



# **Constitution & By-Laws**

**January 2022**

## Western North Carolina Association of Firefighters Constitution & By-Laws

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**I. Name**

This organization shall be known as the "Western North Carolina Association of Firefighters" and may be abbreviated hereafter as "WNCAF."

**II. Purpose**

The purpose of the Association shall be as follows:

- To provide an avenue for the exchange of ideas on improving the level of fire protection services in Western North Carolina.
- To provide quality training programs for member departments and any others that may wish to participate.
- To act as a clearinghouse for information concerning legislation, technical data, and current items of interest to member fire departments.
- To serve as a forum for representation of the member fire departments to all law and policy-making bodies and their members.

**III. Mission & Values**

*Mission Statement*

Our mission is to promote a safer quality of life in Western North Carolina by supporting our membership's capability to provide effective public safety services.

*Core Values*

To accomplish our mission, we adhere to the essential core values of:

1. Service to the fire departments of Western North Carolina and the communities they protect.
2. Dedication to the fire service through enhancement of professional knowledge and skills.
3. Advocacy for the membership and its citizens.
4. Integrity to maintain and promote the highest ethical standards.

#### **IV. Executive Board**

**a. Make up of Executive Board**

There shall be an Executive Board consisting of the Executive Officers and three regional directors.

**b. Meetings of Executive Board**

The Executive Board shall meet at such time and place as they deem necessary, on a call of the President or a majority of said Executive Board.

**c. Duties of Executive Board**

It shall be the duty of the Executive Board to transact all business meetings of the association in the intervening times between meetings of the association and to advise the Treasurer in the management of all funds of the association. At all meetings of the Executive Board, a majority shall constitute a quorum. All business and transactions taken must be with the approval of a majority of the entire Executive Board. It shall also be the duty of the Executive Board to have the books of the Treasurer reviewed annually at the close of each fiscal year by a committee approved by the Executive Board. A report of this review shall be made to members of the association no later than the summer meeting. In addition, a review shall be performed immediately after a change in Treasurer. The Executive Board reserves the right to secure bonds sufficient to cover the association's assets at the expense of the association for all parties authorized to handle funds for the association. Further, it shall be the responsibility of the Executive Board to authorize an officer other than the Treasurer to perform the duties of the Treasurer in his absence.

**d. Voting by Email**

**i. Purpose:**

To provide a means for voting on operational or procedural items that come before the association during periods between scheduled board meetings and quarterly meetings of the association. All board or committee members must have access to the necessary equipment for participation in the e-vote including internet access.

**ii. Procedure**

- a) The Association President or a Committee Chairman shall develop the period for the return of the e-votes.
- b) A minimum of 2 days' notice shall be provided to all participants via e-mail for any e-mail vote. Such notice shall include the motion and supporting documentation for the e-vote.
- c) Members shall use "Reply All" in all messages, so that any discussion or questions on the issue and answers shall be similarly available to all.
- d) The issue shall be clearly stated in the form of a motion, so that everyone is clear to the action of the vote being taken. For example. "It is moved that the date for the \_\_\_\_\_ event is September 5<sup>th</sup> at 10:00 am."
- e) Members shall state, "I vote yes," or "I vote no" in the first line of the response and use "Reply All," when the actual vote is submitted.
- f) The Association President or Committee Chairman shall tally the votes, report the result of the vote to the participants, including the number of votes cast for and against the motion, and shall affirm that the vote passed or was defeated.
- g) The Association President or Committee Chairman shall compile and maintain the complete thread of the e-mail, which shall be included in the record as an e-mail meeting.
- h) These minutes shall be approved at the next regular meeting of the Board or quarterly meeting of the association..
- i) Any member shall have the right to request a copy of the message thread of a motion.

**V. Officers**

The officers of this association shall consist of a President, First Vice President, Second Vice President, Secretary, Treasurer, and an immediate Past President. The Association Officers will hold their respective offices for one year or until their successors are selected and qualified by majority vote of members present at the October meeting. Each officer shall have one vote on all questions and/or actions coming before the Executive Board.

