

Oregon Fire Service Office Administrators  
Bylaws

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# **BYLAWS**

**October 2023**

# Oregon Fire Service Office Administrators

## Bylaws

### Article I

#### Section 1 – Organization Name

- A. This Organization shall be known as the Oregon Fire Service Office Administrators (OFSOA).
- B. The mission statement for this Organization is: **To support Oregon fire service office personnel through networking and education.**
- C. The values of this Organization are:
  - Training:** We value progressive, educational training that is pertinent to the personal and professional development of our members.
  - Relationships:** We value developing and nurturing open and honest relationships that are supporting and encouraging.
  - Image:** We value the professional image of our members and organization, being both recognized and respected as an integral part of the fire service.
  - Communications:** We value open and honest communication that is timely, precise, and supportive in meeting the needs of our members.
- D. The motto for this Organization is: **Sharing a Standard of Excellence.**
- E. OFSOA is organized as a non-profit organization but has not filed non-profit status with the Internal Revenue Service. No part of any net earnings shall inure to the benefit of any member.

### Article II

#### Section 1 - Objectives

- A. To identify, develop, and maintain the educational needs of the membership and determine the best methods of fulfilling those needs.
- B. To establish a resource for the membership and the Oregon fire service.
- C. To develop a system of communication for the interchange of information for the mutual benefit of OFSOA and the Fire Service.
- D. To develop a network of people interested in the purposes of the Organization to strengthen the bonds of friendship and information among the members of the fire service in this state.
- E. To cooperate with all organizations to promote programs that further the goals and objectives of OFSOA and the fire service.

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**Article III**

**Section 1 - Membership**

- A. Active Member – Any person employed in the fire service or an organization developed to promote and support the fire service within the state may be an active member of OFSOA and upon payment of annual dues shall become a member in good standing with full voting privileges.
- B. Retired Member – Membership shall also be available to retired fire service office personnel.
  - 1) Retired members shall be voting members although they are not eligible to hold an elective office.
  - 2) Retired members shall pay annual dues as established by OFSOA.
- C. Life Member – Any member upon retirement who has or will have maintained an active membership since the inception of OFSOA or a total of ten (10) years; or a member who, in the opinion of the Board, has given outstanding service to OFSOA during their employment.
  - 1) The Board shall formally confirm the names of qualified members for life membership. Formal recognition will follow the selection as soon as possible.
  - 2) All Life Members will have annual dues and future event registration waived. The member will be responsible for event meal costs and for any additional activities, such as the banquet. Life Members are voting members although they are not eligible to hold an elective office.
- D. Associate Member – Individuals interested in the goals and objectives of the Organization who do not qualify as an active or life member.
  - 1) Associate members are encouraged to participate in the Organization, although not eligible to hold an elective office or have voting privileges.
  - 2) Associate members shall pay annual dues as established by OFSOA.

**Article IV**

**Section 1 - Officers**

- A. The Board shall consist of the following elected 15 Officer positions: President, Vice President, Secretary, Treasurer, Past President, five Regional Representatives, Education, Communications, Membership, Event Planning Chair, and Protocol.
- B. All OFSOA elected officers shall be active members in good standing of the Organization, elected at large by electronic vote prior to the fall conference, and shall have a term of office for two (2) years.
- C. A member seeking election to the office of President must be an active member of OFSOA in good standing and shall have previously served at least two (2) years as a member of the OFSOA Board of Directors.
- D. A member seeking election to the office of Vice President must be an active member of OFSOA in good standing and shall have previously served at least one (1) year as a member of the OFSOA Board of Directors.

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- E. A member seeking election to any other Board of Directors position must be an active member of OFSOA in good standing for at least one (1) year, participating in meetings, workshops, and conferences whenever possible.
- F. A member seeking election to the position of Treasurer must be familiar with bookkeeping procedures and QuickBooks software.
- G. Officers must have access to electronic communication, email, and the ability to access digital files to perform their duties.
- H. Installation of the newly elected officers shall be conducted during the annual conference. New Officers will assume their duties the beginning of the month following their election.

**Article V**

**Section 1 - Duties of Officers**

The duties of the officers are as follows:

- A. It shall be the duty of the President to preside over the meetings of OFSOA; to be the official representative of the Organization, to be Liaison to the Event Planning Committee, and perform other duties as are required of the presiding officer.
- B. It shall be the duty of the Vice President to perform the duties of the President as necessitated by the absence of the President, be Liaison to the Education Committee, to Chair the Nominations Committee and to assist the President whenever required.
- C. It shall be the duty of the Secretary to keep minutes of the proceedings of the Organization and the Board of Directors, to attend to all communication pertaining to OFSOA, be Liaison to the Communications Committee and perform all such other duties as are incidental to this office and/or may be required by the President.
- D. It shall be the duty of the Treasurer to receive, disburse, and account for all monies, manage the OFSOA bank and credit card accounts, keep a complete account of the same, and make a full and complete report of all transactions; to assist in the execution, along with the President or Vice President, of all written contracts of the Organization, be Liaison to the Membership Committee and perform such other duties as are required by the President.
- E. It shall be the duty of each Regional Representative to contact & support members in her/his region, to act as a liaison between the members of her/his region and the Board of Directors, and to work with the Education Committee in coordinating regional training to be conducted in her/his area.
- F. It shall be the duty of the Past President to assist OFSOA as needed, and to be Liaison to the Protocol Committee, Budget Committee and Regional Representatives.
- G. It shall be the duty of the Education Chair to work together with the Event Planning Committee and Accreditation to research educational speakers and set accreditation certifications to benefit

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the education of the membership.

