

## BYLAWS OF THE OREGON FIRE MARSHALS ASSOCIATION,

The mission of the Oregon Fire Marshals Association is to provide support and coordination for education, engineering, and enforcement related to fire prevention and safety for the State of Oregon.

The vision of the Oregon Fire Marshals Association is to make our state the safest state in the nation by leading, serving, and supporting fire and life safety efforts in Oregon.

### ARTICLE I - NAME

**Section 1.** The name of the Association shall be the Oregon Fire Marshals Association Incorporated, hereafter known as OFMA or the Association.

**Section 2.** The OFMA shall have an official logo, which shall bear the full name of the organization somewhere upon it.

- a. When a logo or insignia is used by OFMA in official capacity, it shall be the official logo.
- b. OFMA Member Promotions may design alternate logos for marketing purposes.
- c. Any OFMA member may propose a new official logo for the Association.
- d. The Board shall facilitate a change of logo upon ratification by 2/3 of the membership in attendance at the Annual Meeting.

### ARTICLE II – GOALS

**Section 1.** OFMA Board shall receive direction annually (at the Annual Meeting) and review and submit goals to the membership.

### ARTICLE III – MEMBERSHIP

**Section 1.** Membership in the OFMA shall be:

- a. **Active Member** is any Member of a regularly organized public or governmental fire department or agency, who is actively engaged in the prevention of fire. Active Members shall pay annual dues as established by the Association.
- b. **Associate Member** is any individual interested in the goals and objectives of the OFMA who does not qualify as an Active or Life Member. Associate Members shall be entitled to participate in the Association, except that they are not eligible to hold an elective office or have voting privileges. Associate Members shall pay annual dues as established by the Association.

- c. **Corporate Members** are firms and/or businesses interested in the goals and objectives of the Association who do not qualify as Active, Life, or Associate Members. Corporate Members shall be entitled to participate in the Association, except that they are not eligible to hold an elective office or have voting privileges. Corporate Members shall pay annual dues as established by the Association.
- d. **Student Members** are any person currently registered and attending a college with a major in Fire Prevention, Fire Science, or Building Codes. Student Members shall be entitled to participate in the Association, except that they are not eligible to hold elective office or have voting privileges. Student members shall pay dues as established by the Association.

**Section 2. Life Membership.**

- a. Members eligible for consideration for Life Membership must meet the following requirements:
  - 1. Is or has been an active member of OFMA in good standing for at least 10 years.
  - 2. The individual must have rendered distinctive service to the organization through participation on committees or activities for a minimum of 5 years.
- b. A Life Member will not be required to pay annual dues, but will be entitled to all privileges and benefits of Active Members.
- c. Selection Procedure for Life Membership is outlined in Policies.

**Section 3. Honorary Life Membership:** Honorary Life Membership may be conferred upon any person who has rendered outstanding service to the Association, its aims and purposes provided that such membership shall be recommended by the Board of Directors and receive a majority vote of the members present and voting at the Annual Meeting. Honorary Life Members shall be entitled to participate fully in the affairs of the Association with the exceptions of holding elective office, serving on the Board of Directors, and voting privileges. Honorary Life Members shall not pay annual dues. Proposals for Honorary Life Membership shall be submitted to the Board of Directors at least sixty (60) days prior to the Annual Meeting. The Board may vote to disqualify membership for legal or ethical reasons.

## **ARTICLE IV – FINANCIALS**

**Section 1.** The annual dues of the OFMA shall be proposed by the Dues Committee, appointed by the President, and shall be ratified by a 2/3 majority of those Active and Life Members present at the Annual Meeting of the Association. Any proposed dues change shall be submitted in writing to the membership at least thirty (30) days prior to the Annual Meeting.

**Section 2.** The dues of the Association shall be due and payable to meet requirements as established by the Association and will be collected by the Treasurer. ~~of O.F.M.A.~~ The Association Treasurer will maintain a list of all members in good standing.

**Section 3.** The OFMA Board of Directors shall annually submit a financial report to the membership. The budget shall list all anticipated income and expenditures for the

coming year.

**Section 4.** The Treasurer of OFMA shall cause all financial reports to be filed in accordance with local, state, and federal requirements.

