

**California Community College  
Association of Fire Technology Directors  
Association By-Laws**

**Article I – Statewide Organization**

- A. The association shall be open to all Fire Technology programs in the State of California.

**Article II – Membership Classification**

**A. Regular Membership**

1. All persons employed by accredited California Community colleges as fire technology or fire academy program supervisors, deans, assistant or associate deans, directors, coordinators, department chairs or their designee whether employed full or part time, are eligible for regular membership.
2. Persons who meet the criteria for regular membership are not eligible for associate membership.

**B. Associate Membership**

1. All persons having an interest in the objectives of the Association, and who are closely associated with fire technology education or training, but who do not meet the criteria for Regular Membership or Professional Membership, are eligible for Associate Membership.

**C. Institutional Member**

1. All educational institutions shall be eligible for Institutional Membership
2. Institutions may be represented by one person so designated for this purpose by the member institution.
43. Members representing educational institutions shall enjoy all the rights and privileges of regular members.

**D. Professional Membership**

1. All private companies, such as publishers, vendors, private schools, etc., having a particular interest in the objective of the Association, are eligible for Professional Membership.
2. Professional members shall enjoy all the rights and privileges of Associate members.
3. Professional Members shall not be eligible for other classes of membership.

**E. Honorary Membership**

1. The association may grant non-voting Honorary Membership in the Association as the Board of Directors deems appropriate for any person in recognition of outstanding service to the association or for their contribution to the field of education, training, or administration of Fire Technology.

## F. Approval of Membership

1. **Board Approval:** All membership applications are subject to approval of the Board of Directors.
2. **Membership Revocation:** Any member, individual, company, agency, or institution, may have their membership revoked for cause as determined by the Board of Directors and a two-thirds vote of the membership. Any vote for revocations shall be agendized and acted upon at the meeting following the introduction of the item.

G. **Fiscal Year:** The association's fiscal year shall begin on January 1 and close on December 31.

## H. Membership Dues

1. **When Delinquent:** Dues for each class of paid membership shall be due on January 1, of each calendar year, except for Honorary Memberships, and shall become delinquent if unpaid on February 1<sup>st</sup>, each year.
2. **Amount of Dues:** The amount of dues for each class of membership shall be established by the Board of Directors as it deems appropriate to meet the financial needs of the Association.
3. **Dues Not Transferable:** Dues shall not be prorated or transferable, except that dues paid during the last two months for any calendar year shall also constitute payment for the following year.

## Article III – Voting Rights

- A. **Who May Vote:** All regular ~~and associate~~ and institutional members are entitled to vote on all matters brought before the membership for such purpose.
- B. **Non-Voting Members:** All Associate, Professional and Honorary Members are not entitled to vote.
- C. **Voting Method:** At the discretion of the President, a voice or ballot vote may be taken.
- D. **Mail or E-mail Ballot:** Any issue may be approved by the Board for submission to the membership for mail or e-mail ballot vote. A majority of the valid ballots cast in any such vote is sufficient to decide an issue.

## Article IV – Meetings

- A. **Quarterly Meetings:** Meetings shall be held each quarterly culminating with the annual meeting in November. Meeting dates may be changed as deemed necessary by the president with ample notification to each member by email and posted on the web site.
- B. **Annual Meeting** There shall be an annual meeting each November for the purposes of holding elections and setting the calendar for the following year.
- C. **Special Meetings:** Special meetings of the Association may be called by the Board of Directors at their discretion.

- D. **Committee Meetings:** Committee chairpersons may call meetings of their respective committees at the chairperson's discretion.
- E. **Agenda:** The agenda for each meeting will be set by the President and distributed to the membership at least one week prior to the meeting date. At a minimum, the agenda shall include the following items when applicable:
- Calling meeting to order  
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.
  - Reading and approval of previous meeting minutes
  - Treasurer's report
  - Correspondence
  - Committee reports
  - State reports
  - Old business
  - New business
  - Roundtable/Good of the Order
  - Adjournment
- F. **Board Meetings:** Meetings of the Board of Directors may be called as deemed necessary by the President.

