



Constitution.....2

Article I – Title, Mission and Objectives.....2

Article II - Membership .....2

Article III – Officers and their Election.....3

Article IV – Board of Trustees and their Election.....4

Article V – Board of Trustee Qualifications .....5

Article VI – Duties of the Board of Trustees.....5

Article VII – Meetings.....6

Article VIII – Not Used .....6

Article IX – Funds and Fiscal Period .....6

Article X – Appendicies .....7

Article XI – Amendments.....7

WSFFA Bylaws .....8

Annual Meeting .....8

Rules of Order.....8

Appendix A .....9

Appendix B .....9

Revisions.....10



## Constitution

### Article I – Title, Mission and Objectives

#### Section 1.1

This organization shall be known as the Washington State Fire Fighters' Association, Incorporated.

#### Section 1.2

The mission of the Washington State Fire Fighters' Association is “To provide information, education, benefits and representation to the volunteer fire service of the State of Washington in order to enhance their capabilities and professionalism,”

#### Section 1.3

The objective of this Association shall be:

1. The promotion of fire prevention, life safety and first responder benefits by legislation and the education of firefighters, policymakers and the general public;
2. The advancement of fire suppression and EMS services through education and training;
3. Promotion and advancement of the volunteer services and the fire service;
4. Cultivation of closer partnerships between the branches of the fire service and like agencies throughout the State of Washington;
5. Sponsorship of periodic events and outreach to accomplish the mission and objectives of this Association.

### Article II - Membership

#### Section 2.1

The active membership of this Association shall include all members in good standing in all volunteer, part paid, and paid fire departments in the State of Washington, provided that the fire department has paid the annual dues. Active membership shall include all individual firefighters in the State of Washington, provided they have paid the annual dues.

#### Section 2.2

Life members shall include the individual charter members and past presidents of the Washington State Fire Fighters' Association.

#### Section 2.3

Associate members shall include the State Fire Marshal and his duly appointed assistants, fire district commissioners, fire chiefs, fire apparatus companies, or the Association may elect similar



agencies, and such other individuals interested in the Association, volunteerism, fire prevention or fire suppression as. The Board of Trustees must approve all applications.

## **Section 2.4**

Special membership shall include spouses of active members and such other persons as may be approved by the Board of Trustees.

## **Section 2.5**

Honorary Life Membership may be granted to any person who has performed an outstanding public service. Honorary Life Membership shall be awarded to such persons provided that there is a two-thirds majority favorable vote by the Board of Trustees.

## **Section 2.6**

Associate, Honorary Life, and Special Memberships carry all the privileges of active membership *except* the right to vote, hold office, or the right to speak from the floor except by approval from the presiding officer.

## **Article III – Officers and their Election**

### **Section 3.1**

The officers of this Association shall consist of a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer. Up to twelve, but no fewer than five trustees shall be elected as provided by the Bylaws.

### **Section 3.2**

All officers shall be elected at the Annual Conference and shall commence their official duties at the close of the Conference.

### **Section 3.3**

The Board of Trustees including the newly elected Trustees, shall elect a President, 1<sup>st</sup> Vice President and a 2<sup>nd</sup> Vice President.

### **Section 3.4**

The newly elected President shall appoint a Secretary and a Treasurer, who need not be Trustees. The Secretary and Treasurer shall be voting members of the Board of Trustees only when they are duly elected Trustees. A report of this meeting shall be made to the members of the Association before the close of the Conference.

### **Section 3.5**

In case of a vacancy in the office of President, the 1<sup>st</sup> Vice President shall succeed to the office.



## **Section 3.6**

In case of a vacancy in the office of 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President, Secretary, or Treasurer, the vacancy shall be filled by vote of the members of the Board of Trustees.

## **Section 3.7**

Not used.

## **Section 3.8**

In case of a vacancy in the office of Trustee, efforts shall be made to fill the position by an individual representing the same geographical region as the vacating trustee and voted on by the Board of Trustees to complete the remaining portion of the term.

## **Article IV – Board of Trustees and their Election**

### **Section 4.1**

The Board of Trustees shall consist of a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and up to nine other elected Trustees including the immediate Past President, if any.

### **Section 4.2**

The immediate Past President shall also remain as a voting member of the Board of Trustees.

### **Section 4.3**

Each Trustee shall be an active member of the Association or a Life Member and shall be elected for a period of three (3) years to succeed those whose terms shall expire.