**VI. Expectations and Responsibilities of The Officers**

The various roles of the Officers of the WNCFAF require a passionate commitment to improve the fire service in Western North Carolina. The WNCFAF is the outlet which reaches the grass roots of the fire service in our region and provides a platform of

feedback from the members to other agencies. The commitment from 2<sup>nd</sup> Vice President to Past President is a four year commitment which consists of 4 regular meetings per year, 4 board meetings per year, and other meetings which require some or all of the board to attend, such as NCSFA, NCAFC, NCEM, and county association meetings. Although it is not required that all board members attend all meetings, the success of the organization depends on the commitment of the Executive Officers.

**a. President**

1. Roles & Responsibilities: It shall be the responsibility of the President to preside over the meetings of the association, to appoint or establish committees, and represent the association at the annual meeting of the NCSFA, NCAFC, and/or other meetings where the WNCAF needs to be represented. It shall be the duty of the President to perform such other duties as may be incident to his/her office or shall be required of him/her by the membership or the Executive Board. The Executive Board is authorized to provide stipends covering reasonable and job-related expenses incurred by the President and/or his designee while attending such meetings.

**b. 1<sup>st</sup> Vice President**

1. Roles & Responsibilities: It shall be the responsibility of the 1<sup>st</sup> Vice President to maintain communication with other associations to ensure that the WNCAF is meeting the needs of other associations and that the other associations are aware of WNCAF needs. The 1<sup>st</sup> Vice President is responsible for providing members with information and updates regarding all legislative issues which are affecting the fire service.

It shall be the responsibility of the 1<sup>st</sup> Vice President to perform all the duties of the President in his/her absence and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The 1<sup>st</sup> Vice President shall perform such other duties as the President or the Executive Board may require.

**c. 2<sup>nd</sup> Vice President**

1. Roles & Responsibilities: It shall be the responsibility of the 2<sup>nd</sup> Vice President to market the association through the sale of merchandise and other items at association meetings and/or other events. It shall be the responsibility of the 2<sup>nd</sup> Vice President to set the meeting locations for the association for the following year.

It shall be the responsibility of the 2<sup>nd</sup> Vice President to fulfill the duties of the 1<sup>st</sup> Vice President during his/her absences and the duty of the 2<sup>nd</sup> Vice President to perform all duties of the President in the absences of the President and the 1<sup>st</sup> Vice President. The 2<sup>nd</sup> Vice President shall perform such other duties as the President or the Executive Board may require.

**d. Secretary**

1. Roles & Responsibilities: It shall be the responsibility of the Secretary to maintain permanent records of all the proceedings of the association; to receive and answer all communications pertaining to the association; documenting and distributing all information from meetings or other necessary communications of the WNCAF; to keep a roster of the names of the members of the association. The Secretary shall perform such other duties as the President or the Executive Board may require.

**e. Treasurer**

1. Roles & Responsibilities: It shall be the responsibility of the Treasurer to receive all monies and give a receipt for the same; to disburse money on debts of the association, and to make a full report of all monies received and disbursed at each regular meeting of the association. He/she shall collect all monies due the Association from all sources, keep a true and correct account of all monies received and disbursed. The Treasurer shall not disburse money for the association except upon receipt of proper invoice or by approval of the Executive Board. All monies belonging to the Association shall be deposited in a chartered FDIC-insured financial institution approved by the Executive Board, with the deposit being in the name of the Association. The Treasurer shall have the authority, with the approval of the Executive Board first attained, to engage assistance at any time the treasurer may deem necessary for the proper discharge of business of the Association. The Treasurer shall perform such other duties as the President or the Executive Board may require.

