

# CONSTITUTION, BYLAWS AND RULES OF ORDER OF THE SASKATCHEWAN ASSOCIATION OF FIRE CHIEFS

## ARTICLE I

**SECTION 1.** This Association shall be known as the "Saskatchewan Association of Fire Chiefs Inc." (SAFC)

The following vision statement guides the direction of the SAFC:

The SAFC continuously strives to be the voice and leadership for the Fire Service in the province of Saskatchewan.

**SECTION 2. OBJECTIVES** - The mission statement of this organization is:

The mission of the Saskatchewan Association of Fire Chiefs is to provide our member Fire and Emergency Service colleagues with information and education to better serve our communities; while maintaining the highest ethical and professional standards.

To carry out this mission the Association shall:

- A. At a minimum of every five years, develop and implement a Strategic Plan designed to guide and direct the work of the SAFC, reflecting current goals and priorities
- B. Serve as the recognized organization for the exchange of ideas, information, knowledge, experience and development of resolutions and position papers in areas affecting the safety of life, property and environment from fire, natural and man-made disaster;
- C. Encourage and develop public education in fire prevention and disaster awareness for the preservation of human life and material resources;
- D. Collaborate with all organizations promoting programs that further the goals and objectives of the fire service;
- E. Support and encourage the delivery of pre-hospital emergency medical services by the fire service to relieve human trauma;
- F. Conduct research and studies of major problems affecting the fire service at community, provincial, regional, national and international levels.
- G. To provide an annual educational forum known as the Saskatchewan Association of Fire Chiefs Annual Conference and Trade Exhibition.
- H. To take an active role interfacing and influencing government and other associations for the purpose of improving the fire service in the province of Saskatchewan.

## SECTION 3. DEFINITIONS

- A. *Annual General Meeting* means the meeting held once annually during the fiscal year
- B. *Association* means the Saskatchewan Association of Fire Chiefs Inc.;
- C. *Board* means the Board of Directors of this Association;
- D. *Bylaws* means the Bylaws of this Association;
- E. *Director* means any person elected or appointed to the Board;
- F. *Executive Director* means the person appointed by the Executive Committee with the approval of the Board to serve in that capacity;
- G. *Executive Committee* means the President, Past President (if appropriate) two Vice-Presidents, Treasurer and Executive Director;
- H. *Officer* means the persons who are members of the Executive Committee;
- I. *Region* means one of ten (10) geographical areas of the Province of Saskatchewan as defined by the Board of Directors and outlined as SAFC Regional Maps in this Constitution; these regions will be consistent with the boundaries defined by the Saskatchewan Volunteer Fire Fighters Association and Emergency Management and Fire Safety.
- J. Words in the singular include the plural and vice versa and words in the male gender include a

female and a corporation.

## ARTICLE II

**SECTION 1.** Within the province of Saskatchewan, every fire department, fully paid, partly paid, or volunteer, shall be entitled to representation on the membership role of this Association.

The Association may include the following divisional and committee components:

- A. *Industrial Fire Protection*
- B. *Inspectors*
- C. *Public Education*
- D. *Saskatchewan Volunteer Fire Fighters*
- E. *Labour Relations Committee*
- F. *First Nations*
- G. *Training Division*

Divisions and committees may organize under their own constitution and bylaws providing they operate under the corporate structure of the Saskatchewan Association of Fire Chiefs, and any such constitution and bylaws which are inconsistent with the Association constitution and bylaws shall give way to the latter and be invalid.

Divisions and committees shall nominate their own Chairpersons, Executive Committee and advise the Association accordingly. Divisions and committees shall not issue any policy statement without the prior approval of the Board of Directors. Divisions and committees shall not incur any debts or undertake any spending on behalf of the Association unless authorized by the Executive Committee.

