

NEVADA FIRE CHIEFS ASSOCIATION, INC.

CONSTITUTION AND BYLAWS



NEVADA FIRE CHIEFS ASSOCIATION, INC.

CONSTITUTION AND BYLAWS

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ARTICLE I NAME

SECTION 1. This organization shall be known as the Nevada Fire Chiefs Association, Inc., hereinafter referred to as the "Association."

SECTION 2. Whenever the word "Constitution" is used in this document, it shall also mean "By-Laws."

Amended 1992 - Jackpot

SECTION 3. The Annual Conference shall mean Business and Training Conference.

Amended 1992 – Jackpot

ARTICLE II OBJECTIVES

SECTION 1. The objectives of this Association are to bring together at least once a year persons interested in preventing, suppressing, and extinguishing fires; as well as providing other types of emergency services; to discuss ways and means for the betterment of the fire service; to develop a bond of friendship and understanding among the members of the fire service of this region and to promote the development of the fire service through a progressive program of education and public relations.

Amended 1998 – Las Vegas
Amended 1992 – Jackpot

ARTICLE III MEMBERSHIP

SECTION 1. Membership in this Association shall be divided into four (4) categories as follows:

A. Active membership shall include all ranks of chief officers, paid or volunteer, of any organized and legally constituted fire department in the State of Nevada or public safety personnel who are in an administrative capacity and directly associated with the fire service.

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- B. Vendor membership shall include persons, firms, and corporations engaged in the sale or manufacture of fire apparatus, equipment, devices or general fire department supplies shall be eligible for Vendor Membership upon the payment of annual dues. Such members shall be entitled to all the privileges of the Association except the right to vote or hold elective office.
- C. Associate membership shall include educators, law enforcement officers, retired chief officers with less than ten years as an Association member, and other public safety personnel. Such members shall be entitled to all the privileges of the Association except the right to vote or hold elective office.
- D. Honorary membership shall be those persons voted upon by the Association that will include, but not be limited to city, county and state officials. Such members shall be entitled to all the privileges of the Association except the right to vote or hold elective office.
- E. Life membership shall be those persons who have had at least ten (10) years active membership status in good standing with the Association and have retired from the Fire Service.

Amended 1992 – Jackpot 1999 – Tonopah
Amended 2004 – Las Vegas

SECTION 2. Only active members in good standing and in attendance at the regular meetings shall have the right to vote on Association business.

Amended 1990 – Minden 1991 – Elko
 1992 – Jackpot

SECTION 3. New applications for membership shall be submitted to the Secretary-Treasurer.

Amended 1982 – Las Vegas 1991 – Elko

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ARTICLE IV ANNUAL DUES

SECTION 1. Billing for renewal will be sent out by January 2nd of the current year. Dues must be paid to the Secretary/Treasurer by the 30th of July of the current year. New applications for membership shall be submitted to the Secretary/Treasurer. All membership dues shall be set by a vote of the membership at the Annual Meeting. Class B Membership Dues shall be set by the Board of the Nevada Fire Chiefs at the Annual Meeting. Membership dues are based on a calendar year, January 1-December 31.

Amended 1995 – Las Vegas

SECTION 2. Active Department Membership Dues

A. Volunteer chief officers shall be \$35.00. (Set at the 2004 Annual Conference, Las Vegas.)

B. Paid Chief Officers shall be \$100.00. (Set at the 2006 Annual Conference, Las Vegas.)

C. Shall be set by the voting membership at an annual conference. (Dues set at Las Vegas 2004) as follows:

Volunteer Department Members	\$35.00
Paid Department Members	\$100.00
Amended	1992 – Jackpot
Amended	2004 – Las Vegas
Amended	2006 – Las Vegas

SECTION 3. Vendor Membership dues shall be set by the Association's Board of Trustees. (Dues set at Minden in 1990 as follows)

\$ 50.00	in 1991
\$ 75.00	in 1992
\$100.00	in 1993
\$135.00	in 2004

Amended 1992 – Jackpot
Amended 2004 - Las Vegas

SECTION 4. Associate Membership

A. Associate membership shall be \$35.00 annually.

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- B. Shall be set by the voting membership at an annual conference. (Dues set at Minden in 1990 as follows):
\$25.00 in 1990
\$35.00 in 2004

Amended 1992 – Jackpot 2004 – Las Vegas

SECTION 5. Honorary membership shall be exempt from the Association's annual dues.