**f. Past President**

1. Roles & Responsibilities: It shall be the responsibility of the Past President to serve as an ex-officio on the Nominating Committee and perform all the duties of the 2<sup>nd</sup> Vice President in his/her absence. The Past President is responsible for assisting the President and the Executive Board with transitioning into the New Year. The Past President shall perform other duties as the President or the Executive Board may require.

**g. Regional Directors**

1. Roles & Responsibilities: It shall be the responsibility of the Regional Directors to represent the WNCFAF at county association meetings and increase the communications from the WNCFAF to the designate counties. The Regional Directors shall perform such other duties as the President or the Executive Board may require.

**h. Ascension of Officers**

The President for any given year shall be the individual who served as the 1<sup>st</sup> Vice President the preceding year. The 1<sup>st</sup> Vice President for any given year shall be the individual who served as the 2<sup>nd</sup> Vice President the preceding year. The immediate Past President for any given year shall be the individual who served as the President the preceding year. The positions of 2<sup>nd</sup> Vice President, Secretary and Treasurer shall be elected by the membership from eligible candidates presented by the nominating committee at the July meeting, in accordance with Article XII section b. In order for a candidate to be eligible for nomination such candidate must have provided the Nominating Committee with notice of their intent to run for one of the Elected Director positions no later than July 1 of the year in which they intend to run. The Secretary and Treasurer shall hold office for a term of three years or until such death, removal, resignation, or disqualification.

**i. Removal of an Officer**

Any officer may be removed with or without cause by a majority vote of all members present at any meeting. An officer cannot be removed by the membership unless a notice of the meeting states that one of the purposes for the meeting is to remove the officer. In the event of a removal, or other failure to fulfill the responsibilities of an office, such vacancy shall be filled by vote of the Executive Board, and said replacement shall serve until the next October meeting, in which an election will be held for eligible candidates.



**j. Vacancy of an Officer Position**

In the event of a resignation, removal, or other failure to fulfill the responsibilities of an office, such vacancy shall be filled by vote of the Executive Board, and said replacement shall serve until the next October meeting in which an election will be held for eligible candidates.

**VII. Regional Directors**

Three regional directors shall be elected by the regional membership from eligible candidates that are presented by the nominating committee at the July meeting in accordance with Article XII section b. One director shall be elected each year for a three-year term depending on a rotation. The regional directors shall cover three regions which shall be named the Mountain Region, the Highland Region and the Foothill Region, and will cover counties as determined below:

The Highland Region Director shall be an at-large representative from one of the following counties: Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Swain, and Transylvania.

The Mountain Region Director shall be an at-large representative from one of the following counties: Alexander, Alleghany, Ashe, Avery, Burke, Caldwell, McDowell, Mitchell, Watauga, Wilkes, and Yancey.

The Foothill Region Director shall be an at-large representative from one of the following counties: Cabarrus, Catawba, Cleveland, Davie, Gaston, Iredell, Lincoln, Mecklenburg, Polk, Rowan, and Rutherford.

**a. Removal of a Regional Director**

Any regional director can be removed with or without cause by a majority vote of all regional members, of said director, present at any meeting. A director cannot be removed by the regional membership unless a notice of the meeting states that one of the purposes for the meeting is to remove the director.

**b. Vacancy of a Regional Director**

If a vacancy occurs in a Regional Director's position, the position will remain vacant until such time until the members of that region can elect another representative.

## VIII. Membership

Membership into the association may be obtained by any rated Fire Department and fire marshal's office located in and operating in the Western District defined by the North Carolina State Firefighters' Association. The Western District includes the following counties: Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Cabarrus, Caldwell, Catawba, Cherokee, Clay, Cleveland, Davie, Gaston, Graham, Haywood, Henderson, Iredell, Jackson, Lincoln, Macon, Madison, McDowell, Mecklenburg, Mitchell, Polk, Rowan, Rutherford, Swain, Transylvania, Watauga, Wilkes, and Yancey. Fire Departments and fire marshal's office in the Western District counties, which are current on their dues and are in good standing with the association, are subject to all rights, privileges, and benefits of the association.

