

Central Coast Fire Prevention Association

BYLAWS

REVISED: September 11, 2014

ARTICLE 1.

Name

- 1.0: The name of the Association the “Central Coast Fire Prevention Association” and it shall be popularly known as CCFPA. Hereinafter referred to as the “Association.”

ARTICLE 2.

Purposes

- 2.0: The purposes of the Association shall be as follows:
- 2.1: To promote communication between members of the association and the general public to further the cause of fire prevention, fire investigation, and fire prevention education in the Central California Coastal Region.
- 2.2: To work in cooperation and in conjunction with the Fire Chiefs Associations of San Luis Obispo and Santa Barbara Counties.
- 2.3: To work as an organization furthering fire and life safety by supporting the Uniform Fire Code and other related codes and standards.

ARTICLE 3.

Members

- 3.0: Membership - The membership in the Association shall be comprised of three classes, namely:

- 3.1: Active Membership

Active members shall be entitled to all privileges and benefits provided by the Association, and all elective offices shall be selected from this group. Those eligible Active members shall be:

- a) Current with annual dues and an active member, either paid, part time, or volunteer, of any public or private regularly-organized fire department, other fire service agency, or code enforcement officials in the Central California Coastal Region.
- b) The designated representative of the Fire Chiefs Associations of San Luis Obispo and Santa Barbara Counties.

3.2: Associate Membership:

Associate members shall be entitled to all the privileges and benefits provided by the Association except that they shall not be entitled to hold elective office. Eligibility for Associate membership shall be:

- a) Current in dues and any person or business with an interest in the areas relating to fire prevention, fire investigation, and/or education. Constituents of industry and other persons interested in or allied with building construction may also be included as associate members.

3.3: Honorary Membership:

A member having held or holding an Active membership at the time of his/her retirement from fire service, or anyone whose contributions to the fire service may be considered for Honorary Membership without dues, privilege of voting, holding elective office or making motions. The Board of Directors may review and award an Honorary Membership in such cases in accordance with Section 3.4.

3.4 Rule of Eligibility:

The Board of Directors of the Association shall be the final authority in the determination of persons eligible for various classifications of membership.

ARTICLE 4. **Officers**

4.0: The Officers of the Association shall be the President, Vice President, Secretary and Treasurer. The Officers shall also be known as the Board of Directors.

- a) Term - Each shall serve for a term of one year. Term shall begin at the November meeting following the election.
- b) Election - Elections shall take place at the annual meeting held during the month of November.
- c) Quorum - A majority of the officers shall constitute a quorum for the transaction of Association Business.

- 4.1: President - The President shall preside at all meetings of the Association and its Board of Directors. He/she shall appoint all committees and perform such other duties as may be required for his/her office by the members or the Board of Directors.
- 4.2: Vice-President - The Vice-President shall, at the request of the President, or in the event of his absence or disability, perform any and all of the duties and shall possess all of the powers of the President and shall have such other powers and perform such other duties as determined from time-to-time by the Board of Directors or the President.
- 4.3: The Secretary - The Secretary shall be responsible for: all correspondence, keeping records pertaining to the Association, notifying committees of the duties they are to perform as determined by the President and the Board, maintaining a roster, keeping minutes of regular and special meetings of the Association, and performing such other related duties in accordance with the instruction of the President.
- 4.4: The Treasurer - The Treasurer shall receive and receipt for dues for dues for members belonging to the Association and without delay deposit same to the credit of the Association in a bank or banks or savings institution, approved by the Board of Directors. He/she shall issue checks only when properly signed. He/she shall keep a record showing the amounts received by him/her and the amounts deposited by him/her and at each meeting of the association, he/she shall render a financial report showing the receipt and disbursements since the previous meetings.
- 4.5: Vacancies - In case any office of the Association becomes vacant by death, resignation, or any other cause, the membership may appoint an officer to fill such vacancy for a term not exceeding that of the term from whom the vacancy is being filled.

ARTICLE 5. Board of Directors

- 5.0: The Board of Directors may transact any business and act on any matters including the expenditure of funds of the Association in accomplishing the purposes set forth, as may become necessary between regular meetings.
- 5.1: A full and complete report of any actions taken in behalf of the membership must be made at the next regular meeting.

- 5.2: A majority of the members present at a regular meeting may override any such action taken by the Board on their behalf.
- 5.3: Meetings of the Board of Directors shall be held at such time and place as the President may designate.