### **Section 4.4**

All nominations must be submitted electronically to the Secretary not later than 60 calendar days prior to the opening of the annual conference. Any completed application submitted to the Nominating Committee 60-days prior to the first day of conference, shall be placed on the ballot. Current board members running for re-election, shall submit a letter from their Fire Chief, supporting their position on the board 60-days prior to the opening day of conference. The 1<sup>st</sup> Vice President, or in his absence, the President's designee shall become the chairperson of the Nominating Committee for the coming year. The chairperson of the Nominating Committee shall introduce and have the nominees presented to the assembly. At the business meeting when elections are scheduled, each nominee may present a three-minute summary on 1) Experience, 2) Reasons for seeking a Trustee position, 3) How they will contribute to the mission of the organization.



## **Section 4.5**

The President shall, on the first day of the Annual Conference, appoint an Election Committee consisting of at least three members, whose duties shall be to arrange and conduct an election for the open positions of the Board of Trustees by the voting membership. This election shall be completed at the last scheduled business meeting of the Annual Conference. At the completion of the election, the Election committee shall tabulate the ballots and report the outcome to the President.

## **Section 4.6**

Procedures for the election of the Board of Trustees shall be reviewed on a yearly basis by the Nominations Committee and the Elections Committee.

## **Article V – Board of Trustee Qualifications**

Individuals seeking a Trustees position shall have met the minimum required qualifications at the time of the completed electronically submitted application;

1. Be an active member of the association.
2. Be a member in good standing of a member department.
3. Be a Life member
4. Has successfully completed five years' of satisfactory experience in the fire service.
5. Has a letter of support and recommendation from the Chief of a member department.
6. Has the time available to perform duties.

## **Article VI – Duties of the Board of Trustees**

### **Section 6.1**

The Board of Trustees shall meet at the call of the President or upon the petition of any four Trustees of the Association and shall conduct all business of the Association during the interim between annual meetings, submitting a report of its activities to the Association for approval at the Annual Conference.

### **Section 6.2**

Not in use.



## **Section 6.3**

The Board of Trustees shall provide upon written request, the minutes of the Association's annual and board meetings.

## **Section 6.4**

The Board of Trustees shall have full power to make all necessary arrangements, and set the registration fees to be collected for the Annual Conference. All moneys collected for the Association shall be paid to the Association Treasurer.

## **Section 6.5**

Not used.

## **Section 6.6**

Any Board of Trustee member failing to attend 3 of the meetings of the Board of Trustees during the year without an acceptable excuse as decided by the Board of Trustees shall be disqualified and the balance of the term of such Trustee shall be filled as provided by Article III.

## **Article VII – Meetings**

### **Section 7.1**

The annual meeting of this Association shall be held at a time and place designated by the Board of Trustees.

### **Section 7.2**

Delegates at the Annual Conference Business meeting shall consist of all active and life members who attend the Conference. Dues paid as provided by [Article II, Section 2.1](#), entitle all active members as well as life members all rights and privileges of the Association.

### **Section 7.3**

Delegates at the Annual Conference Business meeting shall be entitled to no more than one vote per delegate. All votes cast must be by the duly registered delegate in person.

## **Article VIII – Not used**

## **Article IX – Funds and Fiscal Period**

### **Section 9.1**

There are hereby created the following funds for carrying out the functions of this Association:



1. The General Fund, to which all sums not otherwise allocated shall be credited;
2. The Legislative Fund, to which is allocated up to 15% from the annual dues of active Individual and Associate members.
3. The Benevolent Fund, to which all funds can be used for members, their families, and others in need as determined by the Board of Trustees.

## **Section 9.2**

The Fiscal Year for this Association shall run from January 1 through December 31 each year.

## **Article X – Appendices**

### **Section 10.1**

Any appendices attached to this Constitution or Bylaws shall be subject to change by action of the Board of Trustees.

## **Article XI – Amendments**

### **Section 11.1**

The Board of Trustees may vote to amend the Bylaws at any regular or special business meeting prior to which proper notice was given. Any voting member may submit bylaw changes to the Board of Trustees for consideration. All proposed changes to the Constitution or Bylaws, shall be posted for a minimum 45-days prior to any action by the board. Any voting member may comment to the Board of Directors in writing to the Secretary of the association. All comments will be considered up to 15-Days prior to voting.

