



**OREGON
FIRE
MEDICAL
ADMINISTRATORS'
ASSOCIATION**

BY-LAWS

ARTICLE I

NAME AND ORGANIZATION

Section 1. The name of the section shall be the Oregon Fire Medical Administrators Association (OFMAA) hereafter referred to as the Association.

Section 2. The Association is organized as a section of the Oregon Fire Chiefs Association, Inc.

ARTICLE II

PURPOSES AND OBJECTIVES

Section 1. The purposes and objectives of the Association shall be:

- A. To unite a statewide organization of those persons actively engaged in the promotion and delivery of pre-hospital emergency medical services.
- B. To study, formulate, and recommend desirable standards for pre-hospital emergency medical services.
- C. To act as a facilitator for the exchange of professional information among its members.
- D. To assist fire-medical administrators in the conduct of their professional activities.
- E. To promote and correlate the activities of the fire-medical administrators in the saving of lives in the pre-hospital setting.
- F. To formulate and support desirable legislation for pre-hospital emergency medical care.

ARTICLE III MEMBERSHIP

Section 1. Membership in the Association shall be open to any individual or organization actively engaged in providing or supporting pre-hospital emergency medical care. Membership shall be divided into four categories: active, associate, sustaining, and life membership (not including agency membership).

Section 2. ACTIVE MEMBERSHIP is open to any individual or designee functioning in the capacity of administrator or supervisor, having pre-hospital emergency medical services responsibility within or funded through a public fire protection agency or tax supported ambulance district.

Section 3. ASSOCIATE MEMBERSHIP is open to any individual involved in the delivery or education of pre-hospital emergency medical service, desiring membership in the Association who does not meet the requirements for active membership. These members have no voting privileges unless service as a member on the Board of Directors.

Section 4. SUSTAINING MEMBERSHIP is open to any individual, organization or company that is approved by the Board of Directors. These members have no voting privileges.

Section 5. LIFE MEMBERSHIP is open to members eligible for consideration of a Life Membership meets one of the following requirements:

- A. Active members who, upon retirement from public fire/EMS, have maintained Active Membership in the Association for ten (10) years or more.
- B. Active members who have become permanently disabled in the line of duty and are no longer able to continue to serve actively in the administration of pre-hospital emergency medical care.
- C. Active Members who, in the opinion of the Board of Directors, have given outstanding service to the Association.

Nominations for Life Members shall be submitted to the Board of Directors at least 90-days prior to the annual meeting. Nominees shall be current or previous Association members who upon approval by the Board of Directors shall be confirmed by a majority vote of the Association members present at the annual meeting.

Life Members will not be required to pay annual dues, but will be entitled to all privileges and benefits of active members, except they shall not be voting members and not be eligible to hold an elective office. Life Members still actively involved in the delivery or administration of pre-hospital emergency medical services may pay annual dues and as such would be entitled to vote and hold elective office.

Section 6. AGENCY MEMBERSHIP is available and includes one Active and two Associate Memberships as described above. The classification status of each individual must be identified at the time of application and can only be changed upon written notification to the Association President.

ARTICLE IV DUES

Section 1. The annual dues from July 1 through June 30 for Active and Associate members shall be \$35.00, Sustaining members shall be \$45.00 and Agency membership dues shall be \$100.00 per year.

ARTICLE V OFFICERS

Section 1. The officers of the Association shall be:

President
Vice-President
Treasurer
Secretary

The offices of President, Vice-President, Treasurer and Secretary shall be held by Active Members who are fire-medical administrators in public fire departments.

Section 2. Duties of the officers shall be as follows:

A. The President shall:

1. Be the official spokesperson for the Association and responsible for all official correspondence.
2. Preside at meetings of the Association and Board of Directors.
3. Appoint all committees.
4. Perform such other duties as prescribed by the Board of Directors.

B. It shall be the duty of the Vice-President to perform all the duties of the President in the absence of the President.

C. The Treasurer, in the absence of the President and the Vice-President shall assume the duties and responsibilities of the President.

In addition, the treasurer shall collect and deposit all monies due the Association, issue receipts and pay all orders drawn on behalf of the Association. The Treasurer shall submit a statement summarizing the Associations financial position to include all accounts payable, receivable and account balances at each meeting of the Board of Directors or as requested by the President. The Treasurer shall purchase all necessary stationary and supplies and notify all members in arrears of their indebtedness and shall close the books on June 30 of each year. The Treasurer shall attend the annual meeting and provide a report of the Associations current financial position with all the books and documents necessary to respond to financial related questions of the membership. At the expiration of the term of office, the Treasurer shall deliver to their successor all monies, books, financial information and other related property belonging to or held in trust for the Association.