**SECTION 2. INDIVIDUAL MEMBERSHIP** - The individual membership of the Association shall consist of:

A. **ACTIVE MEMBERS** - Active members shall be individuals interested in the goals and objectives of the Association. They shall be entitled to participate fully in the affairs of the Association. They shall be entitled to hold elective office, serve on the Board of Directors and to vote on Association matters. Persons eligible for active membership shall include;

- 1) The Chief of the department,
- 2) All Chief Officers designated by the Chief,
- 3) All other Officers of the department designated by the Chief of regularly organized public, private, first nations, governmental or industrial fire departments within the Province of Saskatchewan.

B. **ASSOCIATE MEMBERS** - Associate members shall be individuals interested in the goals and objectives of the Association. They shall be entitled to participate fully in the affairs of the Association, but will not be eligible to hold elective office, serve on the Board of Directors or vote on Association matters. Persons eligible for Associate membership shall include:

- 1) Fire service personnel who are of insufficient rank or position to qualify as an Active Member of the Association;
- 2) The Minister responsible for the Office of the Fire Commissioner;
- 3) The Fire Commissioner for the Province of Saskatchewan, who shall be entitled to attend all meetings of the Board of Directors, receive all benefits of a Director including notification of meetings and to provide advice to the Board of Directors;
- 4) Staff of the Provincial Fire Commissioner's Office;
- 5) Staff of the Fire Commissioner of Canada's Office;

- 6) Professors, instructors and technical staff members of accredited colleges, universities and academies, engaged in teaching or research;
- 7) Those individuals engaged in fire-related governmental research programs;
- 8) Those persons who have made a significant contribution to the fire science and practice;
- 9) Individuals or businesses engaged in the manufacture or sale of emergency apparatus, supplies or service to the fire service industry;
- 10) Individuals or businesses otherwise interested in the field of fire or emergency services.

C. LIFE MEMBERS - Life Members shall be entitled to participate fully in the affairs of the Association, but will not be eligible to hold elective office, serve on the Board of Directors or vote on Association matters. Life Membership may be bestowed on any person:

- 1) who is no longer eligible for Active membership, and
- 2) who has served the Association in a meritorious manner, and
- 3) who has been a member in good standing for a minimum of ten (10) years, and further provided they are not identified with fire protection commercially, or have become a Chief, Assistant Chief, Commissioner or Industrial Fire Chief. Life Members shall be exempt from payment of annual dues.

D. HONOURARY MEMBERS - Honourary Members shall be entitled to participate fully in the affairs of the Association, but will not be eligible to hold elective office, serve on the Board of Directors or vote on Association matters. Honourary Membership may be bestowed upon any person:

- 1) who is not eligible for Life membership, and
- 2) who has rendered meritorious service to the Association and its goals and objectives, and
- 3) may not necessarily be previous or present members of the Association. Honourary Members shall be exempt from payment of annual dues.

Nominations for Life and/or Honourary members shall be made in writing to the Executive Director and must include:

- 1) the names and signatures of at least two nominators who are members in good standing of the Association; and,
- 2) the name of the nominee and a description of the action that resulted in the nomination.
- 3) nominations shall be reviewed by the Board of Directors and their recommendation shall be forwarded to the Annual General Meeting for ratification by the members of the Association.

**SECTION 3.** A member retiring from the position that qualified them for Active Membership, upon such retirement, shall retain their membership and all corresponding privileges to the end of the next Annual General Meeting

On being admitted to membership, a member is entitled to and the Association shall give him, without charge, a copy of the Constitution and Bylaws of the Association.

### **ARTICLE III**

**SECTION 1.** The Officers of this Association shall consist of a President to be elected every two years in even calendar years, a 1st Vice-President and 2nd Vice-President (both vice-presidents elected from the Board of Directors annually), the Past President, if appropriate and the Treasurer.

**SECTION 2.** There shall be a Board of Directors consisting of the President, ten (10) regional representatives and the Executive Director. In the event the SAFC is unable to fill a regional Board Member, a Member at Large may be nominated until such time a Regional Member can be secured. This Board of Directors shall meet at the Annual General Meeting and Conference, and at least one other

time through the year as called by the President.

Telephone conference calls are considered legal procedures for conducting Executive Committee and Board business with the proviso that all business conducted by telephone conference calls is ratified by the Board at their next meeting.

