



RIVERSIDE COUNTY
FIRE CHIEFS

RIVERSIDE COUNTY TRAINING OFFICERS' ASSOCIATION

CONSTITUTION AND BYLAWS

ARTICLE I – NAME

SECTION 1– This organization shall be known as the Riverside County Training Officers' Association hereinafter referred to as Association.

ARTICLE II – SPONSORSHIP

SECTION 1 – The Riverside County Training Officers' Association will be sponsored by the Riverside County Fire Chiefs' Association. The Association Secretary will provide monthly meeting minutes to the Fire Chiefs' Association Liaison. A report shall be given to the Riverside County Fire Chiefs' Association annually.

ARTICLE III – MISSION STATEMENT

SECTION 1 – The mission of the Riverside County Training Officers' Association is to develop and provide quality training and educational programs at a reasonable cost.

SECTION 2 – The goal of the Riverside County Training Officers' Association is to operate, administrate, and manage the Riverside County Training Officers' Association in a professional manner to support the mission.

- By continuing to operate as a sub-group of the Riverside County Fire Chiefs' Association in support of their mission
- By continuing to evaluate and update the Associations' bylaws, policies, and procedures
- By managing funds in a financially responsible manner
- By maintaining budgets for all programs offered
- By providing an accurate Annual Report to the Fire Chiefs' Association
- By continuing to evaluate programs for class size, cost effectiveness, and student demographics to include department affiliation and where they live
- By continuing partnerships with County Community Colleges, the California Fire Chiefs' Association – Southern Training Officers Section, California State Fire Training, and other agencies as needed

SECTION 3 – All money earned shall be used as operating dollars and dedicated to the mission of the Association.

ARTICLE IV – OFFICERS

SECTION 1- The Board of Directors shall consist of President, Vice-President, Secretary, Treasurer and Immediate Past President serving as Member at Large.

SECTION 2 – Only Active Members in good standing may be elected to serve as an officer.

SECTION 3 – Should a vacancy occur during the calendar year in any of the officer positions, the President will nominate a replacement from the active members in good standing, that nomination will be approved by a simple majority of the general membership.

SECTION 4 – The term of office shall be for two (2) years in any position.

SECTION 5 – Election of Officers shall be held in November of each year and elected officers shall take their seat after their installation at the regularly scheduled January meeting of each year. The election of President and Secretary shall occur on even years. The election of Vice President and Treasure shall occur on odd years.

- Nominations for officers shall be accepted at the regularly scheduled October meeting each year. Only an active member may be nominated and elected to office.

ARTICLE V – MEMBERSHIP

SECTION 1 – Active membership shall be open to any individual officially assigned to a Training Officer role within a Special District Fire Department; Tribal Fire Department; Industrial Fire Department; Federal, State, County or City Fire Agency located in the County of Riverside if such Department is a member in good standing of the Riverside County Fire Chiefs' Association. The active member must be in good standing within their agency, and the agency must also be in good standing with the Chiefs' Association

SECTION 2 – Associate membership shall be open to any person who, in an official capacity, has direct effect on the training administered to the personnel of fire services in Riverside County. Associate membership shall be by invitation only and must be approved by a simple majority vote of the Active membership.

SECTION 3 – Honorary membership shall be open to any current or former Training Officer as recommended for such membership by the Board of Directors and as agreed to be a simple majority vote of the total membership of this Association.

SECTION 4 – All members shall be of good character and remain as such. Any member not in good standing may have membership revoked by a simple majority vote of active members present at a regularly scheduled meeting. Notification shall be sent to that member's Department Chief.

SECTION 5 – Any agency that wishes to remain in good standing within this Association shall have a representative attend **at least half** of the regularly scheduled Association meetings.

ARTICLE VI – VOTE

SECTION 1 – Any active member in good standing shall have the right to vote, present resolutions and hold office.

SECTION 2 – In the event of multiple memberships from any department, that department's voting power shall be limited to one (1) vote.

SECTION 3 – A nomination committee consisting of three (3) members in good standing shall be appointed by the President and approved by a simple majority during the September meeting to recommend nominations for the October Meeting.

- Nominations for officers shall be accepted at the regularly scheduled October meeting each year. Only an active member may be nominated and elected to office.