D. The Secretary shall prepare and keep an accurate written record of all proceedings at Association meetings and maintain a copy of all communications, policies and procedures. Should the Secretary not be able to attend each Association or committee meeting, a member will be appointed to fulfilling such duties and forward a copy to the Secretary. The Secretary shall make available a copy of all such proceedings or summary thereof to all Association members in good standing. The Secretary shall deliver to their successor all books, records and other related property belonging to or being held in trust for the Association.

ARTICLE VI ELECTION OF OFFICERS

Section 1. Officers shall be elected by secret ballot at the Associations annual meeting and shall serve for a term of one year effective on July 1 of each year or until their successors are elected.

Section 2. A slate of candidates nominated for consideration as President, Vice-President, Treasurer and Secretary shall be presented by the Board of Directors at the annual meeting. There is nothing contained in this section that shall prohibit the nomination of candidates from the floor by any Active or voting Life Member of the Association. Any nominee for office must give approval of acceptance prior to being elected to such office. Members seeking election to the office of President shall have previously served at least one (1) year as an officer of the Association.

Section 3. In case of a vacancy of any office, except the Presidency, the Board of Directors shall have the power to appoint a member to the vacant office until the next annual meeting.

Section 4. In case of the vacancy of the Presidency, the Vice-President shall assume the Presidency until the next annual meeting. The vacant Vice- President's position will than be filled as specified in Section 3 above.

Section 5. The officers shall be eligible for re-election.

Section 6. In addition to the previously listed conditions of eligibility to hold an elective office, all prospective officers must present in writing to the Board of Directors, a statement from the Chief Executive Officer of the candidates municipality or district authorizing them to hold an office in the Association.

ARTICLE VII BOARD OF DIRECTORS

Section 1. There shall be a Board of Directors consisting of a President, Vice-President, Treasurer, Secretary, and Three member-at-large positions otherwise referred to as 1, 2, and 3 year Directors, who shall be elected by secret ballot by the voting membership of the Association present at the annual meeting.

Section 2. The term of office for each Director position shall be three (3) years and staggered to maintain continuity on the Board of Directors. A maximum of two (2) Director Positions may be filled Associate Members and in such cases will have voting privileges while serving on the Board of Directors.

Section 3. The outgoing President of the Association shall serve as an ex-officio member on the Board of Directors, for the same term as the newly elected President.

Section 4. Any member of the Board of Directors who is found guilty of nonfeasance, misfeasance, malfeasance of office or otherwise brings discredit, whether in this Association or their own agency may be removed from office by a majority vote of the Board of Directors.

Section 5. Any Board member who fails to attend three (3) consecutive Board meetings may be removed from the Board by a majority vote of the Board of Directors.

ARTICLE VIII MEETINGS

Section 1. There shall be at least four (4) quarterly Association meetings with the Board of Directors and general membership each year to include an annual Association meeting for the purpose of conducting elections at a location and time approved by the Board of Directors.

Section 2. Additional meetings may be called by the Board of Directors as necessary. Whenever possible, all such meetings will be announced and open to any paid Association member.

Section 3. General Association meetings shall require a quorum consisting of at least ten (10) Active members, four (4) of which must be members of the Board of Directors.

Section 4. Board of Director meetings shall require a quorum of at least four (4) members of the Board of Directors.

Section 5. Each agency having Active membership in the Association will have a maximum of one vote in all business matters before the membership. The voting member of an agency will generally be the Chief EMS officer/Administrator or their designee having membership in the Association, with the exception of Associate Members serving on the Board of Directors as described in Article VII.

ARTICLE IX COMMITTEES

Section 1. The President with approval of the Board of Directors appoints all regular committees.

Section 2. Special committees may be appointed at the discretion of the President.

ARTICLE X AMENDMENTS

Section 1. Amendments to the Bylaws of the Association shall be made by a two-thirds majority of the Active voting members present. No proposition to amend shall be acted upon unless written notice thereof has been made available or otherwise distributed to all Active members of record in good standing at least 30 days prior to the proposed vote.

Section 2. All amendments or revisions shall take effect immediately upon adoption by the Association unless otherwise specified.

ARTICLE XI RULES OF ORDER

Section 1. The rules of parliamentary procedure, as laid down in ROBERTS RULES OF ORDER, REVISED shall govern all meetings of the Association. The Vice-President shall act as parliamentarian.

ARTICLE XII
POLICIES AND PROCEDURES

Section 1. To provide uniform and consistent application of the Articles of these Bylaws, the Board of Directors shall develop and adopt policies, clearly describing the methods and procedures.

Section 2. The officers of the Association and regular committee chairpersons shall be provided copies of the Association policies within 90 days of adoption.

Section 3. The Board of Directors shall review all Association policies annually.

ARTICLE XIII
DISSOLUTION

Upon the dissolution of the Association, all assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or shall be distributed to a state or local government for a public purpose. Any such assets not so disposed shall be disposed of by the Circuit Court of the County in which the principle office of the Corporation is then located, exclusively for such purposes, or to such organizations as said Court shall determine are organized and operated exclusively for such purposes.