**SECTION 3.** Nominations for the ten (10) regional representatives will be made in their respective regions (as identified on attached maps). In addition, nominations can be made from the floor of the Conference as per Bylaws, Section 2. These representatives to be elected for a two-year term with five representatives elected each year. The even-numbered regions electing in odd calendar years and the odd-numbered regions electing in even calendar years.

**SECTION 4.** The Executive Director shall be appointed by the Executive Committee with the approval of the Board of Directors.

**SECTION 5. Executive Committee**

There shall be an Executive Committee consisting of the President, two Vice-Presidents, Past President, if appropriate, Treasurer and Executive Director acting as Ex-officio. The members of the Committee shall serve a term of one year commencing at the conclusion of the Annual Meeting of the members.

The Executive Committee shall:

- A. Review administrative, governance and personnel issues and report on same to the Board of Directors;
- B. Act on resolutions passed at the Annual General Meeting
- C. Report on the disposition of resolutions in the opening business session of the next Annual General Meeting
- D. May meet for the transaction of business, adjourn and otherwise regulate its meetings as it sees fit.
- E. A majority of the members of the Executive Committee shall constitute a quorum.

**SECTION 6.** In the event of a vacancy among the elected Officers, the same shall be filled by appointment made by the President and approved by the Board of Directors. In the case of the vacancy of the Presidency, the Executive Committee shall automatically appoint the 1st Vice-President. In all cases, such appointment shall stand only until the next Annual General Meeting at which time there shall be an election to fill the vacancy.

**SECTION 7.** At each meeting of the Board of Directors, six (6) members shall constitute a quorum. The presiding member shall not have a vote, however, in the event of a tie vote; the presiding member shall cast the deciding vote

**SECTION 8.** Each Director shall retire from office at the conclusion of the Annual General Meeting in the year in which their term of office expires.

**SECTION 9.** In the event that a Director is convicted of a felony while holding office, that Director or officer shall be deemed to have forfeited his/her office, and shall be removed from that office.

## **ARTICLE IV**

**SECTION 1.** In addition to the Board of Directors, an Auditor, a Conference Committee, a Finance Committee, a Resolutions Committee, a Nominating and Elections Committee, a Constitution Committee, and a Membership & Awards shall be appointed by the President with the approval of the Board of Directors and shall hold such office until the conclusion of the Annual General meeting. The Board of Directors shall establish the composition and Terms of Reference for such Committees. The

President , or someone he appoints, shall be an ex-officio member of all Committees. All committees report to the SAFC Board of Directors. The SAFC Board has the option to add or omit committees according to the needs of the membership.

**SECTION 2.** Special Committees: The Board of Directors or President may from time to time appoint special committees composed in whole, or in part, of Directors, members-at-large or non-members. The Board shall establish the composition and Terms of Reference for such Committees. The President, or someone he appoints shall be an ex-officio member of all Special Committees.

## **ARTICLE V**

Duties of Officers of the Association

**SECTION 1.** The PRESIDENT shall:

- A. Be the official representative and spokesperson for the Association;
- B. Serve as the Chairperson of the Executive Committee;
- C. Preside at meetings of the Association and at meetings of the Board of Directors;
- D. Appoint all committees, including those not provided for in the Constitution and Bylaws;
- E. At the post-conference meeting of the Board of Directors authorize a minimum of three (3) members as cheque signatories and that all cheques must be signed by at least two (2) of the authorized signatories.
- F. Select, with approval of the Board of Directors, the date and place of the annual meeting of the Board of Directors;
- G. Call a special meeting of the Board of Directors when so requested by a majority of the Board of Directors or whenever the President determines necessary, provided reasonable notice is given.
- H. Ensure all committees operate according to the constitution, bylaws and Association policies.
- I. Shall have the responsibility for overseeing the general and active management of the business of the Association.
- J. Shall see that all resolutions of the members at a duly constituted meeting of members are brought into effect.
- K. Authorize the Executive Director or a member in good standing to represent the Association to speak on its behalf.
- L. In order to be nominated for President, the nominee must be a current member of the SAFC Board of Directors, or served on the SAFC Board of Directors in the past.

