

# Colorado State Fire Fighters Association



## Constitution and By-Laws Policies and Procedures

2023



This packet contains:

**Section I –**

Constitution and By-Laws

**Section II –**

Policies and Procedures

\*\*All revision dates are stated within each section.

\*\* Ordered published by the Colorado State Fire Fighters Association Executive Board at the post Fire College meeting June 21, 2023.

# **SECTION I**

## **The Colorado State Fire Fighters Association Constitution and By-Laws**

## TABLE OF CONTENTS

<b><u>SUBJECT</u></b>	<b><u>ARTICLE #</u></b>	<b><u>PAGE #</u></b>
NAME	ARTICLE 1	6
PURPOSE	ARTICLE 2	6
MEMBERSHIP	ARTICLE 3	6
ACTIVE		6
LIFETIME RETIRED		6
LIFETIME DISABLED		7
HONORARY		7
ASSOCIATE		7
INDIVIDUAL		7
PROCEDURE FOR MEMBERSHIP	ARTICLE 4	7
AMENDMENTS	ARTICLE 5	8
BOARD OF DIRECTORS	ARTICLE 6	8
MEETINGS	ARTICLE 7	8
EXECUTIVE BOARD	ARTICLE 8	9
OFFICERS AND THEIR ELECTION	ARTICLE 9	10
PRESIDENT / VICE PRESIDENT	ARTICLE 10	11
SECRETARY TO THE BOARD	ARTICLE 11	11
TREASURER	ARTICLE 12	12
HISTORIAN/CUSTODIAN	ARTICLE 13	13
RESOLUTIONS	ARTICLE 14	13
SERGEANT AT ARMS	ARTICLE 15	13
MEETINGS AND EXPENSES	ARTICLE 16	13
ORDER OF BUSINESS		14
RULES OF ORDER		14

**Article 1**  
**Name**

**Section 1** The organization shall be known as the Colorado State Fire Fighters Association.  
**Section 2** The Association shall have perpetual existence.

**Article 2**  
**Purpose**

The purpose of this Association shall be to create and maintain a perpetual spirit of friendship between all firefighters, to meet and assemble in Annual Fire College, devise ways and means by which to improve the firefighting service by: discussion of topics and tools for the benefit and improvement of the fire service and members of the Association.  
To promote and develop cooperation between fire service organizations and associations in the State of Colorado.  
To coordinate and communicate with State and Federal Agencies affecting Fire and/or EMS programs.  
To transact all lawful business for which the Association has been incorporated pursuant to Colorado Corporation Code.

**Article 3**  
**Membership**

**Section 1** This Association shall consist of five (6) classes of membership.  
1. Active  
2. Lifetime Retired  
3. Lifetime Disabled  
4. Honorary  
5. Associate  
6. Individual

**Section 2** All members must be willing to support the Constitution of the United States, and the State of Colorado, the Constitution and By-Laws of this Association.

**Section 3** It shall be the duty of all members to promote the membership of this Association.

**Section 4** All members becoming in arrears for dues or assessments shall be suspended

**(1) Active**

**Section 5** The active membership of this Association shall consist of any fire department, career, combination, volunteer, rural district, municipal, or county improvement district, industrial, governmental installation, complying with the By-Laws of this Association.

An active member may nominate for office to the Executive Board any individual whose department is in good standing with the Colorado State Fire Fighters Association and meet the requirements of officer per officer Elections Section 1

An active member may be represented on any committee established by the Executive Board  
Active departments may submit via a "resolution sheet" any changes, additions, or amendments that they feel necessary for the betterment of this Association.

**(2) Lifetime Retired**

**Section 6** A one (1) time fee shall be paid for an individual retired from active service. In recognition of Lifetime Members, this Association shall issue an appropriate card and certificate to the individual. Procedures for obtaining Lifetime Membership in this Association may be obtained from the office of the Colorado State Fire Fighters Association. Lifetime Membership carries all the privileges of active membership including the right to vote, to hold office, or the

right to speak from the floor.

### **(3) Lifetime Disabled**

**Section 7** A one (1) time fee shall be paid for an individual who has become disabled and no longer able to be considered active service, but is not of retirement age. In recognition of Lifetime Members, this Association shall issue an appropriate card and certificate to the individual. Procedures for obtaining Lifetime Membership in this Association may be obtained from the office of the Colorado State Fire Fighters Association. Lifetime Disabled Membership carries all the privileges of active membership including the right to vote, to hold office, and the right to speak from the floor.

