

**CONSTITUTION AND BYLAWS OF
THE NATIONAL INTERAGENCY FIRE CENTER
EMPLOYEES' ASSOCIATION**

-PREAMBLE-

We, being employees attached to the National Interagency Fire Center (NIFC) located at Boise, Idaho, associate ourselves together as a non-profit, non-political, independent, unincorporated organization under the name of the National Interagency Fire Center Employees' Association, hereinafter called the NEA.

The Association's purpose is to promote and maintain the social, recreational, economical, and general welfare of NIFC employees, as well as fostering unity, cooperation, and friendship among them. Cooperation with other organizations toward these objectives, and maintaining and advancing the public regard and respect for the personnel and activities of the Federal Government are additional purposes. The Association shall not enter into negotiations concerning employee-employer relationships. It shall be permitted to function with established government procedures and limits established by the NIFC agency administrators.

-CONSTITUTION-

The NEA was approved by a vote of the NIFC employees at an organization meeting held on February 6, 1970. This document was updated and revised on the following dates: April 1982, April 1993, April 1996, April 1999, April 2004, and the date of this document.

ARTICLE I – Membership

Section 1. Membership is composed of employees and retirees of NIFC, without regard to administrative positions or any other considerations. Participation is voluntary.

Section 2. No dues are required for membership.

Section 3. Voluntary contributions may be requested occasionally from the membership to support NEA activities.

ARTICLE II – Officers

Section 1. The affairs of the NEA will be managed by the Executive Committee, which is comprised of a previous officer and current elected officers. Elected officers are: Chairperson, Vice Chairperson, Secretary, and Treasurer (all elected by a vote of the general membership). The term of each elected officer is January to December annually.

If an officer is unable to fulfill their duties for their full term, an alternate can be assigned by the Executive Committee to complete their term.

Other positions associated with NEA are:

- Merchandise Coordinator to oversee NIFC merchandise sales on behalf of NEA. This position is appointed by the Executive Committee.

- NEA Liaison to the NIFC Governing Board to represent NEA interests at Board meetings. The Fire Directors shall appoint a liaison from their membership and advise the NEA Executive Committee of that appointment.
- Retiree Liaison to coordinate and represent the NIFC retiree community. This position is appointed by the Executive Committee.
- Member-at-Large to represent each agency's interest or to provide assistance with NEA functions. Each agency may appoint their member-at-large. The Executive Committee may also appoint members-at-large to assist with NEA functions.

Section 2. The duties of the Chairperson include:

- Provide general leadership to the NEA Executive Committee.
- Coordinate agenda and topics for the NEA Executive Committee Meetings.
- Presides over NEA Executive Committee Meetings.
- Appoints other special committees as necessary to promote the NEA and planned social functions.
- Oversees all NEA functions.
- Maintains NEA operations in accordance with NEA Bylaws.
- Represents the NEA Executive Committee in Advisory Committee (NIFC Governing Board) Meetings.
- Is responsible to the members for the general supervision and management of the affairs of the NEA.
- Approves expenditures of NEA funds for purposes not specifically covered in the NEA Bylaws with concurrence of the Executive Committee.
- Functions as official spokesperson of the NEA and to the Executive Committee.
- Has the authority to disburse funds in the absence of the Treasurer.
- Works with NEA bureau leadership to promote support for the NEA and to resolve any issues that may arise involving inappropriate or poor representation by their bureau.
- Has final decision-making authority in the event that the Executive Committee is unable to come to a consensus decision.
- At the end of term, the Chairperson continues to serve as a consultant for the incoming NEA Chairperson, providing advice and attending meetings when requested, and may participate on the Executive Committee as the "previous officer" member of the committee.

Section 3. The duties of the Vice Chairperson include:

- Conducts the duties of the Chairperson during times of the Chairperson's absence.
- Assists the Secretary and Treasurer with their duties as needed.
- Temporarily fulfills the functions of any office should that position become vacant.
- Facilitates discussion portions of meeting agenda topics.
- Has the authority to disburse funds in the absence of the Treasurer and Chairperson.
- Coordinate and oversee audits of the NEA funds and accounting.
- Ensures that fliers are created and posted prior to, and removed following, NEA social functions and events.
- Maintains an inventory of NEA owned equipment and supplies.
- When acting for the Chairperson, approves expenditures of NEA funds for purposes not specifically covered in the NEA Bylaws with concurrence of the Executive Committee.
- At the end of term, may participate on the Executive Committee as the "previous officer" member of the committee.