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**SECTION 2.** The FIRST VICE-PRESIDENT shall:

- A. In the absence or inability of the President to perform all the duties of the office, be directed to assume the duties of the President,
- B. Assist the President in conducting the business and policies of the Association;
- C. Perform such other duties as are prescribed by the Board of Directors.

**SECTION 3.** The SECOND VICE-PRESIDENT shall:

- A. Assist the President and the first Vice-President in conducting the business and policies of the Association;
- B. In the absence or inability of the President and first Vice-President, immediately be directed to assume all the duties and responsibilities of the President;
- C. Perform such other duties as are prescribed by the Board of Directors.

**SECTION 4.** The EXECUTIVE DIRECTOR shall:

- A. Be an Ex-Officio Member (with no voting privileges) of all committees and the Board of Directors.
- B. Keep a complete record of the proceedings of the Association and related committees;
- C. Receive and answer all communications;
- D. Be custodian of all documents;
- E. Collect all monies due to the Association giving receipts therefore;
- F. Submit a statement of receipts and disbursements at the regular Annual General Meeting;
- G. Keep proper accounting records in compliance with all relevant statutory provisions and under the direction of the Board, shall control the deposit of money, the safeguarding of securities and the disbursement of the funds of the Association.
- H. Issue notices of meetings of the Board;
- I. Maintain the membership database;
- J. Render financial statements to the directors, members and others when required.
- K. Countersign orders for money drawn and perform such duties as may be required in all interests of the Association;
- L. Purchase all necessary stationery and supplies;
- M. At the expiration of the term of office, surrender to the successor all books and papers and other property of the Association;
- N. Be exempt from payment of dues;
- O. Be paid from Association funds; expenses to the Annual General Meeting and all other just and reasonable expenses incurred in pursuit of duties of office for the Association.

**SECTION 5.** The annual salary paid to the Executive Director shall be set annually by the Board of Directors at the Post Conference Meeting.

## **ARTICLE VI**

### **SECTION I. BOARD OF DIRECTORS**

The Board shall consist of the president, the immediate past-president if appropriate, the Treasurer, ten (10) elected directors and the Executive Director as ex-officio without a vote.

Directors, as members of the Board shall:

- A. Conduct the affairs of the Association during the time intervening between annual meetings and will be responsible for the proper transaction of business.
- B. Make the necessary arrangements in conjunction with the Host Chief for the Annual General Meeting and shall prepare a list for business to be transacted.
- C. Alert the Association of the nomination for appointment as Directors in their districts;
- D. Participate in meetings of the Board;
- E. Review the work of the Association at the Board of Directors' meetings
- F. Deliver all records from their term as a Director to their successors.
- G. May suspend or terminate a Division because of an inconsistency with association policies, lack of interest by members, and/or improper representation of the Association by the Division.
- H. Prepare "terms of reference" for each Committee which shall be given to each Committee Chairperson;
- I. Serve as such without remuneration and no director shall directly or indirectly receive any profit from this position.

### **FINANCE COMMITTEE**

The Finance Committee shall consist of three representatives appointed by the President, and a Treasurer with a CMA designation that acts as Financial Advisor to the Board of Directors. The Treasurer will not have voting privileges, but can be appointed as one of the SAFC signatories. The Finance Committee will have signing authority on the SAFC accounts and all cheques written on behalf of the agency will have two signatories, with all supporting documentation being reviewed and approved by a Board member on the Finance Committee.. The members of the Committee shall serve a term of one year commencing at the conclusion of the Annual Meeting of the Members. A quorum consists of two members.

The Committee shall:

- A. Recommend the annual budget on behalf of the Association;
- B. Approve a monthly submission for remuneration from the Executive Director on behalf of the Association
- C. Review the Associations financial reports monthly;
- D. Take all reasonable steps to further the objectives of the Association.
- E. Meet annually after the commencement of conference (suggested time July-August) to discuss and set the forecasted budget for the following year.
- F. Keep minutes of its meetings in which shall be recorded all actions taken by it. Such minutes shall be submitted to the Board as soon as it is practical.

