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NEVADA STATE FIREFIGHTERS’ ASSOCIATION, INC.¹
CONSTITUTION AND BY-LAWS

ARTICLE I - NAME
This organization shall be known as the NEVADA STATE FIREFIGHTERS’ ASSOCIATION, INC.²

ARTICLE II - OBJECTIVES
The object of the NEVADA STATE FIREFIGHTERS’ ASSOCIATION, INC., is to bring together, at least once a year, the fire departments of the State of Nevada to discuss ways and measures for the betterment of fire service, to hold schools and demonstrations, to have exhibits, and to exchange ideas on all questions pertaining to and affecting life and property.

ARTICLE III – MEMBERSHIP
The membership of the Association shall consist of:

ACTIVE MEMBERS
Active Members are members of career, combination, and volunteer fire departments and members of the State Fire Marshal’s division who are of good moral character and American citizens.³

And,
EMS members of career, combination and volunteer emergency services organizations that are permitted to operate by the State of Nevada Department of Health and Human Services/Division of Public and Behavioral Health/Emergency Medical Systems Program who are of good moral character and are American citizens.³⁶

ASSOCIATE MEMBERS
Associate Fire Service members shall be fire commissioners, city, county and state
officials: individuals representing firms and corporations interested in the protection of life and property against fires; those supplying equipment and accessories; and other persons whose business brings them in to personal contact with fire departments. And,

Associate EMS members shall be EMS commissioners, city, county and state officials: individuals representing firms and corporations interested in the providing of Emergency Medical Services; those supplying equipment and accessories; and other persons whose business brings them in to personal contact with Emergency Medical providers.  

HONORARY MEMBERS
Any person may be presented with an honorary membership in the Association by a majority vote of the members present.

LIFE MEMBERS
Life members shall be those persons who have been a member of this Association for ten or more years and have retired from active fire service. Life members shall pay no dues but shall have all the rights of membership. Life members must be a delegate from their respective fire department or EMS organization in order to have a vote at the annual conference. 

Life members shall be issued a membership card and be notified of the annual meetings.

Life Members shall be those persons who have been a member of this Association for ten or more years and have retired from active fire service. Active life members shall pay no dues but shall have all the rights of membership. Life members must be a delegate from their respective department in order to have a vote at the annual conference. Life members shall be issued a membership card and be notified of annual meetings.
ARTICLE IV - DELEGATES

Each fire department, whether volunteer, combination or career, shall be entitled to FIVE (5) delegates and FIVE (5) alternates. The Chief of each department shall automatically become one of the five delegates. The election of delegates and alternates shall be by ballot.

An Officer of the NEVADA STATE FIREFIGHTERS’ ASSOCIATION, INC., shall be considered a delegate at large. Only delegates and officers of the Association shall be entitled to vote on any question before the conference.

In the event all the delegates and all the alternates from any department are in attendance at the conference, the department delegates and alternates will decide among themselves which five of the ten representatives shall be declared to the Credentials Committee.

At the time of close of conference registration, those who are members in good standing with the NEVADA STATE FIREFIGHTERS’ ASSOCIATION, INC., with current dues paid, and having paid for such registration, then and only then shall they be considered delegates in fact.

Such delegates must be in attendance on the meeting floor at the time of voting on issues in order to be counted.

Even though all conditions of NSFA membership, conference registration, payment of fees, etc., has been completed, the department in question will be granted only the number of votes in attendance on the meeting floor at the time roll call is taken. Example: A department has FIVE (5) delegates declared and registered with all fees paid. If only four are in attendance on the meeting floor at the time of roll call vote, only four votes will be counted for that department.
The Roll Call method of voting by departments shall prevail.

ARTICLE V – OFFICERS
The Board of Directors of the NEVADA STATE FIREFIGHTERS’ ASSOCIATION, INC., shall consist of a President, Vice-President, Executive Director, FOUR (4) active member Directors at large.35

ARTICLE VI – ELECTION OF OFFICERS
The election of President, Vice-President, and FOUR (4) members of the Board of Directors shall be annually.35 Said election to be the last order of business on the last day of the conference. The members receiving a plurality of votes of the delegates present shall be declared elected.

