

CALIFORNIA FIRE PREVENTION OFFICERS' ASSOCIATION

**A SECTION OF
THE CALIFORNIA FIRE CHIEFS' ASSOCIATION**

BY-LAWS

ARTICLE I

MEMBERSHIP

- Section 1. Regular membership shall be limited to all regular and volunteer members of board approved municipal, county, state and federal fire suppression and fire prevention agencies, and other governmental agencies.
- Section 2. Retired membership shall be open to those persons who have held Regular membership in this Organization and are honorably retired from their department or agency. ~~Past-Presidents shall be exempt from an annual membership fee and the meeting fee for the general monthly meeting honoring Past-Presidents.~~
- Section 3. Associate membership is open to Fire Protection Engineers, to persons employed in private fire prevention or education programs or companies, and to any other interested person in accordance with the aims and purposes of this Organization. Retired members who represent any fire-related businesses shall be classed as an Associate member. Such members are urged to act as advisors for this Organization.
- Section 4. Honorary membership to this Organization shall be by two-thirds the majority vote of the members present at any regular meeting of this Organization.
- Section 5. Student membership is a non-voting membership open to those persons interested and actively seeking employment in the fire service by enrollment in a curriculum leading towards a degree in or related to Fire Science Technology.
- Section 6. Revocation of Membership. This Organization is considered to be composed of persons of high principles, good moral character, dedication to the objectives of this Organization, with professional integrity above criticism. It is the right of this Organization to purify itself and to this end, it is hereby established that any alleged trespass against its good name may be investigated, and if the facts indicate, the trespasser shall be tried in accordance with the procedure established in Robert's Rules of Order. Any member of this Organization who, after due investigation and hearing, shall have been found guilty of any dishonest, fraudulent or criminal conduct, or who shall offend against the Constitution, By-Laws, any rules, regulations or resolutions of this Organization, may be expelled

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by a two-thirds vote of the members present at any regular meeting of this Organization.

ARTICLE II

OFFICERS

- Section 1. The elected officers of this Organization shall be as follows: President, First Vice President, Second Vice President, Secretary and Treasurer for both North and South Divisions.
- (a) Nomination of Officers. The Nominating Committee shall be appointed by the President of each Section at the opening of the October meeting of this Organization.
 - (b) The committees shall submit their recommendations to the floor no later than the January meeting.
 - (c) Election of Officers. Officers shall be elected to serve a term of one year. Such elections shall be held no later than the January membership meeting of each Section. The candidate for a particular office receiving a plurality vote shall be considered elected.
- Section 2. The appointed officers of this Organization shall be as follows: Judge Advocate and Director of Operations for both Sections. The President, prior to the second regular meeting, shall appoint them after his/her election.
- Section 3. The above Officers for each Section shall constitute the Board of Directors.
- Section 4. Installation of Officers shall be made at the spring workshop.

ARTICLE III

DUTIES OF THE OFFICERS

- Section 1. Duties of each Section President.
- (a) The President shall preside at all meetings of this Organization at which he/she is present.
 - (b) He/she shall appoint the Judge Advocate, the Director of Operations and Co-Chairs of all committees following his/her installation in office. Such appointments shall be made not later than the second regular meeting of this

Organization following the installation of officers.

- (c) If the immediate Past President is no longer a Member of this Organization, the President shall appoint a former member of the Board of Directors as the Judge Advocate.
- (d) He/she shall have the power to constitute and appoint members to other committees that he/she deems advisable, or that is authorized by action of the membership, subject to the conditions set forth in these By-Laws.

Section 2. Duties of each First Vice President. It shall be the duty of the First Vice President, in the absence of the President, to perform the duties pertaining to that office. In the event the office of President is vacant for any cause, the First Vice President shall automatically become President, and complete the unexpired term as President. It shall be the duty of the First Vice President to provide committee coordination for his/her committees as delineated by the appropriate policy statement.

Section 3. Duties of each Second Vice President. It shall be the duty of the Second Vice President, in the absence of the President and the First Vice President, to preside at meetings. It shall be the duty of the Second Vice President to provide Committee Coordination for his/her committees as delineated by the appropriate policy statement.