### **(4) Honorary**

**Section 8** Honorary Membership shall consist of Person(s) elected at an Annual membership meeting and those member(s) shall be exempt from payment of dues. In recognition of Honorary Membership, this Association shall issue an appropriate card and certificate to the individual.

**(A)** Honorary Members shall be added to the rolls of this Association as provided by recommendation of any department, association, or delegate and action shall be by motion and voted by the Association in Annual membership meeting assembled.

**(B)** Honorary Membership carries all the privileges of active membership except the right to vote, to hold office, or the right to speak from the floor except when approved by the chair.

### **(4) Associate Members**

**Section 9** Associate members shall consist of individual(s) or organizations as follows:

- Dealer(s) in fire department supplies
- Firm(s) or individual(s) interested in protection of life and property from fire
- Fire Associations whose membership is composed of fire departments, towns, cities, fire protection districts, or county improvement districts.

Associate Members are entitled to display supplies and/or services at the Annual membership meeting and Fire College.

Associate Members may be requested by the Executive Board to assist in the instruction of fire service training at the Annual membership meeting.

### **(5) Individual**

**Section 10** Officers of cities, towns, fire protection districts, county improvement district whose departments are not members of this Association. Individual membership carries all of the privileges of active membership except the right to vote, to hold office, or the right to speak from the floor except when approved by the chair.

**Section 11** Active and/or retired fire fighters, first responders or EMS personnel who are members of this Association and who are not affiliated with a member department. Membership carries all of the privileges of active membership including the right to vote, to hold office, and to speak from the floor. Individual members in member departments will have one vote per member after the initial 12 votes have been covered, all other individual members will receive one vote.

## **Article 4** **Procedure for Membership**

**Section 1** Application for membership to the Colorado State Fire Fighters Association may be obtained from the office of the Colorado State Fire Fighters Association website. The application shall be accompanied by the appropriate fees and the department roster. Association shall be in accordance with the schedule of fees in the Appendix. All dues or fees

shall be paid on or before convening of the Annual Convention.

**Section 2** All individual members of this Association must be a member in the department where they are located unless otherwise said department is abandoned or the individual is retired from an active member department.

## **Article 5** **Amendment**

**Section 1** This Association shall have full power at the Annual membership meeting to alter, amend, or revise these articles by a two-thirds (2/3) vote of the delegates present. The proposed amendment(s) shall be submitted on a "Resolution Form". Said form may be obtained from the office of the Colorado State Fire Fighters Association then returned to the office at least sixty (60) days prior to the first (1<sup>st</sup>) day of the Annual membership meeting. The Executive Secretary shall send a copy of said proposed amendment to each member department within (30) thirty days prior to the Annual membership meeting of this Association.

## **Article 6** **Board Of Directors**

The number of directors of the Association shall be fixed by the By-Laws and shall not be less than three (3) or more than nine (9). All elected officers shall constitute the Executive Board of this Association.

## **Article 7** **Meetings**

**Section 1** The Executive Board shall meet a minimum of four (4) times annually to transact the business of this Association. Two (2) of said meetings shall be held immediately prior to and after the Annual membership meeting. The President shall schedule two (2) additional meeting. Special meetings may be called at the discretion of the President or by a majority of the Executive Board. All Executive Board members shall be notified prior to any special meetings. All meetings are open to the membership of this Association.

**Section 2** The Annual membership meeting of this Association shall be held each year during the second (2<sup>nd</sup>) or third (3<sup>rd</sup>) full week of June. A full week shall be defined as Sunday through Saturday. The Executive Board shall endeavor to keep with the third full week in June. The Executive Board shall have the authority to change the dates if a conflict should arise with the prospective Host City.

**Section 3** All members of this Association are entitled to attend the meetings of the Association, but only department members elected delegates shall be entitled to a vote at the Annual membership meeting.

**Section 4** The following is the method of voting at the Annual membership meeting. All member departments present will be allowed 12 votes to be cast by one delegate.

**Section 5** A quorums shall consist of the delegates present at the general session of the Annual membership meeting.

**Section 6** The term of office of a Delegate shall be in full force and effect during the membership meeting of this Association. Any delegate who may be unable to attend the membership meeting to which they are elected may be represented by an alternate so designated by the member department.



**Section 7** All meetings of this Association will be conducted under the guidelines of Robert's Rules of Order.

## **Article 8** **Executive Board**

**Section 1** The Executive Board shall exercise general supervision over the Association for the management of all funds, and shall charge for all property of the Association: shall conduct all trials or other hearings: shall be authority on all matters pertaining to the interest of the Association. At all meetings of the Executive Board, a majority of the Board shall constitute a quorum and a majority of such quorum shall determine all questions.