ARTICLE 6. Elections

- 6.0: Nominations - The President, Vice President, and Secretary and Treasurer shall be nominated at the September meeting, and elected at the October meeting. The term shall start at the November meeting.
- 6.1: Election of Officers - Election of all officers shall be by ballot. Proxy ballots shall be sent out with the minutes one month prior to the election for those members that cannot attend the October meeting. Proxy ballots shall be received by the Secretary/Treasurer prior to the beginning of the October meeting. In the event of a tie vote, another vote shall be taken from among those members present at the October meeting.
- 6.2: Installation of Officers:
 - a) All officers shall be installed at a dinner meeting in November.
 - b) The time and place of this meeting shall be at the discretion of the outgoing President.
 - c) The Installation Dinner Meeting shall be open to guests of the members.

ARTICLE 7. Meetings

- 7.0: Regular Meetings - Meetings of the Association should be held on the 3rd Thursday of each month. A schedule of meeting dates and location should be determined at the January meeting to allow for planning and scheduling of topics and speakers. Meetings shall start at 0900 at the location predetermined by the membership.
- 7.1: Special Meetings:
 - a) The President, with the approval of the Board of Directors, may call special meetings as he/she deems necessary.
 - b) All members shall be notified of the time and place of any special meetings.

- 7.2: Changing of Meeting Dates:
- a) Regular meetings may be canceled by the majority vote of the active members present, or in an emergency, by the President, with the consent of the Board of Directors.
 - b) The date of any regular meeting may be changed by a majority vote of the active members present, or by the President, with the approval of the Board of Directors.
- 7.3: Order of Business - The order of business shall be informal and include the following:
- a) Meeting Called to Order
 - b) Self-introductions
 - c) Approval of the Minutes
 - d) Scheduled Program
 - e) Treasurer's Report
 - f) Committee Reports
 - g) Unfinished Business
 - h) New Business
 - i) Round Table
 - j) Adjournment

ARTICLE 8. Quorum

- 8.0: A minimum of five (5) Active members (voting), which shall include one (1) Board member, will constitute a quorum for the transaction of business of the Association.

ARTICLE 9. Dues

- 9.0: All members shall pay such annual dues for the support of the Association as are hereinafter specified.
- 9.1: All dues shall be payable by July 1st of each year and shall be delinquent after August 31st of the year.
- 9.2: The dues schedule is as follows:
- a) Active Members - \$30.00
 - b) Associate Members - \$30.00
 - c) Honorary Members - No dues

- 9.3: The Secretary shall send a dues invoice to each member prior to the November meeting of each year and shall notify by letter any member whose dues become delinquent. After March 1st the member will be dropped from the roster.

ARTICLE 10. Voting

- 10.0: Each Active member shall be entitled to one (1) vote on the election of officers, and voting amendments to the Constitution and Bylaws. Only Active members shall be entitled to vote on any matter that comes before the Association, or to make motions concerning amendments to or the approval of the Constitution and Bylaws. In the event an Active member is absent, his/her designated appointee from his/her Department or Association may vote or make a motion on their behalf. Each Associate member shall be entitled to one (1) vote on the election of officers and any matter other than an amendment to the Constitution and Bylaws that comes before the Association.
- 10.1: A member may request a postponement of voting on any issue to the next meeting, subject to the approval of a majority of voting members present.

ARTICLE 11. Amendments

- 11.1: The Bylaws of the Association may be amended at any meeting of the Association by a two-thirds vote of the Active members present, provided that notice of the proposed amendment shall have been contained in the notice of the meeting.

ARTICLE 12. Audit

- 12.1: A committee of two (2) members shall be appointed by the President in November, to audit the books of the Association by the next January, and report the findings to the membership at the meeting.

ARTICLE 13. Committees

- 13.0: Committees shall be appointed by the President, as deemed necessary, such as:
- a) Education: responsible for sprinkler trailer and establishing classes as the Association deems necessary.
 - b) Code: responsible to organization for information regarding

code interpretations and issues affecting all members.

- c) Developers Guide: Responsible for compiling Developers Guide and countywide interpretations.
- d) Public Education: Responsible for public service announcements and public education to county residents.
- e) County Fire Chiefs: Responsible for reporting on County Fire Chiefs items that pertain to the organization.
- f) Central Coast International Conference of Building Officials: Responsible for items that pertain to the organization.

ARTICLE 14. Calendar of Events

- 14.0: At the first regular meeting in January of each year, a calendar of events shall be established for the purpose of Association business and programs. The topic of discussion, time, and location shall be established.

ARTICLE 15. Rules of Order

- 15.0: Unless otherwise provided in these Bylaws, "Robert's Rules of Order (Revised)" shall govern the transaction of business at all meetings.

ARTICLE 16. Expenditures

- 16.0 The President may authorize the expenditure of up to \$100 between meetings for goods/services relating to CCFPA. Any and all expenditures shall be contained in the Treasurer's report and presented to the full membership at the next regularly scheduled meeting.