Section 4. The principal duties of the Secretary include:

- Coordinates the location of Executive Committee meetings, social functions, and events.
- Keeps complete and accurate records of the proceedings of all meetings and distributes them to the Executive Committee in a timely manner.
- Develops and distributes notices/newsletters to members to keep them informed.
- Creates and distributes posters and e-mails to advertise NEA activities.
- Maintains the NEA files and records of annual events, NEA business, and NEA correspondence.
- Maintains NEA Standard Operating Procedures (SOP's) and event SOP's.
- Establishes and maintains e-mail lists of current NEA Executive Committee members.
- Insures sufficient administrative supplies are available to facilitate the work of the NEA Executive Committee.
- At the end of term, may participate on the Executive Committee as the "previous officer" member of the committee.

Section 5. The principal duties of the Treasurer include:

- Maintains the general ledger, cash boxes, checking/savings accounts, and other fund disbursement materials necessary for accounting for all NEA financial transactions and funds.
- Responsible for collecting, counting, and depositing NEA revenues.
- Has the authority to disburse funds in accordance with these Bylaws.
- Checks will require two official signatures to be valid. See Article VII, Section 3.
- Ensures all funds raised through NEA activities are expended according to provisions in the Bylaws for the benefit of NEA employees.
- Collects invoices and pays outstanding debts monthly.
- Reconciles bank statements monthly.
- Honors and pays all bills for the following purposes:
 - Costs of approved social functions and events.
 - Costs of supplies for operation of the NEA, and the costs of fund raising items.
 - Expenditure of funds for purposes not specifically covered in the Bylaws, but approved by the Chairperson or Vice-Chairperson with concurrence of the Executive Committee.
- Provides monthly briefings to the NEA Executive Committee on the status of funds within NEA accounts.
- Prepares and distributes an Annual Report to NEA members, including information on the financial records.
- Ensures that an independent audit of financial records is conducted annually and that an auditor report is submitted to the Executive Committee during the March NEA Meeting each year.
- At the end of term, may participate on the Executive Committee as the "previous officer" member of the committee.

Section 6. The principle duties of the NEA Merchandise Coordinator, who is appointed by the Executive Committee include:

- Oversees the purchase and sale of NIFC stock items sold through the NEA.
- Maintains adequate stocks of approved NIFC sales merchandise to meet the seasonal needs of the NEA, and maintains stock cabinets and showcases.
- Establishes pricing of merchandise based upon initial purchase price and current market conditions.
- Explores new products to add to the merchandise inventory and brings recommendations to the Executive Committee for approval.

- Maintains vendor lists for approved products and explores new vendors as needed to meet the needs of the NEA.
- Tracks inventory of sales merchandise and works with the Treasurer to reorder as necessary.
- Places special orders as needed to meet the needs of NEA members, and boxes and ships special requests when warranted.
- Conducts a comprehensive annual inventory of all NEA merchandise stock and recommends options to address overstocked conditions (sales etc.).
- Develops and manages SOP's related to NEA merchandise sales.
- Trains other NEA members in merchandise sales operations and insures adequate sales staff coverage during the year.

Section 7. The Governing Board Liaison is appointed by the NIFC Fire Directors and should be either a Director or Deputy Director. Duties include:

- Attend NEA Executive Committee Meetings.
- Attend NEA Advisory Board Meetings (NIFC Governing Board).
- Provide counsel and recommendations to the Executive Committee.
- Support the needs of the NEA within the NIFC community and during Advisory Board (NIFC Governing Board) Meetings.
- Provides a direct communications link between the NEA and bureau and interagency leadership within the NIFC community.

Section 8. The Retirees' Liaison works for the Executive Committee and insures the needs of retirees are being addressed within the NEA. Duties include:

- Works with the Secretary to establish and maintain contact lists of retired NIFC employees and insures these employees are notified of NEA activities.
- Provides input into NEA discussions representing the interests of the retiree community.
- Plans and initiates efforts to increase retiree involvement in NEA activities.
- Recruits volunteers from the retiree ranks to support NEA business, events and activities.