**Section 2** The Executive Board shall have the power to try any officer of the Association for usurpation of authority, neglect of duty, misappropriation of funds, defamation of fellow board members or departments, misrepresentation of the CSFFA, or incompetence. A fair and impartial hearing must be conducted by three (3) members in good standing of the CSFFA within thirty (30) days of validation of the charges being proffered. No officer shall be tried unless charges, made in writing, having been proffered against them of which they shall be furnished a correct copy by certified mail, return receipt requested, and said charges have been validated by a majority vote of the Executive Board excepting the interested parties. Charges may be proffered by a member department, and endorsed by at least two (2) additional member departments of the Association, or may also be proffered by any two (2) Executive Board members of the Association, and the Board Member against whom the charges are proffered shall become ineligible to sit on the Board during the hearing of the said Board Member. The President shall appoint the Historian/Custodian as the investigating officer. If the Historian/Custodian is unable to investigate then the President of the Board shall appoint a past board member in good standing of the Association to investigate. The investigation officer shall be responsible for coordination of the hearing committee. Upon a guilty verdict, the Executive Board shall immediately take charge of all books, papers and other property pertaining to the office. In the event of removal by the Executive Board, the officer shall have the right to appeal to the delegates at the next Annual membership meeting

**Section 3** The Executive Board, through the President, shall appoint a Certified Public Accountant to audit the books of the Treasurer of the Association, approve the reports of said officer, and render a report of the financial condition of the Association at the Annual membership meeting.

**Section 4** The Secretary shall hold their position under contract with the Board of Directors. The Secretary shall be employed by a majority vote of the Executive Board at the Executive Board meeting at the close of the Annual membership meeting. In the event of death, removal, or resignation of the Secretary, a replacement may be appointed at any regular or specially called meeting. The Secretary shall serve at the pleasure of the Executive Board, through the President.

**Section 5** The members of the Executive Board, when in actual service for the Association, shall receive actual expenses for such service.

**Section 6** The members of the Executive Board shall employ such persons as it may deem necessary for the operation of the office.

**Section 7** All monies received by the Executive Board shall in turn be sent to the Treasurer who shall issue a receipt for the same.

**Article 9**  
**Officers and Their Election**

**Section 1** The officers of this association shall consist of at least three (3) but no more than seven (7) elected Executive Board Members, Treasurer, and Historian/Custodian.

All members of the board must meet the following requirements

- Member in good standing of the Association
- Over the age of 18

If there are not three Executive Board members then At-Large Executive Board Members shall be elected at large from the active membership of the association by ballot of the delegates present at the business meeting of the association at each annual fire college until the minimum of three Executive Board members is fulfilled.

Delegates must meet the requirements above.

A majority of the votes cast shall constitute an election.

Each district shall have the right to nominate from its active membership a member in good standing with the Colorado State Fire Fighters Association to be elected to the Executive Board, and present their nominee to the association at the annual business meeting of the association at the annual fire college.

The elected Executive Board Members shall hold their elected position for two years. Annually, at the Post Fire College Executive Board meeting the Executive Board shall cast a vote to determine the President and Vice President, other members will simply be titled Executive Board Member.

All elected members of the Executive Board shall attend all board meetings.

All elected members must sign a conflict of interest form upon election. Failure to sign the aforementioned form will result in removal from the board, and ineligibility for future executive positions until such time that said member has been nominated again and has signed a conflict of interest form.

**Section 2** The Executive Board shall consist of no less than three (3) Executive Board Members, not including Treasurer and Historian/Custodian, unless more than three (3) districts have nominated district representatives to the Executive Board, then up to seven district nominated representatives may sit on the Executive Board. If there are not three district nominated representatives the membership shall elect from the membership "At Large" positions to fill the board to not less than five Executive Board members.

**Section 3** Upon occurrence of a vacancy in office

**A** If a vacancy shall occur in the office of President. The Vice President of the board will become President.

**B** If a vacancy shall occur in the office of the Vice President, or Executive Board Member the Executive Board shall appoint a member that meets the requirements above to fill the vacancy for the unexpired term. A district representative takes priority over an at-large member.

**C** If a vacancy shall occur in the office of Treasurer, or Historian Custodian, the Executive Board shall appoint a member at-large that meets the requirements above to fill the vacancy for the unexpired term.

**Section 4** The Districts above mentioned are those shown by the map attached on the inside back cover.

**Section 5** District representatives shall be responsible for advertising the availability of the District Representative position to all of the member departments in their respective districts no earlier than December 31st of the year preceding the expiration of their term as District Representative and before January 31st of the year of the vacancy to provide equal representation, time, and opportunity to all of the members of a given district.