## **ARTICLE V –OFFICERS**

**Section 1.** The officers of the OFMA shall be:

- a. President; 1<sup>st</sup> Vice President; 2<sup>nd</sup> Vice President; and Treasurer
- b. All the elected officers of the OFMA shall be members of the Association.
- c. No more than two members from any department, district or agency may hold an office with the OFMA at the same time.
- d. In addition to the previously listed conditions of eligibility to hold an elective office, all candidates must present to the Nominations Committee a completed OFMA Roles and Responsibilities Form signed by the candidate and the candidate's immediate supervisor of the candidate's municipality, district, or agency which authorizes him/her to hold an elected office.

**Section 2.** Duties of the officers shall be as follows (see appendix for a more complete listing):

- a. The President shall preside at all sessions of the OFMA and at all other functions pertaining to his/her office.
- b. It shall be the duty of the First Vice President to perform all the duties of the President during the absence or inability of the President.
- c. The Second Vice President, in the absence or inability of the President and First Vice President, shall assume the duties and responsibilities of the President. In addition, he/she shall assure that a full and accurate record of the proceedings of all Association functions is captured and made available for review and distribution.
- d. The Treasurer shall receive all monies due the OFMA, giving a receipt therefore, and submit a statement of the receipts and disbursements at all regular meetings. The Treasurer shall purchase all necessary stationery and supplies; shall close the books on June 30 of each year. The Treasurer shall attend the Annual Meeting with all books and documents necessary. The Treasurer shall maintain a current list of all members. The Treasurer may expend funds for the normal operations of the OFMA as provided for in the budget, up to maximum amounts established by policy of the Board of Directors. The Treasurer shall pay all disbursements of the Association, on order of the President or the Board of Directors. All checks greater than the maximum amount established by Board policy shall bear the signature of the Treasurer and be countersigned by the President, 1st Vice President, or 2nd Vice President. The Treasurer shall cooperate with the audit committee by providing them with all documents and reports necessary to complete the annual audit.

At the end of the term of office, the Treasurer shall deliver to the successor all monies, books and papers, with all vouchers and other property, belonging to or held in trust for the OFMA.

## **ARTICLE VI - ELECTIONS**

**Section 1.** Officers shall be elected by secret ballot at the OFMA Annual Meeting and shall serve for one (1) year, or until their successors are elected.

- a. Term of office shall begin on July 1<sup>st</sup> following the Annual Meeting and end June 30<sup>th</sup> the following year.

**Section 2.** Candidates for elective office shall be nominated from the floor by a member in good standing with the Association.

- a. The Board of Directors as a body shall refrain from endorsing or opposing the nomination of any candidates for an elective office.

**Section 3.** Vacancies and Resignations:

- a. In the event of a vacancy occurring in any office of the Association, the Board of Directors shall appoint a qualified member to assume all duties and authorities of the vacant office for the remainder of the term.
- b. Subject to Board approval, any person who ceases to meet the qualifications of an active member, may continue to serve the remainder of the elected term of office.

**Section 4.** Officers shall be eligible for re-election.

**Section 5.** Elections will be conducted in the following manner.

- a. The nominating session shall be held on the opening day of the Annual Business meeting.
- b. The Election shall be held the afternoon of the day of the banquet.
- c. Elections shall not be delayed.

## **ARTICLE VII - BOARD OF DIRECTORS**

**Section 1.** There shall be a Board of Directors consisting of the President, First Vice President, Second Vice President, Treasurer, the immediate Past President, and three (3) Association Directors elected by secret ballot from the Active or Life membership of the OFMA. The Oregon State Fire Marshal will serve as an Ex-Officio member of the Board of Directors.

**Section 2.** One of the Directors shall be nominated and elected at the Annual Meeting, for a term of three (3) years.

- a. Terms of office shall be staggered to maintain continuity of the Board of Directors. Director positions shall be 3-year, 2-year, and 1-year. Typically the 3-year position is elected each year and the 3-year progresses to the 2-year, the 2-year progresses to the 1-year and the 1-year position may elect to run for an officer position.
- b. In the event of the resignation or the assumption of an Officer's position by a Director, the remainder of the Director's term in office shall be filled in accordance with the OFMA Bylaws.