Amended 1992 – Jackpot

SECTION 6. Life Membership

- A. Life members who have had at least ten (10) years active membership in good standing with the Association and have retired from the Fire Service shall, upon the approval of the Board of Trustees, be classified as life members with all privileges and voting rights in the Association. Life members will be exempt from the Association's annual dues.

Amended 1982 – Las Vegas 1990 – Minden
 1992 – Jackpot 2004 – Las Vegas

ARTICLE V OFFICERS

SECTION 1. The officers of this Association shall consist of a President, Fire Vice President, Second Vice President and Secretary-Treasurer. Officers must be active members in good standing.

The elected officers of the Association shall be the President, First Vice President and Second Vice President. They shall hold a chief officer's rank in a fire department that is established and recognized through a common identification system by the Nevada State Fire Marshal's Office and shall be elected by the majority of all active members present. Elections shall occur in conjunction with the meeting dates when the Nevada State Firefighter's Association holds their annual meeting. Officers shall be elected by the majority of all active members present.

The newly elected officers shall be installed at the NFCA's Annual Business and Training conference held annually in November. They shall hold office for two years beginning at time of installation, or until their successors have been elected, qualified and duly installed in

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office. The Secretary-Treasurer shall be appointed by the Incoming President.

Amended 1971 – Lake Tahoe 1992 – Jackpot
1997 – Las Vegas 1999 – Tonopah

SECTION 2. In addition to the officers enumerated in SECTION 1, there shall be six (6) trustees appointed by the President. They shall include the immediate Past President, a Northeastern Representative, a Northwestern Representative, a Southern Representative, a Nevada State Representative to the Western Fire Chiefs Association and the Executive Director. All Trustees shall be active members in good standing.

Amended 1985 – Virginia City 1992 – Jackpot
1997 – Las Vegas 2004 – Las Vegas

SECTION 3. The Board of Trustees of this Association, hereinafter referred to as the "Board" shall be composed of the officers enumerated in SECTION 1, and the Trustees named in SECTION 2 of this Article.

SECTION 4. The majority of the Board shall constitute a Quorum for the transaction of Association business. The Secretary-Treasurer is allowed by the Board to spend no more than \$250.00 without Board approval. The Secretary-Treasurer must advise the President of such an expense.

Amended 1992 – Jackpot 1995 – Las Vegas

SECTION 5. Any vacancy occurring in the Presidential ranks of the Association will be filled by the officer next in line, who shall assume the duties of the office to which he is elevated. The Second Vice President's office shall be filled by a vote of the Board when vacated.

Amended 1992 – Jackpot

ARTICLE VI DUTIES OF THE OFFICERS

SECTION 1. PRESIDENT

A. Shall preside at all meetings of the Association and its Board, appoint all committees, and perform such other duties as may be

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SECTION 4. SECRETARY-TREASURER:

- A. Shall keep a complete record of the proceedings of the Association, the Board and Standing Committees as transcribed by or transmitted to the Secretary-Treasurer; and shall keep a true and correct record for the Association and its members. All minutes will be sent out within sixty (60) days of the concluding general membership meeting. Agendas will go out to all current members in good standing thirty (30) days prior to any regularly scheduled meeting. Shall prepare and issue to all fire departments a copy of the minutes from the concluding general membership meeting; and shall send a newsletter to all current members in good standing with the information from the concluding general membership meeting.

Amended 1995 – Las Vegas

- B. Shall cause to be prepared and issued to the members and all others to whom the Secretary-Treasurer may be directed by the Board, a complete report of each Annual Business and Training Conference; shall collect all monies of the Association from all sources; and shall have custody of the funds of the Association, and all monies in the Secretary-Treasurer's possession belonging to the Association shall be deposited in a bank or banks approved by the Board, and deposited in the name of the Association.
- C. Shall keep a true and correct record of all funds received and disbursed; shall be authorized to spend up to \$250.00 on any one billing without formal Board approval. All payments of Accounts shall be by Association check.

Amended 1995 – Las Vegas

- D. Shall be bonded in an amount of Ten Thousand Dollars (\$10,000.00) or as otherwise determined by the Board. Bond fees shall be paid by the Association.
- E. Shall have the authority, with the approval of the Board, to engage assistance at any time that the Secretary-Treasurer may deem it necessary for the business of the Association.
- F. Shall close the annual report one week prior to the Annual Conference and shall submit the same at the next Annual Business meeting.