Upon failure of a representative to provide notice to their district before January 31st of the year of the vacancy it shall be incumbent upon the Secretary of the CSFFA to inform the members of said representative's district of the upcoming vacancy within no more than fourteen (14) days, i.e.: by February 14th of the year of the vacancy in question.

**Article 10**  
**Duties of Officers**  
**President and Vice President**

**Section 1** The President is the general manager and chief executive officer of the Association and has, subject to the control of the Executive Board, general supervision, direction, and control of the business, activities, and officers of this Association. The President has the general powers and duties of management usually vested in the office of president and general manager of a corporation and such other powers and duties as maybe prescribed by the Board. Among other things, the President shall be responsible for:

- Ensuring the organization's activities are compliant and in furtherance of its mission
- Leading, managing, and developing the organization's employees, volunteers, and organizational culture
- Ensuring legal compliance (including all required filings) and sound risk management practices
- Lead the organization's planning processes
- Keeping informed and the Board informed of significant developments and changes in the internal and external environment
- Leading the Board to carry out the governing functions
- Ensuring the Board has approved policies to help ensure sound and compliant governance and management of the Association
- Leading the development and refinement of impact metrics
- Appoint members of all committees
- Assessing the performance of the Board and its committees
- Assuring ongoing recruitment, development, and contributions of Board members
- Ensuring the Board's directives, policies, and resolutions are carried out
- Coordinating an annual performance review of the Secretary
- Setting priorities and creating agendas for meetings of the Association
- Presiding over all meetings of the Association

**Section 2** The Vice President shall assist the President in all matters pertaining to the Association and serve in the capacity of President in the event the President is absent.

**Section 3** It shall be the duty of the President, Vice President, and all Executive Board Members to represent the Association in all matters affecting the Association in their respective districts.

**ARTICLE 11**  
**Duties of Office**  
**SECRETARY TO THE EXECUTIVE BOARD**

**Section 1** The Secretary to the Executive Board shall keep records of the proceedings of all meetings and communicate the aforementioned to members of the Executive Board; shall be charged with the responsibility of keeping current, all policies and procedures as determined by the Executive Board. Each Executive Board member shall be furnished with a copy of said By-Laws and policies and procedures.

**Section 2** The Secretary shall keep in communication with all member departments, associate

members and individual members, notifying each of their financial obligations to this Association. The Secretary shall send to each member department printed credentials to be made out for the Delegates elect, said credentials to be certified by the credential committee. All elected Delegates shall present their Credentials to the Secretary when they arrive at the Annual membership meeting.

**Section 3** The Secretary shall keep in constant communication with the member departments, notifying them of matters of interest and general news regarding the Association.

**Section 4** The Secretary, after adjournment of the Annual membership meeting, shall edit and publish a copy of the pertinent parts of the proceedings. Proceedings shall be published and distributed together with the changes in the By-Laws and policies and procedures to the Executive Board members, member departments, individuals, and associate members affiliated with this Association.

**Section 5** It shall be the duty of the Secretary to process the applications for membership to this Association. The Secretary to the Executive Board shall notify in writing every applicant accepted to membership and furnish the same with copies of the By-Laws, Policies and Procedures, and a Certificate of Membership properly dated and signed by the President.

**Section 6** The Secretary shall maintain the Articles of Incorporation as required by the State of Colorado as may pertain to this Association.

**Section 7** The Secretary will maintain a copy of Robert's Rules of Order in their possession.

**Section 8** The Secretary to the Executive Board shall turn over to the Executive Board all property in possession belonging to the Association at the end of their service.

**Article 12**  
**Duties of Office**  
**Treasurer**

**Section 1** The Treasurer shall be the principal accounting officer of the Association.

**Section 2** The Treasure is charged with, but not limited to, the following duties and responsibilities: The Treasurer shall prescribe and maintain the methods and systems of accounting to be followed:

Keep completed books and records of accounts.

Prepare and file all local, state, and federal tax returns.

Maintain an adequate system of internal audit.

It shall be the duty of the Treasurer to collect all monies due to the Association and issue a proper receipt upon request. At the Annual membership meeting, the Treasurer shall make a report of all monies received and disbursed as prepared by a CPA approved by the Executive Board. The Treasurer shall execute a bond to the Executive Board in a sum deemed necessary, the premium to be paid out of the funds of the Association.

