

## ARTICLE III - MEMBERSHIP

Section 1. "Good Standing" is defined as being in compliance with dues and assessments.

1. The Membership in this association shall be comprised of three classes, namely:
  - a. Regular - This shall be limited to current or former employees or contractors of any public organization in Contra Costa County that provides Fire, EMS, Police or Mental Health services or other affiliated organizations.. Members of affiliated organizations will be considered as regular members.
    - i. Retirees
    - ii. Mental Health Providers
    - iii. Chaplains
  - b. Associate - This may be granted upon approval of the Membership, to any purposes of the Association.
  - c. Life – This Shall be granted to all members who have been a member for at least five (5) years, upon receiving notice of their retirement.

Section 2. Voting

- a. Voting – The right to vote, submit or second motions, and to hold office shall be confined to those holding regular membership in good standing.
- b. Voting by Proxy – In the event that any member qualified to vote is unable to attend a meeting, they may designate a proxy in writing on department letterhead signed by the member or his/her supervisor.

Section 3. Soliciting of Funds – No member of this association shall solicit funds for the Association without the consent of the Executive Board.

Section 4. Assessments

- a. The Executive Board may impose special assessments.

## ARTICLE IV - OFFICERS

Section 1. Officers defined – The Officers of the Association shall be President (Program Coordinator), Vice President (Alternate Program Coordinator) and Secretary/Treasurer (Alternate Program Coordinator).

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 shall be eligible to hold office.
- b. Election of Officers for the ensuing two years shall be made at the December meeting in even years.

Section 3. Officer Progression – It is the intent that all Officers be advanced progressively each term. The elected Officers of the Association shall be permitted to serve two terms in each of the positions to which they are elected, unless approved by the Executive Board and ratified by the Membership.

Section 4. Duties of President (Program Coordinator)

- a. It is the duty of the President to preside at all meetings of this association and the Executive Board.
- b. They are to appoint all committees not otherwise provided for or authorized by the membership.
- c. They are to perform other duties, as may be required.
- d. They or their appointed representative shall attend all regular meetings of the Contra Costa County Fire Chief's Association.

Section 5. Duties of Vice President (Alternate Program Coordinator)

- a. It is the duty of the Vice President to perform the duties of the President, in his/her absence.
- b. In the event the office of President becomes vacant, the Vice President will automatically become President for the remainder of the term.
- c. The Vice President is the Chairman of the Peer Review Committee, responsible for program coordination.

Section 6. Duties of the Secretary/Treasurer

- a. It is the duty of the Secretary/Treasurer to preside at meetings, in the event of the absence of the President and Vice President.
- b. They will keep true and faithful accounts of the meeting minutes.
- c. **They** shall receive donations and other money on behalf of the Association and sign all disbursements as authorized by the Membership.
- d. **They** will preserve all records, reports and official documents of the Association, except those specifically assigned to the custody of others.
- e. **They** shall retain a membership list.

f. **They** shall notify each member of scheduled meetings.

g. **They** shall conduct the official correspondence as directed.

h. **They** shall perform other duties as directed.