



# **BY-LAWS**

## **ADOPTED APRIL 26<sup>TH</sup>, 2018**

### **ARTICLE I – NAME**

**Section 1:** The name of this organization shall be The Colorado Fire Mechanics' Association, a non-profit corporation incorporated in the State of Colorado.

**Section 2:** Offices of the organization shall be located in the State of Colorado and in other localities as may be determined by the board of directors.

### **ARTICLE II- PURPOSE**

**Section 1:** The purpose of this association is to achieve a better utilization of human ability and potential of fleet management by the Fire Service Mechanics.

- (1) Promoting open discussions of mutual problems and exchanging information on experience, ideas, and methods of fleet management and training.
- (2) Providing leadership in the field of vehicle and equipment maintenance, in order to assist the fire mechanics and maintenance personnel to develop and maintain competent techniques in the field of responsibility.
- (3) Insuring that appropriate programs are available to the fire mechanics and maintenance personnel, for their education, growth and development.
- (4) Encouraging fire mechanics and maintenance personnel to sponsor and conduct appropriate research on new products, ensuring the publication of results and report to the Colorado State Fire Chief's Association.
- (5) Providing a clearinghouse of information relevant to the Fire Mechanics Association, and conducting liaison with those organizations potentially capable of promoting the objectives of the Association.
- (6) Providing training for certification of fire mechanics, through the Colorado Emergency Vehicle Technicians Academy and other Quarterly training meetings.

**Section 2:** The CFMA is a non-profit, educational association and may receive special tax-exemption benefits under 501 (c) (3) of the Internal Revenue Code of 1986.

### **ARTICLE III – MEMBERSHIP**

**Section 1:** A regular member shall be a person actively engaged in maintenance, supervision, or management of fire apparatus for a department and a member of that Fire Department.

**Section 2:** Honorary life memberships may be granted to those past members who no longer are actively engaged in those areas specified in Section 1, Article III, because of employment change, retirement, or other such reasons, with a desire to continue to promote the objectives of the association. Honorary life memberships shall be voted on by the membership in attendance. Honorary life members are exempt from the Association's dues and have rights and privileges granted to the Regular Member in good standing.

**Section 3:** An Associate Member shall be an individual who is actively engaged in providing services and/or products used in the maintenance, supervision, or management of an emergency services fleet, as a non-member of that department.

**Section 4:** A Corporate Sponsor Member shall be a company whose organization is actively engaged in providing services and/or products used in the maintenance, supervision, or management of an emergency services fleet.

**Section 5:** A Regular, Associate, and or Corporate Sponsor Member in good standing is:

- (1) One who meets the requirements of membership as specified in Section 1, 2, 3, and 4 of Article III and
- (2) One whose Association dues for the current period are paid in full, and
- (3) One whose actions are not detrimental to the association's goals and objectives, or whose actions will not hinder or pressure fellow members.

**Section 6:** Each Member in good standing shall have full membership rights including the right to hold office with the recommendation of the Executive Board or the Nominating Committee.

**Section 7:** A member who wishes to resign from the Association may do so by writing a letter of resignation to the Secretary. Dues for the remainder of the fiscal year will not be reimbursed.

Failure of a member to maintain good standing as specified in section 5 of Article III will result in termination of his or her membership

**Section 8:** The Association may, at any scheduled meeting, by a majority vote of the membership in attendance, suspend or terminate the membership of any member who, in its judgment has violated the bylaws or whose conduct is deemed detrimental to the best interests of the Association.

All charges will be investigated by a committee designated by the Chairman, and the findings of said committee will be reported to the membership in attendance prior to a vote.

Said member will be granted the opportunity to be heard by the membership in attendance prior to a vote or action of termination or suspension.

## **ARTICLE IV – ASSESSMENT OF DUES**

**Section 1:** Dues shall be set by the membership for each fiscal year and will be assessed to each organization that desires their employees and/ or volunteers to become members in the Association.

Organization dues will cover a maximum of three voting members. Additional member's dues will be \$10.00 per voting member from the same organization.

**Section 2:** The fiscal year begins on January 1 and continues to December 31st.

**Section 3:** The treasurer of the Association will send an invoice to all Regular, Associate, and Corporate members on the membership list by January of each year. Payment will be due on or before March 1st. Dues will be credited to the fiscal year in which they are paid. All members shall pay their regular dues to the Treasurer.

## **ARTICLE V – OFFICERS**

**Section 1:** The elected officers of the Association will be Chairman, Vice Chairman, Secretary, and Treasurer.

(1) The executive board shall consist of the duly elected officers of the association and can include any past chairmen that wish to participate. Past Chairmen will have an advisory role with no voting privileges. The length of terms of the elected officers of the Association will be two years. Terms of office will be held in years designated below.

Chairman – even years

Vice Chairman – odd years

Secretary – even years

Treasurer - odd years

Historian – appointed by the Chairman

Coordinator – appointed by the Chairman

The elections for the officers listed above will be held before January of the year a term starts, i.e., a term for Chairman to start in January of an even year will be held the odd year preceding.