The above officers shall hold office for ONE (1) year or until their successors are elected. Only one officer shall be elected from any one department. No member shall be elected to office without being present at the conference, unless otherwise decreed by a majority of voting delegates at the conference.

The Executive Director is to be appointed by the President, subject to the approval of the Board of Directors, and shall be permanent in his/her office from year to year and considered a member at large. The Executive Director shall be an active member of the NEVADA STATE FIREFIGHTERS’ ASSOCIATION, INC., in good standing. Said Executive Director shall keep full records of all happenings of the Board of Director’s meetings and all conferences as well as other business of interest to the Association. The records shall be continued from year to year.
ARTICLE VII – DUTIES OF OFFICERS

PRESIDENT
It shall be the duty of the President to preside at all meeting; and he/she shall be ex-officio member of all committees, sign all orders upon the corporation Executive Director for payment of monies, and perform all other duties incidental to his/her office.

The appointment of all committees shall consist of not more than THREE (3) and shall be appointed by the President.

VICE-PRESIDENT
It shall be the duty of the Vice-President to perform all the duties of the President in the absence of that officer.

EXECUTIVE DIRECTOR
It shall be the duty of the Executive Director to keep in a book provided for that purpose a full and complete record of all meetings, regular and special, of the Association and Board of Directors. He/she shall keep true the account of the Association and the members, submitting a statement of receipts and disbursements at the regular annual meeting. He/she shall be custodian of all documents, receive and answer all communications, purchase all necessary stationary and supplies, and perform such other duties as may be required in the interest of the Association.

He/she shall receive up to the sum of EIGHT HUNDRED DOLLARS ($800.00) per annum from the Association.

It shall also be the duty of the Executive Director to receive for, and deposit to the credit of, the NEVADA STATE FIREFIGHTERS’ ASSOCIATION, INC., in a bank insured under FDIC, all monies forwarded to him/her.
He/she shall pay all orders drawn on him/her by the President. He/she shall keep his/her accounts in such a manner as will exhibit the receipts, disbursements, and balances. He/she shall close his/her annual report on June 1st each year.  

The Executive Director, President, and Vice-President shall execute a blanket bond in the sum of not less that FOUR THOUSAND DOLLARS ($4,000.00) each for the proper performance of their duties. Such a bond shall be approved by the Board of Directors, and the expense of securing same shall be paid by the Association and shall see that all bondable positions in the Association are adequately covered by a bond at all times.

ARTICLE VIII – BOARD OF DIRECTORS

It shall be the duty of the Board of Directors to audit and allow bills and order warrants to be drawn for the legitimate expenses of the Association and to transact all the business of the Association during the time intervening between the annual meetings. The Board of Directors shall secure bond for the Executive Director through a reliable bonding company and file same with the President.

The majority of the Board of Directors shall constitute a quorum for the transaction of business provided all have been notified. They shall meet at any time and place designated in writing by majority of the committee or by the President.

The Board of Directors shall fill any vacancies that may occur until the next annual meeting by appointing an active member in good standing to fill such vacancies.

The Board of Directors shall have the right to appoint a new Executive Director in the event of said Executive Director being absent from the State, being unable to attend to
and care for the duties of his/her office, or for any infraction detrimental to the Association.

The Board of Directors shall act as legislative committee. They will approve or disapprove all proposed legislation, study all legislation that will affect this organization and/or its members, and they will appoint ONE (1) person as a lobbyist. This lobbyist will be required to report to the Board of Directors.  

A legislative budget will be set up by the Board of Directors and approved at the annual meeting of the Association. The budget will be administered by the Board of Directors.

The Board of Directors shall administer all scholarships to be awarded from the Scholarship Fund.

The Board of Directors shall administer all Benevolence Fund monies in accordance with Article XVI.

The Board of Directors shall administer all Burn Fund monies in accordance with Section XVII.

The Board of Directors shall administer all Widows and Orphans Fund monies in accordance with Section XVIII.

The Host City shall furnish a Court Reporter, Stenotype Operator, or other qualified stenographer to take the proceedings of the conference. Said person to be approved by the Board of Directors. This service is to be paid for by the Association.
ARTICLE IX – DUES AND FEES

Section 1 – Association Dues
The dues of the corporation shall be FIFTEEN DOLLARS ($15.00) per year per active member; ONE DOLLAR ($1.00) of which shall be set aside for the legislative budget. Upon payment of dues, the Executive Director shall issue to each member a certificate from the Association.

