

**SAN MATEO COUNTY FIRE CHIEFS
ASSOCIATION**

FIRE PREVENTION OFFICERS SECTION

**CONSTITUTION
AND
BY-LAWS**

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CONSTITUTION AND BY-LAWS

Article I.

CONSTITUTION OF THE ORGANIZATION

Section 1.

The Fire Prevention Officers Section is a non-profit organization constituted as a subsidiary of the San Mateo County Fire Chiefs Association. This organization serves at the direction and pleasure of the San Mateo County Fire Chiefs Association.

Article II.

NAME OF THE ORGANIZATION

Section 1.

This organization shall be known as the San Mateo County Fire Chiefs Association, Fire Prevention Officers Section.

Article III.

OBJECTIVES OF THE ORGANIZATION

Section 1.

Through the mutual association and joint effort of the members to develop and make available information that can be used to safeguard life and property against the ravages of fire, and other incidents. Investigates fires and other related life and property safety concerns.

Section 2.

Coordinate efforts and develop solutions to fire prevention and fire investigation problems common to the members, and to promote public fire safety education.

Section 3.

To provide investigative personnel and/or equipment to all participating jurisdictions within San Mateo County and to determine the "Cause and Origin" of any fire, and to provide investigative training for all participating jurisdictions within San Mateo County.

Article IV.
MEETINGS

Section 1.

Meeting dates. Meetings will be held on the third Wednesday of each month at a place and time as decided by the Executive Board with the approval of the membership unless otherwise determined.

Section 2.

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the organization may adopt.

Section 3.

At the first meeting of the newly elected Executive Board, annual goals and objectives shall be established and sub-committees formed to carry out the goals of the Organization.

Article V.
AMENDMENTS

Section 1.

This constitution may be amended upon the recommendation of the Executive Board with the approval of a majority of the membership present at any regular meeting, or by presentation of a resolution by a regular member stating in detail the proposed amendment and adoption of the resolution by a majority of the membership present at any regular meeting.

These amendments shall be subject to the approval of the San Mateo County Fire Chiefs Association. The San Mateo County Fire Chiefs Association may recommend amendments to the constitution at their normal business meetings.

Article VI.
MEMBERSHIP

Section 1.

Membership shall be open to all regular members of municipal, county, state, and federal fire suppression and fire prevention agencies within San Mateo County.

Section 2.

Each participating regular member shall be represented by one vote.

Section 3.

Associate members shall be limited to members of municipal, county, state, and federal agencies other than fire suppression and fire prevention agencies. Associate members shall be approved by the Executive Board and ratified by a majority of the membership at a regular business meeting. Associated members are non-voting members.

Article VII.
OFFICERS

Section 1.

The Officers of the Organization shall be as follows: President, Vice President/Treasurer, and Secretary and they shall constitute the Executive Board.

Section 2.

Nomination of Officers. Nominations shall be taken from the membership.

Section 3.

Election of Officers. Officers shall be elected to serve a term of one year.

Note: Officers may be reelected to serve additional terms.

Section 4.

Office terms shall be from January 1 through December 31.

Article VIII.
DUTIES OF THE OFFICERS

Section 1.

Duties of the President. The President shall preside at all meetings of the organization at which he/she is present. The President shall in general, supervise or oversee all of the business and affairs of the organization; presides at all meetings of the officers and membership. Preserve order and enforce the constitution, rules, and regulations of the organization. The President shall have the authority to call special meetings of the officers, the membership and all committees or groups. He/she shall have the authority to examine all of the books and records of the organization. The President may appoint members to fill temporary vacancies during meetings. He/she shall be an ex-officio member of all committees and in general perform all duties incidental to the office of President and such other duties as may from time to time be prescribed by the officers or membership.

Section 2.

Duties of the Vice President/Treasurer. It shall be the duty of the Vice President/Treasurer, in the absence of the President, to perform the duties pertaining to that office. In the event the office of the President is vacant for any cause, the Vice President/Treasurer shall automatically become President and complete the unexpired term as President. It shall also be the duty of the Vice President/Treasurer to invoice and receive all dues, donation, and other monies of the Organization and to issue all

disbursements when authorized by the Executive Board. It shall be the duty of the Vice President/Treasurer to notice any delinquent member no later than February 1st of each year and to provide this information to the County Fire Chiefs Liaison to be brought to the San Mateo County Fire Chiefs meetings. It shall be the duty of the Vice President/Treasurer to provide to the membership an accounting of all monies, each month during the meeting and in the meeting minutes.

Section 3.

Duties of the Secretary. It shall be the duty of the Secretary to keep a true and faithful account of the minutes of all meetings; to keep all records of whatsoever nature of the Organization; he/she shall keep a list of names of the members; he/she shall notify each member of an impending meeting and where and when the meeting is to be held. It shall be the duty of the Secretary to prepare all communications authorized to be sent by the Organization or by the President. In the event the office of Vice President/Treasurer is vacant for any cause, the Secretary shall automatically become the Vice President/Treasurer and complete the unexpired term as Vice President/Treasurer.

Section 4.

As required, the Executive Board shall report to the San Mateo County Fire Chiefs Association the goals and objectives of the Organization for the year and the previous year's accomplishments.

Section 5.

The Right to Hold Office. Only regular members shall be eligible to hold any office in the Organization.

Section 6.

Vacancies in elective offices shall be filled for the remainder of the unexpired term by a majority vote of the membership.

Article IX. FUNDS

Section 1.

In general, funds shall be derived from dues, donations, and other planned activities approved by the membership. Funds collected by dues shall be used specifically for; professional training, special equipment that can be used by SMCO fire agencies, and public education programs, including materials for said programs.

Section 2.

Dues shall be charged for each agency, payable in advance to the Vice President/Treasurer through payment of invoice, not later than the January meeting of each year. Dues not paid by February 1st shall be considered delinquent and the member shall be notified by the Vice President/Treasurer that he/she is no longer entitled to the privileges of the Organization. The dues for membership and associate members shall be set by the Executive Board and approved by a vote of the membership.