

Oldham County Fire Instructors Association

BYLAWS

ARTICLE I - Organization Name

The name of the organization shall be the Oldham County Fire Instructors Association Inc.

ARTICLE II – Board of Directors & Membership

- A. The Team shall be governed by a Board of Directors consisting of a President, Vice President and Treasurer.
- B. Membership shall consist of Training Officers and other Instructors (or a designated representative of the Training Section) of each Fire Department and Emergency Medical Service in Oldham County.
- C. Training Officers outside Oldham County and other interested and relevant individuals may be admitted as a non-voting member by a majority of the members of this organization
- D. An active member of the association constitutes a training officer or their designee representing an organization who has met the attendance and dues requirements of these bylaws. An inactive member of the association constitutes a training officer or their designee who has not met the attendance requirements or representing organization has failed to pay dues as outlined in these bylaws.

ARTICLE III - Mission Statement

A. Mission Statement: The mission of the Oldham County Fire Instructors Association is to foster cooperation between Fire and EMS training sections in order to pool resources, standardize methods and deliver the best possible training opportunities for emergency service workers in Oldham County.

ARTICLE IV - Meetings

- A. Regular meetings shall be held on the third Wednesday of each month. The meetings will start at 08:00. The meeting dates, time, and location will be posted on the Oldham County Fire Instructors Association training calendar which can be found online at www.oldhamcountyfire.org. The meeting times and locations may be changed as needed. Any meeting changes will be emailed out to members and posted on the county wide training calendar.
- B. If a Training Officer or their designee misses three consecutive meetings than that agencies status will be changed to inactive. To regain active status the Training Officer or their designee must attend two consecutive meetings in their entirety. At the conclusion of attending the second consecutive meeting the Training Officer or their designee from that

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agency will have their status changed back to active as long as that agency is not in violation of Article VII, Section G of these Bylaws.

C. All other meetings will be called at the discretion of the President, or in the event of the disqualification of the President, by the Vice-President, or by a majority of the members of this organization.

D. A Liaison shall be selected by the officers to attend and communicate with the Oldham County Chiefs Association at their regularly scheduled meetings to provide a status of current activities undertaken by the Instructors Association as well as receiving recommendations from that body.

E. Notice of meetings shall be given to all members, either by mail, e-mail or phone, prior to the date of the meeting

F. No meeting shall be held without a quorum. A simple majority of the voting members shall constitute a quorum. Each Department shall have one (1) vote on all matters.

G. Meetings shall be conducted in accordance with “Roberts Rules of Order”.

ARTICLE V - **ELECTIONS AND AMENDMENTS TO THE BY-LAWS**

A. Elections will be held every two (2) years (odd numbered years) at the June meeting for the purpose of selecting a President, Vice-President, Secretary and Treasurer. The new Officers will take place at the next scheduled meeting of this organization. If, for any reason, elections are not held in June, the current Officers will remain in office until such a time as a duly constituted election can be held.

B. All elections and questions, except amendments to these By-Laws shall be decided by a majority vote of the members present at a duly called meeting, as defined in Article V, Sections A, B, or C of these Bylaws.

C. Any agency with an inactive status shall have no voting rights within the association. Voting rights shall be restored once an agency regains active status.

D. Amendments to these Bylaws can only be made by a majority vote of the total membership as defined by Article II of these By-Laws.

E. Disqualification may occur if an Officer of this Association ceases to be qualified by Article II of these Bylaws or is voted out of office by a majority vote of the total membership as defined in Article II of these By-Laws. Disqualification may also occur if determined by majority vote, that an officer is not completing their assigned duties, a special election can be called to replace that position.

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ARTICLE VI - OFFICERS

A. Duties of the Officers;

1. PRESIDENT
 - a. Execute and implement the decisions of this organization.
 - b. Call and preside at meetings.
 - c. Appoint Committees
2. VICE-PRESIDENT
 - a. Shall perform the duties of the President in the event of disability, disqualification or inability to make meetings by the President.
3. SECRETARY
 - a. Record the proceedings of this organization
 - b. Disseminate minutes to all members of this organization
4. TREASURER
 - a. Collect and account for any assessments of the membership.
 - b. Make disbursements and an accounting at each regular meeting.
 - c. Maintain accurate financial records of the organization
 - d. Ensure proper accounting of all revenues and disbursements
 - e. Ensure proper reporting of all grant funded projects/expenditures

ARTICLE VII - DUES AND FINANCES

A. A budget shall be prepared and approved prior to the end of each calendar year for the upcoming calendar year by the president or members designated by the president. This budget will be available, upon request by any member of any Regular Member Agency.

B. Dues may be collected from each Regular Member Agency one each year. The Treasurer shall invoice each agency by January 1st each year. Each agency shall remit their dues payable to the Oldham County Fire Instructors Association by February 1st each year.

C. The amount of dues owed by the member agencies shall be fixed by vote of the membership at the June meeting each year. The current dues assessment is calculated at \$50.00 for every \$10,000 of a department's tax revenue from the prior fiscal year as reported to the Kentucky Department for Local Governments Special Purpose Governmental Entities (SPGE's). The amount paid in dues shall not exceed \$5,000.00.

D. Oldham County EMS may be exempt from paying regular dues and still remain an active voting member as long as they meet the attendance requirements of these bylaws. In exchange for dues Oldham County EMS will provide medical supplies and medical training to the members of the associations active fire departments.

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E. Courses sponsored by the Association may be surcharged to provide funding for related equipment and continued training opportunities as decided by a majority vote of the total membership as defined by Article II of these Bylaws.

F. Any agency who has been approved to use the training facility and who has not paid dues to the association in accordance with Article VII section C of these bylaws shall be charged a per-day usage rate as set forth by the Oldham County Fire Instructors Association.

G. The Treasurer shall deposit all dues and other receipts into an account established at a local bank in the name of the Oldham County Fire Instructors Association.

H. The Treasurer shall ensure that all bills are paid as authorized by the membership and all outstanding dues and other obligations to the Association are collected as soon as possible.

F. The Treasurer shall keep records of all deposits, disbursements and maintain an up to date accounting of Association Finances and shall provide a financial report at each regular meeting.

G. The Treasurer shall present the Oldham County Fire Instructors Association financial report at each Oldham County Fire Chief's Association meeting.

H. Failure to pay dues will result in an inactive agency status until all dues are paid in full and the attendance requirements of Article IV of these Bylaws have been satisfied.

ADOPTION

A. These By-Laws were adopted as amended and read by a unanimous vote of all members present at the regular meeting of the Oldham County Fire Instructors Association, held at LFRD #2 on April 18th, 2018.

President_____

Member_____

Vice President_____

Member_____

Secretary/Treasurer_____

Member_____