Section 9. Each Bureau may appoint members-at-large to the NEA. These members will be approved by the Bureau Fire Director. A bureau may have multiple members-at-large. The duties of members-at-large include:

- Attend NEA meetings in support of the NEA and their bureau as desired.
- Provide individual bureau input and perspective to the Executive Committee.
- Provide a workforce to support activities of the NEA.
- Members at large may be appointed into short term positions to lead efforts benefiting the NEA, including performing as the planning and implementation lead for specific NEA sponsored or supported activities.

ARTICLE III – Finances

Section 1. The finances for the NEA shall be recorded for the calendar year (January through December).

Section 2. Any person making unauthorized financial expenditures or obligations in the name of the NEA shall be personally responsible for payment of such financial obligations.

Section 3. An audit of the Treasurer's records shall be made during the month of January each calendar year, when another person takes over as the Treasurer, or at any other time so designated by

the Executive Committee. Results of the annual audit will be reported to the NEA during the March meeting. An Audit Committee may be appointed by the Chairperson.

Section 4. There will be no dues for memberships.

Section 5. The NEA shall not issue any capital stock.

ARTICLE IV – Meetings

Section 1. A majority of the elected officers of the Executive Committee, including the Chairperson, or in his/her absence, the Vice Chairperson, will constitute a quorum at Committee Meetings. A majority vote of members present will rule on matters before the Committee. In a general meeting of the membership at large, a two-thirds majority of members present is required to rule on all motions presented for consideration.

Section 2. The Executive Committee will meet monthly and other times at the call of the Chairperson.

Section 3. General meetings of the NEA should be held at least once a year. Other meetings may be held at the call of the Chairperson or upon demand of ten (10) or more members.

Section 4. Meetings may be held during regular work hours.

ARTICLE V – Committees

Section 1. There shall be an Advisory Committee comprised of the NIFC Governing Board.

Section 2. The Executive Committee is comprised of the elected officers and a previous officer.

Section 3. The Chairperson may appoint other special committees as necessary to promote the NEA and planned social functions.

ARTICLE VI – Elections

Section 1. Election of the Chairperson, Vice Chairperson, Secretary, and Treasurer of the NEA will be by the membership.

Section 2. Election of the four (4) officers will be by popular vote; oral or written ballot. In the event of a tie for any office, the immediate past officers will make the selection.

Section 3. In the event of retirement, transfer, resignation, or death of any officer elected by the membership, a special Executive Committee meeting will be held within thirty (30) days to appoint a replacement to finish out the remainder of that officer's term.

Section 4. Any NIFC employee who would like to serve on the NEA Executive Committee as an officer, should notify the current NEA Chair in writing by November 1st of their desire to be a candidate and identify which position they are seeking. If there is more than one (1) person interested in serving as an elected officer for any position, an election of the general membership will occur during the month of January. If no nomination requests are received, the current Executive Committee will automatically serve another term.

ARTICLE VII – Funds

- Section 1.** All funds received in the name of the NEA will go into the appropriate association fund.
- Section 2.** The Treasurer will keep a simple single-entry ledger record of all cash receipts and expenditures itemized by name, date, source, and amount.
- Section 3.** A checking account will be established at a local bank. All disbursements will be made by check. All officers will be authorized to sign checks on the account, but two (2) signatures are required.
- Section 4.** Funds will be audited in accordance with the provisions as set forth in Article III, Section 3.
- Section 5.** There will be no deficit spending.
- Section 6.** The Vice Chairperson will act as alternate Treasurer during absences of the Treasurer, including depositing of monies collected to meet established timeframes.
- Section 7.** If any check is returned for insufficient funds, the employee who wrote the check shall be responsible to reimburse the NEA for the amount of the check, plus any related fees charged to the NEA for the returned check. These monies will be deposited separately to ensure clear tracking of the funds.
- Section 8.** In the event of missing money (i.e., lost deposit, cash boxes missing funds), the chair will be immediately notified and the person(s) responsible for the loss will document in writing what occurred. The printed document will be signed by the person(s) responsible for the loss, as well as the chair and placed in the financial records.
- Section 9.** All monies collected will be deposited within one (1) week from receipt.