SECTION 4 – Elections shall be held in November of each year and elected officers shall take their seat after their installation at the regularly scheduled January meeting of each year.

ARTICLE VII – MEETINGS

SECTION 1 – Regular meetings shall be held at least monthly. The meeting will be the second Wednesday of each month at a location determined by the membership.

SECTION 2 – The President or Vice-President may change the meeting date, time or cancel a regular meeting for a just cause. Notification shall be made to the general membership.

SECTION 3 – The Board of Directors shall meet at least quarterly, and the minutes of such meetings shall be available to all of the members in good standing.

ARTICLE VIII – DUTIES OF OFFICERS

SECTION 1 – The President shall preside at all meeting and perform all duties of the office. The President shall appoint all necessary committees and liaisons upon taking office and is an ex-officio member of all committees.

SECTION 2 – The Vice-President performs all of the duties of the President in the absence of the President and monitors compliance with any written agreements which may be entered into by the Board of Directors and/or the Association.

SECTION 3 – The Treasurer shall collect all monies of the Association and keep a record of it. An accurate record of all expenses shall be maintained and a financial report shall be made available at each regularly scheduled meeting. The Treasurer shall prepare timely revenue reconciliation and submit a detailed financial report to the general membership and the Riverside County Fire Chiefs' Association annually.

SECTION 4 – The Secretary shall keep an accurate record of all business conducted at each Association and Board of Directors' meeting, and shall provide a copy of those records to every member in good standing.

SECTION 5 – The Vice-President, Treasurer and Secretary may perform other functions as assigned by the President.

ARTICLE IX – COMMITTEES

SECTION 1 – The Association shall have the following standing committees:

1. Asset Committee – The Asset committee will be a standing committee. The Asset committee will maintain an inventory and accountability of all Association property.
2. Nomination committee – In September of each year, at the regular membership meeting, The President shall appoint three (3) active members in good standing to serve on the nomination committee. The nomination committee will present recommendations for officer nominations to the general membership at the October Meeting.

SECTION 2 – The Association shall have such ad hoc committees as designated by the President from time to time. These committees shall be temporary in nature and consist of persons nominated by the President and approved by a majority vote of the Board of Directors. Appointments shall be made from active members in good standing.

SECTION 3 – The Association shall be represented by Active Members as appointed by the President on the following Committees:

1. The Ben Clark Public Safety Training Center Fire Advisory Council/Curriculum Advisory Committee
2. Riverside Community College Firefighter Academy Committee

ARTICLE X – RULE OF ORDER

SECTION 1 – Robert’s Rules of Order shall be taken, as the authority on all matters not herein provided for.

SECTION 2 – Any part of this Constitution and Bylaws that is in conflict with any Federal, State, County, or City law or regulation shall be null and void.

ARTICLE XI – AMENDMENTS

SECTION 1 – The Constitution and Bylaws of the Association may be amended by a two-thirds (2/3) vote of the active members present at a regularly scheduled meeting. All amendments shall be approved only after written notification is provided to each active member at least thirty (30) days prior to the meeting at which the action is to be taken.

ARTICLE XII – POLICIES AND PROCEDURES

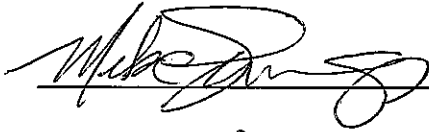
SECTION 1 – The Association may establish Policies and Procedures to provide general direction for matters of the Association, in support of the Association’s mission, and to comply with Federal and State laws. Policies and Procedures shall not conflict with these bylaws, and where conflict exists, the bylaws shall take precedence.

SECTION 2 – Policies and Procedures may be enacted by a simple majority vote of the membership at a regularly scheduled meeting.

APPROVED: June 14, 2006

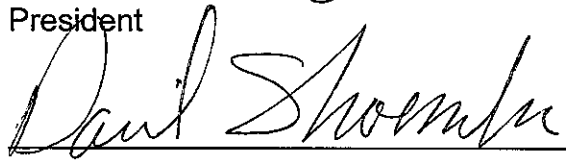
Date

ATTESTED TO BY:

 8/07/06

President

Date

 8-3-2006

Secretary

Date