

# **British Columbia Fire Training Officers Association Constitution**

## **Article 1 Name of the Organization**

The name of the organization shall be the "British Columbia Fire Training Officers Association", hereafter referred to as the "Association".

## **Article 2 Purposes**

The purposes of the Association are:

- 1) To promote, inform and advise on uniform training practices for the Fire Service .
- 2) To study, advise or advocate on areas of mutual interest to the Fire Service, particularly in the field of training.
- 3) To promote or otherwise engage in the exchange of ideas, methods and techniques in the field of Fire Service technology.
- 4) To research, develop and recommend methods, technologies and advancements related to Fire Service training, techniques, equipment and apparatus.

## **Article 3**

- 1) The Association shall be non-partisan and shall not be used for or to promote the dissemination of partisan principles.
- 2) The Association shall not support or endorse the promotion for candidacy of any person or party seeking public office or preferment.
- 3) This provision is not alterable.

# Bylaws

## Part 1 Interpretation

1. In these bylaws, unless the context otherwise requires,
  - (1) "Directors" mean the **duly elected** directors of the Association
  - (2) "*Society Act*" means the *Society Act* of the Province of British Columbia as amended from time to time.
  - (3) "registered address" of a member, means his address as recorded in the register of members.
2. The definitions in the *Society Act* on the date these bylaws become effective apply to these bylaws.
3. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a organization.

## Part 2 Membership

4. Active members of the Association shall be organized fire departments or fire service orientated-training organizations, companies or identities accepted by the Executive upon submission of an application form and payment of the current annual membership fee.
5. Every member of the Association shall uphold the constitution and comply with these bylaws.
6. Resolutions or motions passed by this Association and pertaining to training procedures or other issues shall not be construed to be binding on any Association member where the resolution or motion may negatively affect or be contrary to rules, regulations, procedures or bylaws of the member department or organization.
7. Every member shall be entitled to send as many representatives as it wishes to any Association meeting. However, a member will only have one vote on any motion or vote as defined in Part 4.17 of this Constition.
8. A person or organization shall cease to be a member of the Association:
  - (1) By delivering their resignation in writing to the secretary of the Association or by mailing or delivering it to the address of the Association
  - (2) On his death or in the case of an organization on dissolution;
  - (3) On being expelled; or
  - (4) On having been a member not in good standing for 12 consecutive months as defined in Part 4(13) of this Constitution.

9. (1) a member may be expelled, for cause, by a special resolution of the members passed at a general meeting.
  - (2) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
  - (3) The member who is the subject of the proposed resolution shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
  - (4) The vote for expulsion will be by 2/3 majority vote of the members present at the general meeting.
  
10. Associate Members shall receive all obligations, benefits and privileges of membership in the Association except the right to vote.
  - (1) Agencies, organizations and companies not being a formally organized fire department or fire service training organization , as defined in 2.4 of this Constitution may become Associate Members in the Association.
  - (2) Any member retiring from a position that qualified him for either Active or Associate Membership may, upon retirement, become an individual Associate Member by payment of current Association dues.
  - (3) An Associate Member will be elected at an Annual General Meeting as defined in Part 6-26(b) of this Constitution to act as a liason representative between associate members, Directors and Zone Representatives
  - (3) Honorary Life Membership may be conferred upon any person who, by meritorious act or by long-standing service in the fields of fire training or education, has rendered an outstanding service to this Association. Honorary Life Members shall be Associate Members
  - (4) A notice of motion for Honorary Life Membership shall be submitted in writing, outlining the merits of the motion, to the Secretary of the Association. The motion shall be presented to the membership at the first annual general meeting following its receipt and it may be debated and voted upon. Acceptance shall be by majority vote of the attending members.
  - (5) Honory life members are not subject to the payment of annual dues.
  
11. The annual dues for Active and Associate Members shall be determined at the annual general meeting of the Association. Annual dues shall be paid in advance and become due on January 1st for the current year and must be paid by the date of the Annual General Meeting in each year.
  
12. Special assessment for Active Members shall be levied only with a two-thirds majority vote of the members present at a general meeting.
  
13. All members are in good standing except a member who has failed to pay their current annual membership fee, arrears or levies payable by them to the Association and they are not in good standing so long as the debt remains unpaid.