#### Article V – Association Officers

- A. **Board of Directors:** The officers of the association shall be the Board of Directors and shall include the following positions: President, Vice President, Immediate Past President, Secretary and Treasurer.
- B. **Eligibility To Hold Office:** Only voting members in good standing are eligible to serve on the Board of Directors. Persons holding any non-voting class of membership are eligible for appointment and to serve as chairpersons or members of all standing ad hoc committees
- C. **Replacement of Officers:** When any officer is unable to serve, for any cause, the President, subject to advice and consent of the Board, may appoint any voting member in good standing to fill the un-expired term of office.

#### Article VI – Duties of Officers

- A. **Board of Directors:** It shall be the duty of the Board of Directors to exercise the powers of the Association, including conducting its day to day business and advancing the objectives, purpose and viability of the Association.
- B. **President**
1. **Board Chairperson:** The President shall serve as the Chairperson and Chief Executive Officer of the Association, presiding over meetings and providing for leadership, goals, and direction.
  2. **Outside Representation.** It shall be the duty of the President to represent this organization as an ex-officio member at STEAC and the CCCC Public Safety advisory committee unless appointed as a voting member.

3. **Chairperson Appointments:** The President shall appoint all ad-hoc committee chairpersons with the advice and consent of the Board of Directors.
- C. **Vice- President:** It shall be the duty of the Vice-Presidents to assist the President in setting annual Association goals and activities, establish and arrange for meeting dates and sites and presiding over Association meetings in the absence of the President at his request.
- D. **Secretary:** It shall be the duty of the Secretary to keep minutes of all meetings of the Association and be the custodian of all non-financial records.
- E. **Treasurer:** The Treasurer is responsible for the financial record keeping of the Association including the distribution of dues notices to all members in November of each year.

#### Article VII – Election of Officers

- A. **Terms of Office:** The term of all offices of the Association shall be for a period of one year or until successors are elected and installed. Officers may serve consecutive terms at the pleasure of the membership.
- B. **Election.** All association offices shall be nominated and voted on at the November meeting. Members making nominations need not be present at the meeting. A candidate shall be deemed elected by a simple majority of voting members. Elected officers shall be installed at the first meeting of the year.
- C. **Election Results.** Election results will be announced after the election at the November meeting and entered into the record in the meeting minutes.
- D. **Contested Elections.** Anyone wishing to contest the election results shall submit a written and signed statement to the Board of Directors, stating the reason for the challenge at or before the first meeting following the election. The Board shall consider the validity of the challenge and make a decision prior to the adjournment of the meeting. The Board's decision shall be final in all such matters.

#### Article VIII – Amendments to By-Laws

- A. **Proposed Changes.** Proposed changes to the By-Laws may emanate from the Board of Directors or from any member.
- B. **Board Approval.** All proposed changes or amendments to the By-Laws must be approved for presentation to the general membership by the Board of Directors in advance of a vote by the general membership.
- C. **Requirements.** Amendments of the By-Laws shall be approved by a two-thirds (2/3) vote of those voting members present, provided that notification of the proposed amendment has been distributed to the membership at least fifteen (15) days prior to the meeting.
- D. **Mail Ballot.** The By-Laws may be amended at any time by mail or email when deemed advisable by the Board, by mailing a printed copy or emailing of the proposed amendment(s), including arguments pro and con if any, to every voting member.
1. **Ballot Count.** Mail ballots shall be returned to and counted by the Secretary or other appropriate person as may be directed by the Board or Directors.
  2. **Two-thirds Majority.** A two-thirds (2/3) majority of the responding Mail Ballots

shall be required to pass an amendment to the by-laws.

#### **Article IX – Association Revenue**

- A. **Revenue Sources.** The revenue of this Association shall be derived from Board approved fundraising activities, dues paid by the membership, conference exhibitor fees, as well as gifts, bequest, and donations approved by the Board of Directors.

#### **Article X – Quorum**

- A. **Board Quorum.** A quorum for the transaction of business at all meetings of the Board shall be a simple majority of the total number of Directors on the Board.
- B. **General Meeting Quorum.** A quorum for the transaction of business at all regularly called general membership meetings shall be the number present.

#### **Article XI – Parliamentary Procedures**

- A. **Roberts Rules of Order.** The latest edition of Robert's Rules of Order shall be the rules of this Association, except as otherwise provided in these by-laws.