

**Federal / Military Section**  
of the  
Virginia Fire Chiefs Association, Inc

***CHARTER***

**I. Charter Approval & Amendments**

- A. The Executive Board of the Virginia Fire Chiefs Association, Inc. must approve the initial Charter.
- B. The governing body of the section and the Executive Board of the Virginia Fire Chiefs Association, Inc. must approve amendments to the Charter.
- C. No provision of the Charter or of the section Bylaws may contradict or negate any provision set forth in the Virginia Fire Chiefs Association, Inc. Bylaws or Articles of Incorporation. If a provision of the Section Bylaws or Charter is found to be in conflict with the Virginia Fire Chiefs Association, Inc. Bylaws and Articles of Incorporation, the provision in the Virginia Fire Chiefs Association, Inc. Bylaws or Articles of the Incorporation shall take precedent over the provision in the Section Bylaws. If such a conflict is discovered, immediate steps shall be taken to resolve the conflict by both the governing body of the section and the Executive Board of the Virginia Fire Chiefs Association, Inc.

**II. Section Governing Body & Elections**

- A. The Section Bylaws shall determine the structure of the governing body.
- B. The Section Bylaws shall determine the election process and requirements.
- C. One Member of the section governing body shall be selected to represent the section on the Virginia Fire Chiefs Association, Inc. Executive Board. Such representative shall have all rights and privileges accorded to a Virginia Fire Chiefs Association, Inc. Executive Board Member, including the right to vote.

- D. One member of the section governing body shall be selected to represent the section of the Virginia Fire Chiefs Association, Inc.'s Training Section of the Conference Planning Committee for the Mid-Atlantic Expo & Symposium.

### **III. Membership**

- A. The Section Bylaws shall determine candidates for Section Membership.
- B. All Section Members must be members in good standings of the Virginia Fire Chiefs Association Inc., as specified in the Bylaws of the Virginia Fire Chiefs Association, Inc.
- C. Section Members should attend Virginia Fire Chiefs Association, Inc. membership meetings, including, but not limited to, the Mid-Atlantic Expo & Symposium. This will allow the Section Members to exercise their right to vote on the Virginia Fire Chiefs Association, Inc. business as determined by the Bylaws of the Virginia Fire Chiefs Association, Inc.
- D. If a vote is to be taken at a Virginia Fire Chiefs Association, Inc. membership meeting, advance notice will be given to section members in accordance with the Bylaws of the Virginia Fire Chiefs Association, Inc.

### **IV. Finances**

- A. Half of the annual dues paid by section members to the Virginia Fire Chiefs Association, Inc. shall be available for section activities as approved by the governing body of the section and the Executive Board of the Virginia Fire Chiefs Association, Inc.
- B. Three months prior to the start of the calendar year, the governing body of the section shall submit an annual budget to the Executive Board of the Virginia Fire Chiefs Association, Inc. for approval. The section budget shall include estimated expenditures for section activities for the next calendar year. The Treasurer of the Virginia Fire Chiefs Association, Inc. shall approve disbursement of section funds after appropriate documentation has been submitted.
- C. Additional financing for section activities not previously budgeted shall be requested by the governing body of the section and considered by the Executive Board of the Virginia Fire Chiefs Association, Inc.

- D. Every other month, an officer of the governing body of the section shall report on section revenue and expenditures to the Executive Board of the Virginia Fire Chiefs Association, Inc. This may be accomplished by communication with the Treasurer of the Virginia Fire Chiefs Association, Inc., who will include the information in his/her report to the Executive Board of the Virginia Fire Chiefs Association, Inc.
- E. The Treasurer of the Virginia Fire Chiefs Association, Inc. shall provide his/her report to the Virginia Fire Chiefs Association, Inc. Executive Board to an officer of the governing body of the section for use at meetings of the sectional governing body.

**V. Meetings**

- A. Meetings of the section or its governing body shall be set forth in the Section Bylaws.
- B. Provisions in the Section Bylaws shall be set forth for unscheduled meetings of the section or its governing body.

**VI. Dissolution of Charter**

- A. If either the Section or the Virginia Fire Chiefs Association, Inc. wishes to dissolve the Charter, a vote of the membership of the party desiring the dissolution shall be taken. An affirmative vote of fifty-one percent of the membership of the party desiring dissolution shall be necessary to dissolve the Charter.
- B. If the Charter is dissolved, dues monies set aside for use by the Section shall be turned over to the Section, and dues monies belonging to the Virginia Fire Chiefs Association, Inc. shall be retained by the Association.
- C. Once dissolution is complete, the Section shall cease using the name, logo, and corporate seal of the Virginia Fire Chiefs Association, Inc. on all electronic, printed, and other graphic media.
- D. The Section shall return to the Virginia Fire Chiefs Association, Inc. all information and property belonging to the Association. Likewise, the Virginia Fire Chiefs Association, Inc. shall return to the Section all property and information belonging to the Section.

E. If dissolution occurs, both the Section and Virginia Fire Chiefs Association, Inc. agree to accomplish all necessary tasks in a professional and cooperative manner.