- - CONSTITUTION - -
of the
MARIN COUNTY ASSOCIATION OF FIRE DEPARTMENTS

ARTICLE I

Section 1. This organization shall be known as the Marin County Association of Fire Departments.

Section 2. Purpose: This Association shall be formed of the various Fire Departments, Fire Clubs or other fire fighting organizations, units or associations within the County of Marin for the purpose of friendly co-operation, bettering of fire fighting conditions, improvement and standardization of fire fighting apparatus and equipments, mains, hydrants, etc., and for the protection and preservation of life and property against fire within our County and for the mutual benefit of all fire fighting organizations and members thereof within the County of Marin.

Section 3. The Marin County Association of Fire Departments shall be an organization of fire departments and firemen, whether paid or volunteer, in which all members and men shall be considered equal, and it shall be non-political and non-sectarian in its purpose, and it shall be the sworn duty of each member of the Association and each and every officer thereof to maintain such purpose.

Section 4. When and wherever used or referred to throughout these laws, the term "Member, Active Member, Voting Member or Membership" shall apply to any Fire Department, Association or Club upon whom this Association shall confer such Active Membership, each such Department, Association or Club constituting one Active Member of this Association with a power of one vote. The term Associate, Inactive or Honorary Members or Membership shall apply to those persons, firms, associations or clubs upon whom such Memberships have been conferred by this Association.

ARTICLE II

Section 1. The membership of this Association shall consist of Active Members, Inactive Members, Associate Members and Honorary Members. The roster of Active Members shall be limited to that number of organizations throughout Marin County actively engaged in the business of fighting fires or which are organized for the purpose of fighting or guarding against fires. Inactive Members, Associate Members or Honorary Members shall be unlimited, except as hereinafter provided.

Section 2. An Active Membership in this Association shall consist of any Fire Department, within the County of Marin, whether paid or volunteer, Fire Association or Fire Club, which organization shall have the power of one vote in the Association, irrespective of the membership of that particular department, Association or Club. There shall be only one Active Member from each City, Township, Community or Fire District in Marin County, except as otherwise permitted by a vote of the Association.

ARTICLE II (ConT'd)

Section 3. Any organization within the limits of the County of Marin who are banded together for the purpose of guarding against and for fighting fires and which is composed of men of good moral standing in their respective communities and which organization is recognized in that Community, City or Fire District as the Fire Department or the fire fighting organization of that Community, City or Fire District may apply for Active Membership in this Association.

Section 4. Any or all applications for active membership in the Association must be made in writing by the applicant, and such application shall state the name of the organization, the location of its headquarters, the nember of members in good standing and the names and addresses of such officers of that organization.

Section 5. All applications for membership in the Association shall be read at a regular meeting of the Association and shall thereupon be referredto each Active Member of the Association whose duty it shall be to consider same and notify the Association at its next regular meeting, either by formal communication or by the vote of the delegation present at such regular meeting, stating their desire to elect or reject such applicamt.

Section 6. Upon receiving such votes from the Active Members the same shall be tallied and the results recorded. Should there appear less than three rejecting ballots, the applicant shall be declared elected; if three or more rejecting ballots shall appear, the applicant shall be declared rejected - the application shall be returned and the applicant so notified of the action of the Association. In case the applicant be rejected, no new application from such rejected applicant shall be entertained for the period of one year from the date of such rejection.

Section 7. No candidate or representative of such candidate shall be present in the meeting room when a vote is taken on his admission into the Association.

Section 8. All members one year in arrears shall be suspended after due notification has been forwarded by registered mail, return receipt requested. Members two years in arrears, having been duly notified, shall be dismissed from the Association and no reinstatement of such dismissed member shall be considered for a period of one year from the date of such dismissal. Ex-members shall thereupon re-enter as new members.

ARTICLE III

Section 1. The officers of the Association shall consist of: President, First Vice President, Second Vice President, Secretary, Treasurer, Property Clerk and Sergeant-at-Arms. They shall constitute the Board of Officers and shall hold office for one year, or until their successors are elected and qualified.

Section 2. To be eligible to hold office in the Association it shall be necessary that such candidate for office shall have been and shall be an active member in good standing for at least one year prior to such candidacy in one of the active

member organizations holding an active membership in the Association. No Inactive, Associate or Honorary Member of this Association shall hold office in this Association.

Section 3. Nominations for all officers and offices shall be made on the regular meeting night in December and again in January and shall close after all nominations have been made in the January meeting. Elections and installations of officers shall be made on the regular meeting night in February. All elections shall be by ballot.