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- G. Shall at the termination of office, deliver to the incoming Secretary-Treasurer all monies, books, vouchers, and any other property belonging to or held in trust for the Association.
- H. Shall be exempt from the payment of annual dues.
- I. Shall receive a salary of One Hundred Dollars (\$100.00) per month.
- J. Shall work with the Executive Director and be responsible for all registration at the Annual Business and Training Conference; prepare a financial statement indicating income and disbursements for the Conference; and submit the statement to the President for review of the Board at their next scheduled meeting. Any assistance required will be in accordance with this Article.

Amended: 1964 – Yerington 1984 – Yerington
 1991 – Elko 1992 – Jackpot
 1997 – Las Vegas 2004 – Las Vegas

SECTION 5. Board of Trustees may appoint an Executive Director to oversee the general business of the Association at the direction of the Board; may act as Secretary to the Board of Trustees; and shall be subject to removal from office, at anytime, by a majority vote of the Board.

Amended: 2004 - Las Vegas

SECTION 6. Board of Trustees may appoint one or more legislative representative(s) annually, and regulate the amount of expenses incurred by the Legislative Representative(s). No legislative expense shall be incurred without prior approval of the Board.

Amended: 1968 – Yerington 1992 – Jackpot

SECTION 7. The Board of Trustees shall have the right to fill or leave vacant all vacancies not otherwise provided for herein, occurring in their body or in any of the offices of the Association for the unexpired term.

Amended: 2004 – Las Vegas

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ARTICLE VII MEETINGS

SECTION 1. The general membership meeting will be held in conjunction with the Annual conference referred to in Article I, Section 3. During that meeting, a schedule of ensuing Board and Roundtable meetings will be scheduled for the upcoming year. The Board has the right to cancel or reschedule any meeting as deemed necessary.

Amended: 1970 – Wells 1991 - Elko
 1992 – Jackpot 1995 – Las Vegas
 2004 – Las Vegas

SECTION 2. Failure to hold an Annual Business and Training Conference or any meetings listed in Section 1 of Article 7, shall in no way cause dissolution of the Association.

Amended: 1970 – Wells 1992 – Jackpot
 1995 – Las Vegas 2004 – Las Vegas

SECTION 3. A registration fee shall be set by the Board of Trustees and shall be assessed upon each person attending the Annual Business and Training Conference. Life and Honorary members will be exempt from the Association's portion of the Registration fee.

The Annual Training Conference shall maintain separate accounting from the normal Association business. Said separate account shall be maintained by the Executive Director. Every year, by vote of the Board, if necessary, monies will be deposited in the Training Conference Account to begin the conference activities.

The Executive Director shall serve as the Conference Director and shall follow the guidelines established by the Board of Trustees. The Conference Director shall be responsible for developing the program for the next Annual Conference in cooperation with the various committees of the Association. The Conference Director shall suggest topics and/or programs for the Conference, and may provide a program for the spouses and guests who accompany the members to the Conference. All plans and programs shall be presented to and be approved by the Board of Trustees before final acceptance.

After the Executive Director has completed the audit of the Income and Expenses, a report will be made to the Board and membership.

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Any profit that is derived from Annual Conference will remain with Nevada Fire Chiefs.

Amended	1979 – Las Vegas	1990 – Minden
	1991 – Elko	1992 – Jackpot
	1997 – Las Vegas	1998 – Las Vegas
	1999 – Tonopah	2004 – Las Vegas

SECTION 4. The Board will schedule at least two regular Board meetings in conjunction with a Roundtable session during the interim of the Annual Business and Training Conference for the purpose of conducting the Association's business.

SECTION 5. The elected and appointed officials of the Board shall be allowed expenses to attend the Annual Business and Training Conference; regular scheduled Board meetings; and other necessary travel requiring their attendance for Association business. Authorized expenses will include commercial air transportation when available or mileage at what the current allowable mileage is as stated in the Nevada Revised Statutes for ground transportation, lodging, and fifty dollars (\$50.00) per diem. No officer or member shall incur an expense in the name of the Association without the authority of the Board or the Association in conference.