In the Southern Division, it shall be the duty of the Second Vice President to establish the monthly meeting locations and provide host city coordination. Additionally, it shall be the duty of the Second Vice President to act as Program Chairperson and provide programs that are in accord with the aims and purposes of this Organization and authorized by the Board of Directors. It shall be the duty of the Second Vice President to select a Sergeant at Arms, flag salute leader and provide the names of the host Fire Marshal, host Fire Chief and other dignitaries to the President prior to the meeting.

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Section 4. Duties of each Secretary.

- (a) It shall be the duty of the Secretary to keep a true and faithful account of the minutes of all meetings; to keep all records of whatsoever nature for this Organization; he/she shall keep a list of the names of the members; he/she shall notify each member of an impending meeting and where and when the meeting is to be held. It shall be the duty of the Secretary to prepare all authorized communications to be sent by this Organization or by the President.
- (b) He/she shall annually compile a roster of members, showing name of department or organization, address and city. In the Northern Division the Secretary shall be responsible for coordinating the printing and distribution

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of the roster with the Business Manager.

Section 5. Duties of the Treasurer. It shall be the duty of the Treasurer to **coordinate** the **receipt** of all dues, donations and other monies of this Organization, and it shall be his/her duty to **oversee** all disbursements when authorized by the Board of Directors.

Section 6. Duties of the **Director of Operations.** In the Northern Division, it shall be the duty of the Director of Operations to establish the monthly meeting locations and provide host city coordination. It shall be the duty of the **Director of Operations** to act as Program Chairperson and provide programs that are in accord with the aims and purposes of this Organization and authorized by the Board of Directors. It shall be the duty of the **Director of Operations** to select a Sergeant at Arms, flag salute leader and provide the names of the host Fire Marshal, host Fire Chief and other dignitaries to the President prior to the meeting. It shall be the duty of the **Director of Operations** to provide and oversee the sale of raffle tickets.

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In the Southern Division, it shall be the duty of the Director of Operations on the day of the meeting to assist the host agency with meeting setup and shall be responsible for setting up banner, flag, and nameplates. Additionally, the Director of Operations shall be responsible for receipt of meeting payments and transfer of funds to the Treasurer for deposit. It shall be the duty of the Director of Operations to provide and oversee the sale of raffle tickets.

Section 7. Duties of each Judge Advocate.

- (a) It shall be the duty of the Judge Advocate to serve as parliamentarian of this Organization, and shall make final decisions on all matters of parliamentary procedure when called upon to do so by the Chair.
- (b) He/she shall perform such other duties as the President shall prescribe.

Section 8. Duties of each Board of Directors.

- (a) Both Boards of Directors shall prepare a budget prior to May each year to be presented to the respective membership at the June meeting. Such report shall reflect the necessary dues structure.
- (b) Both Boards of Directors shall have the power to expend the funds of this Organization as deemed necessary and direct the respective Treasurer to disperse funds as directed.
- (c) The Boards shall maintain a policy directive book wherein decisions made by the Board on subjects not otherwise spoken to in this document shall be maintained. Those policies, which are of a type to be incorporated in the By-Laws, shall be submitted to the joint Boards of Directors for consideration

and approval.

(d) A majority of each Board of Directors shall be necessary to constitute a quorum for transaction of business.

Section 9. The Right to Hold Office. Only Regular members shall be eligible to hold any office in this Organization.

Section 10. Vacancies. Vacancies in elective offices shall be filled for the remainder of the expired term by a majority vote of the Board of Directors.

ARTICLE IV

MEETINGS

Section 1. Host City. The host city shall be alternated among the cities represented by the membership of this Organization. Should a selected city wish to cancel its privilege to host this Organization, its representative shall so notify the **Director of Operations (Northern division) or the Second Vice-President (Southern Division)** not later than **one month** in advance. It shall then be the duty of the Board of Directors to select a substitute city. The host city shall notify the Secretary of the location of the meeting place, together with instructions on how to reach it, not later than one month in advance.

Section 2. Quorum. No business of this Organization shall be conducted at any regular meeting unless at least **20** regular members are present.