Section 4. No nominations for any office shall be made on the night of election unless all nominees for that office shall be withdrawn or disqualified. Votes polled for members not duly nominated shall be cancelled.

Section 5. When nominations are made, every member so desiring shall be allowed to speak before nominations are closed.

Section 6. At any election for any office or offices the presiding officer of the meeting shall act as Judge and shall appoint two members as Tellers.

Section 7. In case there are more than two candidates for the same office, neither of whom has received a majority vote of all votes cast for that office, the candidate who has received the lowest number of votes shall be withdrawn, continuing in like manner until an election is held, the candidate being elected having received a majority of all votes cast for that office.

Section 8. Any Officer who has been duly elected and notified thereof, failing to present himself for installation at the next regular meeting, unless prevented by sickness or otner unavoidable occurrence, the office to which he has been elected may be declared vacant by the presiding office and another election ordered forthwith to fill the vacancy.

Section 9. Any President, First Vice President, Second Vice President, Secretary, Treasurer, Property Clerk or Sergeant-at-Arms having been duly elected and qualified, may upon specific charges being preferred in writing by any Active Member, be removed from such office by a two-thirds of the Active Members of the Association. Such charges must be made at one regular meeting of the Association, whereupon each Active Member shall be notified of such charges, final action to be taken at the following regular meeting of the Association. Upon presentation of such charges, the chairman of that meeting shall appoint a committee of three, to be selected from three Active Members other than that Organization to which such charged Officer shall be a member, whose duty it shall be to investigate such charges, making a full and complete report of their findings at the following meeting, such findings and report to be read before such final vote shall be taken upon the charges preferred.

Section 10. In the event of the removal from office of any officer of the Association as provided in Article III, Section 9, the chairman of the meeting at which such final vote of removal is taken shall call a special election of the Association to fill such vacancy for the unexpired term of such deposed officer. Nominations shall be made at the meeting of removal; election and installation shall be at the next regular meeting of the Association. The chairman of the meeting of removal shall then

Section 10. (Cont'd) fill the office by appointing an officer pro tem pending the outcome of such special election.

Section 11. There shall be a Board of Directors who shall also act as a finance committee, which shall consist of one member from each Active Member of the Association, such member being elected by the respective organization to act on the Board of Directors, together with the President and the Secretary of the Association. There shall be one member appointed from the entire Inactive Membership, one member from the entire Associate Membership, and one member from the entire Honorary Membership, which said appointed members shall be members of the Board of Directors. The chairman of the Board of Directors and such other officers of that Board shall be elected by the members of that Board to hold office for one year from the date of such election or until their successors are elected and qualified.

ARTICLE IV

Section 1. It shall be the duty of the Active Members to guard against and combat each and every type of fire in their respective Communities, Cities or Fire Districts and actively and efficiently perform the duties of an active fire fighting organization. They shall co-operate with each and every Active Member Organization of the Association, and particularly with those members immediately adjoining their City, Community or Fire District, aiding and assisting them when called upon to do so for the purpose of extinguishing any or all fires of a general nature which may become a menace to their districts and to the entire County. It shall be the duty of each Active Member when confronted by a fire which he is unable to combat successfully to call upon the adjoining members for such assistance as he may need to properly control such fire, thereby preventing same from becoming a menace to the entire County or any section thereof. Active Members shall hold regular fire drills and where possible shall hold drills with adjoining members to properly train the firemen in the work of joint combat and co-operation with the assisting department. Active Members shall, upon entering the territory of any brother member for the purpose of aiding in the combat of flames, report at once to the senior officer in charge of such conflagration and having done so to subject themselves to the authority of said officer in charge.

Section 2. It shall be the duty of each Actige Member to work out a program of standardization of hydrants, noses, equipments, etc., insofar as is possible to conform to a standard as set for the entire County. It shall be his duty to properly equip himself and his apparatus with the necessary attachments and hookups to properly enable his adjoining department to attach their apparatus to his hydrant, hose and other equipments so that said assisting departments may efficiently aid and assist in the extinguishing of said menacing flames.

Section 3. It shall be the duty of each Active Member to seriously consider such problems or suggestions as may be placed before him by the County Association which suggestions or problems shall be for the betterment of fire fighting conditions throughout the County of Marin and which shall be deemed beneficial to all members.

Section 4. It shall be the duty of Active Members to properly instruct their delegates to the meetings of the County Association that they may fully and intelligently advise the Association as to the wishes and opinion of the member whom they represent on questions of importance.

