

# Oregon Fire Service Office Administrators

## Bylaws

### Article I

#### Section 1 – Organization 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 values of this Organization are:
  - Relationships:** We value developing and nurturing open and honest relationships that are supporting and encouraging.
  - Image:** We value the professional image of our members and organization, being both 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 not 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 for the membership which lists the responsibilities, special abilities, areas of interest, work schedules, and district information, to be kept as current as possible.
- 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 people 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.

**Oregon Fire Service Office Administrators**  
**Bylaws**

**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 OFSOA 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.
  - 1) Retired members shall be voting members although they are not eligible to hold an elective office.
  - 2) Retired members shall pay annual dues as established by OFSOA.
- C. Life Member – Any member upon retirement who has or will have maintained an active membership since the inception of OFSOA or a total of ten (10) years; or a member who, in the opinion of the Executive Board, has given outstanding service to OFSOA during their employment.
  - 1) The Executive Board shall formally submit the names to the Board of Directors of qualified members for life membership no later than the last regularly scheduled board meeting prior to the annual business meeting. Formal recognition will follow the selection as soon as possible.
  - 2) All Life Members will have annual dues and future event registration waived. The member will be responsible for event meal costs and for any additional activities, such as the banquet. Life Members are voting members although they are not 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.
  - 1) Associate members are encouraged to participate in the Organization, although not eligible to hold an elective office or have voting privileges.
  - 2) Associate members shall pay annual dues as established by OFSOA.
- E. Lapsed Member – An individual who has not paid their annual dues by October 1st of the new fiscal year will be considered a lapsed member.
  - 1) Until the lapsed member's dues are current all OFSOA membership privileges will be suspended.

**Article IV**

**Section 1 - Officers**

- A. The Executive Board shall consist of the President, Past President, Vice President, Secretary, Treasurer, and the five Regional Representatives. The Board of Directors shall consist of the Executive Board and Standing Committee Chairs: Communications, Education, Membership and Protocol.
- B. All OFSOA elected officers shall be active members in good standing of the Organization, elected at

**Oregon Fire Service Office Administrators**  
**Bylaws**

large by ballot at the fall conference, and shall have a term of office for two (2) years.

- C. A member seeking election to the office of President must be an active member of OFSOA in good standing and shall have previously served at least two (2) years as a member of the OFSOA Board of Directors.
- D. A member seeking election to the office of Vice President must be an active member of OFSOA in good standing and shall have previously served at least one (1) year as a member of the OFSOA Board of Directors.
- E. A member seeking election to the position of Treasurer must be familiar with bookkeeping procedures and QuickBooks software.
- F. A member seeking election to any other Board of Directors position must be an active member of OFSOA in good standing for at least one (1) year, participating in meetings, workshops, and conferences whenever possible.
- G. Officers must have access to electronic communication, email, and the ability to access digital files to perform their duties.
- H. Installation of the newly elected officers shall be conducted during the fall conference. New Officers will assume their duties the beginning of the month following their election.

**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 OFSOA; to be the official representative of the Organization, to be Liaison to the Event Planning Committee, 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, be Liaison to the Education Committee, to Chair the Nominations Committee 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 OFSOA, be Liaison to the Communications Committee 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, disburse, and account for all monies, manage the OFSOA bank accounts, keep a complete account of the same, and make a full and complete report of all transactions; to assist in the execution, along with the President or Vice President, of all written contracts of the Organization, be Liaison to the Membership Committee and perform such other duties as are required by the President.

**Oregon Fire Service Office Administrators**  
**Bylaws**

- E. It shall be the duty of each Regional Representative to contact & support members in her/his region, to act as a liaison between the members of her/his region and the Executive Board, and to work with the Education Committee in coordinating regional training to be conducted in her/his area.
- F. It shall be the duty of the Past President to assist OFSOA as needed, and to be Liaison to the Protocol Committee, Budget Committee and Regional Representatives.

**Article VI**

**Section 1 - Nominations**

- A. Election of officers, both open and unexpired terms, shall be held and finalized by the end of the fall Conference.
- B. At least ninety (90) days prior to the Annual Meeting, the President shall appoint a four-member Nomination Committee, consisting of the Vice President, who shall serve as chair, and three (3) active members each representing a different region.
  - 1) It shall be the responsibility of the Nomination Committee Chair to 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 OFSOA officer must be provided by each nominee's appropriate authority. Upon receipt of such approval and application, the Nomination Committee shall confirm active membership and certify the eligibility of all nominees. Only confirmed and certified nominees shall be submitted by the Nomination Committee to the membership.
  - 3) During the first half of the Annual Business Meeting, the Nomination Committee Chair will announce and introduce certified nominees. At this time, nominations can be accepted from the floor. Written approval to serve as an OFSOA officer 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 in the second half of the Business meeting.

**Section 2 – Elections and Voting**

- A. Active, life, and retired members in attendance at the business session are qualified to vote upon certification by the Membership Chair.
- B. For any office for which there is only one (1) nomination, the Nomination Committee Chair shall call for a motion for a unanimous ballot to be cast for the nominee(s), and declare the nominee(s) elected.
- C. For all offices for which there are two (2) or more nominations, an election shall be conducted by secret ballot.

**Oregon Fire Service Office Administrators**  
**Bylaws**

- D. In secret ballot voting the candidate receiving the highest number of votes shall be elected. In the event of two (2) consecutive tie votes for any one position, an executive session shall be convened by the Board of Directors and each Director shall vote for one (1) candidate. The tally of these votes shall determine the outcome of the election. 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.
- E. In extenuating circumstances, when a regular in-person election of Officers cannot be conducted and/or a virtual/electronic election is not recommended, the OFSOA Board of Directors can choose to postpone the holding of an election and maintain status quo of the Board until such time the Board deems a regular or electronic election can take place.

**Article VII**

**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 elected position the vacancy shall be filled until the next election by a majority vote of the Board of Directors. During the next annual meeting the position will be declared open and included in the elections for the unexpired term.
- C. If the current Past President cannot continue to serve on the Board of Directors, the position may be filled by appointment with a former President of the Organization. Otherwise the position will remain unfilled until a new Past President is available.
- D. Standing Committee Chair vacancies shall be filled by Presidential appointment and shall serve upon Board of Directors' approval.

**Article VIII**

**Section 1 - Meetings**

- A. The Annual Business Meeting of this Organization shall be held at a 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 for which a representative is requested or required.
- C. 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 the membership.

**Oregon Fire Service Office Administrators**  
**Bylaws**

**Article IX**

**Section 1 - Membership Dues and Financial Responsibilities**

- 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. Membership dues statements will be sent at the beginning of the fiscal 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 the list of all members in good standing.
- C. A proposed budget shall be prepared by the Treasurer prior to the second quarterly Board of Directors 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 X**

**Section 1 - Amendments**

- A. OFSOA members 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 once and distributed to all members. Approval of the changes shall require a vote of approval by two-thirds of the qualified Active, Retired, and Life Members casting ballots at the fall conference.

**Article XI**

**Section 1 - Committees**

- A. Standing Committee Chairs shall be appointed by the President and shall serve upon the Board of Directors approval. The Chair of the designated committee shall be an active member of the Organization and shall appoint the members of the committee; 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 XII**

**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.

The President shall designate one (1) Oregon Fire Service Office Administrators member in attendance to act as Parliamentarian at each meeting of the organization.