### a. Constitutes a Member

The Association shall be open for two types of membership; regular and lifetime.

**Regular Membership:** Regular membership shall be open to all rated fire departments and fire marshal offices within the western district covered by the Association. This membership covers all members of that department and entitles each fire department member full privileges in the Association.

**Lifetime Membership:** This membership will be granted to all Past Presidents of the Western North Carolina Association of Firefighters. Other individuals of a rated fire department or fire marshal's office that is a regular member of the WNCFAF may be afforded the distinction of Lifetime Membership. Lifetime Membership will generally be designated upon retirement or when recommended by the board. The distinction of Lifetime Membership must be approved by the Executive Board and voted on by the membership. Lifetime members shall pay no dues and shall have all of the rights and privileges of a regular member.

### b. Application for Membership

Application for membership is granted to eligible rated fire departments and fire marshal offices who are members of the North Carolina State Firefighters' Association. Other eligible applicants, who are not members of the North Carolina State Firefighters' Association, desiring membership in this association shall make application to the Secretary, and at the same time, shall remit the prescribed membership dues. Any department having trouble with dues may make request to the association for special consideration. Eligible applicants shall become members of the association.

**c. Voting Rights**

Each agency constituting a regular member or lifetime member of the Western North Carolina Association of Firefighters is entitled to one vote at any general meeting of the association on all issues brought before the membership. No one individual may cast more than one vote on any item at a meeting.

**d. Proxies**

Members may only vote in person, not by proxy.

**e. Membership Benefits**

The Executive Board shall define and distribute all of the membership benefits eligible to all members annually.

**f. Fees and Dues**

Dues for membership are provided for members, who are also members of the North Carolina State Firefighters' Association, through funding provided from the NCSFA membership dues. Members who do not maintain membership with the NCSFA will have their annual dues set by the Executive Board with the approval of the membership. If for any reason the funding for membership dues provided by the NCSFA should cease, annual dues will be set by the Executive Board with the approval of the membership. The annual dues shall be payable on the first day of January of each year. All members who fail to comply with this provision by March 31 of each year shall be considered delinquent. Delinquent members of the association shall forfeit their voting rights.

A regular member shall remain in good standing in the Association only so long as it pays its financial obligations, complies with this Constitution and By Laws, and remains in good standing with the City, Town, County, or Community which it serves.

**IX. Amendments**

**a. Process of Amendments**

The Association shall have the power to alter, amend, repeal, or otherwise revise the Constitution and By-Laws by a two-thirds vote of the voting members of the Association present at a meeting provided the proposed amendment has been submitted in writing at a previous meeting of the Executive Board and notice made to the membership a minimum of 15 days prior to the regular meeting.

## **X. Committees**

### **a. Standing Committees**

Standing committees of the association shall consist of no fewer than three members each. No member shall serve more than three consecutive years. These committees and the duties of each shall be:

1. Nominating Committee: To prepare a proposed slate of officers for each year and to present nominations for one or more persons for Directors to the North Carolina State Firefighters' Association and North Carolina Association of Fire Chiefs in years when a director is selected from the Western District.
2. Awards Committee: The Awards Committee shall provide designation of annual firefighter (to include company officer) and chief of the year awards. The awards committee chairman shall be appointed by the President and committee members are appointed by the committee chair.

### **b. Appointment of Committees**

1. Nominating Committee: Shall be appointed by the President consisting of the immediate Past President and three additional Past Presidents.
2. Awards Committee: Shall be appointed by the President consisting of the 1<sup>st</sup> Vice President and one regional representative from each region selected by the regional director.
3. Ad Hoc: As the need may arise, the President and/or the Executive Board may convene a committee for special purposes as needed for association business.