ARTICLE IV-A

Section 1. Inactive Members shall be those organizations, clubs, associations, corporations, Boards of City Trustees, Boards of Fire Commissioners, or any person or persons who shall be deemed worthy of such membership and so elected by the vote of the Association.

Section 2. Associate Members shall consist of those Clubs, Associations, Organizations, Corporations, Boards of City Trustees, Boards of Fire Commissioners, or members thereof, or any person or persons who shall be deemed worthy of such membership and so elected by a vote of the Association.

Section 3. Inactive Members and Associate Members shall make application for membership in the manner set forth for Active Members which application shall be read at one regular meeting, notice of same be forwarded to all members, and ballot be taken at the next regular meeting of the Association.

Section 4. In balloting on the application for Inactive or Associate Membership, should there appear less than five rejecting ballots, the candidate shall stand elected; should more than five rejecting ballots appear, the candidate shall be deemed rejected, in which case he shall be notified and his application be returned. No application from such rejected applicant shall be considered for a period of one year from the date of said ballot of rejection.

Section 5. Inactive and Associate Members shall enjoy all the privileges of other members of the Association excepting that they shall have no vote in matters of vital importance to the Association or to any Active Member thereof, excepting as provided in Article III, Section 11, through one member of the Board of Directors of the Association selected from each of the Inactive Membership and the Associate Membership.

ARTICLE IV-B

Section 1. Honorary Members shall consist of any person, persons, or organizations who shall be deemed worthy of such Honorary Membership and so elected by a vote of the Association.

Section 2. Members upon whom it is desired to confer Honorary Membership may be selected by the Association or any member thereof who shall place the name of such member before the membership of the Association at a regular meeting of the Association. Honorary Members may be elected by a majority vote of the Association.

Section 3. Any Honorary Member who is an elective official of any Town, City, or Municipality or elective official of the County of Marin, or who shall be an elective member of any Board of Fire Commissioners, of any Fire District, shall hold such Honorary Membership during the term of his office only, unless otherwise determined by a vote of the Association at a regular meeting of the Association.

ARTICLE IV-B (Con'd)

Section 4. Honorary Members shall be exempt from all dues or assessments and from all active duties of the Association. They shall, however, enjoy all the privileges of the Association extended to other members excepting that they shall have no vote in matters of vital importance to the Association or any Active Member thereof, excepting as provided in Article III, Section 11, which provides for one member of the Board of Directors to be selected from the Honorary Membership.

ARTICLE V

Section 1. The President shall preside at all meetings of the Association, preserve order therein, and enforce the laws, rules and regulations of the Association, act as judge of all elections, declare the results of such elections, appoint all committees, sign all orders drawn on the Treasurer, and in case of a tie vote he shall have the power to cast the deciding vote. He shall be ex-officio member of all committees and the books of any officer shall be open to his inspection at any time. At the expiration of his office, resignation or removal, he shall turn over to his successor all books, papers and other properties entrusted to his keeping belonging to the Association.

Section 2. The First Vice President shall, in the absence of the President, take his place and perform his duties and assume the responsibilities of the same, and in case of removal, resignation or inability to act or serve, fill his term of office. In the absence of the President's signature, the First Vice President's signature shall appear on all warrants, drawn on the Treasurer of the Association.

Section 3. The Second Vice President shall in the absence of both the President and First Vice President, take the place of the President and perform his duties and assume all the responsibilities of the same, and in case of the removal, resignation or inability to act or serve of either the President of the First Vice President, he shall fill his term of office. The Second Vice President shall in no case place his signature to any warrant on the Treasurer except where it is impossible to obtain the signature of either the President or the First Vice President, in which case the Association may empower the Second Vice President to sign such warrants, and notify the bank of such action.

Section 4. The Secretary shall keep all the necessary books and papers for the proper discharge of the duties of that office. He shall collect all dues or assessments, giving a receipt therefor, and pay the same over to the Treasurer, taking his receipt for same; countersign all orders on the Treasurer; enter all approved bills of the Association and read off the receipts of each meeting in detail.

In the event of sickness or unavoidable occurrence it shall be the duty of the Secretary to turn over to the President such books as may be necessary to transact the routine businessof the Association. He shall present a semi-annual report in writing of the state of his books, receipts and disbursements, and his books shall at all times be open to the inspection of the President or the Board of Directors.

He shall notify in writing every newly elected member of

his election. The Secretary shall be exempt from all committees and exempt from all assessments. He shall notify all Active Members of the regular meeting nights of the Association, specifying the place of meeting. He shall notify all Active Members of any question or action of the Association which requires their attention and decision. At the expiration of his term of office, resignation or removal, he shall turn over to his successor all books, papers and other properties entrusted to his keeping.

