

Oregon Fire Service Office Administrators

Bylaws

Article I

Section 1 - Name

- A. This Organization shall be known as the Oregon Fire Service Office Administrators (OFSOA).
- B. The mission statement for this Organization is:
To support Oregon fire service office personnel through networking and education.
- C. The statement of values is:
Relationships: We value developing and nurturing open and honest relationships that are supporting and encouraging.
Image: We value the professional image of our organization and members, both being recognized and respected as an integral part of the fire service.
Communications: We value open and honest communication that is timely, precise, and supportive in meeting the needs of our members.
Training: We value progressive, educational training that is pertinent to the personal and professional development of our members.
- D. The motto for this organization is: **Sharing a Standard of Excellence.**
- E. This organization is not organized for profit and has filed non-profit status with the Internal Revenue Service. No part of any net earnings shall inure to the benefit of any member.

Article II

Section 1 - Objectives

- A. To establish a resource guide of the membership which lists the responsibilities, special abilities, areas of interest, work schedules and district information, to be updated annually.
- B. To identify, develop, and maintain the educational needs of the membership, and determine the best methods of fulfilling those needs.
- C. To organize, support and encourage a problem solving unit by providing a sounding board for expressing concerns of the membership to accomplish our mission.
- D. To facilitate a statewide standardization wherever possible in all phases and aspects of the Oregon Fire Service Office Administrators field with emphasis on procedures, records management, job classifications and compensations.
- E. To develop a network of persons interested in the purposes of the organization to strengthen the bonds of friendship and information among the members of the fire service in this state.

Article III

Section 1 - Membership

- A. Active Member - Any person serving or employed in the fire service or an organization developed to promote and support the fire service within the state may be an active member of the organization and upon payment of annual dues shall become a member in good standing with full voting privileges.
- B. Retired Member - Membership shall also be available to retired fire service office personnel. They shall be voting members, but shall not be eligible to hold an elective office. Retired members shall pay annual dues as established by the organization.
- C. Life Member - Members shall be eligible for consideration for life membership but must meet one of the following requirements:
 - a) Any member who, upon retirement, has maintained an active membership since inception of the organization or a total of 10 years. Candidates who meet this requirement shall be made known to the Executive Board no later than the last regularly scheduled board meeting prior to the annual business meeting.
 - b) Members who, in the opinion of the executive board, have given outstanding service to the organization.
 - c) The executive board shall submit the names of qualified persons for life membership to the board of directors who shall confirm these memberships. A certificate will be awarded at the annual conference to all that qualify. A life member shall not be required to pay annual dues, but shall be entitled to all the privileges and benefits of active members. They shall be voting members, but shall not be eligible to hold an elective office.
- D. Associate Member - Individuals interested in the goals and objectives of the organization who do not qualify as an active or life member. Associate members shall be entitled to participate in the organization, except they are not eligible to hold an elective office, or have voting privileges. Associate members shall pay annual dues as established by the organization.

Article IV

Section 1 - Officers

- A. The officers of the organization shall be president, vice president, secretary, treasurer, one representative from each region, and the immediate past president. These officers shall be known as the Executive Board.
- B. All OFSOA officers shall be active members in good standing of the organization, elected at large by ballot at the annual conference, and shall have a term of office for two (2) years. Members seeking election to the office of president shall have previously served at least one (1) year as a member of the OFSOA board of directors.
- C. All officers shall enter upon their official duties following their installation at the conference.

Article V

Section 1 - Duties of Officers

The duties of the executive officers are as follows:

- A. It shall be the duty of the president to preside over the meetings of the organization; to be the official representative of the organization, and perform other duties as are required of the presiding officer.
- B. It shall be the duty of the vice president to perform the duties of the president as necessitated by the absence of the president, to work with the education and conference committees, and to assist the president whenever required.
- C. It shall be the duty of the secretary to keep minutes of the proceedings of the organization and the executive board, to attend to all communication pertaining to the organization; and perform all such other duties as are incidental to this office and/or may be required by the president.
- D. It shall be the duty of the treasurer to receive all monies due to the organization and to keep a complete account of the same; to make a full and complete report of all monies received and disbursed at each meeting of the organization and of the executive board; execute, along with the president or vice president, all written contracts of the organization; and perform such other duties as are required by the president.
- E. It shall be the duty of the Regional Representative to contact members in their regions and correlate information; to act a liaison between the members of their area and the executive board; to work with the education committee in coordinating regional workshops and training seminars to be conducted in their areas.
- F. It shall be the duty of the Immediate Past President to assist the Organization as needed, and to chair the nominating committee.

Article VI

Section 1 - Governing Body

- A. The Executive Board shall consist of the President, Past President, Vice President, Secretary, Treasurer and Regional Representatives, who shall each be elected for a two-year term.
- B. The Board of Directors shall consist of the Executive Board and Standing Committee chairman as follows: Membership, Protocol, Education, and Communication.
- C. All members of the Executive Board and Standing Committee Chair shall be qualified active members of the Organization.
- D. Regular meetings of the Board of Directors shall be held at least quarterly, and may be more frequent as determined by the Board. Minutes of the board meetings shall be made available to any member of the Organization.