### **Part 3 Meetings of Members**

14. General meetings of the Association shall be held at the time and place, in accordance with the *Society Act*, that the directors decide.
15. General meetings may be called by the directors of the Association, as they deem necessary. Every general meeting, other than the annual general meeting, is an extraordinary general meeting.
- (1) Notice of a general meeting shall specify the place, day and hour of meeting, and the general nature of that business to be conducted at the meeting.
- (2) A minimum of fourteen days notice shall be given for a general meeting.
- (3) The accidental omission to give notice of a meeting to, or the nonreceipt of a notice by, any of the members entitled to receive notice does not invalidate the proceedings at that meeting.
16. The annual general meeting of the Association shall be held in conjunction with the annual conference. It shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

### **Part 4 Proceedings at General Meetings**

17. Each member department or organization shall have the right to cast one vote on any resolution or motion brought before the membership. The member shall designate a representative to cast such votes.
18. (1) No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
- (2) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- (3) A quorum is 10 members present at a general meeting.
19. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting shall be terminated.
20. (1) In case of an equality of votes the chairman shall not have a casting or second vote in addition to the vote which he may be entitled to cast as the representative of a member organization. The proposed resolution shall not pass as governed by Rules of Order defined in Part 47 of this Constitution.

(2) Voting, except for election of directors and zone representatives, is by show of voting cards. Voting for election of directors and zone representatives is by secret ballot.

(3) Voting by proxy is not permitted.

(4) Associate Members do not have voting rights.

## **Part 5 Directors**

21.(1) The directors may exercise all the powers and do all the acts and things that the Association may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Association in general meeting, but subject, nonetheless, to:

(a) All laws affecting the Association;

(b) These bylaws; and

(c) Rules, not being inconsistent with these bylaws, which are made from time to time by the Association in general meeting.

(2) No rule, made by the Association in a general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.

22.(1)The directors of the Association shall be the president, the first vice president, the second vice-president, the secretary and the treasurer.

(2) The President 1<sup>st</sup> Vice President and Secretary shall be elected from a organized Fire Department as defined in Part 2(4) of this Constitution and be a member in good standing.

(3) The 2<sup>nd</sup> Vice President and Treasurer may be any active member of the Association as defined in Part 2(4) of this Constitution, or, by a 2/3 majority vote of the members present at the Annual General Meeting, be a Associate member and also be a member in good standing.

23.(1) the directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.

(2) A director so appointed holds office only until the conclusion of the next following annual general meeting of the Association, but is eligible for re-election at the meeting.

24.The members may by special resolution remove a director before the expiration of his term of office, and may elect a successor to complete the term of office.

25.No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the Association.

## **Part 6 Election of Directors and Zone Representatives**

- 26.(a)Term of office for directors and zone representatives shall be two years.
- (b)The president, second vice president, treasurer and Zone representatives from Zones 1, 3 and 5 will be elected in the odd number year.
- (c) The first vice-president, secretary, associate member representative and zone representatives from Zones 1A, 2 and 4 will be elected in the even numbered year.
- 27.A candidate for any office in the Association must be a member of an organization whose membership is in good standing at the time of the election. A member who wishes to be a candidate but is unable to attend the meeting when the election will take place may submit a letter to the meeting stating his willingness to stand for election.
- 28.Two scrutinizers shall be appointed by the president prior to balloting. At the conclusion of voting the ballots will be counted and the results made known by the scrutinizers. Upon a motion at the conclusion of voting, ballots shall then be destroyed.
- 29.(1) The directors shall retire from office at the annual general meeting at the end of their term, when their successors shall be elected.
- (2) Separate elections shall be held for each office to be filled.
- (3) An election may be by acclamation; otherwise it shall be by secret ballot.
- 30.Zone representatives shall be elected during the annual general meeting or may be elected at a meeting within their Zone prior to the Annual General Meeting.
- 31.It shall be the duty of the immediate past president, or in his absence another past director, to install the directors and zone representatives following their election at the annual general meeting.
- 32.The following obligation of office will be verbally made at the time of installation of directors and zone representatives:

"I, \_\_\_\_\_, do hereby sincerely pledge my honour to perform the duties of my office as prescribed by the constitution and bylaws of this Association. I will deliver to my successor in office all books, papers and other property of this Association that may be in my possession at the close of my official term."