Section 5. The Treasurer shall receive all moneys of the Association from the Secretary, giving his receipt therefor; pay all orders drawn on him by the President or First Vice President and attested by the Secretary. He shall keep a correct and regular account of all moneys received and paid out by him, keeping a separate and distinct account of all moneys designated for any special fund set aside by the Association for any special work or cause. He shall make payments from such special funds as directed by the Association and shall render a semi-annual report of the receipts and disbursements and balance on hand. He shall have his accounts ready for settlement and transfer at the annual election of the Association (to his successor) and shall, at the expiration of his term of office, resignation or removal, deliver to his successor, all moneys, vouchers, books, papers and other property of the Association entrusted to his keeping. He shall keep his books, records and accounts in an efficient and businesslike manner and have same ready for inspection at any time by the President or the Board of Directors.

Section 5-A. All drafts, warrants or checks issued by the Association in payment of any or all obligations shall be drawn on the forms furnished by the Association or sanctioned by the Association and shall bear the signature of the President or the First Vice President and the signature of the Treasurer. The Signatures of these officers shall be supplied the bank in whose possession the funds of the Association shall be kept, who shall in turn be instructed to honor no checks, drafts or warrants drawn against the funds of the Association except those bearing two of the signatures as above specified. The funds of the Association shall be kept in the possession of a reliable banking firm which shall be specified by the Association.

Section 6. The Property Clerk shall be in full charge of any and all properties of the Association, keeping them clean and in order and ready for use. He shall keep an itemized list of all property and report direct to the Association any defects, breaks, loss, damage or repairs to any apparatus, equipments or properties. He shall make a full report of equipments and properties to the Association annually at the regular meeting prior to the annual nomination of officers. He shall at the expiration of his term of office, resignation or removal deliver to his successor all apparatus, equipments or properties and all records thereof and other property entrusted to his keeping belonging to the Association.

Section 7. The Sergeant-at-Arms shall keep order at all Association meetings, or at any festivity that may from time to time be given by the Association. He shall perform such duties during such meetings as shall be placed upon him by the President or other presiding officers.

ARTICLE VI

Section 1. The revenue of the Association shall consist of:
First: Monthly or Annual Dues.
Second: Receipts from all festivities.
Third: Donations.
Fourth: Assessments.

Section 2. Monthly or Annual dues shall be collected from each Active Member, also each Inactive and each Associate Member. The annual dues assessed against each Active Member shall not exceed Six Dollars ($6.00), nor shall the annual dues assessed against each Inactive or each Associate Member exceed $6.00. No annual dues or assessments shall be levied against any Honorary Members.

Section 3. All receipts from any festivity or other social function, shall, after all expenses have been duly paid, be placed into the general funds of the Association. All donations except where otherwise specified by the donor shall be placed in the general fund.

Section 4. There shall be no assessment levied against any of the membership of the Association except where it is unavoidably necessary to properly maintain the Association or to properly dispose of the obligations of the Association. Any or all assessments must be proposed at one regular meeting after which each member shall have been notified and action taken on such proposed assessment at the next regular meeting. To carry any such assessment, two-thirds of all the active voting members must have voted in favor of such assessment. No assessment shall be levied against Inactive. Associate or Honorary Members.

ARTICLE VII

Section 1. The regular meetings of the Association shall be held on the Third Friday evening of each month. The meeting place shall be designated by the President, the Secretary notifying all members of same at the earliest date after same has been selected. Regular meetings shall be opened at 8:15 P. M. on the date specified and at the place selected for such meetings Five active voting members shall constitute a quorum at any regular or special meeting of the Association.

Section 2. Special meetings may be held at any time, provided the members have been notified forty-eight hours previous to the calling of said meeting, and provided only such matters as specified in the call are acted upon.

Section 3. Emergency meetings may be called by the President or by any officer of the Association or by the Board of Directors when confronted by any general conflagration of a menacing nature or by any flood or any crisis of such a nature as to prevent the proper time for notification. The hour and place of such emergency meeting to be designated by the officer calling the same.

Section 4. A majority rule shall govern at regular and special meetings in the general transactions or Association affairs, except as specified in other sections of these laws.

ARTICLE VIII

Section 1. It shall be the duty of every Active Member Organization to furnish such committeemen as the Association may deem necessary to properly carry out any festivity, investigation or other work of the Association. Any member of any member organization is eligible to serve on any committee.