Section 3. Pledge of Allegiance. The first order of business after the call to order shall be the Pledge of Allegiance to the Flag of the United States of America.

Section 4. Voting. The right to vote, submit motions, second motions, or offer resolutions shall be confined to those persons holding Regular membership.

Section 5. Duties of Members. Regular, Retired, Associate and Honorary members may submit subjects for consideration to the membership or through the Board of Directors. All such members are expected to assist this Organization in whatever way possible in order to better our actions and make this Association more responsive.

Section 6. Past Presidents' Meeting. All Past Presidents shall be exempt from paying for the Annual Past Presidents' general membership meeting.

ARTICLE V
COMMITTEES

- Section 1. Appointment and Tenure. The Presidents shall approve the co-chairs of all respective committees. All committee appointments shall be deemed to expire with the end of the term of the President who makes them. The President may, at his/her discretion, remove any committee member. The President shall designate the Chairperson of all committees.
- Section 2. Membership of Committees. Committees shall be comprised of **regular and associate** members. The number of voting members shall be five, seven, nine or eleven members as the appointing President shall desire. This Section does not regulate honorary members and retired members of Boards of Directors. Elected officers of the Organization are ex-officio member of all respective committees.
- Section 3. Attendance at Committee Meetings. Attendance shall be restricted to members of the committee, members of other committees having a related interest in the subject under discussion, officers of this Organization, and guests invited by the Chairperson when authorized by the Committee. The Chairperson, with the approval of the committee, may hold open meetings to which the public is invited, unless the President directs otherwise.
- Section 4. Conduct of Committee Meetings. Meetings shall be conducted according to the procedures established in the Rules of Order specified in Article VII. Only duly appointed committee members shall vote on any subject being considered. Persons in attendance, other than committee members, shall not be privileged to speak, except by permission of the Chairperson. Ex-officio members may speak, but may not vote. The Chairperson shall be diligent in the conduct of meetings and shall not allow guests to unduly impose upon the time of the Committee.
- Section 5. Notification and Report. The President shall be advised of any committee meeting held during the previous month, and it shall be the duty of the President to require entry in the record of each committee meeting. When deemed necessary by the President, a full report shall be given to the membership.
- Section 6. Records. Each committee shall select a secretary who shall keep a record of all proceedings and actions of committee. It shall be the duty of the Chairperson to retain such records and hand them over in good order to his/her successor. The Chairperson shall forward all the committee meeting minutes to the Secretary for the General minutes and to the Webmaster for placement on the website.

ARTICLE VI

FUNDS

- Section 1. Soliciting for Funds. No member of this Organization shall solicit funds for this Organization ~~without Board approval~~.
- Section 2. Acceptable Donations. Funds may be accepted from donors for the purpose of conducting research projects, tests, or other work within the meaning and intent of the objectives of this Organization. It is expressly implied that donors shall derive no benefit, and no obligation is incurred by this Organization in accepting funds for any purpose whatsoever.
- Section 3. Dues. Dues shall be paid to the Organization upon notice. Dues not paid within 30 days of the due date on the invoice may result in those members not being included in the annual roster. The dues for Retired, Regular, Associate, and Student members shall be set by the Board of Directors and approved by vote of membership. Honorary members ~~and Past-Presidents~~ shall not pay dues.
- Section 4. General. In general, funds shall be derived from dues, fines, donations and other planned activities approved by the membership.

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ARTICLE VII

RULES OF ORDER

- Section 1. The most recent Edition of Robert's Rules of Order shall govern the conduct of this Organization, except when they may be inconsistent with these By-Laws.

ARTICLE VIII

AMENDMENTS

- Section 1. These By-Laws may be amended upon recommendation of either Board of Directors with the approval of a majority of the membership present of each Section at any regular meeting, or by presentation of a resolution by any Regular member, stating in detail the proposed amendment and adoption of the resolution by a majority of the membership of each Section present at any regular meeting.
- Section 2. No amendment shall be adopted at the time of presentation, but shall be held over until the next regular meeting, at which time it shall be voted upon.