**Section 3.** Board members shall attend all scheduled OFMA meetings, liaison assignments, and major OFMA sponsored events.

- a. Two or more unexcused absences within any fiscal year may result in removal from the Board.

- b. Failure to perform duties as a Board Member may result in removal from the Board .
- c. The Board may, upon a unanimous vote, dismiss a member for moral or ethical conduct that could bring discredit to the association.

**Section 4.** The Treasurer is appointed by the President and approved by the Board. The length of service is subject to Board approval.

**Section 5** Board members shall receive the following as benefits for their service to OFMA. The benefit shall include only registration fees and any materials or services included within the registration for all major OFMA educationally sponsored events. These benefits shall be provided only to the official board members during the length of their appointment.

## **ARTICLE VIII – MEETINGS**

**Section 1.** The Annual Meeting shall be held on a date prior to May 31 of each calendar year. This date is to be determined by the Board of Directors.

**Section 2.** Additional meetings shall be held at the call of the Board of Directors with at least thirty (30) days notice to the membership.

**Section 3.** The Board of Directors shall meet monthly to conduct Business of the Association.

**Section 4.** Emergency Board meetings may be called at the discretion of the President. Conference telephone calls or electronic meetings may be used for emergency meetings.

## **ARTICLE IX – COMMITTEES**

**Section 1.** All regular committee chairpersons shall be appointed by the President with the approval of the Board of Directors. A list of active committees shall be maintained in the month minutes and a report issued on behalf of the committee at each regular board meeting.

**Section 2.** Special or ad-hoc committees may be appointed by the President.

## **ARTICLE X - CHAPTERS**

**Section 1.** A provision for chapters of the OFMA is established for detailed activity in special Fire Service related fields.

- a. All activities of these chapters shall be under the jurisdiction of, and responsible to, the OFMA. These chapters shall meet periodically for the purpose of furthering activities of their respective fields. Reports, recommendations, and requests shall be made to the Board of Directors of the OFMA.
- b. The Constitution and Bylaws, and the goals and procedures of these chapters shall be consistent with the purpose and constitution of the OFMA.
- c. All chapter sponsored programs are expected to be self-supporting and shall be reviewed

by the Board of Directors of OFMA. An accounting of all expenses, accounts receivable, and all surplus funds from such programs shall be submitted to the President of OFMA within 90 days of the completion of the function. Receipts for all disbursements of program funds shall be kept of all transactions. All checks shall be signed by two officers of the chapter. Payment of expenditures for chapter sponsored programs shall be guaranteed by the OFMA provided such programs and budgets have had prior approval of the OFMA Board of Directors.

## **ARTICLE XI – AMENDMENTS**

- Section 1.** Amendments to the Bylaws of the OFMA shall be made only by a two-thirds vote of the Members present at the Annual Meeting.
- a. No proposition to amend shall be acted upon unless written notice thereof has been given to all Members of record at least thirty (30) days prior to the actual vote.
  - b. Further amendment to written proposals may be acted upon, and approved by the membership at the Annual Meeting.
  - c. All approved amendments shall become effective at the conclusion of the Annual Meeting, unless another effective date is specified.

## **ARTICLE XII - RULES OF ORDER**

- Section 1.** The rules of parliamentary procedure, as laid down in Roberts Rules of Order Revised shall govern all meetings of the Association.
- a. A Parliamentarian shall be appointed by the President prior to any meeting of the Association.
  - b. The Parliamentarian shall possess a good understanding of the parliamentary process and Roberts Rules of Order Revised.

## **ARTICLE XIII - POLICIES AND PROCEDURES**

**Section 1.** To provide uniform and consistent application of Bylaws, the Board of Directors shall develop and adopt policies, clearly describing the methods and procedures.

**Section 2.** The Board of Directors of the OFMA and committee chairpersons shall be provided copies of policies within ninety (90) days of adoption.