Amended:	1980 – Fallon	1992 - Jackpot
	1997 – Las Vegas	

ARTICLE VIII RULES OF ORDER

SECTION 1. All meetings of this Association shall be conducted in accordance with "Parliamentary Procedure at a Glance", by O. Garfield Jones (A condensed version of the "Roberts Rules of Order".)

SECTION 2. Business at the Annual Training Conference shall include:

- A. Opening Ceremonies
- B. Opening Business Session
- C. Reports from Board members
- D. Report from Permanent Committees
- E. Other Committee Reports
- F. Unfinished Business
- G. New Business
- H. Good and Welfare of Association

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- I. Report of Attendance and Place of Next Conference
- J. Adjournment

Amended: 1991 – Elko 1992 – Jackpot
 2004 – Las Vegas

SECTION 3. The Opening Ceremony of the Annual Business and Training Conference shall be opened with the reading of the “Firefighter’s Prayer” as follows:

The Firefighter’s Prayer

When I am called to duty, God, wherever flames may rage, give me the strength to save some life whatever be its age. Help me embrace a little child before it is too late, or save an older person from the horror of the fate. Enable me to be alert and hear the weakest shout, and quickly and efficiently to put the fire out. I want to fill my calling and to give the best of me, to guard my every neighbor and protect his property. And if, when I have done my best, I am called to Thee, please bless with your protecting hand, my friends and family.

Amended: 1970 – Wells 1992 – Jackpot
 2004 – Las Vegas

IX COMMITTEES

SECTION 1. The President shall have the authority to appoint any and all committees deemed necessary to carry out the objectives of this Association, and shall be an Ex-Officio member of each committee.

Amended: 1991 – Elko 1992 – Jackpot

SECTION 2. The following permanent committees and their functions are established. The chairpersons shall hold their position until replaced by the President, who shall make the appointments within two months after the Annual Business and Training Conference. Chairpersons shall select at least one additional active member to serve on their committee.

- A. Audit Committee
- B. Constitution and By-Laws Committee
- C. Credentials Committee
- D. Fire Code Committee

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- E. Legislative Committee
- F. Membership Committee
- G. Nominations Committee
- H. Resolutions Committee
- I. Retired Fire Chiefs Committee
- J. WFCR Representative
- K. EMS Committee
- L. Education Committee
- M. Volunteer Committee

Amended: 1991 – Elko 1992 – Jackpot
 1995 - Las Vegas 2004 – Las Vegas

SECTION 3 – Committee Duties

The Audit Committee shall consist of two members and its purpose is to fulfill the duties of overseeing management's conduct of the Association's financial reporting process.

The Credentials Committee shall consist of two members and its purpose is to fulfill the duties of ensuring active members are in good standing at meetings; determine if a quorum is present.

The Education Committee shall consist of the Association's members of the State Board of Emergency Medical Services, Nevada State Fire Marshal's Office, Fire Service Standards and Training Committee, Department of Public Safety, Fire Code and Life Safety, and such other members as the President deems necessary. They shall keep themselves informed of changes in education and training requirements of the fire service and inform the Association of such changes. This committee, in coordination with the Executive Director, will be charged with establishing an annual training calendar, program and budgets for any training sponsored by the Association.

The Fire Code Committee shall maintain regular contact with the Legislative Agent of the Association and the Nevada Legislative bodies. The committee shall actively follow all legislative and fire code activities and shall inform the Board of Trustees of any and all pertinent matters relative to the Association.

The Legislative Committee shall keep informed of proposed legislation affecting the fire service and update the Association of such information. They shall work for the passage or defeat of all legislation affecting the fire service and the Association.

The Membership Committee shall contact eligible chief officers in Nevada

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who are not members in an attempt to increase the membership of the Association.

The Nominations and Elections Committee shall accept nominations for the necessary elective offices and present those names to the membership at the Conference on the day prior to the election. Nominations will be accepted from the floor at this time.

Each candidate so nominated shall be in attendance at the Conference and may present personal qualifications and plans for the improvement of the service and the Association to the membership immediately following the report of the Nominations and Elections Committee. The Nominations and Elections Committee shall furnish ballots for the election, shall collect and tally the ballots, and report the results to the membership.

The Resolutions Committee shall receive all resolutions presented by the members. These shall be in such form as is recommended by the Committee, and shall be presented to the Committee not later than 6:00 p.m. (1800 hours) on the opening business day of the Conference. These resolutions shall be presented to the body in Conference for action.

