



National Wildfire Suppression Association Chapter Regulations

Chapters of NWSA are designed to deal with local issues that are of concern to all members of the chapter. If the Chapter or it's steering committee deem that any action they might take would have a negative impact on more than just it's regional membership they should consult the National Organization for guidance.

1. A Chapter shall have at least 5 voting member companies in order to apply for chapter status.
2. If there is a chapter in that regional area already they may be required to join that chapter.
3. All Chapters agrees to adopt and abide by the NWSA By-laws & Code of Ethics.
4. Each Chapter shall provide the National NWSA with a list of its Steering Committee (Chapters do not have a Board of Directors), and the name of the elected Chair.
5. Each Chapter shall provide the National NWSA with its organizational plan for its structure. Chapters must determine what format best fits their needs, for example (Crews Committee, Engine/Tender Committee/Specialized Equipment Committee) that may meet separately to discuss issues pertinent to them and them meeting twice a year as a large group.
6. Each Chapter must meet twice a year with its members.
7. Chapter may assess Special Assessments to its members by a vote of its membership. Funds will be paid to the National NWSA and projects will be funded from those funds by the National NWSA.
8. NWSA files one tax statement for all chapters under the National organization.
9. Chapters will get together at the NWSA conference in resources types, Crews, Engine/Tenders and Misc. Resources and elect the designated number of board members to the board effective 2008.
10. Chapter must use its Approved Chapter Name on all Correspondence.
11. Any project, correspondence and action that could involve legal action, political action or affect the national organization must be approved by the Executive Board.
12. The Chapter must forward a copy of all meeting minutes to the National NWSA office following any meeting of the chapter or any of its members.
13. Any correspondence that is issued by the Chapter must be cc'd to the National Office.
14. If the approval is required of the Executive board the following is the process for that:
 - a. Project Outline and/or document must be sent to the NWSA office.
 - b. Upon receipt of the document, the NWSA office will email/mail a copy of the document to all members of the executive board within 3 working days of receipt.
 - c. The Board will review and discuss via email, a meeting or a conference call within 10 working days of receipt, and a decision on approval or disapproval will be granted within 10 days of the receipt by the National Office.
 - d. If it requires expedited processing, the Chapter will notify the National Office and it will be handled as deemed appropriate.
15. Any Chapter that does not follow this process will be given a written warning, and given 5 days from receipt of warning to take corrective action and report to the Executive Board.

16. If there is a repeat violation or the corrective action is not taken the Chapter may be barred and the use of the NWSA name disallowed. Notice will be given to the appropriate parties of this decision.
17. All members of a Geographic Chapter agree to meet or exceed the NWCG 310-1 standards and abide by National Geographic Memorandum of Understands that NWSA has with various regions. You can obtain a copy of the MOU by contacting the NWSA Training Coordinator.
18. The Board reserves the right to terminate a chapter if is found in violation of any of these agreements.

Below you will find links to:

[Chapter Applications](#)
[NWSA Code of Ethics](#)

NWSA Chapter Formation Document
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