Article VII

Section 1 - Nominations

- A. The election of the officers shall be held and completed by the end of the Annual Conference.
- B. At least ninety days prior to the Annual Meeting, the President shall appoint a four-member nomination committee, consisting of Immediate Past-President, who shall serve as Chair, and three active members each representing a different region.
 - 1) It shall be the responsibility of the nomination committee chair to immediately disburse nomination applications to the entire membership.
 - 2) Nomination applications shall be accepted by the nomination committee prior to the annual meeting. Written approval to serve as an officer for the Organization must be provided by each nominee's appropriate authority. Upon receipt of such approval and application, the nomination committee shall certify the eligibility of all nominees. Only certified nominees shall be submitted by the nomination committee.
 - 3) During the Annual Business Meeting, the nomination committee will announce and introduce certified nominees. At this time, nominations will be accepted from the floor. Written approval to serve as an officer for the organization must be provided by each floor nominee's appropriate authority. Candidates nominated from the floor shall be certified by the nomination committee before voting begins

Section 2 - Elections

- A. For any office for which there is only one nomination, the nomination chair shall call for a motion for an unanimous ballot to be cast for that nominee, and declare that nominee elected.
- B. For all offices for which there are two (2) or more nominations, an election, by secret ballot, shall be conducted. Active, Life, and Retired members in attendance at the business session are qualified to vote upon presentation of their current membership card, or certification by the Membership Chair that they are paid up Active Members, Life Members, or Retired Members.
- C. In the election of officers, the candidate receiving the highest number of votes shall be elected. In the event of two consecutive tie votes for any one position, executive session shall convene and each director shall vote for one candidate. The tally of these votes shall determine the outcome of the election.
 - 1) At the completion of said elections, ballots will be tabulated and certified. The candidate garnering the greatest number of votes shall be elected. Election results will be thereafter announced.
 - 2) Any qualified, active member in attendance shall be entitled to one vote, as defined in Article VIII - Voting.
 - 3) Installation of the newly elected officers shall be conducted during the annual conference.

Article VIII

Section 1 - Voting

- A. Any qualified, active member (see Article III- Membership) of the Organization shall be entitled to vote.

Article IX

Section 1 - Filling a Vacancy

- A. In the case of a vacancy in the office of the President, the Vice President shall succeed to the office.
- B. In the case of the vacancy in the office of any other Board of Directors Board position, except the Past President, the vacancy shall be filled by a majority vote of the Board of Directors, to run until the next general election of Officers, at which time this vacancy will be filled in the regular manner for the unexpired term only.
- C. The Past President position shall remain unfilled unless the position can be filled by a former President of the Organization.
- D. Standing Committee Chair vacancies shall be filled by Presidential appointment and shall serve upon Board of Directors approval.

Article X

Section 1 - Meetings

- A. The Annual Business Meeting of this Organization shall be held at the time designated by the Board of Directors.
- B. The President or designee of the Oregon Fire Service Office Administrators shall be the official representative of the Organization at any other meeting at which a representative is requested or required.

Article XI

Section 1 - Membership Dues

- A. Annual dues shall be proposed by the Membership Committee, and shall be ratified by a two-thirds majority of those eligible voting members present at the Annual Meeting. Any proposed dues change shall be submitted in writing to the membership at least thirty (30) days prior to the Annual Meeting.
- B. The dues shall be due and payable July 1 of each year to meet the requirements as established by the Organization and shall be collected by the Treasurer, working with the Membership Chair who will maintain a list of all members in good standing.
- C. A proposed budget shall be prepared prior to the second quarterly Board of Director meeting. This budget shall list all anticipated income and expenditures for the coming year. The budget year for the Organization shall be on a fiscal year basis (July 1 to June 30).

Article XII

Section 1 - Amendments

- A. This Organization shall have the power to amend and revise any portion of these bylaws.
- B. Thirty days prior to any vote on changes made to the Organization's bylaws a notice of the proposed changes shall be published twice and distributed to all members. Ballots for voting could be included with the second publication of proposed

changes. Approval of the changes shall require a vote of approval by two-thirds of the qualified active, retired, or life members casting ballots.

Article XIII

Section 1 - Committees

- A. Committees, whether standing or ad hoc committees, shall be designated by the Board of Directors. The Chair of the designated committee shall be an active member of the Organization and shall appoint the members of their committee; and any vacancy on a committee shall likewise be filled by the Chair of the designated committee unless committed designations are otherwise outlined in the bylaws.

Article XIV

Section 1 - Conduct of Business

- A. Robert's Rules of Order shall govern this Organization in the conduct of its business unless otherwise specifically stated in the bylaws.
- B. The President shall designate one Oregon Fire Service Office Administrators member in attendance to act as Parliamentarian at each meeting.