The Retired Chiefs' Committee shall keep informed of all matters affecting retired Chiefs of the Nevada Fire Service. All such information shall be communicated to the membership of the Association.

The Constitution Committee shall prepare any proposed amendment or changes in the Constitution. A copy of such proposed amendment or change shall be mailed to each member not less than thirty (30) days prior to the Annual Conference. A publication of such change or amendment in the Nevada Fire Chief newsletter or other means of correspondence may be ample notification.

The Volunteer Committee shall keep informed of all matters affecting volunteer fire departments. Such information should be passed on to the appropriate officer or committee for further action, if necessary.

The Emergency Medical Services Committee shall keep informed of all matters affecting emergency medical service. They shall keep the membership advised of all such information. They shall be the liaison between the Association and all agencies and departments of the State of Nevada involving emergency medical services.

Temporary or Special Committees may be appointed by the President as the need arises. The duties of these Committees shall not interfere with the Standing Committees.

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The WFCFA Representative will be the spokesperson in representing the Association relating to any business that would require action or communication as a member of the Western Fire Chiefs Association.

Amended: 2004 – Las Vegas

ARTICLE X AMENDMENTS

SECTION 1. This Constitution may be amended by two-thirds (2/3) vote of the active members present at the regular business meeting during the Annual Business and Training Conference. No amendments may be acted upon without having been submitted to the active membership in writing at least one (1) month in advance of the Annual Business and Training Conference. Publication of such notice shall appear in a publication directed to the membership of the Association.

Amended: 1992 – Jackpot 2004 – Las Vegas

ARTICLE XI INSTALLATION CEREMONY

SECTION 1. During the Installation Ceremony at the Annual Conference, a Past President will install the newly elected officers of the Association with the following statement:

Newly elected officers, you have been selected by the Membership of this Association to hold the highest positions within its power to bestow. The confidence which this Association has in your ability and integrity merits the greatest effort you can put forth. The Fire Service and the public are depending on you to guide us so that we will be better able to save lives and property from the devastation of fire. Each and every one of you should feel this responsibility and so conduct your office that no one can point the finger of scorn at you or our Association.

Strive to make the Nevada Fire Chiefs Association a name worthy of praise; its efforts, goals and achievements worthy of note; and most importantly, its dedication to saving life and property; and passing on our heritage to the young men and women of the fire service. It is up to you officers to create and keep up the interest of all concerned in this important work. You are charged with these responsibilities and I urge you to carry them out to the utmost of your ability. I now declare the officers of the Nevada Fire Chiefs Association duly installed for the ensuing year.

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Amended: 1969 – Las Vegas 1992 – Jackpot
 1998 – Las Vegas

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ADDENDUM

(Added 11/11/04)

SUBJECT: ORGANIZATIONAL ENDORSEMENT POLICY

I. POLICY

The Nevada Fire Chiefs Association (NFCA), from time to time, may receive requests from a variety of organizations, both profit and nonprofit, to endorse in concept, the purpose, objectives and mission of the organization.

It is the policy of the NFCA that all such organizations will submit, in writing, background information on the organization to include information provided within this policy. The requesting organization will also be required to continue to provide updates to the NFCA as changes occur if, in fact, an endorsement is approved.

II. OBJECTIVES

- A. To provide background material for the Board of Trustees of the NFCA to make thorough and precise endorsement decisions.
- B. To monitor changes of mission, objectives or purpose which may affect the endorsement of the NFCA.
- C. To provide to the organization an outline of information, which will be beneficial to the NFCA's Board of Trustees in reviewing the recommendation for endorsement.

III. PROCEDURES/MEANS

- A. How to give notice to the NFCA that an endorsement is requested.
 - 1. Any organization, association or group wishing to have the endorsement of the NFCA shall forward, in writing, a request for such endorsement.
 - a. This shall be prior to any oral presentation or appearance before the NFCA Board of Trustees.
 - b. This shall be provided in sufficient time to allow for matter to be placed on the NFCA Board of Trustees' agenda.