## **XI. Rules of Order**

### **a. Rules of Order**

Parliamentary matters not governed by the Constitution or by these By-Laws shall be governed by such rules of order as the President shall deem appropriate. The President shall notify the membership of the particular rules of order being utilized (e.g. Robert's Rules)

## **XII. Meetings**

### **a. Time and Date of Meetings**

At least four meetings per year are to be held, one in each of the months of January, April, July, and October, unless otherwise directed by the Executive Board. The actual dates of the meetings shall be determined by the Executive Board, with notification to the members at least 30 days in advance of the meeting. Generally the meetings will be held on the third Wednesday of each previously stated month unless changed and advertised by the Executive Board.

### **b. Requirements of Meetings**

#### January

Installation of Officers for WNAF

Awards – including Chief (Career & Volunteer), FF of the Year to include company officers (Career & Volunteer), (recognize the awards committee)

Award the NCSFA Annual Conference & SAFRE Expo grant.

Announce Scholarships Opening

Annual Report

#### April

Appoint Nominating Committee

Elect Directors to NCSFA and NCAFC every three years

Award Scholarships

#### July

President recognizes nominating committee to announce candidates for officers and regional director.

#### October

Election of WNAF Officers

Election of one regional director per year

Announce grant opening for NCSFA Annual Conference & SAFRE Expo.

**XIII. Election of Officers**

**a. Meeting**

Election of executive board positions shall be held at the October meetings with those elected to assume office the first day of January of the following year.

**b. Eligibility of Officers**

Any officer of the Association shall be no less than twenty-one years of age, and shall be a member in good standing of the North Carolina State Firefighters' Association and Western North Carolina Association of Firefighters.

**XIV. NCSFA Director**

**a. Selection**

In accordance with Article IV, Section 4.3 of the North Carolina State Firefighters' Association bylaws the WNCAF shall conduct an election every three years on behalf of the NCSFA for the purpose of electing a Western Director from the North Carolina State Firefighters' Association Western Membership District. This Regional Director shall serve a three (3) year term or until such Regional Director's death, resignation, removal, disqualification or ascends to an officer position of the NCSFA. The election of Regional Director shall occur after January 1st of the year in which the election is required, but no later than June 30 of any year in which an election of Regional Director is required. Each fire department and fire marshal's office shall be entitled to one (1) vote in the regional election.

The WNCAF shall verify that the nominees for election of Regional Director are (I) members of the North Carolina State Firefighters' Association, (II) are members of the WNCAF, (III) resides in the Western Membership District, and (IV) served at least 10 consecutive years with either a rated fire department recognized by the NC Department of Insurance or in a county fire marshal's office.

The President shall identify the nominating committee at the October meeting and they shall report on possible nominees at the January meeting. In order for a candidate to be eligible for nomination such candidate must have provided the Nominating Committee with notice of their intent to run for the NCSFA Director position no later than January 1 of the year in which the election is to occur. All candidates will be given three (3) minutes at the January meeting to address the association. The WNCAF is not permitted to add any additional requirements for eligibility to serve as a Regional Director of the NCSFA Executive Board.

b. Removal of a NCSFA Director

The Regional Director may be removed from office at any time with or without cause, at a meeting, by a vote of member departments and fire marshal offices located in the Western Membership District whenever the number of votes cast in favor of removal of the Regional Director exceeds the number of votes cast against such removal. The Regional Director may not be removed by the delegates at the meeting unless the notice of the meeting states that one of the purposes of the meeting is removal of the Regional Director. If the Regional Director is so removed, a new Regional Director may be elected at the same meeting.

