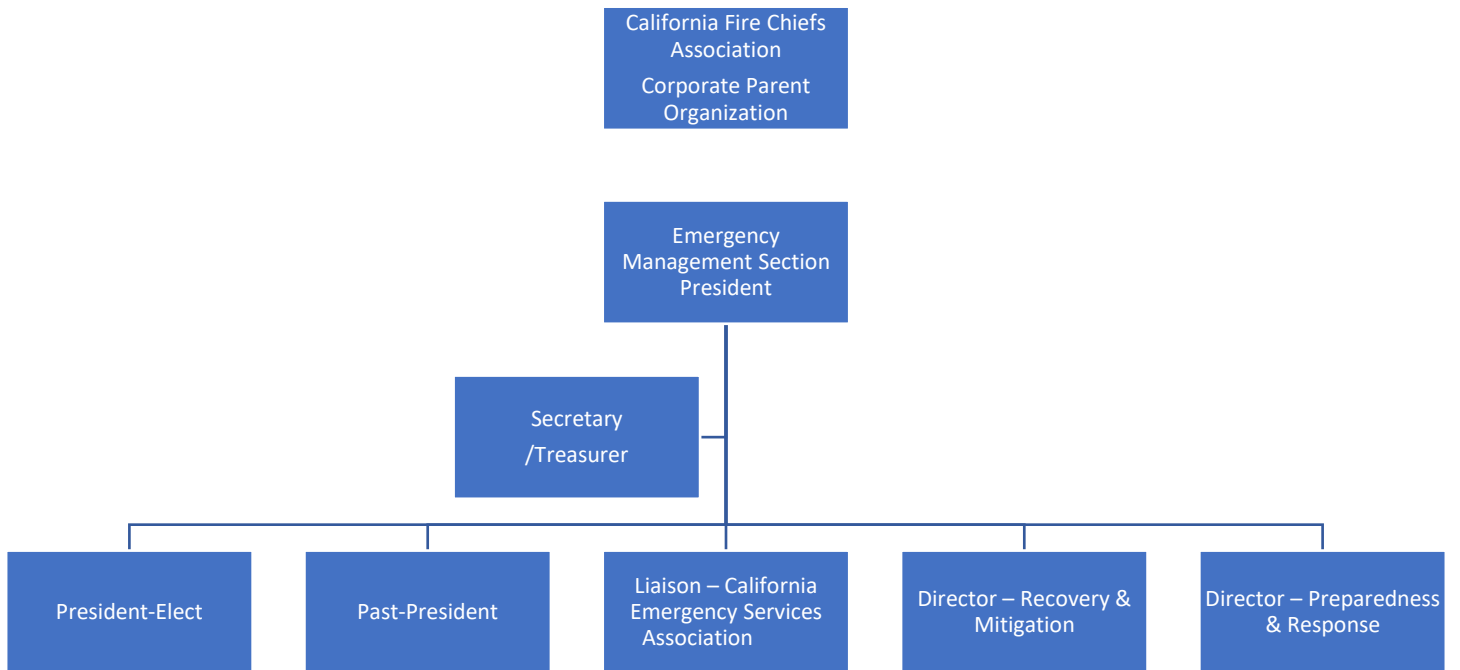
The mission of the EM Section is to develop and advance the fire service role in all-hazard emergency management.

Section 3.02 Enabling Activities

- (a) Provide a conduit for learning and information sharing between members of the Fire Service and the Emergency Management Professions.
- (b) Develop and maintain close working relationships with emergency management professionals supportive of the EM Section mission.
- (c) Develop and maintain the reputation as a responsive subject matter expert (SME) organization for legislative bodies.
- (d) Develop and maintain a recognition of the transferable knowledge, skills, abilities, and experience of local government attained through decades of all-hazard emergency response and complex wildfire management.
- (e) Annual Reporting to the Association
 - (i) The EM Section will provide an annual report 60-days prior to the annual Association Planning Meeting in January. The annual report will contain these elements from the EM Section as required in the Association Constitution and By-Laws:
 - 1) Goals, objectives, accomplishments, and challenges of the EM Section.
 - 2) A list of all board members and contact information.
 - 3) Membership numbers by membership type.
 - 4) Financials, summary report of revenues and expenditures.

Section 3.03 Organization

(a) Organization Chart



(b) Functional and Geographic Span of Control

- (i) The EM Section will evaluate adjustments to this organization based on geographic and functional needs in support of the mission.

