

**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 Defined**

1. All persons employed by accredited California Community colleges as fire technology or fire academy program supervisors, deans, assistant or associate deans, directors, coordinators 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 Defined**

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 Defined**

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

**D. Professional Membership Defined**

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. Representatives of professional or commercial entities, shall be designated as and enjoy all the rights and privileges of Associate Members.

3. Persons who meet the criteria for Professional Membership representative are not eligible for other classes of membership.

**F. 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 contribution to the field of education, training, or administration of Fire Technology.

**G. Approval of Membership**

1. **Board Approval:** All membership applications from persons, agencies, companies, or institutions, are subject to approval of the Board of Directors.
2. **Membership Revocation:** Any member, individual, company, agency, or institution, may have his, her, or its membership revoked for cause determined by the Board of Directors and a two-thirds vote of the membership.

**H. Fiscal Year:** The association's fiscal year shall begin on July 1 and close on June 30 of each calendar year.

**I. Membership Dues**

1. **When Delinquent:** Dues for each class of paid membership shall be due on January 1, of each calendar year, except for Life Memberships, and shall become delinquent if unpaid on February 1, 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 members and the representative of each Institutional Membership are entitled to vote on all matters brought before the membership for such purpose.
- B. Non-Voting Members:** Associate and Honorary Members and Representatives of Professional Memberships are not entitled to vote.

- C. **Voting Method:** On all questions at any association meeting, a voice vote may be taken.
- D. **On roll-call votes,** all colleges and institutions are entitled to only one vote.
- E. **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. Annual Meeting**

- 1. There shall be an annual meeting each November for the purposes of holding elections and setting the calendar for the following year where all members of the Association participate.

**B. Quarterly Meetings:** Meetings shall be quarterly culminating with the annual meeting in November. Changes may be made, as deemed necessary by the president with ample notification to each member by e-mail and posted on the web site.

**C. Special Meetings:** Special meetings of the Association may be called by the Board of Directors at its discretion.

**D. Committee Meetings:** Committee chairpersons may call meetings of their respective committees at the chairperson's discretion.

**E. Agenda:** The agenda will be set by the President and may include the following items.

- Calling meeting to order
- Reading and approval of previous meeting minutes
- Treasurer's report
- Correspondence
- Committee reports
- State reports
- Old business
- New business
- Roundtable
- Adjournment

**F. Board Meetings:** Meetings of the Board of Directors may be called as deemed necessary by the Association President or the Executive Committee of the Board of Directors.

## Article V – Association Officers

**A. Board of Directors:** The officers and Board of Directors of the Association shall be minimally comprised of the following persons: President, Immediate Past President, Secretary, Treasurer.

### B. Executive Committee

- 1. Composition:** The executive committee shall be comprised of the president and the vice-president.
- 2. Authority:** The executive committee shall have authority to make urgency decisions for the Association when deemed necessary by the President.
- 3. Constraints:** All executive committee decisions are subject to the constraints of the by-laws and are subject to review and ratification or change by the Board of Directors at its next meeting.

### C. Business Manager Appointment

- 1. Appointments:** The Board of Directors shall have the authority to appoint a business manager, on an annual basis, to assist in operation of the Association as specified in Article VIII of the By-Laws.
- 2. Stipend:** The Board of Directors shall have the authority to designate an honorarium to be paid the business manager, as they deem appropriate.

**D. 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.

**E. Eligibility To Hold Office:** Only voting members in good standing are eligible to serve on the Board of Directors. Persons holding any other class of membership are eligible for appointment and service as chairpersons or members of all standing ad hoc committees.

## Article VI – Duties of Officers

**A. Board of Directors:** It shall be the duty of the Board of Directors to exercise general control of the business of the Association, including ways and means of advancing the objectives, purpose and viability of the Association.

**B. President**

1. **Board Chairperson:** The President shall serve as Chief Executive Officer of the Association; providing leadership, goals, and direction.
2. It shall be the duty of the President to preside at all meetings of the Association and serve as Chairperson of the Board of Directors.
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, preside 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.

**E. Treasurer:** The Treasure is responsible for the financial record keeping including the dues of the Association and the bank account. In November of each year the Treasure will e-mail a dues statement to all members of the association and bring dues statements to the November meeting.

**Article VII – Election of Officers**

**A. Terms of Office:** All officers of the Association, except the business manager, who serves at the pleasure of the board, shall hold office for a period of one year, or until their successors are elected and installed.

**B. Election.** All association offices shall be nominated and voted on at the November association meeting. Nomination may be verbal or in writing. Members nominating need not be present at the meeting.

**C. Election Results.** Election results will be announced after the election at the November meeting and entered into the record in the November meeting minutes.

**D. Contested Elections.** Anyone wishing to contest the election results must submit a written and signed statement to the Board of Directors, stating the problem, at or before its first meeting following the announcement. The Board's decision shall be final in all such matters.

**E. Installation of Officers.** A candidate shall be deemed elected by a simple majority of those voting members casting a ballot and shall be deemed installed on January 1<sup>st</sup>.

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

- A. Requirements.** The by-laws may be amended at any meeting of the Association by a two-thirds (2/3) vote of those voting members present, provided that notification of the proposed amendment has been mailed or e-mailed to the membership at least fifteen (15) days prior to such meeting.
- 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. Proposed Changes.** Proposed by-laws may emanate from the Board of Directors or from any member.
- D. Mail Ballot.** The by-laws may be amended at any time by mail or e-mail when deemed advisable by the Board, by mailing a printed copy or emailing of the proposed amendment, including arguments pro and con, if any, to every voting member.
- E. Ballot Count.** Mail ballots shall be returned to and counted by the Secretary, Business Manager, or other appropriate person as may be directed by the Board or Directors.
- F. Two-thirds Majority.** A two-thirds (2/3) majority of the responding valid votes are 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 the Board-approved fundraising projects, dues paid by the membership, conference exhibitor fees, as well as gifts, bequest, and donations, subject to approval 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**

Robert's Rules of Order shall be the rules of this Association, except as otherwise provided in these by-laws.