The dues for Associate Members shall be TWENTY DOLLARS ($20.00) per year per member.

Dues shall be for a calendar year beginning on July 1st and ending on June 30th and shall become delinquent after November 1st of each year.

Section 2 – Conference Registration Fees
Registration fees at state conferences shall be TWENTY FIVE DOLLARS ($25.00) per person registering at such conference.

Upon registering and paying the TWENTY FIVE DOLLAR ($25.00) fee, each person will be furnished with a badge, and only permission to attend the various meetings will be allowed when the badge is displayed.

Of the TWENTY FIVE DOLLAR ($25.00) fee received for registration, TWELVE DOLLARS AND FIFTY CENTS ($12.50) shall go into the corporation treasury, and TWELVE DOLLARS AND FIFTY CENTS ($12.50) shall go to the Host City for their part of the expenses of the conference.
ARTICLE X – SARGENT-AT-ARMS
The Sergeant-At-Arms shall be appointed by the President for the duration of the conference, and it shall be his/her duty to assist the President in maintaining order and decorum during the conference to comply with all requests made by the President of the Association pertaining to the business of the Association and to see that all persons admitted to the conference hall are properly accredited and entitled to admission.

ARTICLE XI – AMENDMENTS
This Association shall have the power at any time to alter, amend, or revise this set of By-Laws, but the same shall not be ordered or revised except by a vote of THREE-FOURTHS (3/4) of the delegates of the Association present and voting at the regular or annual meeting. Any amendment or change must be presented in writing at the annual conference, read and discussed, and not put into force until the same shall be voted on at the next annual meeting.

ARTICLE XII – ANNUAL MEETING
The annual conference of this Association is to be held in the city or town that receives the majority of votes of the delegates present and is to be held at such time as the Board of Directors may determine after consultation with the Host Department of the conference city.

Twenty (20) duly elected delegates shall constitute a quorum, for the transaction of business.

The date of the conference shall be the third full week of June, following Father’s Day. This date shall not conflict with meetings and conference dates of other firefighters’ organizations. Failure to hold an annual meeting at the designated time shall in no way work dissolution of the corporation.
ARTICLE XIII – MISCELLANEOUS

The fiscal year of the Nevada State Firefighters’, Association, Inc., shall be from June 1st to May 31st.16

Associate and Honorary Members shall have no voice on the floor except by invitation from the chair.

Roberts Rules of Order, shall govern the presiding officers at all meetings.

ARTICLE XIV – TRAVEL PAY AND PER DIEM

Travel will be paid at the same rate approved by the State Legislature for State of Nevada employees on the day the expense was incurred.17 However, if one automobile is used and more than one member travels in that automobile, only the person providing the automobile will receive travel pay.

Requests for travel advances may be approved by a majority vote of TWO (2) Executive Board Members and ONE (1) Director.

The President will have the authority to approve per diem for guests serving at the request of the Board of Directors.

ARTICLE XV – SCHOLARSHIP FUND

Section 1 - Establishment of Fund

A. There shall be a Scholarship Fund established for the purpose of awarding scholarships to the sons and daughters, step sons or step daughters and children
whose eligible guardians are members in good standing of the Association\textsuperscript{31} and
governed by the rules of qualifications on the standard application form.

B. The Scholarship Fund shall consist of a TEN THOUSAND DOLLAR ($10,000.00) Time Certificate to underwrite and insure the perpetual performance of the Scholarship Award Program. There shall also be a passbook savings account funded by raffle sales and donations to help underwrite the immediate payment of awards.

Section 2 - Amount and Number of Awards

A. The number of awards shall be determined by the Board of Directors and approved at the annual general meeting, dependent upon the amount of money available in the passbook account. The guidelines for awards shall be one award for each ONE THOUSAND FIVE HUNDRED DOLLARS ($1,500.00)\textsuperscript{18} on deposit in the passbook account. Each scholarship will be awarded at the following Spring Board of Directors meeting. The passbook account shall be allowed to maintain a carryover balance equal to the amount of the previous years total paid out revenues.

