

**CENTRAL OREGON
FIRE INSTRUCTORS
ASSOCIATION**

“ Safety through training”

BYLAWS

CONSTITUTION AND BY-LAWS
OF THE
CENTRAL OREGON FIRE INSTRUCTORS ASSOCIATION

ARTICLE 1

Title

- Section I This organization shall be known as the “Central Oregon Fire Instructors Association”, C.O.F.I.A..
- Section II This organization is comprised of fire agencies and other individuals interested in providing quality Fire service training for Crook, Deschutes, and Jefferson counties.
- Section III This Association shall maintain membership in the Oregon Fire Instructors Association.

ARTICLE II

Mission

- Section I The mission of this Association is to aid and assist in Fire service training, and to provide training material to all Fire Agencies in Central Oregon.
- Section II This Association will have no jurisdiction within any fire agency in the region other than to provide assistance in training by:
1. Establishment of an instructor pool for providing instruction.
 2. Providing training aids and materials through a Regional Resource Center.
 3. Utilizing the services of the Central Oregon Community College.
 4. Sponsoring area and regional fire schools within the region.
 5. Promote firefighter safety through quality training.
 6. Present annually an “Instructor of the Year” award to a member of the Central Oregon Fire Instructors Association.

The Association will, at the request of any Regional Fire Agency asking for assistance, provide the aforementioned services, to the best of its ability.

ARTICLE III

Membership

- Section I This Association shall have an open membership for any fire agency, individual, or party showing interest in furthering the standards of fire service or related training within Central Oregon.
- Section II Any person attending two (2) regularly scheduled C.O.F.I.A. meetings, within a twelve (12) month period shall become an active member of the Association for that twelve (12) month period.
- Section III Fire Department membership in the Association is not required and in no way will affect an individuals status in the Association.
- Section IV Upon the dissolution of the Association, the Officers shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association to the Central Oregon Fire Chief's Association.
- Section V This organization is organized exclusively for educational purposes, and no part of the net earnings shall inure to the benefit of any member or individual except for the reimbursement policy stated in the policies and procedures manual.
- Section VI Any instructor or individual requesting reimbursement from the Association for materials or services, will submit an itemized statement indicating any such reimbursement, to the Secretary/Treasurer of the Association, at a regular COFIA meeting prior to the incurrence of any such expenses.
- Section VII Central Oregon Fire Chief's Association may appoint a representative to COFIA to act as a non-voting liaison between the two organizations.
- Section VIII The Fire Chief of each member agency shall annually appoint a representative and alternate to COFIA for the purpose of voting. On all COFIA business each agency shall have one vote.

ARTICLE IV

Officers

Section I The officers of the Association shall be a President, Vice-President, Secretary, Treasurer, OFIA Executive Board Representative and Alternate.

ARTICLE V

Election of Officers

Section I A slate of candidates shall be nominated and voted upon at the November meeting of every even numbered calendar year.

Section II Nomination of officers shall be open to the general voting membership at the meeting.

Section III Candidates that receive the majority of votes cast by secret ballot, shall hold that office for the next term.

Section IV Officer shall be elected for a term of two (2) years and shall be eligible for re-election.

Section V In the event of a vacant office, a successor shall be elected at the next regularly scheduled meeting to serve the remainder of the term.

ARTICLE VI

Duties of Officers

Section I President: The President shall preside at all Association business meetings and maintain the continuity, direction and progress of the Association. All regular and standing committees shall be appointed by the President. The President shall enforce the Constitution and By-Laws of this Association.

Section II Vice-President: The Vice-President shall perform the duties of the President in the President's absence. Shall act as parliamentarian during Association meetings.

Section III Secretary: The Secretary shall perform the duties of the President in the President's absence. Shall act as parliamentarian during Association meetings. Shall maintain all meeting minutes and inform all members as to meetings and agendas. The Secretary shall also disperse minutes to all members.

Section IV Treasurer: The Treasurer shall maintain all the financial records of the association and present a report at each meeting. The treasurer shall insure all bills are presented and paid in a timely manner.

Section V OFIA Executive Board Representative/Alternate: Shall act as COFIA's representative to the OFIA Executive Board. The representative shall be the voting delegate, and the alternative shall perform the duties of the delegate in the absence of the delegate. Both members are to attend the Executive Board meetings whenever possible to offer the Association its best representation.

Article VII

Meetings

Section I The Association shall meet on the second Thursday of every other month at 0930 hours. Meetings to be held at locations determined by members at previous meeting.

Section II The Secretary shall send announcements to the Training Officers of each Fire Department in the Central Oregon Area notifying them of the meeting date, time, and location.

Section III Four members present at a regularly scheduled Association meeting constitutes a quorum.

Section IV The rules contained in Roberts "Rules of Order" shall govern in all cases wherein they do not conflict with the rules of this organization.

ARTICLE VIII

Committees

Section I The committees of this Association shall have a membership of at least three (3) members, and shall be appointed by the President.

Section II The standing committees of this Association shall include, but not be limited to:

A. Schools Committee

B. Resource Center Committee

C. Constitution and By-Laws Committee

- D. Scholarship Committee
- E. Resolutions Committee
- F. "Instructor of the Year" committee

ARTICLE IX

Amendments

- Section I All amendments to this constitution and By-Laws shall be first proposed in writing and read at a regularly scheduled Association meeting and then approved by two-thirds (2/3) vote of the membership present at the first meeting after the proposal was presented.
- Section II Any and all such changes made, will be dated and become effective immediately after being passed by the membership and signed by the president.

ARTICLE X

Authority

- Section I These Constitution and by-Laws were adopted by the Officers and Members of the Central Oregon Fire Instructors Association on this _____ day of _____, 2006.

President

Vice-President

Secretary