**Section 3** The Treasurer shall at all times be subject to the direction of the Executive Board.

**Section 4** For accounting procedures, the fiscal year shall begin on the first (1<sup>st</sup>) day of the calendar year and end on the last day of the calendar year.

**Section 5** The Treasurer shall turn over to the successor in office all property in possession belonging to the Association.

**Section 6** The Treasurer shall hold the election position for two years.

**Article 13**  
**Duties of Office**  
**Historian/Custodian**

**Section 1** The Historian/Custodian is charged with but not limited to the following duties and responsibilities. Keep an inventory of and location of all property belonging to the Association. Make a written report thereof at the first (1<sup>st</sup>) Executive Board meeting of the fiscal year. Shall assist the Secretary as necessary and shall be subject to the direction of the Executive Board. He or she shall fulfill the duties of Secretary in the Secretary's absence. Be responsible for preserving the pertinent records of this Association, which are of historical value to the Association.

**Section 2** The Historian/Custodian shall turn over to the successor in office all property in possession belonging to the Association.

**Section 3** The Historian/Custodian shall hold the election position for two years.

**Article 14**  
**Resolutions**

**Section 1** All Resolutions shall be in typewritten form, including Complimentary and Emergency.

**Section 2** All Resolutions, except Complementary and Emergency, shall be sent to the office of the Colorado State Fire Fighters Association at least sixty (60) days prior to the first (1<sup>st</sup>) day of the Annual membership meeting and the Secretary shall mail a copy of said Resolution to each member department in good standing within thirty (30) days prior to the first (1<sup>st</sup>) day of the Annual membership meeting for consideration by the membership.

**Section 3** Any emergency Resolution may be considered at the Annual membership meeting but, in order to be discussed, it must receive the consent of two-thirds (2/3) of the registered Delegates present. Having received a two-thirds (2/3) vote, proper parliamentary procedure will be followed.

**Section 4** An Emergency Resolution is classified as one needing immediate action that cannot be postponed till the next Annual membership meeting.

**ARTICLE 15**  
**SERGEANT AT ARMS**

**Section 1** A Sergeant-At-Arms may be appointed by the President on the first (1st) day of the Fire College. It shall be the duty of the Sergeant-At-Arms of this Association to assist the President in maintaining proper decorum and order during the Fire College.

**ARTICLE 16**  
**MEETINGS AND EXPENSES**

**Section 1** All Committees shall meet at the call of the presiding officer. They shall be entitled to lodging, transportation, postage and other expenses incurred in the actual discharge of their respective duties. In all cases, clearly itemized accounts must be presented with claims for expenses. Should any

Committee request attendance of outside council at a committee meeting, said persons lodging, transportation and other expenses shall be paid for by the Association. A majority of the members present shall constitute a quorum.

**Section 2** All Volunteers or Employees including the Secretary to the Executive Board shall receive a salary and expenses in such amount as may be fixed by the Executive Board.

## **ORDER OF BUSINESS**

The President shall establish order of business.

### **GUIDELINE**

1. Call to order
2. Roll call of Officers
3. Reading of Minutes of previous meeting
4. Reading report of Credentials Committee
5. Report of Officers and Committees
6. Unfinished Business
7. Selecting next place of Fire College and Tournament
8. Election of Officers
9. New Business
10. Adjournment

## **RULES OF ORDER**

**Rule 1** The membership meeting shall be called to order by the President.

**Rule 2** Any person requesting to speak from the membership meeting floor shall stand, state their name, what department or organization they represent and then be recognized by the Chair.

**Rule 3** If a Delegate, while speaking, shall be called to order, they shall, at the request of the Chair, take their seat until the question of order is decided.

**Rule 4** Should two (2) or more Delegates rise to speak at the same time, the Chair shall decide who is entitled to the floor.

**Rule 5** No Delegate shall interrupt another in their remarks except to call them to a point of order.

**Rule 6** A Delegate shall not speak more than twice upon a question unless permitted to do so by a vote of the membership meeting; provided, however, that this rule shall not apply to members of any Committee of the Association; and no Delegate shall speak more than once upon the question until all who wish to speak have had an opportunity to do so.

**Rule 7** Speeches shall be limited to five (5) minutes, but the time speaking may be extended by discretion of the Chair.

**Rule 8** A motion shall not be opened for discussion until it has been properly seconded and stated from the Chair.

**Rule 9** The author of a motion shall be required to reduce same to writing at the request of five (5) members or by the Secretary to the Executive Board.

**Rule 10** When a motion is pending before the membership meeting, no motions shall be in order except to refer to the previous question, to postpone indefinitely, to postpone for a certain time, to divide or amend and substitute for the whole, except to adjourn which motions shall have precedence in the order named.

