

# SOUTHERN CALIFORNIA FIRE MECHANICS ASSOCIATION

## MISSION STATEMENT

TO ENCOURAGE, PROMOTE AND SUPPORT THE PROFESSIONAL FIRE APPARATUS MECHANIC THROUGH CONTINUING EDUCATION, TRAINING AND NETWORKING TO BENEFIT THE DEPARTMENTS THEY REPRESENT AND THE COMMUNITIES THEY SERVE

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## CONSTITUTION AND BYLAWS

2011

### ARTICLE I

#### NAME OF ORGANIZATION:

This Organization shall be known as the Southern California Fire Mechanics Association.

### ARTICLE II

#### Objectives:

##### Section I

To provide a statewide voice for Fire Mechanics, by seeking to improve the professional climate of the California Fire Mechanic at local and state levels, through participation in the public policy making process.

##### Section II

To foster pride in providing the finest fire apparatus and equipment repairs possible, using the newest and safest materials and procedures available; assuring that California fire service agencies receive equipment maintenance and repairs with the highest reliability factor possible.

##### Section III

To study and to provide advice on any inquiries from fire service agencies regarding apparatus or equipment specifications, training and maintenance activities and the hiring of maintenance personnel.

#### Section IV

To keep each Department Chief or Shop Supervisor informed of all activities of this organization and of the opportunities for advanced education and CEUs provided through the California Fire Mechanics Academy programs.

#### Section V

To produce publications, materials and educational opportunities that are designed to educate fire mechanics with timely and up to date information on maintenance standards, safety practices and procedures.

#### Section VI

To provide monthly meetings that will be technical, educational and productive.

### ARTICLE III

Membership:

#### Section I

#### Regular Membership

Regular membership will be open to Civil Service employees, paid or volunteer, who are responsible for the fire apparatus and equipment maintenance. These members may hold office; have voting rights and pay regular dues as laid down in Article IV, Section I.

#### Section II

#### Associate Membership

Associate membership may be held by Fire mechanics living outside of Southern California or are not employed in Civil Service. Also included in this category are persons employed in sales or service of emergency vehicles and related equipment. All such members shall pay regular dues as laid down in Article IV, Section I. Any members in this category who are living in Southern California shall have voting rights and may hold any office *except* President.

#### Section III

#### Life Membership

A majority vote of the Executive Board and membership in attendance is required to attain Life Membership. Life membership may be granted any regular member who has held continuous active membership for 5 years preceding retirement from civil service. These members may hold office have voting rights and are not required to pay yearly dues. Former Executive Board members who served may be voted Life membership while still employed. Past Presidents are automatically eligible for Life membership when their term in office expires.

#### Section IV

#### Affiliate Membership

Affiliate membership may be granted to any group or organization located within the boundaries of North America who may benefit from the information or activities of this organization. These members may not hold office nor do they have voting rights.

## Section V

## Newsletters and Web Sites

All members of good standing shall be entitled to receive an Association newsletter containing a report of the past meeting, technical information and future meeting announcements. The newsletter shall be sent either electronically, or upon request, a hard copy through the U.S. postal Service. Access to our present and future association websites shall also be provided.

## ARTICLE IV

Funding:

### Section I

### Dues

The dues of this organization shall be recommended by the Treasurer to the Executive Board. Dues shall be due and payable at the first regular monthly meeting in July. Annual dues shall be \$40.00 per member, per year. New members joining after the 9<sup>th</sup> month of the fiscal year, March, shall pay the full dues amount which will cover the remaining months in the current fiscal year and the next full fiscal year. Dues become delinquent after September 1<sup>st</sup> and the tardy members shall be dropped from the mailing list until the dues are brought up to date. Any changes in dues require a majority vote of those members attending a regularly scheduled monthly meeting. Notice of a possible increase must be published prominently in the two previous monthly newsletters and on the association web site.

### Section II

### Monthly Fees

A monthly fee of \$15.00 shall be collected at each meeting to cover meal costs. This fee may be adjusted or waved at the discretion of the Board for any one monthly meeting.

### Section III

### Budget

The Executive Board shall meet and propose an annual budget before the May meeting each year. The budget shall reflect projected income and expenses for the coming year. If a majority of the board members travel distance to the meeting exceeds 65 miles distance, members may receive room and board for one night. Meal costs shall be governed by the normal per diem allowance.