B. The amount of the awards shall be ONE THOUSAND DOLLARS ($1000.00)\textsuperscript{19} each. FIVE HUNDRED DOLLARS ($500.00)\textsuperscript{20} is payable upon enrollment at the college, university, or vocational school of the recipient’s choice. The balance of FIVE HUNDRED DOLLARS ($500.00)\textsuperscript{21} is payable upon proof of the student’s enrollment the following semester.

In addition, the top applicant, as determined by the Board of Directors shall receive the Bill and Lou Curtis award in the amount of ONE THOUSAND TWO HUNDRED FIFTY ($1,250.00).\textsuperscript{29} SIX HUNDRED TWENTY FIVE DOLLARS
($625.00) payable upon proof of the students enrollment at the above criteria and the balance due upon proof of enrollment the following semester.

C. The two semesters must be consecutive. If a student fails his or her first semester, quits school, dies, or becomes incapacitated, the second semester payment is VOID.

D. These amounts may be paid directly to the parent or guardian of the winner, or they may be paid directly to the College, University, or Vocational School of the recipient’s choice under the recipient’s given name.

E. Credibility of the school will be the sole decision of the Nevada State Firefighters’ Association Board of Directors Scholarship Committee.

Section 3 - Qualifications

A. Whenever possible, scholarships will be awarded to the son or daughter of a member in good standing with the Nevada State Firefighters’ Association, Inc., for a period of THREE (3) years, including the year of application. We stress that greatest consideration be given to a child of one of our members who has paid THREE (3) years concurrent dues.

B. In the absence of any possible recipient in Section 3-A, scholarships will be awarded to the son or daughter of a firefighter who is actively serving within the State of Nevada.

C. All scholarships will be awarded ONLY to graduating High School Seniors.
Section 4 - Method of Choosing Recipient

A. Preference shall be given to a student in the top half of his or her class scholastically.

B. More weight shall be given to the past record and potentiality of the student than to straight academic achievement. Qualities of leadership already shown, participation in both school and extra-curricular activities recognized by the school, and a well-rounded background of both citizenship and potential ability shall be considered.

C. Athletic ability shall receive consideration, but it is not necessarily deemed a decisive factor.

D. The receipt, or lack of it, of other scholarships from other sources, is not a determining factor here. Ours is given without respect for, in consideration of, and in addition to, any other award received by the student.

E. A scholarship will be awarded to the student at the regular time that other scholarship awards are to be given in his or her school.

F. The interested school itself, its teachers, or administrators, have no voice in the final selection of a student. However, they will be requested to give a transcript of the student’s record and other pertinent information.
G. The intent of a student to attend college shall be considered more than mere willingness to attend if the scholarship were received. We wish, primarily, to help those with college already in mind.

H. Alternates shall be chosen in consecutive order so that substitution may be made if recipient(s) is unable for any reason to accept the scholarship. Refusal to accept must be given in writing by the student previously selected.

I. Final selection will be made by May 15th each year so that the committee may make the necessary arrangements for the presentation.

J. Final deadline for Scholarship applications shall be April 15th of each year.
ARTICLE XVI – BENEVOLENCE FUND

Section 1 - Establishment of Fund

A. Upon achievement of a TEN THOUSAND DOLLAR ($10,000.00) time certificate scholarship savings account to underwrite and guarantee the security of the Nevada State Firefighters’ Association’s Benevolence Fund, and in accordance with the directive of Resolution No. 4 approved by the general membership of the Nevada State Firefighters’ Association at the 1982 annual meeting, there shall be established the Nevada State Firefighters’ Benevolence Fund.

B. A review committee shall be established to oversee the collection and disbursement of moneys through the Benevolence Fund. The review committee shall be comprised of the President and Executive Director of the Nevada State Firefighters’ Association and ONE (1) member of the Board of Directors of the Nevada State Firefighters’ Association who shall be appointed by the President.

C. The Executive Director shall be responsible for the maintenance of all records of the Nevada State Firefighters’ Benevolence Fund and for the collection of all funds and the placement of same in a special account for the purpose of funding the Benevolence Fund.