**Rule 11** Motions to lay on the table shall not be debatable.

**Rule 12** Motion to reconsider shall not be entertained unless made and seconded by a Delegate who voted in the majority and shall receive a majority vote.

**Rule 13** It shall require at least five (5) members, representing different departments, to move the previous question.

**Rule 14** A tie vote on any motion or resolution means that said motion or resolution is defeated.

**Rule 15** No motion or resolution shall be voted upon until the mover or introducer has had a chance to speak, if they so desire.

**Rule 16** Two (2) Delegates may demand a division of the house and five (5) Delegates may demand a recall.

**Rule 17** When a Delegate arises to make a second or motion they shall state their name and the department they represent.

**Rule 18** Robert's Rules of Order shall be guide to all matters herein not provided for.

# Revised and Amended

## CONSTITUTION AND BY-LAWS

Revised and Adopted in  
Gunnison, Colorado

Adopted by the Delegates  
At the 78<sup>th</sup> Annual Convention,  
Assembled on June 22, 1995  
Business Meeting

Amended June 19, 1997  
Loveland, Colorado

Amended June 24, 1999  
Estes Park, Colorado

Amended June ??, 2012  
Commerce City, Colorado

Amended June ??, 2013  
Burlington, Colorado

Amended June 20, 2015  
Del Norte, Colorado

Amended June 16, 2017  
Estes Park, Colorado

Amended June 24, 2022  
Parker, Colorado

Amended June 21, 2023  
Gunnison, Colorado

By-Laws are in Effect on  
Date of Adoption  
June 22, 1995

Ordered published by the  
Executive Board of the  
Colorado State Fire Fighters Association



## **SECTION II**

# The Colorado State Fire Fighters Association Policies and Procedures

Amended April 7<sup>th</sup> 2018

## **COLORADO STATE FIRE FIGHTERS ASSOCIATION POLICIES AND PROCEDURES**

These procedures and policies are to be used as guidelines by the executive board of the Colorado State Fire Fighters Association (CSFFA). The executive board has the authority to change and/or amend any of the procedures/policies when it deems it necessary for the betterment of this association and the members it represents.

### **MISCELLANEOUS FIRE COLLEGE INFORMATION**

#### **Liquor law liability:**

At any function hosted by the host city or direct affiliate, where alcoholic beverages will be provided, proof of liquor law liability will be furnished to the Colorado State Fire Fighters Association secretary a minimum of thirty (30) days prior to the first day of Fire College.

#### **General liability:**

A Certificate of Insurance Liability, with a minimum of one million dollars (\$1,000,000.00), will be provided by the host city to the secretary a minimum of thirty days (30) prior to the first day of convention. Certificate will be sent to the Colorado State Fire Fighters Association office. (General Liability section added September 1986) (September 1992) (September 2002)

#### **General information:**

Non-profit fire service related organizations are allowed one (1) display area at no cost for which to place promotional material. This will be determined by the vendor chair and will depend on space available (September 1983) (September 1992) (September 2002)(April 2018)

The secretary will take roll call at the general business session and will assure that the delegates stand, be recognized, and state the number of delegates answering roll call. This will assure that the correct information is recorded. (June 1985) (September 2002)

Any individual who wishes to participate in any of the Fire College classes, who is not a member of this association, will pay either the non-member fee or the membership dues set forth for an individual member, plus the Fire College registration fee and fee for the class if needed. (September 1992) (September 2002)(April 2018)

### **NEW FIRE DEPARTMENT MEMBERSHIP**

Packets will include the following:

- ❖ One (1) copy of the Colorado State Fire Fighters Association Constitution and By-Laws.
- ❖ One (1) window decal for each member of the fire department.
- ❖ One (1) certificate of membership.

Applications for membership to the Colorado State Fire Fighters Association may be obtained via the secretary to the board. The above items are in reference to the fifty dollars (\$50.00) membership fee. (Article 4, Section 2, Paragraph 2 of the Colorado State Fire Fighters Association by-laws) (February 1995)

### **PAST OFFICERS**

The past officers are those officers who have served in the past president position for one year or have served as an officer of the association for a period of seven (7) years, or as of 2017 must serve three (3) full terms. Past officers are allowed the same accommodations as the executive board members at the annual state fire college. All past officers will be sent a State Fire College registration packet for Fire College.