### Section III-A

The budget, along with any normal disbursements, shall include:

1. Grants and gifts
2. Travel expenses
3. Per Diem of \$65.00
4. Mailing, printing, stationary, computer supplies, Board member's badges, business-cards, subscriptions and fees.
5. Telephone and communication expenses
6. Projected costs for meetings requiring the presence of the president and/or any or all Board members. E.g.: Annual Chief or annual North/South meetings
7. Web site associated costs

## ARTICLE V

Executive Board:

### Section I

### Officers

The officers of the Organization constitute the Executive Board and shall be as follows: President; 1<sup>st</sup> Vice President; 2nd Vice President; Treasurer; Secretary; Historian. Any past President may also serve on the Executive Board in an advisory capacity and may have voting rights. When any Board Member's term of office ends, He/She may be elected to serve in the same or any other position they wish to serve.

### Section II

### Nomination and Election of Officers

Officers shall be nominated and elected to serve two (2) years. Elections will be held at the May meeting with the new Officers taking office after the June Meeting. The candidate for a particular office receiving a plurality vote shall be considered elected. Elections are to be held in every odd numbered year. If a position becomes vacant between elections, the President shall name a person to complete the current term. This member, if willing, may be voted to the position for a full term at the next election.

### Section III

### Nomination Committee

The President shall appoint a committee, in November, to stimulate interest in the offices of the Organization among the membership. The Committee shall secure the consent of the candidate to place his/hers name in the nomination as part of the slate of candidates for the offices of the Organization. The Committee shall be formed in November of the even numbered year. Any member who so wishes may also nominate a slate of candidates for office, provided that he/she has the consent of the candidates.

## ARTICLE VI

Duties of Officers:

### Section I

### President

It shall be the duty of the President to preside over all meetings of the Organization, all Executive Board meetings, at joint North/South meetings held in the Southern area, and to serve as Host at the Annual Mechanics Academy when it is held in the South. He/She shall perform such other duties as required of this office including representing the Section at Fire Chief Association meetings. The President shall also appoint members to serve on committees as needed.

### Section II

### 1<sup>st</sup> Vice-President

It shall be the duty of the 1<sup>st</sup> Vice-President, in the absence of the President, to perform the duties of that office. In the event that the office of President becomes vacant for any reason, the 1<sup>st</sup> Vice-President shall assume the office of President and complete the unexpired term. The 1<sup>st</sup> Vice-President shall keep the members informed of all training activities and special interest events of significance to the Organization, and shall assist the 2<sup>nd</sup> Vice-President as necessary.

### Section III

### 2<sup>nd</sup> Vice-President

It shall be the duty of the 2<sup>nd</sup> Vice-President to provide and coordinate productive and educational programs for all meetings. To encourage members to act as hosts for monthly meetings and to keep the membership apprised of all future meetings. The 2<sup>nd</sup> Vice-President shall, in the absence of the President and 1<sup>st</sup> Vice-President, perform the President's duties as host or Organization representative.

### Section IV

### Treasurer

It shall be the duty of the Treasurer to receive monies and to provide receipts for the dues from members; to expeditiously deposit all monies into the credit of the Organization, at a bank approved by the Executive Board; to issue checks only when signed by him/her. To keep a ledger showing the monetary record of all amounts deposited into the account and showing all disbursements from the account. The Treasurer shall be prepared to make a complete financial report when requested by the Executive Board, and to perform all other duties pertaining to the Office including a monthly balance report to members at monthly meetings.

### Section V

### Secretary

It shall be the duty of the Secretary to keep a true and faithful record of all meetings and to notify all members of the time, date and location of future meetings in a timely manner. He/She shall keep a current mailing list of all members of the Organization, and a current roster of all members showing the name, address, employer's name, and current phone and fax numbers of all paid up members. It shall also be the duty of the Secretary to be liaison between the Association and National, State or Local Organizations formed to support the training, education and professionalism of Fire Mechanics; to keep the membership apprised of the doings of such organizations and of any other area that may be of interest to the Membership; to prepare all communications authorized to be sent by the Organization or by the President and to submit an activities report to the California Fire Chiefs concerning the accomplishments of the organization and to serve on the Bylaws Committee.