End WSFFA Constitution



## WSFFA Bylaws

1. All fire departments, regional firefighter associations and or active firefighters in the State of Washington shall be eligible for membership in this Association.
2. All fire departments, regional firefighter associations and/or active firefighters in the State of Washington desiring to become members of this Association shall make application online at [www.wsffa.org](http://www.wsffa.org) and specify the name of the department, regional, or individual name, city or fire district as applicable
3. Honorary Life members shall be added to the rolls of this Association as provided in [Article II, Section 2.5](#) of this Constitution by recommendation of any department, regional association or delegate and action taken shall be by motion and voted on by the Board of Trustees.
4. The members of the Board of Trustees, when performing actual service for the Association, shall receive reimbursement for actual expenses incurred for such service, subject to the approval of the Board.
5. The Treasurer of the Association shall give bond in the sum of not less than \$10,000 each to be approved by the Board of Trustees condition to faithfully perform their duties and to account for funds of the Association coming into their hands. Premium of said bond shall be paid by the Association.
6. Money in each of the working funds named in [Article IX](#) may be invested as considered appropriate by the Treasurer upon approval of the Board of Trustees.

## Annual Meeting

1. Call to order
2. Roll call of officers
3. Reading minutes/Approval of minutes
4. Treasurer's report
5. Committee reports
6. Election of Trustees
7. Unfinished business
8. Conference reports
9. New business
10. Good of the order
11. Adjournment

## Rules of Order

1. The current edition of Robert's Rules of Order Newly Revised shall govern this Association in the conduct of its business, unless otherwise modified by the Constitution and Bylaws.



2. Every person, before speaking on any question, may address the presiding officer by giving their name and the department to which they belong.
3. Where two persons rise at once, the presiding officer shall name the one to speak first, giving preference to the person speaking for the first time on the question.
4. No delegate shall interrupt another in their remarks except to call to a point of order.
5. A motion shall not be opened for discussion until it has been properly seconded and stated from the presiding officer.
6. Voting shall be by voice, but any member may require a roll call of the delegates.

## Appendix A

The following shall be the annual dues or fees assessed for members of this Association unless otherwise noted:

- 1) Active fire departments and fire protection districts:
  - a) Under 5000 population .....\$90.00
  - b) 5000 and less than 25,000 population .....\$110.00
  - c) 25,000 population and over .....\$165.00
- 2) Individual active – 1 year.....\$25.00
- 3) Individual active – 2 year.....\$40.00
- 4) Regional firefighter association .....65.00
- 5) Associate / Vendor member .....\$100.00
- 6) Lifetime membership – 1 time assessment .....250.00

## Appendix B

Committees shall consist of, but not be limited to the following:

1. Internal Policies & Procedures	2. Marketing
3. Scholarships & Awards	4. Strategic Planning
5. Conference & Fire School	6. Financial
7. Legislative	8. Benevolent Fund
9. Nominating	10. Executive
11.	12.



## Revisions

Date	Revision	Approved
1988, 1990, 1993, 1994, 1996	Unnoted Amendments	
July 1997	Article XI, Section 1.0	
July 1999	Bylaw Article III, Section 3.1	3/28/2001
July 1999	Bylaw Article V, Section 5.1	3/28/2001
Undated	Increase Membership Dues	6/5/2002
Undated	Change Secretary and Treasurer to Secretary/Treasurer This is the same action noted below dated 1/19/08	July 2001
Undated	Remove Widows and Orphans July 2000 from Bylaws	6/5/2002
October 2, 2999	Appendix A	
March 28, 2001	Appendix A	
December 2007	Changed Secretary/Treasurer to Secretary and Treasurer This is the same action noted above dated July 01	01/ 19/2008
June 5, 2002	Unnoted revision Appears that this is when we added 2nd VP	
April 2008	Updated committees	4/12/2008



Updated as of 7/14 tjn.	Revise Table of Contents. Revise Sections 1.3, 2.3, 2.5, 2.6, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 4.1, 4.4, 4.5, 4.6, 6.2, 6.3, 6.4, 6.5, 7.2, 7.3, 10.1, Add New Section 1.2, Mission. Renummer Section 1.2 to Section 1.3. Add Section 3.7, Article V Trustee Qualifications. Add 9.1.3 Benevolent Fund. Bylaw Revisions, Section #2-5. Annual meeting #3. Rules of Order Section #2 and #5. Appendix A, Annual Dues or Fees. Appendix B, Updated Committees.	TBD
-------------------------	---	-----