D. The Executive Director shall also have the authority to invest in time certificates or other enhancement funds, which are FDIC guaranteed, to benefit the Benevolence Fund upon the approval of the Board of Directors of the Nevada State Firefighters’ Association.
Section 2 - Applications for Assistance

A. All applications shall be made in writing to the Executive Director of the Nevada State Firefighters’ Association and shall be reviewed by the review committee in meeting or via telephone conference or poll within THIRTY (30) days after receiving said application for financial assistance from the Nevada State Firefighters’ Benevolence Fund.

B. Applicants for assistance shall have been a member of the Nevada State Firefighters’ Association in good standing for a minimum of ONE (1) year and shall have received injury, disability, or death as a result of active involvement in the fire service.

C. Applications for assistance may be made by any member who shall have been injured or disabled, by the widow of any member who meets the eligibility standards, or by the Chief or President of his respective fire organization.

Section 3 - Awards

A. The Benevolence Fund shall consist of a TEN THOUSAND DOLLAR ($10,000.00) time certificate and passbook savings account funded by the interest from the time certificate. The passbook account shall be used for the immediate payments of benefits until used up; then the time certificate will be called in. A minimum balance of ONE THOUSAND DOLLARS ($1,000.00) shall be maintained in the Benevolence Fund at all times.

B. Awards shall be made in amounts up to, but not in excess of, FIVE HUNDRED DOLLARS ($500.00) per applicant and shall be restricted to TWO (2) payments of FIVE HUNDRED DOLLARS ($500.00) each per applicant per year and each such award shall require a separate application.
Section 4 - Review Committee

A. All expenses incurred by the review committee in handling requests, disbursements, and other business pertaining to the Nevada State Firefighters’ Benevolence Fund shall be paid from the general fund of the Nevada State Firefighters’ Association upon approval of the Board of Directors of the Nevada State Firefighters’ Association.

B. In addition to serving as a review committee for the disbursement of benevolence funds, the review committee shall also be permitted to act as the organizing and collection committee for any funds specified for the benefit or memorial of any firefighter who shall have been injured, disabled, or killed in the line of duty in the Nevada Fire Service or whose fire organization requested such assistance regardless of standing in the Nevada State Firefighters’ Association or circumstance of injury, disability, or death. In no way shall the Nevada State Firefighters’ Benevolence Funds be disbursed through said special committee unless the applicant shall meet the minimum eligibility requirements established.

C. The Executive Director shall be responsible for reporting the names of all recipients of aid from the Benevolence Fund as well as an accounting of all fund transactions for the year at the annual meeting of the Nevada State Firefighters’ Association.

ARTICLE XVII – BURN FUND

Section 1 - Establishment of Fund

A. Upon achievement of a TEN THOUSAND DOLLAR ($10,000.00) time certificate burn fund savings account to underwrite and guarantee the security of the Nevada State Firefighters’ Association Burn Fund, and in accordance with the directive of
Resolution No. 3 approved by the general membership of the Nevada State Firefighters’ Association at the 1992 annual meeting, there shall be established the Nevada State Firefighters’ Burn Fund.

B. A review committee shall be established to oversee the collection and disbursement of moneys through the Burn Fund. The review committee shall be comprised of the President and Executive Director of the Nevada State Firefighters’ Association and ONE (1) member of the Board of Directors of the Nevada State Firefighters’ Association who shall be appointed by the President.

C. The Executive Director shall be responsible for the maintenance of all records of the Nevada State Firefighters’ Burn Fund and for the collection of all funds and the placement of same in a special account for the purpose of funding the burn fund.

D. The Executive Director shall also have the authority to invest in time certificates or other enhancement funds, which are FDIC guaranteed, to benefit the Burn Fund upon the approval of the Board of Directors of the Nevada State Firefighters’ Association.

Section 2 - Applications for Assistance

A. All applications shall be made in writing to the Executive Director of the Nevada State Firefighters’ Association and shall be reviewed by the review committee in meeting or via telephone conference or poll within THIRTY (30) days after receiving said application for financial assistance from the Nevada State Firefighters’ Burn Fund.
B. Applications for assistance to eligible citizens and members of the Association, shall be submitted by a member department in good standing of the Nevada State Firefighters’ Association.

C. Applications for assistance to eligible citizens and members of the Association, shall be submitted within one (1) year of the date of the burn injury.  