## **RESOLUTIONS COMMITTEE**

The Executive shall appoint a Resolutions Committee at the Post Conference Board of Directors Meeting. The Resolutions Committee shall review all resolutions and present them to the Annual General meeting. In its review, the resolutions Committee may:

- A. Amend the grammar or format of the resolution for clarity and inform the submitter of such amendments;
- B. Consolidate resolutions of similar intent or subject matter and inform the submitter of such consolidations;
- C. rejects any resolution that it deems inappropriate and inform the submitter of the reasons for their rejection of the resolution.

The Resolutions Committee shall set a deadline of the end of February for the receipt of resolutions so that the resolutions may be printed and circulated prior to the voting on resolutions at the closing business session.

## **NOMINATIONS AND ELECTIONS COMMITTEE**

The Nominations and Elections Committee shall consist of three representative appointed by the president. The committee shall administer the election process set forth in the by-laws, and shall administer all on-site conference elections and conduct all balloting. The committee shall select a chair from their members during the post conference meeting.

## **CONSTITUTION COMMITTEE**

The Constitution Committee shall:

- A. Review any proposed changes to the SAFC Constitution and By-laws that have been submitted and;
- B. Report on the changes to the board of directors.

C. Report any proposed changes to the membership.

## **SECTION 2. AUDITOR**

The Auditor shall audit all bills, receipts and financial statements prior to the Annual Conference, and shall report on the financial condition of the Association. Books are to be made available upon request. The auditor may be removed by Ordinary Resolution. The auditor shall be informed in writing of appointment or removal. No Director or Officer and no employee of the Association shall be auditor. The auditor may attend general meetings

The Saskatchewan Association of Fire Chiefs, Inc. is a non-profit corporation incorporated in the Province of Saskatchewan and subject to the regulations enacted by the Corporations Branch of Saskatchewan Justice.

Following best practices, the SAFC will conduct a formal audit of the SAFC books each year.

Any audit or review must be performed by a member of a recognized accounting profession.

## **FISCAL YEAR**

The fiscal year of the Association shall begin with the first (1<sup>st</sup>) day of January and extended through the thirty-first (31<sup>st</sup>) day of December.

**SECTION 3.** The Annual General Meeting will be held at such place as designated by the preceding Annual General Meeting and such date as the Board of Directors, after consultation with the Chief of the Fire Department of the convention city or town may decide.

In the event that the conference is not held, all actions described herein that are carried out at the conference shall be carried out at a special meeting of the Association's board of directors as soon as possible after the originally-scheduled conference.

**SECTION 4.** At the Annual General Meeting, twenty-five (25) members shall constitute a quorum to transact business.

**SECTION 5.** Chiefs inviting the Association to host the Annual General Meeting in their cities or towns shall arrange for a suitable convention centre. All expenses incurred shall be paid by the Association when approved by the Board of Directors.

## **ARTICLE VII**

**SECTION 1.** The Association shall have full power of any meeting to alter, amend or revise this Constitution, providing that notice of such alteration, amendment or revision shall have been given, in writing, to the Executive Director of the Association at least sixty (60) days prior to the Annual General Meeting. The Executive Director shall see that every member shall have at least fourteen (14) days clear notice of such proposed consideration, amendment or revision previous to the date set for the opening of the Annual General Meeting. A two-thirds majority vote of the members entitled to vote, who are present and voting, shall be necessary for the adoption of any such alteration, amendment or revision.

**SECTION 2.** Nothing contained in the proceeding section shall prevent the Association in Annual General Meeting, regularly assembled, from altering or revising any part of the Constitution upon a four-fifths majority vote of the members entitled to vote, who are present and voting, provided, however, that notice of any such action shall be given, in writing, and printed copies made available to all active members present, at least twenty-four (24) hours previous to the time when such proposed alteration, amendment or revision shall be read in open conference when first presented. Amendments with less



than twenty-four (24) hours notice shall be referred to the Board of Directors for its consideration and recommendation to the next Annual General Meeting for action.