- H. It shall be the duty of the Communications Chair to work together with the Membership Chair and Website Committee to prepare and distribute news to the membership on a regular basis, collect membership information for the website, and ensure resource pages are available to each new member through the website.
- I. It shall be the duty of the Membership Chair to work together with Region Reps to distribute information, assist with the creation of recruitment materials designed to encourage membership, distribute a welcome letter to new members with website guidelines to access rosters, current OFSOA Bylaws, procedures, and other resource materials.
- J. It shall be the duty of the Event Planning Chair to work together with the Education Chair and Accreditation Chair to organize training and networking events for the organization.

**Article VI**

**Section 1 – Nominations & Elections**

- A. Election of officers, both open and unexpired terms, shall be held and finalized prior to the first day of the annual Conference.
- B. At least ninety (90) days prior to the Annual Meeting, the President shall appoint a four-member Election Committee, consisting of the Vice President, who shall serve as chair, and three (3) active members each representing a different region.
- C. Candidate applications, bio (not to exceed 500 words), and current photo (face shot) shall be accepted by the Election Committee no less than four (4) weeks prior to the annual meeting. Written approval to serve as an OFSOA officer by each candidate's appropriate authority must be included with the application. Upon receipt of such approval and application, the Election Committee shall confirm active membership and certify the eligibility of all candidates. Only confirmed and certified candidates shall be submitted by the Election Committee to the membership.
- D. No less than three weeks prior to the annual conference, the Election Committee will send out the Candidates E-Booklet to the entire membership with voting guidelines.
- E. The voting period shall be limited to five (5) business days, no less than one week prior to the annual conference.
- F. During the first half of the Annual Business Meeting, the Election Committee Chair will announce and introduce certified nominees. During the second half of the Annual Business Meeting, the Election Committee Chair will announce the results of the e-vote and the elected candidates may address the membership.
- G. Candidates will be sworn in during the Banquet held during the annual conference.

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**Article VII**

**Section 1 - Filling a Vacancy**

- A. In the case of a vacancy in the office of the President, the Vice President shall succeed to the office.
- B. In the case of the vacancy in the office of any elected position the vacancy shall be filled until the next election by a majority vote of the Board of Directors. During the next election cycle the position will be declared open and included in the elections for the unexpired term.
- C. If the current Past President cannot continue to serve on the Board of Directors, the position may be filled by appointment with a former President of the Organization. Otherwise, the position will remain unfilled until a new Past President is available.

**Article VIII**

**Section 1 - Meetings**

- A. The Annual Business Meeting of this Organization shall be held at a time designated by the Board of Directors.
- B. The President or designee of the Oregon Fire Service Office Administrators shall be the official representative of the Organization at any other meeting for which a representative is requested or required.
- C. Regular meetings of the Board of Directors shall be held at least quarterly and may be more frequent as determined by the Board. Minutes of the board meetings shall be made available to the membership.

**Article IX**

**Section 1 - Membership Dues and Financial Responsibilities**

- A. Annual dues shall be proposed by the Membership Committee and shall be ratified by the majority of the qualified Active, Retired, and Life Members casting ballots. Any proposed dues change shall be submitted in writing to the membership at least thirty (30) days prior to the Annual Meeting.
- B. Membership due renewal reminders will be sent prior to the beginning of the fiscal year to meet the requirements as established by the Organization. Dues shall be collected by the Treasurer, working with the Membership Chair who will maintain the list of all members in good standing.
- C. A proposed budget shall be prepared by the Treasurer prior to the second quarterly Board of Directors meeting. This budget shall list all anticipated income and expenditures for the coming year. The budget year for the Organization shall be on a fiscal year basis (July 1 to June 30).

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**Article X**

**Section 1 - Amendments**

- A. OFSOA members shall have the power to amend and revise any portion of these Bylaws.
- B. Thirty days prior to any vote on changes made to the Organization's Bylaws, notice of the proposed changes shall be published on the OSFOA web site and distributed to all members. Approval of the changes shall require a vote of approval by the majority of the qualified Active, Retired, and Life Members casting ballots.

**Article XI**

**Section 1 - Conduct of Business**

- A. Robert's Rules of Order shall govern this Organization in the conduct of its business unless otherwise specifically stated in the Bylaws.