Section 3 - Awards
A. The Burn Fund shall consist of a TEN THOUSAND DOLLAR ($10,000.00) time certificate and passbook savings account funded by the interest from the time certificate. The passbook account shall be used for the immediate payments of benefits until used up; then the time certificate will be called in. A minimum balance of THREE THOUSAND DOLLARS ($3,000.00) shall be maintained in the burn fund at all times.

B. Awards shall be made in amounts up to, but not in excess of, FIFTEEN HUNDRED DOLLARS ($1,500.00) per applicant and shall be restricted to THREE (3) payments of FIVE HUNDRED DOLLARS ($500.00) each per applicant per year, and each such award shall require a separate application.

Section 4 - Review Committee
A. All expenses incurred by the review committee in handling requests, disbursements, and other business pertaining to the Nevada State Firefighters’ Burn Fund shall be paid from the general fund of the Nevada State Firefighters’ Association upon approval of the Board of Directors of the Nevada State Firefighters’ Association.
B. The Executive Director shall be responsible for reporting the names of all recipients of aid from the Burn Fund as well as an accounting of all fund transactions for the year at the annual meeting of the Nevada State Firefighters’ Association.

ARTICLE XVIII – WIDOWS & ORPHANS FUND

Section 1 - Establishment of Fund

A. Upon achievement of a TEN THOUSAND DOLLAR ($10,000.00) time certificate burn fund savings account to underwrite and guarantee the security of the Nevada State Firefighters’ Association Widows and Orphans Fund, and in accordance with the directive of Resolution No. 3 approved by the general membership of the Nevada State Firefighters’ Association at the 2009 annual meeting, there shall be established the Nevada State Firefighters’ Widows and Orphans Fund.

B. A review committee shall be established to oversee the collection and disbursement of moneys through the Widows and Orphans Fund. The review committee shall be comprised of the President and Executive Director of the Nevada State Firefighters’ Association and ONE (1) member of the Board of Directors of the Nevada State Firefighters’ Association who shall be appointed by the President.

C. The Executive Director shall be responsible for the maintenance of all records of the Nevada State Firefighters’ Widows and Orphans Fund and for the collection of all funds and the placement of same in a special account for the purpose of funding the Widows and Orphans Fund.
D. The Executive Director shall also have the authority to invest in time certificates or other enhancement funds, which are FDIC guaranteed, to benefit the Widows and Orphans Fund upon the approval of the Board of Directors of the Nevada State Firefighters’ Association.

Section 2 - Applications for Assistance

A. All applications shall be made in writing to the Executive Director of the Nevada State Firefighters’ Association and shall be reviewed by the review committee in meeting or via telephone conference or poll within THIRTY (30) days after receiving said application for financial assistance from the Nevada State Firefighters’ Widows and Orphans Fund.

B. Applications for assistance may be made by any eligible family member, by any Association member, or by a member department in good standing of the Nevada State Firefighters’ Association.

C. Applications for assistance to eligible member families of the Association, shall be submitted within one (1) year of the date of the occurrence.

Section 3 - Awards

A. The Widows and Orphans Fund shall consist of a TEN THOUSAND DOLLAR ($10,000.00) time certificate and passbook savings account funded by the interest from the time certificate. The passbook account shall be used for the immediate payments of benefits until used up; then the time certificate will be called in. A minimum balance of THREE THOUSAND DOLLARS ($3,000.00) shall be maintained in the Widows and Orphans Fund at all times.
B. Awards shall be made in the amount of, ONE THOUSAND DOLLARS ($1,000.00) per applicant per year.

Section 4 - Review Committee

A. All expenses incurred by the review committee in handling requests, disbursements, and other business pertaining to the Nevada State Firefighters’ Widows and Orphans Fund shall be paid from the general fund of the Nevada State Firefighters’ Association upon approval of the Board of Directors of the Nevada State Firefighters’ Association.

B. The Executive Director shall be responsible for reporting the names of all recipients of aid from the widows and orphans fund as well as an accounting of all fund transactions for the year at the annual meeting of the Nevada State Firefighters’ Association.
RESOLUTIONS
Upon request by a member in good standing of the Association, the Executive Director shall provide a complete copy of the Resolution(s) requested.

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