**SECTION 3.** All amendments, alterations or revisions shall take effect immediately upon adoption by the Membership unless otherwise provided.

Amendments may be proposed either by resolution of the Board of Directors or by petition of any two Active Members in good standing. The Constitution Committee shall review any proposed amendments and report to the Board of Directors.

## **ARTICLE VIII**

### **MEETINGS**

**SECTION 1.** There will be an Annual General Meeting of the Association at a location approved by the General Membership.

**SECTION 2.** There shall be an Annual Board of Directors Meeting to be held after the Annual General Meeting and one prior to the end of the fiscal year. Conference calls will be held at minimum, bi-monthly, at a time mutually agreed upon by the Board of Directors. Other meetings shall be held at the call of the President or on written request of any five members of the Board. Except under extraordinary circumstances at least ten (10) business day's notice of the time, place and purpose of all meetings of the Board of Directors shall be given to each member of the Board by the Executive Director. Such notice shall be given in person, by telephone, or by mail, facsimile transmission, or electronic mail sent to the member's last known address.

**SECTION 3.** Reimbursement of expenses for all authorized meetings shall be determined by the Board of Directors. All just and reasonable expenses incurred in pursuit of duties for the Association shall be paid from Association funds.

**SECTION 4.** A simple majority shall be required for the transaction of business at all meetings of the Board of Directors and the Executive Committee. In the absence of a quorum, the Board of Directors may continue to meet, and its decisions ratified by confirming motion at the next meeting at which a quorum is present.

#### **SECTION 5. Attendance**

A Board Member must attend 50% of the regularly scheduled Board meetings, including conference calls. Should the Board member not attend the required meetings he shall not be eligible for re-election to the Board in the upcoming year. After a one year absence the member shall once again be eligible for election to the Board of Directors.

#### **SECTION 6. Committee Meetings**

Committees of the Association shall hold meetings in accordance with their Terms of Reference as established by the Board of Directors. All meetings of Committees shall be held at the call of the Chair or on written request of a majority of the members of the Committee.

#### **SECTION 7. District Meetings**

In order to extend the advocacy, educational and professional development activities of the Association, the holding of District Meetings shall be encouraged and authorized. The Terms of Reference for all Association District meetings shall be established by the Board of Directors. Reasonable expenses associated with district meetings may be reimbursed by the SAFC.

**SECTION 8.** The accidental omission to give notice of a meeting to, or the non-receipt of notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

## **ARTICLE IX**

### **PROTECTION AND INDEMNITY OF DIRECTORS AND OFFICERS**

**SECTION 1.** Each Director or Officer holds office with protection from the Association. The Association indemnifies each Director or Officer against all costs or charges that result from any act done in good faith in his role for the Association. The Association does not protect any Director or Officer for acts of fraud, dishonesty, or negligence.

**SECTION 2.** No Director or Officer is liable for the acts of any other Director, Officer or employee. No Director or Officer is responsible for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm or corporation dealing with the Association. No Director or Officer is liable for any loss due to an oversight or error in judgement, or by an act in his role for the Association, unless the act is fraudulent, dishonest or negligent. The SAFC will keep updated annual Director's Liability Insurance with a recognized Insurance Provider, and be able to provide certificate of said Insurance.

**SECTION 3.** Directors or Officers can rely on the accuracy of any statement or report prepared by the Association's auditor. Directors or Officers are not held liable for any loss or damage as a result of acting on that statement or report.

## **ARTICLE X**

**SECTION 1.** This Constitution will be in force and take effect upon its passing.

## **BYLAWS**

**SECTION 1.** The Rules of Order for all meetings of the Saskatchewan Association of Fire Chiefs shall be set out in Roberts Rules of Order

**First Business Session** - Presentation of all proposed amendments to the constitution, by-laws or rules of order for which notice has not been given prior to the opening of the conference shall be at the first business session of the conference.

**Order of Business** - The order of business at the annual general meeting at the annual conference shall be:

- A. Opening business session
- B. Report of President
- C. Report of Directors
- D. Report by President or designee on the disposition of resolutions acted upon at the last annual conference
- E. Report from Committees
- F. Unfinished business
- G. New business
- H. Report of attendance and place of next conference
- I. Adjournment

**SECTION 2.** The members in a region shall meet together and hold a nomination and election for the

position of Regional Director at least 5 days prior to the Convention and the Chairperson of the Nominations Committee shall be provided with the name of the elected director prior to the Annual General Meeting. If nomination hasn't occurred at the regional meetings, nominations for Director positions can happen from the floor at the Annual General Meeting at the annual conference.

**SECTION 3.** Any nominee who desires to withdraw his name may do so at time of nomination, but shall not make any address nor request for his sponsors to support any other candidate.

**SECTION 4.** Only one (1) nominating speech or statement of endorsement shall be permitted by or for each candidate. Such speech shall not exceed five (5) minutes.

**SECTION 5.** For any office for which there is only one (1) nomination, the presiding officer shall instruct the Chair of the Committee on nominations and elections, as the representative of the Conference assembled, to cast a ballot for such nominee and shall thereupon declare each nominee elected.

**SECTION 6.** For all offices for which there are two (2) or more nominees nominated, the Nominations and Elections Committee shall conduct an election. Elections shall determine the results and report immediately to the Conference assembled.

**SECTION 7.** In the election of officers, the candidates receiving the highest number of votes shall be elected. In the event of a tie vote, the voting on the second ballot shall be confined to the nominees tied.

**SECTION 8.** The complete conduct of the elections and decisions in any matters of dispute that may arise during such elections, shall be in the hands of the Nominations and Elections Committee, which from among its own members, shall nominate a Chair who shall be its spokesperson to announce its decisions and ruling to the Conference. The Chair of the Committee shall serve in that capacity the entire year and shall be responsible for convening the committee the following year for the purpose of electing a Chair.

**SECTION 9.** Election campaigns are expected to be conducted on the highest level. Any questions concerning ethics of the campaign should be referred to the Nominations and Elections Committee.

**SECTION 10.** Active and Associate Members shall pay annual dues as adopted by majority vote of members entitled to vote at the Annual General Meeting.

**SECTION 11.** Membership fees become due upon billing and must be paid up by 1st day of Annual General Meeting in that calendar year.

**SECTION 12.** Application for membership may be made to and accepted by the Executive Director at any time during the year or at the time of the Annual General Meeting. Any Member in arrears of annual membership fees shall not be entitled to vote at an Annual Meeting or receive any membership privileges of the Association.

**SECTION 13.** Registration fees for each delegate attending the Annual General Meeting shall be determined by the Board of Directors at the mid-term Directors' Meeting. Registration fees for out-of-province invitees shall be waived.

**SECTION 14.** The fees paid to the President or Presidential Designate of the Board of Directors to attend an out of province conference shall consist of travelling expenses, registration, lodging and meals. The President has the right to waive all out of the province registration fees.

**SECTION 15.** The Executive Director as directed by the President and the Board of Directors shall submit a budget for the current fiscal year at the Annual General Meeting.

**SECTION 16.** Any member in good standing of the Saskatchewan Association of Fire Chiefs may submit resolutions, in writing, to the Resolutions Committee.

**SECTION 17.** To Avoid conflicts in the Association, and due to the fact that the Association does not have the resources to test products, the Association will not endorse any commercial products what so ever, either as a gesture of recognition, for the return of services, or monetary gain.

This Constitution was amended at the 2002 Annual General Meeting at Weyburn.  
Further amendments were made at the 2004 Annual General Meeting at Yorkton.  
Significant amendments were made at the 2007 Annual General Meeting in Swift Current.  
Two amendments were made in 2008 in North Battleford (the addition of three divisions of: Aboriginal, Industrial and SVFFA. Also a small grammatical correction was made.  
Five changes were made at the 2013 Annual General Meeting in Yorkton.  
Changes were made throughout the document at the 2016 Annual General Meeting in North Battleford