Those wishing to attend will contact the secretary no later than six (6) weeks prior to fire college with specifics of accommodations needed for Fire College. (February 1990) (February 1993) (June 1997) (September 2002)(April 2018)

### **EXECUTIVE BOARD MEMBERS**

Executive board will receive from the secretary a quarterly statement of all departments (separated into districts) that have not paid dues or who have dropped their membership from the association. The board will contact those listed to determine the status of membership. Each board member will communicate legislation and information to each department. (September 1988) (September 2002.) (April 2018)

During executive board sessions, where the proceedings are being recorded, individuals making a motion and the individual who seconds the motion will state their name. (September 1992) (September 2002)

The Treasurer of the CSFFA will be bonded for two hundred and fifty thousand dollars (\$250,000.00). (February 2003)(April 2018)

Individual and group photographs are to be taken of the executive board members as needed. (September 1997) (September 2002) (January 2004)

### **FLOWER POLICY**

A maximum of one hundred dollars (\$100.00) will be spent. Eligibility will include past and present officers, their immediate household family members and the family of any Colorado firefighter killed in the line of duty regardless of association membership. The secretary and the current president will determine incidents (other than firefighters killed in the line of duty) for which flowers will be sent. In lieu of flowers money can be sent to a fund requested by the family. It will be the responsibility of the each executive board member to notify the office of any such death in his or her district. (September 1987) (September 1989) (February 1995) (September 2001) (September 2002) (June 2003)

### **SECRETARY TO THE BOARD**

Continued employment of the secretary to the board will be held during the executive board meeting in the Fall. Discussion of performance and continued employment will take place in executive session and will not be recorded. (September 2002)

Minutes are to be taken at all board meetings. If the secretary or the historian/custodian are not in attendance, the president shall appoint an individual to take minutes of that particular meeting. (September 1988) (February 1995) (September 2002)

Recordings of the proceedings of the executive board sessions are to be kept for a minimum of seven (7) years. (September 1986) (September 2002)(April 2018)

The secretary to the board will reduce all conference calls to writing and a copy sent to the executive board and any individual involved. This will be done within one month of the conference call. (September 1986) (September 1992) (September 2002)

### **FIRE COLLEGE TRAINING OFFICER**

Instructors will not be charged registration fees when teaching at the annual state fire college. (June 1988) (September 2002) (June 2003) (April 2018)

The Colorado State Fire Fighters Association will support any recognized fire college training in the

State of Colorado. The Colorado State Fire Fighters Association will take each training session into consideration on an individual basis as far as direct involvement.

All instructors' agreements shall be made by written contract in duplicate; one (1) copy to the instructor, and one (1) copy to the Colorado State Fire Fighters Association secretary to be filed. (September 1988) (February 1995) (September 2002)

Instructors will be required to provide a lesson plan on the particular subject that they will be instructing. Lesson plans are to be turned over to the fire college training committee for review thirty days (30) prior to the first class. (September 1997)

The secretary will send a thank you letter to each fire college instructor by July 15<sup>th</sup> following the annual fire college.

Fire college instructors per diem for mileage at Fire College will be equal to the IRS government rate. Compensated on an individual basis. Mileage will be given for a maximum of two (2) days. Additional expenses will be reviewed and approved by the Executive Board. (September 1996) (September 2002) (April 2018)

### **LAW AND LEGISLATION and SALE OF MISCELLANEOUS ITEMS**

Colorado State Fire Fighters Association items will be sold. Anyone requesting items will prepay the Treasurer. (February 1988) (September 1992)

Any use of the LOGO shall be permitted only in written request and written permission granted upon approval of the Executive Board. Any printing screens shall be returned to the Colorado State Fire Fighters Association. (September 1986) (September 1992) (April 2018)

### **HISTORIAN/CUSTODIAN**

The Historian/Custodian is in charge of the arrangement of the stage where the executive board will sit during all sessions of the annual membership meeting. He or she is to receive the assistance of the host city. (June 1988)

### **EXPENSES**

#### **Executive Board Members:**

Executive board members are allowed expenses for rooms and mileage at the government rate to the designated meetings and Fire College for a maximum of five (5) days. Spouses are welcome. Each officer is responsible for their spouse's meals and additional expenses. (September 1996) (February 2003)

The association will provide the executive board members and one (1) guest with a banquet and barbecue ticket. (September 1996)

The following is not the association's responsibility: district travel for district officers or meetings attended by a district officer within the district. (September 1996) (April 2018)

Officers shall receive compensation when representing the CSFFA in performance of committee meetings or special called meetings in accordance with the above section. (September 1996)

The president or executive board shall approve payment to personnel utilized who are not officers of the executive board in accordance with the above section. (September 1996) (February 2003)

