

CONSTITUTION AND BYLAWS

FLORIDA FIRE TRAINING DIRECTORS ASSOCIATION

PREAMBLE

The purpose of the Florida Fire Training Directors Association is to foster cooperation among all Florida Fire Training Centers and Educational Institutions, to assist and cooperate with all members of the Joint Council of Fire Services Organizations of Florida, the Fire Fighter Standards Advisory Council, and the Council's adhoc Committee for Training in the delivery of fire fighter training.

ARTICLE I

NAME

The name of the organization shall be the Florida Fire Training Directors Association. It shall not be affiliated with any one training center, educational institution, private or commercial entity.

ARTICLE II

MEMBERSHIP

Section 1: Except for those individuals who have been granted voting membership prior to April 1, 2008, and shall hereafter be considered grandfathered (see Section 1.1), voting members must be either a Director or Coordinator of a: (1) Bureau of Fire Standards and Training certified Fire Training Center, as defined in Chapter 69 A-37.060, F.A.C.: or (2) Florida Commission of Education and SACs accredited educational institution offering Fire Science Degree programs. Each above described Fire Training Center or educational institution shall have no more than one representative sitting as a voting member.

Section 1.1 Any member that falls under the grandfathered clause will not be readmitted as a voting member if they fail to renew their membership within ninety days after the membership lapses.

Section 2: A membership list shall be established consisting of those organizations and individuals accepted into the Association's membership. Training centers and education institutions may designate an alternate to act in the absence of the primary member. However, a written authorization designating the name of the alternate must be presented to the Chair prior to any meeting of the Association. Dues must be Current. An active member may also identify and authorize an alternate in lieu of written authorization. The name of this alternate must be provided on the membership application at the time of application.

Section 3: Membership shall be confirmed upon written application, review as to meeting the membership criteria, and a majority vote at a regular meeting. Any changes in the status of the members shall be communicated to the Chair in writing.

ARTICLE III

ASSOCIATE MEMBERSHIP

Section 1: Associate membership is provided for individuals with interest and/or responsibilities within the fire service educational community.

Section 2: A membership list shall be established consisting of those individuals accepted into associate membership.

Section 3: Membership shall be confirmed upon written application, review as to meeting the associate membership criteria and a majority vote at a regular meeting. Any changes in status of the Associate member shall be communicated to the Chair in writing.

Section 4: Associate members shall not have voting privileges with regard to Association business.

ARTICLE IV

CORPORATE MEMBERSHIP

Section 1: Corporate membership is provided for organizations with interest and/or responsibilities within the fire service educational community.

Section 2: A membership list shall be established consisting of those organizations accepted into corporate membership.

Section 3: Membership shall be confirmed upon written application, review as to meeting the corporate membership criteria and a majority vote at a regular meeting. Any changes in status of the corporate member shall be communicated to the Chair in writing.

Section 4: Corporate members shall not have voting privileges with regard to Association business.

Section 5: Corporate member's rights and privileges.

- a. Corporate members shall have the right to conduct a 15 minute presentation at one of the four scheduled meetings throughout the year with other presentations permitted by approval of the Executive Board. The meetings shall be scheduled ahead of time and shall rotate annually depending on the amount of requests for presentations.

ARTICLE V

OFFICERS AND DUTIES

Section 1: The Florida Fire Training Directors' Association shall have the following Executive Board officers:

- a. Chair
- b. Vice Chair
- c. Treasurer
- d. Secretary
- e. Two Trustees at Large

Section 2: The term of office and duties of each officer shall be as follows:

- a. The Chair shall:
 1. serve from July 1st of a calendar year through June 30th of the second year (a two-year term). Beginning in 2016, the term of office will begin on August 1 and end on July 31. The Chair as of June 30, 2017 will continue to serve until July 31, 2017.
 2. have the duty to preside over all Association meetings, to have general and active managerial and supervisory responsibilities for all Association meetings and activities, to appoint special sub-committees as may be required, and to conduct such other routine Association business as necessary.
 3. provide a proposed agenda to all members prior to a scheduled meeting. A final agenda shall be provided to the membership at the meeting for their adoption as their first order of business.
 4. carry out such directives as have been approved by the membership in a regular meeting, so as to carry out the goals of the Association.
 5. be the primary representative of the Association in representing the goals and objectives of the Association.
 6. have approval to make expenditures at or below \$250.00.

7. accept for approval or denial requests from non-members to present at executive committee or regular meeting.
- b. The Vice Chair shall
1. serve from July 1st of a calendar year through June 30th of the second year (a two-year term). Beginning in 2016, the term of office will begin on August 1 and end on July 31. The Vice-Chair as of June 30, 2016 will continue to serve until July 31, 2016.
 2. preside over any regular Association meeting at which the Chair is unable to attend.
 3. perform other such duties as may be assigned by the Chair.
- c. The Treasurer shall:
1. be appointed by the Chair.
 2. attend all meetings of the Association.
 3. maintain all financial records, statements, accounts, and reports for the Association.
 4. collect membership dues on an annual basis and when new members are approved and enter into the membership database.
 5. maintain active, corporate and associate membership records in the Association database.
 6. advise the Chair if dues are not current before the quarterly meeting.
 7. sign checks as approved by the membership.
- d. The Secretary shall:
1. be appointed by the Chair.
 2. forward a notice of all Association meetings or workshops to all members, Certified Training Centers and interested persons. Using Electronic mail and posting Notice to the Association's website are acceptable notifications.
 3. conduct the roll call of members at all regular and special meetings.
 4. record all motions presented and/or action taken.
 5. record all business brought before the Association.
 6. prepare a draft copy of meeting minutes for the Chair within 15 working days of the meeting date.
 7. maintain all official and working records of the Association.
 8. receive and respond to all correspondence addressed to the Association.
- e. The Trustees at Large shall:
1. be elected by majority vote from the Association membership. Beginning in 2016, the term of office will begin on August 1 and end on July 31. The Trustee at large in the seat that expires as of June 30, 2016 will continue to serve until July 31, 2016.