**XV. NCAFC Director**

a. Requirement

To be eligible to serve as a director of the NCAFC the nominees shall be (i) an Active or Life Members of the Association; (ii) are current members of the WNCAF; (iii) currently reside in the Western Membership District; (iv) have served at least ten (10) consecutive years with either a fire department recognized by the North Carolina Department of Insurance or as a County Fire Marshal; and (v) have obtained the rank of Chief Officer with their respective fire department.

b. Selection

Every third year as required by the North Carolina Association of Fire Chiefs (NCAFC) the WNCAF shall elect a regional director to the NCAFC. The election of Regional Director shall occur after January 1st of the year in which the election is required, but no later than April 30 of any year in which an election of Regional Director is required. Only Active and Life Members of the Association shall be entitled to vote in the regional association elections for the Regional Directors. Each voting member of the Association voting for a Regional Director shall be entitled to cast one (1) vote. The WNCAF is not permitted to add any additional requirements for eligibility to serve as a Regional Director of the Board of Directors of the Association.

**XVI. Awards Program**

The Western North Carolina Association of Firefighters Awards Program is designed to honor particularly meritorious service and conduct performed by members of the Association, individuals or entities interested in and contributing to the protection of life and property against fire, or any person who has rendered conspicuous service to this Association. The President will appoint a committee consisting of the 1<sup>st</sup> Vice President

and one regional representative from each region selected by the regional director. Nominations can be made by any member of the Association, or by the Executive Board, and should be submitted to the awards committee by November 17 of the year in which the recognized act occurred. To be eligible for any award, the conduct must be in keeping with sound judgment and reflect honorably upon the Western North Carolina Association of Firefighters. Nominations must be submitted to the within forty-five (45) days of the January for the year in which the recognized act occurred.

Any award given will be recognized, whether in attendance or not, by the President or designee at the January meeting.

Award Descriptions:

- A. **Special Service Award** - Acts of exceptional performance or a high degree of professionalism are merits for which this award may be given. It may also be awarded for outstanding service benefiting the Association and/or its membership.
  
- B. **Annual Recognition Program** - The Awards Committee shall provide designation of annual firefighter (to include company officer) and chief officer of the year distinction from the recommendation of nominations. Each category for annual distinction will include both a volunteer member and career member. In the event no nominations or recommendations are provided for either distinction, no award is required. The Awards Committee shall also designate other awards to individuals or departments as determined necessary by the WNCFAF and nominated or recommended by the Board or membership. The Awards Committee is also requested to assist in forwarding all necessary paperwork to the NCSFA and NCAFC for consideration of their yearly awards.

**XVII. Scholarship and Grant Program**

**a. Eligibility**

To be eligible for a WNCFAF Scholarship the applicant must be:

- 1. An active WNCFAF member who is in good standing,
- 2. A child or qualifying dependent (IRS definition) of an active WNCFAF member who is in good standing.

**b. WNCFAF Scholarships**

The WNCFAF scholarships will be selected by the Executive Board from all eligible applicants for the scholarship year and the recipients will be announced at the April meeting. The scholarships are divided into two categories.



1. WNCAF regular member
2. Dependent applications

Firefighters applying for a scholarship within the emergency services field of study are eligible for both categories 1 and 2, but may only receive one scholarship.

**c. Gene Gladdin Scholarship**

The Gene Gladdin scholarship will be selected by based on criteria set forth by the family and obtained through the application process. The Gene Gladdin scholarship will be chosen from all applicants of the WNCAF scholarships prior to the selection of the WNCAF scholarships. The Gene Gladdin scholarship designee shall be ineligible for the WNCAF and Dean Coward Emergency Services scholarships. A minimum of one Gene Gladdin Scholarship will be awarded annually.

**d. Dean Coward Emergency Services Scholarship**

The Dean Coward Emergency Services Scholarship will be chosen from all applicants of the WNCAF who are choosing a degree of higher learning in the Emergency Services Field of study. The Dean Coward Emergency Services scholarship designee shall be ineligible for the WNCAF and Gene Gladdin Scholarships.

**e. NCSFA Annual Conference SAFRE Expo Conference**

To provide two \$1,500.00 sponsorships to member departments of the Western North Carolina Association of Firefighters (WNCAF that wishes to send representation to the South Atlantic Fire Rescue Expo and joint annual conferences of the North Carolina State Firefighters' Association and the North Carolina Association of Fire Chiefs. It is the intent of the WNCAF to offer this opportunity to someone who has not attended the conference in the past. However, the scholarship will be awarded to a member department to choose the attendee. {Departments awarded the Scholarship are only eligible every 2 years}.

