

The Florida Society of Fire Service Instructors
The Training and Education Section of the Florida Fire Chiefs' Association

BYLAWS

Article I – Purpose

The purpose of the Florida Society of Fire Service Instructors (hereinafter referred as the "Society"), the Training and Education Section of the Florida Fire Chiefs' Association is to promote the science and methods of fire protection and prevention by increasing the knowledge and awareness of its members and the public; to obtain and circulate information on these subjects; to provide a means for the interested members of the Society to upgrade their professional capabilities; and to secure the cooperation of its members, the public and all interested parties in establishing effective means for the diminution of fire in terms of loss of life and property.

- To participate in the development of uniform professional standards for Fire Service Instructors.
- To assist in the professional development of Fire Service Instructors.
- To provide the means for continuous upgrading of Fire Service Instructors.
- To promote the importance of the role of Fire Service Instructors in Fire and Emergency Service Organizations.

Article II – Members

Section 1. Active membership shall consist of individuals who reside in the State of Florida and are associated with fire service training or education and shall be members of the Florida Fire Chiefs' Association (FFCA). Active members shall be entitled to all rights and privileges of membership.

Section 2. Affiliate membership shall consist of individuals who do not qualify for active membership and shall be members of the Florida Fire Chiefs' Association. Affiliate members shall be entitled to all rights and privileges of membership except to vote and hold office.

Section 3. Voting – Only Active members shall vote and hold elected office. On all membership votes, each organization having an Active member shall be allowed a maximum of two votes.

Article III – Officers

Section 1. Officers – The officers of the Society shall consist of a Chairman, Vice Chairman, Secretary, and Chief Staff Officer of the Florida Fire Chiefs' Association.

Section 2. Election and Term of Office – the Council shall elect the officers annually.

Article IV – Board of Directors

Section 1. Section Council – The elected Section Council, herein called the Council, shall supervise the activities of the Society. The Council shall have eight (8) members; chairman, vice chairman, secretary, four (4) members-at-large, and the Chief Staff Officer of the Florida Fire Chiefs' Association.

Section 2. Duties of the Chairman – It shall be the duty of the Chairman to preside at meetings of the Council and all general meetings. The Chairman shall have general supervision of the affairs of the Society. The Chairman shall appoint all committees not otherwise provided for. These appointments are made not later than 30 days before the date of the annual meeting, if practical. The Chairman shall perform such other duties, as may be incidental to this office or which annual meeting shall require.

Section 3. Duties of the Vice Chairman – The Vice Chairman shall assist the Chairman in conducting the business of the Society, and perform such other duties as may be required by the conference assembled. In the absence or inability of the Chairman to perform prescribed duties, the Vice Chairman shall perform all duties of the office.

Section 4. Secretary – The Secretary shall keep a complete record of all proceedings of the Society; have printed the minutes of the Annual Meeting for distribution; serve as Secretary to the Society in all of its' Council meetings. Such duties of the Secretary as may be specified by the Council may be delegated to the Executive Director. All books and records are and shall remain the property of the Florida Fire Chiefs' Association.

Section 5. Duties of the Council Members at Large – Council Members at Large will participate in Council meetings and shall have full voting rights. Council Members at Large shall represent the Society's membership at Council meetings and shall carry out such additional duties as directed by the Chairman.

Section 6. Vacancies

(A) Chairman - In the event a vacancy should occur in the office of the Chairman, the Vice Chairman shall at once assume all duties and responsibilities of that office.

(B) Vice Chairman - In the event a vacancy occurs in the office of Vice Chairman, the Council shall appoint a Council member to fill the unexpired term.

(C) Secretary - In the event a vacancy occurs in the office of Secretary, the Council shall appoint a Council member to fill the unexpired term.

(D) Council Member-at-Large - Should a vacancy occur in the office of a Council Member-at-Large, the Council shall appoint an active member to fill the unexpired term.

Section 7. Election of Council Members - The Chairman shall appoint three active members to serve on a nominating committee. The Chairman shall further designate one of these members to serve as committee chair. Appointment should be made not more than sixty (60) days or less than thirty (30) days before the Annual Meeting date. All of the Council members shall be elected by ballot at the Annual Meeting of the Society. Council Members at Large shall hold office for two years. Four (4) Council Members-at-Large shall be elected on even years and three (3) shall be elected on odd years.

Section 8. Nomination – Persons who wish to have their names placed on the ballot for an elected office shall do so by submitting their name via letter or electronic mail for an elected office to the Secretary at least (60) sixty days prior to the Annual Meeting. Additional nominations may be accepted from the floor at the Annual Meeting. It shall be the duty of the nominating committee to select a slate of candidates to fill the open Council positions and place their names on the ballot.

Section 9. Submission of Candidates Names - The Chairman shall at the Annual Meeting submit from the nominating committee the slate of candidates that are to be on the ballot. The nominating committee will conduct the election and all duties thereof. The term of the nominating committee appointment shall end upon completion of the election.

Section 10. Ballot - The nominating committee along with the Secretary will present to the membership a slate of candidates at the business session of the Annual Meeting.

Section 11. Secret Ballot - Election shall be a secret ballot. The candidate receiving a plurality of all votes cast shall be declared elected.

Section 12. Term of Office - The regular term of office shall commence on July 1.

Section 13. Removal - Any Council Member may be removed from office during the term thereof with or without cause by two-thirds vote at any meeting of the membership. The unexpired term of any Council member so vacated may be filled by a majority vote at such meeting or if not so filled, may be filled by the remaining Council members as provided in **Article IV, Section 6.**

Section 14. Quorum – Four members of the Council shall constitute a quorum for the transaction of business at any meeting of the Council.

Article V – Meetings

Section 1. General Meetings –This Society shall hold meetings at such time and place as determined by the Council. At least 30 days notice in writing shall be given to members prior to each business meeting. One meeting each year shall be designated as the Annual Meeting.

Section 2. Special Meetings – A special meeting may be called by the Chairman, or by a majority of the Council.

Section 3. Voting – Active members are entitled to vote. No proxy voting, written or otherwise, shall be allowed or accepted at any meeting of the Society.

Section 4. Quorum – A quorum consists of a majority of those members attending and voting at the general meeting.

Article VI Dues

Section 1. Membership Dues - Membership dues shall be at rates that of the Florida Fire Chiefs' Association.

Section 2. Non-payment of Dues - Members may be expelled by the Council for failure to pay dues within 60 days after the beginning of the fiscal year.

Article VII Committees

The Chairman, with the approval of the Council, may from time to time constitute or dissolve such committees or task forces as may be appropriate, determine their duration, size and responsibility, and appoint, remove and designate the terms of committee or task force members.

Article VIII – Fiscal Year

Fiscal Year – The fiscal year of the Society shall coincide with the fiscal year of the Florida Fire Chiefs' Association.

Article IX: Rules of Order

In the event any question comes before the conference for which no provision has been made in the Charter or bylaws, the presiding officer shall be guided by rules laid down in "Robert Rules of Order."

Article X: Amendments

Any member of the Society proposing the same in writing and service the Chairman and Secretary may offer amendments to these bylaws with a copy thereof. Said proposed amendment must be read or distributed in writing in open conference at one session and shall not be voted upon until the following session of the same conference. Amendments may be made to these bylaws only upon approval of two-thirds of the members present and voting. All amendments, alterations or revisions of any part of the bylaws shall take effect upon their adoption at the conference unless otherwise provided. Amendments to the bylaws must not be in conflict with the bylaws of the Florida Fire Chiefs' Association.

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