**Section 3.** The Board of Directors shall review all policies annually.

## **ARTICLE XIV – INTERNATIONAL FIRE MARSHALS ASSOCIATION (IFMA)**

**Section 1.** The OFMA has established itself as a Chapter of the IFMA, a membership section of the National Fire Protection Association (NFPA)

**Section 2.** When the OFMA conducts business related to IFMA, they shall comply with and adhere to all applicable requirements and restrictions of the Constitution and Bylaws of the IFMA, as such pertain to chapters thereof. Including without being limited to, those requirements set forth in Article 7 f the Bylaws of the IFMA or any successor article thereto.

**Section 3.** The OFMA will hold harmless and indemnify the NFPA and/or the IFMA from and against any and all suits, damages, loss, costs, or other liabilities which may threaten or accrue to the IFMA or the NFPA as a result of the acts or activities or failure to act by the OFMA.

**Section 4.** Refer to appendix A for the Constitution and Bylaws of IFMA.

## **ARTICLE XV – DISSOLUTION PROCEDURES**

**Section 1.** Upon dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of 501 (c) (4) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Revenue Law), or shall be distributed to the Federal Government or to a State or Local Government for a public purpose. Any such assets not so disposed shall be disposed of by the Circuit Court of the County in which the principle office of the corporation is then located, exclusively for such purposes, or to such organization or organizations as said court shall determine, which are organized and operated for such purposes.

### **Appendix**

Job Duties:

#### **ALL EXECUTIVE BOARD OFFICERS**

Attend all of the following meetings/conferences and work on projects and assignments as follows:

- Monthly board meetings and any special meetings.
- Annual strategic planning session to plan next board year’s mission/goals/activities.
- Annual OFMA meeting and swearing in ceremony for newly elected officers.
- Work on a minimum of one OFMA committee each board year and/or act as a liaison to other associations and groups to support the Association mission. This includes attending committee meetings, giving board reports, etc. **Many board members will fill more than one committee or liaison role annually.**
- Assist – on-site – with at least one training offering annually.
- Participate on assignments/duties directed by the President and/or Executive Board.

#### **PRESIDENT**

- Lead the Executive Board and the Association members.
- Prepare Executive Board agendas.
- Preside over Association meetings, conferences, sessions and other functions pertaining to the office of President.
- Be the official spokesperson for the Association.
- Attend Oregon Fire Chief’s Association and other association meetings reporting on OFMA business.
- Assure the strategic plans are carried out.

- President of the ICC and IFMA chapters for OFMA.
- Maintain Association contacts and liaisons.
- Chair annual meeting committee, assuring annual meeting requirements are met.

### **1ST VICE PRESIDENT**

- Lead the Executive Board and the Association members.
- Perform all the duties of the President during the absence or inability of the President.
- Assist the President in conducting the business and carrying out the policies of the Association.
- Focus on assisting the President and gaining experience to prepare for the role of President.
- Preside over the annual strategic planning session as incoming President.

### **2ND VICE PRESIDENT**

- In the absence or inability of the President and 1<sup>st</sup> Vice President, assumes the duties and responsibilities of President and 1<sup>st</sup> Vice President.
- Be the recording secretary for all meetings and events where minutes or notes are required. Prepare minutes for board approval. Distribute minutes to the website.
- Assist the President and 1<sup>st</sup> Vice President in conducting the business and carrying out the policies of the Association.
- Assure that an accurate record of the proceedings of all Association functions is captured.
- Focus on assisting the President and 1<sup>st</sup> Vice President to prepare for the role of President.

### **TREASURER**

- Be the business manager for the Association.
- Assist the Executive Board to appropriately manage Association funds.
- Receive all money due the Association/Issue Receipts.
- Promptly deposit funds into appropriate accounts.
- Keep Association financial records accurately.
- Pay all disbursements by order of the President or Executive Board.
- Submit financial report at each board meeting.
- Purchase all stationery and supplies.
- Annually close the books on June 30.
- Provide information to Association accountant for tax filing.
- Present financial status of Association at annual meeting.
- Maintain an up-to-date membership list.
- Send renewal notices timely to all members for dues.
- Expend funds for normal OFMA operations as stated in the Association budget.
- Assure funds expended solely by the treasurer do not exceed the maximum amount established by board policy.

### **1, 2, & 3 YEAR DIRECTORS**

Meet all requirements listed under: All Executive Board Officers shown above  
Act as advisors, consultants and guides to the board and the Association