No expenses, other than those specified in this document, shall be allowed unless previous arrangements have been made and approved by the president or designee. (September 1996) (February 2003)

All expense vouchers shall be completed and referred to the treasurer for payment. Proper documentation must be complete. Expense vouchers shall not include anything other than expenses for the appropriate meeting or predetermined allowable expenses. Vouchers shall be filled out with all information requested. Incorrectly completed vouchers will be rejected and returned to the originator for correction before payment will be made. (September 1996)

The association will not reimburse incidentals incurred by board members, or spouses. (September 1996) (June 2003) (April 2018)

Expense vouchers for any person incurring expenses to be paid by the Colorado State Fire Fighters Association are to be returned to the Colorado State Fire Fighters office within one (1) month of the time the last expense occurred. (September 1987) (September 1992) (September 2002)

### **SPRING EXECUTIVE BOARD MEETING**

The Spring Executive Board meeting dates shall be set by the President. (September 2001) (January 2004)

### **GENERAL POLICIES AND PROCEDURES**

Any individual for whom a room has been reserved must contact the secretary for cancellation within time allowed as to not incur expenses. Individuals who fail to follow cancellation policy will be charged the fees incurred by the state fire association. The secretary accepts emergency cancellations only by consultation with the current president. (September 1987) (September 2002)

Any member who does not follow these policies and procedures will be subject to disciplinary actions set forth by the current president in consultation with the current past president of the Colorado State Fire Fighters Association.

### **Committees**

The following shall be the standing committees of this Association, committees to be determined by the board. The term or service to be the pleasure of the President but not beyond the close of the Annual Fire College. The appointments shall be by the President. At least one executive board member and other members as deemed necessary will represent all committees. (June 2022)

A member of the Executive Board will chair all committees.

The standing committees will be as follows:

Law and Legislative	Audit / Bid / Budget
Credentials	By-Law / Resolutions
Fire Service Health / Safety / Training	
CFTOA	Public Relations / Annual Meeting
Membership	Foundation
Awards	National Volunteer Fire Council

### **LAW and LEGISLATIVE COMMITTEE**

The Law and Legislative Committee shall attend to all matters pertaining to legislation of interest to the Fire Service of Colorado, shall make an annual report to the Fire College assembly and other reports to the Executive Board as deemed necessary.

## **AUDIT / BID / BUDGET COMMITTEE**

To formulate a proposed budget for the forthcoming year and present it to the Executive Board at the fall Executive Board meeting to approve the upcoming fiscal year.  
To seek competitive prices for all major purchases and to review bids for pricing and quality and report findings to the Executive Board for action.

## **CREDENTIALS COMMITTEE**

The Credentials committee shall determine the voting eligibility of member departments, report to the Annual membership meeting floor their findings, and serve to the Executive Board as deemed necessary.

## **BY-LAWS / RESOLUTION COMMITTEE**

The Resolution Committee shall assure that the resolutions as presented meet the proper requirements as defined in the Resolution section, Article 14, Sections 1, 2, 3, and 4 on page #11.

## **FIRE SERVICE HEALTH / SAFETY / TRAINING COMMITTEE**

The Fire Service Training Committee shall formulate and have prepared, Fire Service training, hands on workshops and informational programs to be presented at the Annual Fire College. They shall provide for instructors to present all classes and workshops at the Annual Fire College. The Committee will work with the host city to assure classroom and training areas are available for the classes to be properly presented. The Committee shall prepare all class pre-registration, class information and forward the same to the office to be mailed out with the Official call to Fire College packets. The Committee shall assure proper class certificates are presented to Fire Fighters completing classes held at the Annual Convention. The Committee shall ensure written agreements with instructors/speakers are understood.

## **PUBLIC RELATIONS / ANNUAL MEETING**

The Public Relations Committee shall promote the actions of the Association at all times, utilizing whatever means may be lawfully available, including, but not limited to, newspapers, newsletters, magazines, radio, television and other such means of communicating to the public and other fire service agencies. Said communications should be on a regional, statewide and national level (or as needed). The Committee shall act in an advisory capacity to the Host Committee of the Convention city.

## **MEMBERSHIP**

It shall be the duty of the Membership Committee to promote the Association to all fire fighters in the state of Colorado and to use such means as approved by the Executive Board for promotional materials, brochures, handouts, news articles, etc.

## **FOUNDATION**

**NEEDING DEFINITION.**

## **AWARDS**

**NEEDING DEFINITION.**

**NATIONAL VOLUNTEER FIRE COUNCIL**

**NEEDING DEFINITION.**