Article IV. CalChiefs Membership

Section 4.01 The EM Section is Subordinate to the California Fire Chiefs Association Constitution and By-Laws

- (a) Per Article II Membership, Section 3, “...Sections shall operate under the corporate structure of the Association. Each Section shall establish a constitution and by-laws which shall be submitted and approved by the Executive Board and must be consistent with the constitution and by-laws of the Association.”
- (b) Per Article II Membership, Section 4 (h), “...With the exception of the President of each recognized Section, or the President/Division Director of the North and South Division of each Section, if established, all active/regular members of each recognized Section shall be members of the Association and entitled to the privileges and benefits provided by the Association, except that they shall not be entitled to vote or hold office on the Association’s Board of Directors.

Article V. EM Section Membership Description

Section 5.01 The rate for each membership type shall be established by the EM Section annually and prior to the CalChiefs annual planning meeting and be posted on the EM Section website.

- (a) Full membership dues shall be due on July 1 of each year, and delinquent on October 1 of the same year
- (b) Membership rates in the EM section are:
- (c) Active membership (single) = \$60/year
 - (i) *Additional organization memberships = \$30/year*
- (d) Associate membership (single) = \$80/year
 - (i) *Additional organization memberships = \$40/year*
- (e) Associate membership -CESA (single) = \$0/year
 - (i) *Additional organization memberships = \$0/year*
- (f) Sustaining membership (single) = \$80/year
 - (i) Additional organization memberships = \$40/year

Dues for new memberships after February 1 of each year shall be 50% of the respective fee, or \$5.00/month for the remaining months, whichever is less.

Section 5.02 In support of Article I, Section 1.01 of this constitution and by-laws:

- (a) The annual EM Section Board action to pay the CESA membership fee to CalChiefs is contingent upon financial ability as determined by the Board, or lack of active participation as determined by the Board.
- (b)

Section 5.03 EM Section Membership Types

(a) Active Membership

- (i) Membership in this organization shall be limited to persons having a professional nexus to emergency management in California and shall fall into one of the following categories:
 - a) Any full-time chief officer, company officer, in a paid or volunteer public, tribal, or military fire organization.
 - b) Any designated representative in a paid or volunteer public, tribal, or military fire organization.
 - c) Each member organization shall be entitled to have only one active member. That member shall carry voting authority for said organization.

(b) Associate Membership

- (i) This may be granted upon review and approval of the Board, with payment of regular dues, to any person interested, and in accord with the aims and purposes of the EM Section. This membership type shall be non-voting.

(c) Associate Membership - CESA

- (i) Associate Members – CESA shall be considered voting members.
- (ii) The EM Section Board may elect to transfer funds from its account, annually, to pay the Non-profit membership fee amount for CESA to CalChiefs providing:
 - 1) CalChiefs continues to recognize CESA as a Non-Profit Member.
 - 2) The EM Section has the fiscal resources to do so in the Board's determination.
 - 3) The EM Section believes there is sufficient participation from CESA.
- (iii) The EM Section may exempt members, annually, from EM Section membership fees for individuals that are current CESA members in good standing with that organization as determined by the current CESA membership list.

(d) Sustaining Membership (Vendors)

- (i) Sustaining memberships may be granted upon review and approval of the Board, with payment of regular dues (or as part of a sponsorship agreement), to any interested vendor or business, and in accordance with the aims and purposes of the EM Section. This membership type shall be non-voting.

Article VI. Officers

Section 6.01 Eligibility

- (a) Any active or associate member, who is a member in good standing, shall be eligible to hold office.

Section 6.02 Officers

(a) Elected Officers

- (i) The Elected Officers of the EM Section shall be the President and President-Elect, each serving in 2-year term cycles.

(b) Appointed Officers

- (i) The Appointed Officers of the EM Section shall be the Secretary-Treasurer, CESA Liaison, Director of Recovery & Mitigation, and Director of Preparedness and Response, each serving 3-year terms cycles.

(c) Board of Directors

- (i) President
- (ii) President-Elect
- (iii) CESA Liaison
- (iv) Secretary-Treasurer
- (v) Director of Recovery & Mitigation
- (vi) Director of Preparedness & Response

Section 6.03 Officer Progression

- (a) The President-elect, if in good standing, shall progress as the EM Section President at the conclusion of sitting President's term.

Section 6.04 Removal of Officers

- (a) Removal: Any officer may be removed from office for the following reason:
 - (i) A change in their job, which results in their ineligibility for being the designated representative of an Active or Associate Member agency; or
 - (ii) No longer fulfilling the roles and responsibilities of their position outlined in these Bylaws.

Section 6.05 Vacancies and Resignations

- (a) Resignation: Any officer may voluntarily resign by submitting a written resignation to the EM Section Board of Directors.