2. serve as the representative voice of the general membership during Executive Committee meetings.

3. Serve alternate 2 year terms

Section 3: Nominations – Nominations to the Executive Board from persons who wish to have their name or another member’s name placed on the ballot for an election shall do so in writing or via electronic mail 45 days prior to the July meeting each year. The notification shall be made to the Chair and Secretary and shall include the position sought.

Section 4: Election of Executive Board – After the nomination deadline, when more than one member’s name has been nominated for an open position, the Secretary shall produce a ballot to be used for voting. The ballot shall include all open positions and the names of the nominees that have been nominated. Should there only be one nominee for an open position only a vote of confidence by the members shall be necessary. Voting will take place at the July meeting as part of New Business. Results will be announced at the July meeting,

Section 5: The Executive Committee shall serve as a working committee under the direction of the Chair. The Executive Committee shall:

- a. consist of the Executive Board Officers of the Association.
- b. meet as required to conduct special business as requested by either the Chair or by the general membership of the Association, after a majority affirmative vote.
- c. address the concerns of the Association.
- d. serve as the liaison with other organizations when business from the Association is to be conducted.
- e. assist the membership with completing projects assigned to the Association.
- f. approve expenditures from \$250 to \$500. Expenditures over \$500 will be brought before the general membership for approval.

ARTICLE VI

RULES OF PROCEDURE

Section 1: Robert’s Rule of Order, latest edition, shall be used as the guide for operational procedures at all Association of meetings.

Section 2: A quorum shall consist of nine (9) regular members of the Association or their authorized alternate present and voting.

Section 3: All matters of question and approval of motions shall be decided by a majority affirmative vote of the members present except as stated in this constitution.

ARTICLE VII

MEETINGS

Section 1: The four regular meetings of the Association will be held as follows; preferably, in March and October at the Florida State Fire College in Lowell, Florida, one meeting will be held at Fire Rescue East and one at the Florida Fire Chief's Executive Development Conference.. The time of the meeting shall be determined by the Executive Committee. The Executive Board may hold meetings prior to the association meetings in order to discuss items of concern and the agenda for the Association meeting. The Executive Board meetings shall be closed to only Executive Board Officers and person(s) invited in writing by the Chair.

Section 2: Special meetings may be called by the Chair, Vice Chair, or upon written petition of at least five regular members.

ARTICLE VIII

DUES

Section 1: Membership dues shall be assessed to all members of the Association.

Section 2: Members shall be assessed seventy-five (75) dollars per year, payable by the second meeting of each year (using the January 1 to December 31 calendar).

Section 3: Associate members shall be assessed Fifty (50) dollars per year, payable by the second meeting of each year (using the January 1 to December 31 calendar).

Section 4: Corporate members shall be assessed two-hundred and fifty (250) dollars per year, payable by the second meeting of each year (using the January 1 to December 31 calendar).

ARTICLE IX

BY – LAWS

There may be By-Laws adopted by the Association to implement the Constitution but they shall not be in conflict. All proposed By-Laws shall be distributed to all members not less than 30 days prior to a regular meeting of the Association in preparation for adoption. Electronic mail and posting to the Association's website are acceptable methods of distributing the proposed changes. The meeting shall have a quorum and approval shall require a two-thirds affirmative vote.

ARTICLE X

CONSTITUTIONAL CHANGES

Section 1: This constitution may be amended by:

- a. submitting the proposed changes at a regularly scheduled meeting of the Association.
- b. approval by a two-thirds affirmative vote of the members present at the next regularly scheduled or special meeting, provided that the published agenda contains notice of the proposed changes and that there is a quorum.

FLORIDA FIRE TRAINING DIRECTORS ASSOCIATION

CONSTITUTION VOTED ON AND ACCEPTED: Date: N/A

Revision voted on and accepted: Date: October 7, 2015

DULY ELECTED OFFICERS:

CHAIR: *Ron Williams* VICE CHAIR: *Bill Klein*

TREASURER: *Melvin Stone* SECRETARY: *Michael McNally*

TRUSTEE AT LARGE: *Jeff Strickland*

TRUSTEE AT LARGE: *James Angle*

VOTING MEMBERS PRESENT:

Ron Williams, Lake Tech Fire Academy

Bill Klein, Eastern Florida State College

Michael McNally, Coral Springs Regional Institute of Public Safety

Jeff Strickland, Miami-Dade Fire Rescue

James Angle, St. Petersburg College

Melvin Stone, Tallahassee Community College

Marty DeLoach, Palm Beach State College

Michael Kemp, Indian River State College

Jim McAlister, Hillsborough Community College

Karls Paul-Noel, Miami-Dade College

Steve Chancey, Valencia College

Sheldon Reed, Fire Academy of the South

Tim Beattie, Keiser University