



SAN LUIS OBISPO COUNTY FIRE CHIEFS
SAN LUIS OBISPO COUNTY FIRE SERVICE
TRAINING OFFICERS ASSOCIATION BYLAWS

Original: 12 April 1993
Last Revised: 3 October 2017

Article One

NAME OF ORGANIZATION

- Section 1 This organization shall be known as the San Luis Obispo County Fire Service Training Officers Association.
- Section 2 This organization shall be a subsidiary of the Fire Chiefs Association of San Luis Obispo County.

Article Two

OBJECTIVES OF THE ORGANIZATION

- Section 1 To provide by mutual association of members, a forum to promote progressive safety, thinking and action relative to emergency response and fire service training, and to provide a medium for exchange of information and ideas among fire service training officers.
- Section 2 That meetings held by this organization is to develop and coordinate training courses and SOGs common to the fire service within San Luis Obispo County.
- Section 3 To sponsor multi-agency training events.

Article Three

QUALIFICATION FOR MEMBERSHIP

- Section 1 **Regular membership** shall be limited to one member per department who is involved in training within each respective Municipal, County, State, Federal, Industrial, District, Rural, or Military Fire Departments in San Luis Obispo County, all educational entities, and related emergency management agencies.
- Section 2 **Associate membership** may be granted upon recommendation of the regular members to any person or organization interested and in accord with the aims and purposes of the organization.
- Section 3 **Voting.** The right to vote, submit motions or second motions, and to hold office, shall be limited to those persons holding regular membership and are limited to one vote per department or agency.
- Section 4 **Soliciting of Funds.** No member or associate member of this organization shall make it their business to solicit funds for the organization. The exception being with the consent of the membership.
- Section 5 **Dues.** The dues of this organization shall be determined by the officers and membership. Dues must be paid by the first regular meeting of January each year. Any person/agency delinquent 90 days after this date shall be dropped from membership.



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Article Four

NUMBER OF OFFICERS – DUTIES

- Section 1 The officers of the organization shall be as follows: President, Vice President, Secretary/Treasurer.
- Section 2 **Nominations and election of officers.** Officers shall be nominated and elected to serve a term of two years. Nominations shall be solicited at the December meeting of each odd-numbered year. Elections will be held in January, with the new officers taking office in February. If conditions arise which prevent an officer from serving a full term, accommodation to conduct mid-term elections shall be considered.
- Section 3 **Duties of the President.** The President shall preside at all general meetings of the organization. The President shall have the power to appoint any committee deemed advisable, or that is authorized by the membership of the organization. The President shall be advised of any committee meetings held during the previous month, and it shall be the duty of the President to see that entry is made in the minutes to record each committee meeting. The President or designated representative shall attend the regular meetings of the San Luis Obispo County Fire Chiefs Association.
- Section 4 **Duties of the Vice President.** It shall be the duty of the Vice President, in the absence of the President, to perform the duties pertaining to that office. In the event the office of President is vacant for any cause, the Vice President shall automatically be nominated for President and complete as President the unexpired term. The new President shall determine the need for an election to fill the vacant Vice President position. The Vice President shall assist in organizing, coordinating and scheduling all general membership meetings. He/she shall arrange for a Fire Department to act as host for each meeting.
- Section 5 **Duties of the Secretary/Treasurer.** It shall be the duty of the Secretary/Treasurer in the absence of the President and Vice President to preside at meetings. It shall be the duty of the Secretary/Treasurer to keep a true and faithful account of the minutes of all meetings, and to keep all records of whatsoever nature for the organization. He/she shall keep a list of names of members; he/she shall notify each member of an impending meeting, and where and when the meeting is to be held; he/she shall prepare all communications authorized to be sent by the organization or by the President; he/she shall provide the membership with an agenda of matters to come up under each section of the order of business; he/she shall receive all dues, donations or other monies of the organization; and it shall be his/her duty to sign all disbursements when authorized by the President. He/she shall prepare a financial statement for presentation at the monthly meeting. He/she shall prepare a year-end financial report for presentation at the January meeting.



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Article Five

MEETINGS

- Section 1 **General membership meetings.** Meetings shall be held monthly or as decided on by the elected officers. Meetings shall be held on the third Tuesday of the month. Teleconference meetings will be identified on the annual schedule prior to the start of the new year.
- Section 2 **Order of business.** The following schedule shall be conformed to as far as possible at all meetings:
1. Call to order, roll call.
 2. Introduction of members.
 3. Update mailing an email list, correspondence.
 4. Minutes of previous meeting.
 5. Meeting reports: Chiefs, Tri-County Training Officers, Southern Section Training Officers.
 6. Old business.
 7. New business.
 8. Round table—good of the organization.
 9. Announcements.
- Section 3 **Authority.** Unless otherwise provided in these Bylaws, the rules contained in “Robert’s Rules of Order – Revised” shall govern the transaction of business at all meetings.
- Section 4 **Quorum.** A minimum of five regular members, which shall include one elected officer, will constitute a quorum for the transaction of business of this Association.

Article Six

AMENDMENTS

- Section 1 The Bylaws of the Association may be amended at any meeting of the Association by a two-thirds vote of the departments present, provided that notice of the proposed amendment shall have been contained in the notice of the meeting.



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Article Seven

STANDARD OPERATING GUIDEBOOK

- Section 1 The Association, at the direction of the President, shall maintain a “Standard Operating Guidebook.” Standard Operating Guidelines will be used to provide continuity from administration to administration and assist the Association and members in various aspects of normal Association operations.
- Section 2 Standard Operating Guidelines shall be approved or amended with a two-thirds vote of the departments present, provided that notice of the proposed guideline has been contained in the notice of the meeting.
- Section 3 At a minimum, the Standard Operating Guidebook shall contain guidelines regarding:
- Training Officer of the Year Award
 - Annual Banquet
 - SLO County Training Officer Course Fee Refund Policy
 - SLO County Firefighter Academy Guidelines
 - SLO County Training Officer Annual Calendar
 - Course Budget Policy and Forms

Date	Revision	SLO T/O Pres.	SLO Co. Chief Pres.
10/03/17	Updates approved by T/O and Co. Chiefs	<i>M. Miranda</i>	<i>S. Jalbert</i>