Section 2. When committees are appointed by the Association they shall meet at the earliest opportunity, elect committee officers if necessary, make a complete and detailed report at the first regular meeting of the Association after the completion of the work outlined and directed for such committee to perform.

Section 3. Any committee appointed for the purpose of handling any social festivity, shall collect all moneys pertaining to same and pay all bills incurred and turn the balance over to the Secretary at a regular meeting after such an affair.

SECTION 4. All members holding tickets received from any such festival committee shall return same or their equivalent in money to the committee within one month after the festival has been held.

Section 5. The committee shall keep a strict record and account of tickets printed, total receipts thereof and disbursements and bring in a report to the Association at the first regular meeting of the Association.

ARTICLE IX

Section 1. The system of co-operative combat of fires to be carried out by the Departments of the Association shall be known as the "Stand-By System."

Section 2. Any Chief of any department, Association or other Fire fighting organization, which unit shall hold Active Membership in the Association, shall, upon responding to an alarm within his jurisdiction and finding such fire to be of a threatening nature, notify the Chief of the next adjoining Department or Departments to stand by until called upon to assist. Should such fire develop into a general or threatening conflagration, he shall notify the adjoining "stand by" Departments, who shall at once report to the Chief in charge of the conflagration with such apparatus and men as may be necessary to properly handle his apparatus. Should a second fire occur within the territory of any Department while that Department and Chief thereof shall be engaged in the combat of another fire, such "stand by" Departments shall be notified at once and shall report to the Chief of the Department within whose district such fire shall occur, who shall in turn issue proper instructions or shall instruct his assistants with regards the combatting of such fire. "Stand By" Departments, when leaving their district to assist in combatting fires in an adjoining district shall notify those Departments and Chiefs thereof of the Districts adjoining them so that the second notified "Stand By" Department may be in readiness to cover the territory of those Departments who first move into the general conflagration. Each Department leaving its territory to aid in an adjoining territory shall leave an assistant chief or other capable member of the department at their fire house whose duty it shall be to properly guide and direct any

Section 2. (Cont'd) - visiting department who may be called into the territory for the purpose of extinguishing a fire breaking out during the absence of that department.

Section 3. All Chiefs of Departments or in their absence their assistants reporting for duty in any district other than their own district, shall report to the Chief of that District or his assistant and shall subject themselves and their men and apparatus to the orders and authority of the Chief in whose territory the fire exists. All men and apparatus of any "Stand By" Departments shall at all times be under the command and control of the chief or assistant chief of that department but shall act under the direction or supervision of the Chief in charge of the fire.

Section 4. All expense, if any other than the actual loss of equipments, suffered by any department while assisting at a fire not in their own territory, shall be borne by that respective department. Loss or damage to equipments to any department while assisting at a fire in the territory of another Department shall be paid for or replaced through the Department in whose territory the fire and damage or loss occurred.

ARTICLE X

Section 1. Any repeal, alteration or amendment to the Constitution must be presented in writing by three voting members at a regular meeting, whereupon said repeal, alteration or amendment shall be communicated to all active voting members, final action being taken upon same at the next regular meeting. Should such repeal, alteration or amendment receive a two-thirds vote of all voting members, it shall stand adopted as a part of the Constitution of the Association.

Section 2. By-Laws may be made from time to time, altered, amended or repealed by being presented in writing by three members at one regular meeting and voted upon at the next regular meeting after such change has been communicated to the active voting membership. Should such repeal, alteration or amendment receive a two-thirds vote of all active voting members, it shall stand adopted as a part of this Constitution.

Section 3. Any case arising, not provided for in this Constitution, shall be acted upon as the Association may see fit and proper, by a two-thirds vote of all voting members present at a regular meeting or at a special meeting called for that purpose.

BY-LAWS

1. The stated meetings of the Association shall be held on the Third Friday evening of each month at 8:15 o'clock at a place designated by the Association.

2. A quorum shall consist of five voting members. Should there be no quorum present at the stated time, the President or the next in office of the chair may postpone the meeting one half hour. If there be no quorum present at that time, the meeting shall stand adjourned.

3. In the absence of the President and First and Second Vice Presidents, the past President shall call the meeting to order. In the absence of the Secretary, the chairman may appoint a Secretary protem.

4. No member shall vote on any question relating to himself except at elections.

5. No member shall be compelled to serve on more than one committee at a time.

6. No committee shall be finally discharged until all debts contracted by same have been paid.

7. The chairman of each committee shall be elected by the committee.

8. The Association shall be guided by Robert's Rules of Order, a copy of which shall be kept by the Secretary at each meeting.