Section 6.06 Board Expenses

- (a) Reimbursement of travel, lodging, meal, and registration fees incurred by Board members for the execution of duties directly in support of the EM Section mission may be considered for reimbursement by the Board at its next regularly scheduled meeting.
- (b) Reimbursement shall not exceed 120% the GSA California Per Diem rates.

Article VII. Duties of Board Members

Section 7.01

- (a) President
 - (i) The President shall, with consideration of the CalChiefs mission, provide strategic direction for the EM Section.
 - (ii) The President is responsible for determining meeting frequency, agenda content, and meeting facilitation.
 - (iii) The President will work with the Board to assign tasks and responsibilities to meet the EM Section mission.
 - (iv) The President will provide information, support, and guidance to the Secretary/Treasurer.
 - (v) The President will keep the President-Elect sufficiently informed so that they may represent the President during their term, and to prepare them for the role of President.
 - (vi) The President will be responsible for any reports due to the CalChiefs Board or Executive Board.
 - (vii) The President will work with the Secretary/Treasurer and WFCA to manage website content on a quarterly basis.
 - (viii) The President shall be the signatory for EM Section financial accounts if the Association no longer manages the EM Section financial accounts.
- (b) President-Elect
 - (i) The President-Elect shall support the President in the proper execution of those duties.
 - (ii) The President-Elect will represent the President in their absence.

- (iii) The President-Elect will be sufficiently engaged and familiar with EM Section activities to progress into the Presidency at the end of their term.
 - (iv) The President-Elect will work with the Secretary/Treasurer to provide a financial report at each EM Section meeting.
 - (v) The President-Elect will review and report on bylaws for updates, additions, or deletions.
 - (vi) The President-Elect will develop recruitment, nomination, and selection procedures for EM Section open positions.
- (c) **CESA Liaison**
- (i) The CESA Liaison will provide mutual situational awareness between the EM Section and CESA on matters of emergency management to support a healthy, mutually supportive, and synergistic relationship between the EM Section and CESA.
 - (ii) The CESA Liaison shall serve as a working member of the EM Section.
 - (iii) The CESA Liaison will be the primary person responsible to coordinate any meetings between CESA and the EM Section.
 - (iv) The CESA Liaison, or their designee, will coordinate legislative review and meetings between CESA and the EM Section.
 - (v) The CESA Liaison, or their designee, will provide data as needed for the annual EM Section Report.
- (d) **Secretary/Treasurer**
- (i) The Secretary/Treasurer will provide administrative support to the President and President-Elect, to specifically include:
 - 1) Organization and scheduling of EM Section meetings
 - 2) Distribution of agendas and EM Section correspondence
 - 3) Support for the annual EM Section meeting at the CalChiefs conference
 - 4) The Secretary/Treasurer will work with the CalChiefs Executive Officer as needed to ensure proper accounting of the revenues and expenses of the EM Section
- (e) **Director of Recovery & Mitigation (DRM)**
- (i) The DRM shall be the primary point of contact for EM Section work (tasks/functions) related to the Recovery and Mitigation phases of emergency management.
 - (ii) The DRM will work with the Secretary/Treasurer to maintain an accurate membership list for the EM Section.
 - (iii) The DRM may request individual Directors for Recovery and Mitigation as workload justifies.
 - (iv) The DRM will recommend goals and objectives for their area.
 - (v) The DRM will maintain active communication with members.
 - (vi) The DRM will provide data as needed for the EM Section Annual report.
- (f) **Director of Preparedness & Response (DPR)**
- (i) The DPR shall be the primary point of contact for EM Section work related to the Preparedness and Response phases of emergency management.
 - (ii) The DPR will work with the Secretary/Treasurer and website sponsors to ensure sponsorship deliverables are met, maintained, and forward new content to the President for review and approval to post.
 - (iii) The DPR may request individual Directors for Preparedness and Response as workload justifies.
 - (iv) The DPR will recommend goals and objectives for their area.
 - (v) The DPR will maintain active communication with members.
 - (vi) The DPR will provide data as needed for the EM Section Annual report.

Meetings

Section 7.02 Frequency Based on Member Type

- (a) The EM Section Board: The EM Section Board shall meet on the first Thursday of every odd month.
- (b) The EM Section at large shall meet three times per year, dates to be provided at the beginning of each calendar year, one of which will be the annual meeting held during the annual CalChiefs conference.

Article VIII. Committees

Section 8.01 The President may request volunteers to sit on a committee established for a single purpose. The duties of the committee will be consistent with the purpose for which the committee was formed.

Article IX. Amendments

Section 9.01 Process

- (a) These Bylaws may be amended by the Active Members with a simple majority vote of votes submitted, provided that notice of the proposed amendment has been distributed to Active Members at least thirty (30) days prior to the vote.