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2. The request for such endorsement is to be directed to the Secretary/Treasurer of the NFCA
 - a. If the endorsement is being forwarded through an active member of the NFCA, the request is still to be forwarded to the Secretary/Treasurer for screening and placement on the agenda.
 - b. It is the intent of this section to avoid having the Board of Trustees review information without prior notice or review of material.
- B. Review of requirements prior to presentation.
 1. The Secretary/Treasurer will require the following information to be submitted:
 - a. Officers of the organization to include name, address, and telephone numbers, business/association name, location, and telephone number.
 - b. History of the organization. What has it accomplished to date, major causes, and functions, tasks completed?
 - c. Statement of Purpose. List of the organization's objectives, mission and goals. What does it intend its direction will be? Will there be a change of direction in the future?
 - d. How is the organization funded? If volunteer staff is used, will this continue or is there intent to increase staff, equipment and supplies?
 - e. A statement of why the endorsement of the NFCA is required and how this endorsement is to be used.
 2. The Secretary/Treasurer will advise the organization (when the above information has been submitted in a timely fashion) that the matter will be submitted to the Board of Trustees at a regular meeting.
 3. The Secretary/Treasurer, in consultation with the President, may place the information on the regular agenda for action by the Board of Trustees.

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- a. The Secretary/Treasurer or President will decide if an oral presentation or further information is needed.
 - b. A vote of the Board to approve must be received before any endorsement can be made. No action or endorsement will take place if no vote is taken.
 - c. No endorsement shall use the word, "unanimous."
- C. Notice to organization requesting endorsement.
1. The Secretary/Treasurer will notify the requesting organizations of the action taken by the Board of Trustees.
- D. Rescinding an endorsement.
1. The following may cause the rescinding of an endorsement.
 - a. The organization undergoes a change of purpose, objective or direction that is not consistent with the endorsement of NFCA
 - b. The organization undergoes a major change of funding source, which may affect the potential funding of a service considered vital to the NFCA
 - c. The organization is experiencing funding problems, personnel problems or internal strife.
 - d. There is a change in personnel, purpose and in the opinion of the NFCA Board of Trustees the organization no longer is striving to maintain the purpose and mission as presented originally to them.
 - e. Any other reason deemed sufficient by the Board of Trustees.
- E. Maintenance of endorsements.
1. A file is to be maintained on those active endorsements of the NFCA
 2. The file should be inspected periodically to determine the status of those organizations endorsed by the NFCA and

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determine if they are still operating within the parameters presented at the time of endorsement.

- a. Regardless, all organizations who have received the NFCA endorsement must go through a review process at the Board meeting at the Annual Training Conference.
 - b. The Secretary/Treasurer shall cause all organizations that have the NFCA endorsement to be on the agenda of the Board meeting at the Annual Training Conference and the Board of Trustees will vote to either maintain or drop the endorsement.
 - c. The purpose is to give the Board of Trustees and the incoming Executive Board the knowledge and understanding of who currently has the NFCA endorsements.
3. Matters of conflict are to be presented to the Board of Trustees.
- F. Disclaimer.
1. A disclaimer by the NFCA will be included as a part of the endorsement and apply to any changes of policy, purpose, staffing or funding that may jeopardize the endorsement provided.
 2. The disclaimer will also state that the endorsement is for a limited period, and the organization must verify the endorsement after the specified time or if changes occur as outlined above

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9. How will this organization be funded?

<input type="checkbox"/> Public Funds	<input type="checkbox"/> Private Funding
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Grant Funding
<input type="checkbox"/> Donations	<input type="checkbox"/> Fee Structure
<input type="checkbox"/> Other	

(Explain)

9. Statement of why the endorsement of the Nevada Fire Chiefs Association is being requested. Include how this endorsement will be used and for approximately what period of time.

10. Is your organization willing to contact this Association prior to utilizing this endorsement in the future and obtaining continuing approval?

Yes ___ No ___

11. Do you or members of your organization wish to make an oral presentation to the Nevada Fire Chiefs Association Board of Trustees?

Yes ___ No ___

12. If you have a brochure or handout material, which summarizes the organization and its purpose, please submit with this application.

Attached ___ Not attached _____

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The information supplied on the application is to the best of my knowledge accurate and correct.

Print Name of Person Making Application

Position with Organization

Signature

Date of Application

Nevada Fire Chiefs Association Use Only:

Date Received: _____ Oral Presentation Approved: ___ Yes, ___ No

Agenda:

Notification of Applicant:

Presentation to be made; Agenda date:

Status of Application: _____ Ayes, _____ Noes

Time Limits for Endorsement: From _____ To _____

Notice to Organization:

Comments/Follow up: