



Bylaws

Wisconsin Fire Service Administrative Association (WFSAA)

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Article I – Name

- 1.1** This Association shall be known as the Wisconsin Fire Service Administrative Association (WFSAA).

Article II – Purpose

2.1 The purpose of this Association shall be:

- To provide a communication network for sharing unique ideas and concerns,
- To provide educational and professional opportunities,
- To provide a means to learn more about interpersonal and intrapersonal dynamics,
- To provide enhanced support to Wisconsin Fire Chiefs and fire service administrative professionals or related position, in order that they might more effectively meet the goals and responsibilities of their position.

Article III – Membership

- 3.1** Active membership shall be comprised of the fire service administrative staff of regularly organized public, governmental and private industrial fire departments and payment of prescribed dues.

Active members shall be entitled to vote on all matters requiring a vote, unless otherwise prohibited by these bylaws; and shall be entitled to hold office, and to participate fully in the affairs of the Association.

Active members are encouraged to participate as a committee member in order to assist in the various functions of the WFSAA. Active members are to submit their membership renewal application and payment by the required deadline, as it states in the bylaws. Active members are encouraged to attend meetings and contribute towards the goals of the WFSAA. Active members are encouraged to attend the educational opportunities and various training seminars offered. Active members are encouraged to attend social outings as it is an excellent opportunity to network with peers in a relaxed environment. All members are encouraged to volunteer their time and talents at the various events sponsored by the Wisconsin State Fire Chiefs Association or the Wisconsin Fire Service Administrative Association, and any of the Wisconsin fire service associations.

- 3.2** By a two-thirds (2/3) vote of the board, any member of the organization may be removed for conduct that may be deemed contrary to the best interest of the WFSAA membership. The member shall be accorded all rights to reply to the charges and testify on their own behalf before the Board of Directors.

- 3.3** Reciprocity
WFSAA will join other fire-related associations in name only with no exchange of dues to be made. The memberships will be reciprocal (i.e. Illinois Fire Service Administrative Professionals).

Article IV – Dues

- 4.1** The dues structure of the Association shall be by resolution adopted by the membership and set by vote. Dues for the membership in the Association shall be:

Active Member: \$75.00 per year

Lifetime Honorary Members: With dues paid prior to 2018 will be grandfathered in for their lifetime.

- 4.2** Dues are payable by March 31st each year. Memberships will automatically be cancelled if dues are not paid by March 31st.

Article V – Board of Directors

- 5.1** The Board of Directors shall consist of the President, Vice President, Past President (if available), Secretary, and Treasurer.
- 5.2** All members of the Board of Directors shall be active members in good standing.
- 5.3** Meetings of the Board of Directors shall be held at least semi-annually (in person or virtual). Special meetings may be called by the President. The Board of Directors shall transact business of the Association when the Association is not meeting. They shall exercise jurisdiction and authority over all standing and special committees; and may request a report of committee activities from time to time. They may establish rules for conduct that shall not conflict herewith (with two-thirds of the board). Rules may only be changed by a like concurrence.
- 5.4** When deemed necessary, a special vote of the membership may be called by the President in order to conduct the business of WFSAA. These votes may be conducted electronically via teleconferencing or e-mail. The membership shall have the opportunity to take part in the discussion and to vote on any motion made. A motion will be considered passed if a majority vote of the membership has voted in favor of the motion. All motions passed electronically will be read into the minutes at the next meeting by the Secretary.
- 5.5** Any Board member missing one-half of the scheduled meetings may be dismissed from office by a Membership vote.
- 5.6** The Board of Directors shall initiate and execute whatever specific projects, programs, or activities the Association may undertake, and appoint any and all standing committees as may be necessary or convenient.

Article VI – Officers

6.1 Officers shall be the following:

- President
- Past President (if available)
- Vice President
- Secretary
- Treasurer

6.2 Officers shall be elected and sworn in at the first meeting of each calendar year. Members wishing to be nominated may submit their names to the Administrative Committee Chair no later than thirty (30) days prior to the first meeting of the calendar year. Nominations shall also be requested from those in attendance at such meeting.

6.3 Term of office will be two (2) years alternating terms. Vacancies will occur in the President and Treasurer offices on odd numbered years. Vacancies will occur in the Vice President and Secretary offices on even numbered years.

Article VII – Officer Functions

- 7.1** The President shall preside at all meetings, shall act as Chairperson of the Board of Directors, and shall serve as the representative of the WFSAA to the public, to municipal corporations and units of government, and to other organizations.
- Act as a liaison between the WFSAA and the Wisconsin State Fire Chief's Association (WFSCA) and/or their designated firm.
 - The President shall have the deciding vote in the case of a tie.
 - The President will determine delegates for representation of WFSAA at all outside conferences and meetings.
 - Participation on Sunshine Committee.
- 7.2** The Past President (if available) will sit on the Board and serve as an advisory consultant to the WFSAA. The Past President will offer assistance to the President to ensure continuity in the execution of the duties associated with the Office of the President.
- 7.3** The Vice President shall assist the President, as directed by the President, and shall assume the duties of the President in the event of the President's absence or incapacitation.
- Management of Sunshine Committee.
 - Honor retiring members/officers according to procedures set forth in Bylaws.
 - Distribute membership pins/nametags to new members.
- 7.4** The Secretary shall keep minutes of the meetings. Shall take roll at each meeting and enter same into minutes. Shall distribute minutes of the meeting to the membership not more than one month after the meeting. Shall distribute the agenda at least one week prior to the next meeting. Shall be custodian of the permanent records.
- Advisor of Administrative Committee.
 - Website Management.
 - Submit minutes to website and Association members.
- 7.5** The Treasurer shall be in charge of all WFSAA funds and the proper distribution of said funds within accepted business and accounting practices. Shall provide a current financial statement at each meeting. Shall be responsible for payment of debts incurred for said meetings. Shall have fund documentation audited by an ad hoc auditing committee of two people annually or prior to the change of personnel in said position. Shall provide an updated member roster.
- Participate on Fundraising Committee.
 - Maintain mailing lists.
 - Distribute and receive new member applications.
 - Maintain and distribute the active membership roster to the membership.
Membership roster shall include:
 - Member name
 - Member Department

- Department Address
- Department Phone
- Department Email
- Member Cellphone
- Date of Birth
- Years of Membership

Article VIII – Filling Officer Vacancies

- 8.1** In the case of a vacancy in the office of President, the Vice President shall fill the vacancy for the remaining term.
- 8.2** Positions vacated through resignation, or other reason, during a term of office shall be filled by a special election for said position at the next regularly scheduled meeting, or appointed as necessary. They will hold that position for the remainder of the term. Any officer may be removed from office for just cause by a simple majority vote at any meeting.

Article IX – Meetings

- 9.1** The order of the meeting agenda shall be determined and published at least one week prior to the meeting date, and updates issued as needed prior to the meeting date, by the Secretary.
- 9.2** Meetings shall be open to all members and guests, given the availability of space. Prior to joining the Association, perspective members may attend one meeting before being required to become an active member. Lunch will be provided by WFSAA for guest.
- 9.3** Meetings shall be held 4 times per year.
- 9.4** Meeting Hosting
The host will be the member that is employed by the fire department that is hosting the meeting. The host is responsible for making sure there is an appropriate meeting place, along with snacks, refreshments, lunch, door prizes, etc. The host is also responsible for providing an overview of their Fire Department and Fire Chief (optional). The association will reimburse any cost for the meeting. See appendix for hosting checklist.

Article X – Quorum

- 10.1** At all membership meetings, one quarter (25%) of all active members in good standing at the time a meeting is called to order shall constitute a quorum.
- 10.2** A quorum for the transaction of business shall consist of one quarter (25%) of members qualified to vote.

Article XI – Committees

- 11.1** Committees shall be filled by volunteers at the first meeting of each even-numbered calendar year, or at the request of one of the officers of the Association.

Each committee shall have a minimum of two members, not to exceed five members.

Committee members shall decide upon the chairperson of the Administrative Committee. If no member volunteers to be the chairperson, the President shall appoint one. Committee chairperson shall be up for re-election as committees are organized, at the beginning of each even-numbered calendar year.

Committees shall include, but not be limited to the following:

- Administrative
- Education/Training
- Fundraising
- Sunshine

- 11.2** Administrative Committee

The administrative committee shall be responsible for:

- Updating and distributing bylaws.
- Nomination and election of new officers.
- Installation of new officers.

Election of Officers

Election of officers shall be by secret ballot unless running unopposed.

Installation of New Officers

Installation of new officers shall be conducted by the chairperson of the administrative committee at the first meeting of each year according to the following protocol:

Installer asks the new officers to come to the front of the room while naming each and identifying his/her office. With the officers facing the members, the installer asks them:

1. *Raise your right hand.*
2. *Do you promise to perform all the duties and responsibilities of the office to which you have been elected?*
 - a. *Response: Yes*
3. *Do you promise to maintain open communication with the membership, accepting constructive criticism and suggestions with respect to the business and programs of the association?*
 - a. *Response: Yes*
4. *Do you promise to be active in the association, to attend board meetings and to support the programs and projects developed by the association?*
 - a. *Response: Yes*

To the Membership, the Installer poses the following:

1. *Members, do you promise to actively participate in and support the chapter's programs?*
 - a. *Response: Yes*
2. *Do you promise to volunteer for and actively serve in appointed jobs, committees, etc., to the limit of your time availability?*
 - a. *Response: Yes*
3. *Do you promise to provide constructive input to the board of directors and to support the officers in their efforts to conduct business of the Association?*
 - a. *Response: Yes*

To all: Members, you have heard the pledges of your officers. Officers, you have heard the pledges of your members. On these pledges, we believe a strong program can be developed and carried out during your term and that these efforts will result in a stronger, better Association to the satisfaction and pleasure of the leadership team and the entire membership.

Therefore, as a representative of the Wisconsin Fire Service Administration Association Administrative Committee, I declare the officers duly installed.

Best wishes for a very successful term.

11.3 Education/Training Committee

The Education/Training committee will determine subject matters, acquire speakers and determine target audience (member/non-member). Speakers are to be approved by the Board. The committee will maintain a list of education topics and available instructors/speakers to speak/teach at various WFSAA functions.

11.4 Fundraising Committee

The Fundraising Committee is responsible for presenting fundraising ideas and recommendations to the Association. A fundraising idea shall be decided on at the first meeting of each year. Fundraisers will be deployed at the annual Chief's conference in June. The committee will be responsible for compiling list of business donations to send "Thank You" notes out when needed (i.e. donors of raffle items).

11.5 Sunshine Committee

The Sunshine Committee is responsible for greeting new members and sending welcome packets. Sunshine Committee will also be responsible for sending gifts to members of the Association for significant life events (i.e, new baby, weddings, death in the family, birthdays, retirement, etc.) The Board has agreed to spend approximately \$50 per life event except for retirement of board members and past board members. Retirement of board members or past board members would receive \$100.

Article XII – Conventions and Training

12.1 Conferences and Events Procedures

Members of the Board, or their designees, may attend conferences for the purpose of promoting the WFSAA by sharing informational materials and WFSAA benefits with Fire Chiefs and/or Trustees in attendance. Board approval is required each year for attendance of conferences based on funds available in the treasury. Conference delegates will conduct themselves in a professional manner. Delegates will be selected by the President. Typically, up to 2 delegates will be selected to attend a conference. Hotel accommodations will be determined by the Board and paid for by WFSAA. A per diem set by the Federal IRS will be paid per delegate provided the appropriate receipts are accompanied. No alcohol will be reimbursed. Tolls will be reimbursed with the appropriate receipts. Mileage will be reimbursed per the Federal IRS standard Mileage Rate per mile for one driver. If you are reimbursed from your department, then you may not claim additional monies from WFSAA.

Article XIII – Amendments

- 13.1** Proposed amendments, revisions, and alterations to the bylaws of the Association shall be submitted to the Board of Directors.
- 13.2** The proposed amendments, etc., as approved by the Board of Directors, will be forwarded to the Secretary who will distribute copies available to all active members.
- 13.3** At the next regular meeting, the Association will consider the proposed amendment, revision, or alteration for adoption.

Article XIV – WFSAA Property

14.1 Maintenance of Files and Correspondence

The Secretary shall be responsible for storage of minutes, agendas, correspondence, and other miscellaneous paperwork associated with the Association.

The Treasurer shall be responsible for storage of financial records, banking information and other miscellaneous paperwork associated with the financials of the Association. All board members will be issued debit cards and will be responsible for reporting expenses to the treasurer.

All records will be kept according to State Records Retention laws.

14.2 Other Property

The President is responsible for the storage and maintenance of all other items that belong to the Association (i.e. tablecloths, fundraising items, etc.).

Article XV – Appendix

15.1 WFSAA Hosting Checklist