## **Part 7 Proceedings of Directors and Committees**

- 33.(1) The directors may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit, except that they shall meet at least twice between annual general meetings.
- (2) A quorum for a directors meeting shall be a majority of the directors then in office.
- (3) The president shall be chairman of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for the meeting, the first vice-president shall act as chairman; but if neither is present the directors present may choose one of their number to be chairman at that meeting.
- (4) A director may at any time, and the secretary, on request of a director, shall, convene a meeting of the directors.
- 34.(1) The directors may delegate any, but not all, of their powers to committees consisting of the members or directors as they see fit.
- (2) A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held after it has been done.
- 35.(1) The directors shall appoint standing committees and other such committees as they deem necessary. The directors shall appoint the chairman of such committees.
- (2) The directors shall appoint the following standing committees:
- (a) A resolutions committee; and
- (b) An audit committee.
- (3) All appointments to such committees shall be revocable at anytime at the discretion of the directors. The directors may fill any vacancy occurring on any committee established by them.
- (4) The directors shall prepare terms of reference for each committee, which shall be given to each committee member.
36. The members of a committee may meet and adjourn as they think proper.
- 37.(1) Questions arising at a meeting of the directors and committees shall be decided by a majority of votes.
- (2) In case of an equality of votes, the chairman does not have a casting or second vote shall be considered to have voted in the negative and the motion is defeated.
- 38 (1) Each zone of the Association will be encouraged to hold a number of meetings each year, the time and location of the meetings to be decided by the zone representative and members of the respective zones.

(2) A quorum for a zone meeting is 3 members present at the meeting.

## **Part 8 Duties of Directors and Representatives**

- 39.(1) The president shall preside at all meetings of the Association and of the directors.
- (2) The president is the chief executive officer of the Association and shall supervise the other directors in the execution of their duties.
- (3) The president shall supervise all arrangements for the annual general meeting.
- 40.(1) The first vice-president shall carry out the duties of the president during his absence.
- (2) The first vice-president shall organize and coordinate the annual conference educational program and assist the host department and their conference coordinator in their duties for the annual conference.
41. The second vice-president shall supervise, assist and coordinate the activities of the zone representatives.
- 42.(1) The secretary shall
- (a) Conduct the correspondence of the Association
  - (b) Issue notices of meetings of the Association and directors
  - (c) Keep minutes of all meetings of the Association and directors
  - (d) Have custody of all records and documents of the Association except those required to be kept by the treasurer; and
  - (e) Maintain a register of members.
- (2) In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.
43. The treasurer shall
- (1) Keep the financial records of the Association, including books of accounts, necessary to comply with the *Society Act*; and
  - (2) Render financial statements to the directors, members and others when required.
- 44.(1) the zone representatives shall be responsible for the coordination of Association activities in their respective zones.
- (2) They shall preside at all meeting of their respective zones. They shall submit copies of all minutes of zone meetings to the second vice president and to the secretary.

(3) Zone representatives may be reimbursed for up to \$200 dollars per year for direct expenses incurred while conducting business of the zone provided proper documentation is provided to the treasurer

45.(1) the host department for the annual conference shall appoint a representative as conference Chairman.

(2) The conference Chairman shall make all arrangements for trips, tours, facilities, speakers and participants and co-ordinate through first vice president.

(3) Fire Service manufacturers and suppliers who are members of the Association will select a spokesperson to co-ordinate their conference requirements with the conference planning committee. This member shall work with the conference chair and the 1<sup>st</sup> vice president to ensure the manufacturers needs at the conference are met.

### **Part 9 Borrowing**

46.The directors of the Association may not borrow money on behalf of the Association, except by special resolution of a general meeting of the members passed by a 2/3 majority vote of the members present at the general meeting.

### **Part 10 Order of Business**

47.The Association shall be governed by Roberts Rules of Order Revised in all cases in which they are not inconsistent with the bylaws of this Association.

48.The order of business shall be:

(1) Opening

(2) Roll Call

(3) Reports of directors, zone representatives, committees, etc.

(4) Unfinished business

(5) Correspondence and bills

(6) Resolutions and new business

(7) Nominations and elections

(8) Adjournment

49.The president may change the order of business if he deems it necessary.

### **Part 11 Constitution and Bylaws**

50.On being admitted to membership, each member department or organization is entitled to and the association shall give him, without charge, a copy of the constitution and bylaws of the Association.

51.(1) The constitution and these bylaws shall not be altered or added to except by special resolution at an annual general meeting.

- (2) Proposed amendments to the constitution or bylaws shall be submitted in writing by a member in good standing to the directors at least thirty (30) days prior to an annual general meeting.
  
- (3) The directors will then consider the proposed amendments and present them, with recommendations they deem necessary, to the annual general meeting.

As amended to the Annual General Meeting, xx May 2009