**f. Additional/Discretionary Scholarships**

The Executive Board may at their discretion, with approval by the membership, may increase or decrease the number of scholarships for the present year based on the financial status of the Association.

## **XVIII. Compensation and Expenses**

### **a. Reimbursement to WNCAF Executive Board Members**

The Executive Board shall receive no compensation for their services. However, with approval of the Executive Board, any Board member rendering service to the Association may be reimbursed for expenses.

### **b. Reimbursement of persons representing WNCAF**

The members of the Association shall receive no compensation for their services. However, with approval of the Executive Board, any member of the association rendering service to the Association may be reimbursed for expenses.

## **XIX. Financial Decisions**

### **a. Discretion of Executive Board**

The Executive Board shall have the ability to make financial decisions within maintaining the normal operating business of the Association. The Executive Board may make recommendations to the membership for financial decisions in excess of \$2,500.00 which are in the normal operations of the Association. The Executive Board shall bring any request to the membership which originate outside the Association and are not regular business of the Association. The executive board may go over the \$2,500 dollar amount in the event the need should present itself to assist the families of firefighters who have died in the LODD the opportunity to attend the NCFFF Memorial. The amount set forth is \$500 per firefighter.

### **b. Membership Decision**

The membership may elect to financially support any purchase or request brought before the Association which follows the mission of the Association. All request brought to the Association by the Executive Board which are normal operations or regular business of the Association may be approved up to \$2,500 at a single meeting. Any amount of expenditure in excess of \$2,500 which is normal operations or regular business of the Association must be identified and addressed at the current meeting and tabled for a vote at the following meeting. All request brought to the Association from outside normal operations or regular business may be approved up to five hundred dollars at a single meeting, any amount over five hundred dollars from outside normal operations or regular business must be identified and addressed at the current meeting and tabled for a vote at the following meeting. Approval of decisions of the membership requires a majority vote of regular and lifetime members present.

**XX. WNCAF Property**

All property, books, and records in the hands of any member of the association are and shall remain the property of the Western North Carolina Association of Firefighters.

**XVIV By-Laws Revision/Version**

Date of Last By-Laws Revision: October 2012  
Date Presented to Membership: October 2012  
Date Approved by Membership: January 2013  
Description of Revision: Total revision of all areas  
Version 11.4

Date of Last By-Laws Revision: January 2017  
By-Laws Posted on website and mailed to membership: March 2017  
Date Approved by Membership: April 2017  
Description of Revision: Technical corrections in some areas, brought by-laws in compliance with NCSFA, total revisions in other areas.  
Version 11.5

Date of Last By-Laws Revision: April 2019  
By-Laws Posted on website and mailed to membership: June 2019  
Date Approved by Membership: July 17, 2019  
Description of Revision: Moved SAFRE Grant announcement to October, moved awarding of SAFRE Grant to January. Placed a description of the grant in the by-laws.  
Version 11.6

Date of Last By-Laws Revision: October 2021  
By-Laws Posted on website and emailed to membership: October 2021  
Date Approved by Membership: January 19, 2022  
Description of Revision: Several Technical Corrections. Changed WNCAFF to WNCAF.  
Aligned NCAFC Western Director Voting with NCAFC By-laws.  
Moved Iredell County to Foothills Regions and Burke County to Mountains Region.  
Added an email vote criteria for the executive board.  
Increased the amount of monies that can be voted on at regular meeting by the association from \$1,000 to \$2,500.  
Increased the amount of monies that the executive board may spend for business of the association without bringing back to the association for approval from \$1,000 to \$2,500.  
Added Dean Coward Scholarship.  
Changed what business is required to be conducted in what month.  
Version 11.7