ARTICLE VIII – Expenditures

- Section 1.** All expenditures not specifically authorized by the Constitution must have the approval of the majority vote of the officers.

ARTICLE IX – Activities of the NEA

- Section 1.** The NEA will sponsor social events. NEA funds will be used to defray all or a portion of the costs of these functions based on what it can afford, as determined by the officers.
- Section 2.** For the purposes of promoting physical fitness or recreation, the officers may purchase supplies, games, or equipment for the use of the general membership. The NEA may sponsor NIFC athletic teams, upon request, if teams have at least 75% NEA membership. A formal written request should be presented to the Executive Committee giving details of the event and the amount requested. The Executive Committee will render a decision on a case-by-case basis and will determine the amount of the sponsorship.

Section 3. The Executive Committee may contribute funds toward financial aid needed due to unique situations or disasters affecting NIFC employees. It will be the responsibility of the members-at-large within each agency to notify an officer of situations warranting NEA action.

Section 4. The NEA will sponsor regular activities, including, but not limited to, baked goods and refreshment sales, flower sales, ticket sales, and sale of other goods or services. All monies raised will go into the general fund, and sales tax will be collected and paid in accordance with State law.

Section 5. The Executive Committee may use its discretion in renting facilities and procuring supplies and services for NEA sponsored events.

Section 6. The NEA will distribute funds to purchase flowers and cards for employees as follows:

- Death – In the event of an employee’s death or death of his/her spouse, child, or significant other, flowers will be purchased. A card will be purchased for an employee’s parents and siblings.
- Illness – Flowers will be purchased for an employee if he/she is hospitalized for three (3) or more consecutive days and/or if an extended illness causes the employee to be away from the office for two (2) or more consecutive weeks.

Section 7. Community Outreach. As a core value, the NEA has a history of community service projects. For example: Rake Up Boise, Paint the Town, the Salvation Army Angel Tree, and the Idaho Food Bank are continuing projects along with providing toiletries to the Boise Rescue Mission and City of Lights programs. Events have also been held to provide winter coats to the Boise Rescue Mission, summer gear to the City of Lights summer kids’ program and to NIFC individuals in need of special help.

Section 8. The Executive Committee will use established guidelines and criteria when deciding to sponsor activities or expend NEA funds. The Committee will establish and maintain the guidelines and criteria, and will make them available to members upon request.

Section 9. The NEA will purchase merchandise to be sold at NIFC. A spreadsheet will document all purchases/sales and an inventory will be conducted annually. Inventory numbers will be reported to NEA during the March meeting.

ARTICLE X – Amendments to the Constitution and Bylaws

The Constitution and Bylaws of the NEA may be amended or changed or a new Constitution and Bylaws be adopted by a two-thirds majority vote of the general membership.

EXECUTIVE COMMITTEE

Brian McMan Date: 6/7/, 2012

Chairperson BRIAN McMANUS
(Print Name)

Betty Percival Date: 6/7/2, 2011

Vice-Chairperson Betty Percival
(Print Name)

Bonnie L. Bradshaw Date: 2/23/12, 2011

Previous Officer BONNIE L. BRADSHAW
(Print Name)

Sandra K Braseth Date: 6/8/2012, 2011¹⁰

Secretary SANDRA K BRASETH
(Print Name)

Kris King Date: 2/23/12, 2011

Treasurer Kris King
(Print Name)

NIFC GOVERNING BOARD CONCURRENCE

Gary Bowers Date: 5/2/12, 2011¹²

BLM Representative Gary Bowers
(Print Name)

John Seger Date: 2/21, 2011¹²

FWS Representative John Seger
(Print Name)

Lyle Carlile Date: 4/9, 2011¹²

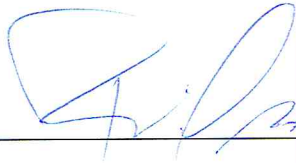
BIA Representative Lyle Carlile
(Print Name)

Tom Nichols Date: 2/23, 2011¹²

NPS Representative Tom Nichols
(Print Name)

Cheryl Molis Date: 4-9-2012, 2011

FS Representative CHERYL MOLIS
(Print Name)

 Date: 4/9/12, 2011

NWS Representative Robert Dicos
(Print Name)

 Date: 4/9/12, 2011

FEMA Representative Aitor Bidaburu
(Print Name)