

Sonoma County Operations/Training Officers Association

BY-LAWS

ARTICLE 1. – MEMBERSHIP

Section 1.1. Regular membership shall be open to all regular and volunteer members of municipal, county, state, and federal fire suppression agencies and other related governmental agencies. Membership shall only be granted upon recommendation of the Executive Board.

Section 1.2. Associate membership shall be open to any person interested and in accord with the aims and purposes of this Organization. Such members shall act as advisors for the Organization

Section 1.3. Honorary membership to this Organization shall be by two-thirds majority vote of the members present at any regular meeting of this Organization.

Section 1.4. Memberships shall be non-assessable.

ARTICLE 2 – OFFICERS

Section 2.1. The Officers of the Organization shall be as follows: President, Vice President, Secretary, and the immediate past President as Ex-Officio Officer (an advisory position with no official duties); they shall constitute the Executive Board. The Treasurer of the Sonoma County Fire Chief's Association shall act as the Treasurer of this Organization.

Section 2.2a. Nomination of Officers. The nominating committee shall be appointed by the President at no later than the **September** meeting of this Organization.

Section 2.2b. The Committee shall submit its recommendations to the floor no later than the **November** meeting.

Section 2.3. Election of Officers. Officers shall be elected to serve a term of one or two years at the discretion of the membership. Such elections shall be held no later than the **November** meeting of this Organization.

Section 2.4. Installation of Officers shall be made during the January meeting of this Organization.

ARTICLE 3. – DUTIES OF THE OFFICERS

Section 3.1. Duties of the President. The President shall preside at all meetings of the organization at which he/she is present, recommend direction and goals and supervise and control the affairs of the corporation. He/she will perform all duties incidental to his/her office and other duties as provided in these By-Laws as prescribed by the Executive Board.

Section 3.2. Duties of the Vice President. It shall be the duty of the Vice President, in the absence of the President, to perform the duties pertaining to that office. In the event the office

of the President is vacant for any cause, the Vice President shall automatically become the president, and complete the un-expired term as President. It shall be the duty of the Vice President to act as Program Chairperson and provide programs that are in accord with the aims and purpose of this Organization and authorized by the Executive Board.

Section 3.3. Duties of the Secretary. It shall be the duty of the Secretary to keep a true and faithful account of all meetings; to keep all records of whatsoever nature for the 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 communications authorized to be sent by the Organization or by the President.

Section 3.4 The Right to Hold Office. Only regular members shall be eligible to hold any office in this Organization.

Section 3.5. Vacancies in elective offices shall be filled for the remainder of the unexpired term by a majority vote of the membership.

ARTICLE 4 – MEETINGS

Section 4.1. Meetings will be held on the second Tuesday of the odd months of the year at a time and location determined by the Executive Board. The meeting date may be changed with the concurrence of a majority of the Executive Board in conjunction with proper notice is given to the membership.

Section 4.2. The notice of the time and place of the meeting shall be delivered to each member electronically, personally or by mail at least (7) days prior to such meeting.

Section 4.3. Quorum. No business of this organization shall be conducted at any regular meeting unless there are five (5) regular members present. At least two (2) members of the Board of Directors shall be present at any regular meeting of the Organization.

Section 4.4. 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 4.5. The right to vote, submit motions, second motions, or offer resolutions shall be confined to those persons holding regular membership.

Section 4.6. Regular, Associate, and Honorary members may submit subjects for consideration to the membership or through the Executive 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.

ARTICLE 5 – COMMITTEES

Section 5.1. Appointment and Tenure. The president shall appoint the members of all 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 may designate the Chairperson of all committees, but should he/she not do so, the committee shall elect a Chairperson at its first meeting.

Section 5.2. Membership of Committees. Committees shall be composed of three (3) or more members.

Section 5.3. Notification and Report. The President shall be advised of any committee meeting held during the previous month. When deemed necessary by the President, a full report shall be given to the membership.

Section 5.4. Records. Each committee shall select a secretary who shall keep a record of all the committee proceedings. The Chairperson shall forward all the committee minutes to the Secretary of the Organization for the General Minutes.

ARTICLE 6 – FUNDS

Section 6.1. Soliciting for Funds. No members of the Organization shall solicit funds for the Organization, unless approved by the Executive Board.

Section 6.2. Funds may be accepted from donors for the purpose of conducting training, or other work within the meaning and intent of the objectives of the Organization. It is expressly implied that no benefit shall be derived by donors, and no obligation is incurred by the Organization in accepting funds for any purpose whatsoever.

Section 6.3. In general, funds shall be derived from dues, donations, and other planned activities approved by the membership.

Section 6.4. Dues shall be payable to the Treasurer upon receipt of a dues notice and shall be considered delinquent if not received by the May meeting. Members found to delinquent shall no longer be entitled to the privileges of the Organization. The dues for regular and associate members shall be set by the board of Directors and approved by the vote of the membership.

ARTICLE 7 – RULES OF ORDER

Section 7.1. The latest edition of Robert's Rules of Order shall govern the conduct of this Organization, except when they may be inconsistent with these By-Laws.

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ARTICLE 8 – AMENDMENTS

Section 8.1. These By-Laws may be amended upon recommendation of the Board of Directors with the approval of a majority of the membership present 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 present at any regular meeting. 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 on.

Dave Cornelssen, President

Date

Jack Piccinini, Vice President

Date

Randy Collins, Secretary

Date