

**CENTRAL OREGON
FIRE INSTRUCTORS
ASSOCIATION**

“Safety Through Training”

BYLAWS

**CONSTITUTION AND BYLAWS
OF THE
CENTRAL OREGON FIRE INSTRUCTORS ASSOCIATION**

ARTICLE I

Title

- Section I This organization shall be known as the “Central Oregon Fire Instructors Association”, COFIA
- Section II This organization is comprised of fire agencies and other individuals interested in providing quality fire service training for Crook, Deschutes, and Jefferson Counties.

ARTICLE II

Mission

- Section I The mission of this Association is to aid and assist in fire service training, and to provide training material to all fire agencies in Central Oregon.
- Section II This Association has no jurisdiction within any fire agency in the region other than to provide assistance in training by:
1. Establishment of an instructor pool.
 2. Provide training aids, materials, and shared resources to COFIA members.
 3. Sponsoring regional fire schools.
 4. Promote firefighter safety through quality training.

ARTICLE III

Membership

- Section I This Association shall have membership consisting of the Central Oregon Fire Agencies.
- Section II Annual dues retain voting membership and discounts to COFIA schools. Dues shall be \$100 per agency due by November annual meeting.

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- Section III Upon the dissolution of the Association, the officers shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association to the Central Oregon Fire Chiefs Association.
- Section IV This organization is organized exclusively for educational purposes and no part of the net earnings shall benefit any member or individual except for the reimbursement policy stated in the policies and procedures manual.
- Section V Central Oregon Fire Chiefs Association may appoint a representative to COFIA to act as a non-voting liaison between the two organizations.
- Section VI The Training Officer shall be the member to COFIA unless he/she appoints a designee. On all COFIA business each agency shall have one vote.

ARTICLE IV
Officers

- Section I Officers of the Association shall be a President, Vice President, and Secretary/Treasurer.
- Section II Candidates shall be nominated and voted upon at the November annual meeting. The President and Secretary/Treasurer shall be voted on every odd year and the Vice President on even years.
- Section III Nomination of officers shall be open to the general voting membership at the meeting and nominees must be a willing candidate.
- Section IV Candidates that receive majority of votes cast, shall hold that office for the next term.
- Section V Officers shall be elected for a term of two (2) years and shall be eligible for re-election.
- Section VI In the event of a vacant office, an appointment may be made by the President to serve the remainder of the term.

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ARTICLE V

Duties of Officers

- Section I President: The President shall preside at all Association business meetings and maintain the continuity, direction and progress of the Association. All committees shall be appointed by the President. The President shall enforce the Constitution and ByLaws of this Association.
- Section II Vice President: The Vice President shall perform the duties of the President in the President's absence. Shall act as Parliamentarian during Association meetings.
- Section III Secretary/Treasurer: The Secretary/Treasurer shall perform the duties of the President in the President and Vice President's absence. Shall record, maintain and disperse all meeting minutes and inform members of meetings and agendas. The Secretary/Treasurer is responsible for collection and recording of all ballots.

The Secretary/Treasurer shall be the liaison to the Western Fire Chiefs Association for financial oversight, ensuring financial records of the Association are maintained, bills are presented and paid in a timely manner, and present a financial report at each meeting.

Article VI

Meetings

- Section I The Association shall have an annual in-person meeting on the second Thursday of November at 0930. Meeting location will be made available to all members and additional meetings may be scheduled on a monthly basis as needed. Additional meetings will generally be scheduled on the second Thursday of the month at 0930.
- Section II The Secretary/Treasurer shall send announcements to the members notifying them of the meeting date, time, and location.
- Section III Four voting members present at a regularly scheduled Association meeting constitutes a quorum.
- Section IV The rules contained in Roberts "Rules of Order" should govern in all cases wherein they do not conflict with the rules of this organization.

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ARTICLE VII

Committees

- Section I The committees of this Association shall have a membership of at least three (3) members and shall be appointed by the President.
- Section II Ad-hoc committees shall be appointed by the President as needed.

ARTICLE VIII

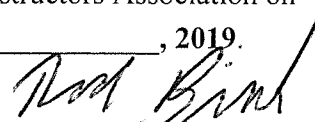
Amendments

- Section I All amendments to this constitution and Bylaws shall be first proposed in writing and read at a regularly scheduled Association meeting.
- Section II First and Second readings of the amendments will occur on separate meetings. In order for the amendment to pass, a two-thirds (2/3) vote of the membership is required. Voting may occur by absentee ballot.
- Section III Any and all such changes made, will be dated and become effective immediately after being passed by the membership and signed by the president.

ARTICLE IX

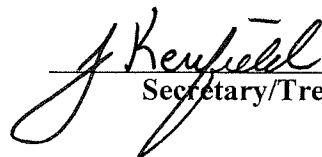
Authority

- Section I These Constitution and Bylaws were adopted by the Officers and Members of the Central Oregon Fire Instructors Association on this 14 day of MARCH, 2019.



President

Vice-President



Secretary/Treasurer