### Section VI

### Historian

It shall be the duty of the Historian to keep a progressive book of activities of this organization. This book shall contain photographs, clippings, papers and letters important to the Organization. The Historian shall work closely with the Treasurer and Secretary and receive assistance with correspondence and funds to perform the duties of this office. The Historian's activities must also have approval of the Executive Board.

### Section VII

### Education Committee Representative

Members of the Executive Board, or members in good standing, may serve on the California Fire Mechanics Academy Education Committee to represent this Organization. A majority vote of attending members at a monthly meeting shall select these person(s) for the CFMA Executive Board's consideration. It shall be the duties of the Representatives to work with the CFMA Education Committee in any capacity for the good of the Academy. The representative shall also keep the membership informed of all Academy activities.

### Section VIII

### Executive Board

The Executive Board shall meet before the scheduled monthly meeting to discuss issues needing short time limit decisions: accepting expense account receipts, signing of necessary checks; to coordinate member lists and discuss other items deemed necessary before bringing to the membership.

## ARTICLE VII

### Section I

### Monthly Meetings

Meetings shall be held on the third Tuesday of each month, starting promptly at 10:00 hours. Exceptions to this are Holidays, the December meeting and during the month of the Annual Academy. Other exceptions may be allowed if circumstances demand it.

### Section II

### Locations

The location of each meeting will be volunteered by members of the Organization or by Industry Suppliers to the 2<sup>nd</sup> Vice-President. This information shall be available to the Executive Board at least three (3) months in advance.

### Section III

### Program Requirements

Members hosting a meeting shall provide the following:

- (a) Flag Standard for Pledge of Allegiance
- (b) Chaplain or Minister for Invocation, if requested
- (c) Local publicity, if requested
- (d) Arrange own program with the cooperation of the 2<sup>nd</sup> Vice-President, if so desired, and if it will not unduly affect the 2<sup>nd</sup> Vice-President's schedule. There must be a minimum of two (2) months advance notice for the option.
- (e) Arrangements for lunch
- (f) Arrange for prizes for drawing, if desired
- (g) Arrange for any requested audio/visual equipment
- (h) Offer invitation to Fire Chief or his representative from host organization to welcome and address members

### Section IV

### Notification

Whenever possible, all members will be given two (2) weeks advance notification of the meeting date, location, program and directions to the site. There may be unexpected reasons or emergency conditions that require sudden cancellation of a scheduled meeting. In such cases, the Host and/or Executive Board will attempt to make members aware by phone and/or on the web site. Member's awareness of unusual weather conditions or fire storm conditions in the area of the meeting should make a cautionary phone call good practice.

## Section V

## Order of Business

The following schedule shall be adhered to at all meetings unless changes are necessary due to circumstances:

- (a) Call to Order
  - (i) Pledge of Allegiance
  - (ii) Invocation
- (b) Welcome by President
- (c) Self Introduction or Roll Call
- (d) Introduction of Host, Chief or Other
- (e) Introduction of program presenter
- (f) Program
- (g) Lunch
- (h) Recall (continuance of program if necessary)
- (i) Business Meeting
  - 1. Approval of Minutes from previous meeting
  - 2. Treasurer's Report
  - 3. Vice President's Report
  - 4. Secretary's Report
  - 5. Reports from Standing Committees
  - 6. Unfinished Business
  - 7. New Business
  - 8. Open discussion pertaining to maintenance; problem solving; personal experiences; parts procurement; or any other useful information for the members.
- (j) Drawing
- (k) Adjournment

## Section VI

## Authority

The rules contained in "Robert's Rules of Order --- Revised" shall govern this Organization in all cases where they are applicable and in which they are not inconsistent with the Bylaws of special rules of this Organization.

## ARTICLE VIII

### AMENDMENTS

The Constitution and Bylaws of this organization may be amended by a majority of the members present at a monthly meeting. Amendments, additions and corrections approved; 02/15/2011  
Previous amendments and additions approved; 3/28/1972, 7/24/1984, 9/25/1984, 11/24/1992, 11/26/1996, 07/15/08