(2) In the event of a tie vote on any issue by the executive board a separate vote will be taken by the membership.

**Section 2:** Officers shall not hold the same office for more than two consecutive terms without membership vote at the time of the election, with the exception of the Historian and the Coordinator.

**Section 3:** The responsibilities of the officers are as follows:

(1) The Chairman shall preside at all the association meetings, and shall direct the management of the Association. He or she will approve all committees necessary for the effective functioning and the growth of the Association.

The Chairman will be an ex – officio member of all committees.

(2) The Vice –Chairman will act for the Chairman in his or her absence, and shall assist, when required. The Vice-Chairman shall be responsible for coordination of all meetings and Academy training.

(3) The Secretary shall issue notices of meeting arrangements, and shall be responsible for management of all records and permanent files of the Colorado Fire Chief's Fire Service Mechanics' Association, and any contractual agreements for the Association's operation. The Secretary will produce, or have produced, a newsletter.

(4) The Treasurer is responsible for the financial transactions and the recording of all such performances. The Treasurer is authorized to pay all bills necessary for the Association's operation such as mail, stationary, awards, meeting rooms, academy operations and refreshments. The treasurer's book shall be reviewed annually.

(5) The Administrative Assistant shall assist the coordinator of the Mechanic's Academy with class rosters, name tags, and other duties as prescribed by the Academy Coordinator. The Administrative assistant shall also be accountable to the Executive Board for other duties assigned. A monthly-itemized time sheet shall be submitted to the Treasurer for payment approval at the regular scheduled meeting. The rate of reimbursement shall be determined by the membership at the annual election meeting.

**Section 4:** Provisions for replacement in case of officer vacancies shall be as follows:

(1) The Vice-Chairman shall act for the Chairman in his or her absence at all meetings of the association. In the event of resignation, incapacity, or death of the Chairman, the Vice-Chairman shall succeed the Chairman automatically.

In the event the Vice-Chairman is unwilling or unable to assume the duties of the office of Chairman, selection of a new Chairman will be made by holding a special election with the Association Membership.

(2) With the exception of the vacancy in the office of Chairman as described above, the Chairman shall fill all vacancies occurring during the term of any officer by appointing a person from the association membership.

**Section 5:** The Association meeting schedule will be determined by the executive Board and the general membership.

(1) Order of Business; the following schedule will be conformed to as far as possible at all meetings:

- A. Call to order
- B. Welcome and introductions
- C. Roll Call
- D. Secretary report
- E. Treasurer Report
- F. Reports on standing committees
- G. Reports on special committees
- H. Unfinished business
- I. New business
- J. Unlimited discussion pertaining to Fire Apparatus Repair and Maintenance
- K. Adjourn

## **ARTICLE VII – ELECTIONS**

**Section 1:** A Nominating Committee shall be appointed at the meeting previous to the annual election meeting by the Chairman.

**Section 2:** The Vice-Chairman will chair the Nominating Committee, which will solicit nominees from among the membership and compile a slate of nominees which attempts to provide a balanced representation from the various organizations and chapters of the association.

**Section 3:** The nominating committee will present a slate of nominees for the upcoming vacant positions to be voted on at the next regular meeting by the members in attendance.

## **ARTICLE VIII – COMMITTEES**

**Section 1:** The Bylaws, Nominating, Education, Training and all other committees are to be appointed by the Chairman.

**Section 2:** The Chairman of the Association may assign people and all committees to tasks in order to insure all responsibilities listed in these Bylaws are fulfilled.

**Section 3:** The Chairman shall appoint any special committees necessary to further the Association's growth and development.

## **ARTICLE IX – AMENDMENTS**

**Section 1:** Any association member may propose changes to the Bylaws if they deem them necessary. This proposed revision must be in writing and sent to the Secretary with an explanation of the need for such an amendment. The Secretary will compile all proposals received and present them to the Bylaws committee for review and recommendations.

The said committee will check for possible conflicts or problems the proposed change may cause. They will then submit their recommendation to the membership for approval at the next Regular meeting.

**Section 2:** If the membership at the said Regular meeting decides the proposed amendment is of a major issue such as, but not limited to, abolishment of the organization, or change in the purpose and goals, the board will have the Secretary prepare said proposal with a ballot and mail it to the membership. The Bylaws may then be amended or repealed by simple majority vote of those ballots received by a specified date.

## **ARTICLE X – ABOLISHMENT**

**Section 1:** In the event it becomes necessary for the Colorado Fire Mechanics' Association to abolish the Association because of lack of membership or participation, or because of merger with another organization with the same purpose, the funds remaining in the treasury will be handled as follows:

- (1) When abandonment becomes necessary because of membership or participation, all outstanding bills will be paid and the remainder of the Treasury will be donated to the Colorado Fire Chiefs' Association.
- (2) When abandonment becomes necessary because of the need to merge with another organization with the same purpose, all bills will be paid and the remaining funds in the treasury will be transferred to the new organization.

Adopted this 26th day of April, 2018 by members in attendance at a Regular Meeting of the Colorado Fire Chiefs Fire Service Mechanics' Association.