

Association of
**FIRE and EMERGENCY
SERVICES
EDUCATORS**



Constitution and By-Laws

Established: October 1, 2015

Association of FIRE and EMERGENCY SERVICES EDUCATORS

Constitution and By-laws Table of Contents

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ARTICLE I
Name

SECTION 1 - The name of this organization shall be as follows: Association of **FIRE and EMERGENCY SERVICES EDUCATORS**.

SECTION 2 - Reference in this Constitution and By-Laws to "FESE" or "Association" shall refer to the organization as set forth in Section 1 above.

SECTION 3 - This Association, its Officers, representatives and Members, shall recognize, observe and be bound by the provisions of the Constitution and By-Laws of FESE and the interpretations rendered by the resolutions, decisions and directives of the Executive Board or Officers of the Association when made in conformity with the authority granted by the Constitution and By-Laws of the Association, and the resolutions adopted and policies established by the Executive Council.

SECTION 4 – The FESE organization shall be constructed as a nonprofit entity under applicable laws, rules, and regulations.

ARTICLE II
Mission

SECTION 1 – the motto of FESE is ***EDUCATING TOMMORROW'S FIRST RESPONDERS***

SECTION 2 – To promote fire and emergency services education through collaboration with Institutions of higher learning and secondary education.

SECTION 3 – FESE shall strive for:

- The development of continuity and standardization of curriculum.
- The facilitation of course articulation among participating institutions.
- The facilitation of interaction with associated organizations including publishers, FESHE, Fire Chief Organizations and firefighter instructors groups.
- Sharing of information, best practices, programs, supplies and equipment.
- Support of educators through the presentation of instructional support programs.

ARTICLE III Membership

SECTION 1 - FESE membership will be available to all interested stakeholders, the category being dependent upon affiliation. Anyone eligible for membership in this Association shall not be refused membership or, upon acceptance, be discriminated against because of race, color, gender, sexual orientation, creed, national origin or by reason of being handicapped.

SECTION 2 - **Institutional membership:** limited to regionally accredited postsecondary institutions & high schools hosting fire and emergency services programs. Institutional members shall be granted a seat on the Executive Council with voting rights.

SECTION 3 - **Individual Associate membership:** Open to all individuals teaching in fire and emergency service programs or are engaged in a related field or business. Associate membership does not include voting rights.

SECTION 4 - **Corporate Associate membership:** Open to all businesses engaged in a related field. Associate membership does not include voting rights.

SECTION 5 - MAINTENANCE OF GOOD STANDING. Membership in good standing includes any person who fulfilled the requirements for membership in this association and who has not voluntarily withdrawn, or become ineligible for continued membership.

SECTION 6 - DELINQUENT MEMBERS. Members who fail to pay their dues or assessments within the periods prescribed by these Constitution and By-Laws, or as required by this Constitution, shall be notified by the Treasurer by registered mail, whose duty it is, that they are delinquent and will be automatically suspended and lose their good standing if payment is not made within sixty (60) days following such notification. Delinquent and suspended Members are not entitled to voice or vote in the affairs of the Association.

ARTICLE IV
Dues and Assessments

SECTION 1 - Dues shall be determined by the membership category as follows:

Institutional membership	\$100 per year.
Individual Associate membership	\$25 per year.
Corporate Associate membership	\$100 per year.

SECTION 2 - Assessments may be made only in the following manner: each Member in good standing shall be notified in writing at least thirty (60) days in advance of the date on which the vote for a change in assessment shall occur. The proposed assessment shall become effective immediately upon a majority vote of the Executive Council members in good standing at the regularly scheduled business meeting each fall.

ARTICLE V
Officers, Duties of Officers, Nominations and Elections

SECTION 1 - The Association will be comprised of three organizational units: Executive Council, Executive Board, Associate members.

SECTION 2 - The **Executive Council** - the Council will be comprised of one designee from each Institutional member. The member institution may appoint a proxy for any specific meeting or election. The secretary must be notified in writing of such proxy at least 30 days in advance. Notification must include the person will be responsible for casting the proxy vote. Each Executive Council member shall have one vote on issues presented during business meetings.

SECTION 3 - The **Executive Board** - the Executive Board comprises the association's officers. Officers shall be elected at the fall business meeting. Terms will be come effective at the conclusion of the Fall business meeting. Organization officers include:

- a. **Chair** - The chair shall conduct meetings, coordinate sub committees, and represent the organization when dealing with outside agencies. They shall be a Member Ex-Officio of all Committees. He shall appoint such Committees as may be provided for in this Constitution and By-Laws and such special Committees as may be authorized by the Executive Council. They shall have general supervision of the activities of the other officers and Chairmen of the Committees.
- b. **First vice-chair** - shall assist the chair in their duties. Shall act as chair in circumstances of prolonged absence or unavailability of the Chair. They shall act as the Parliamentarian for the organization.
- c. **Second vice-chair** - shall assist the chair in their duties. Shall act as Treasurer or Secretary in circumstances of prolonged absence or unavailability of either position.
- d. **Treasurer** - The chief financial officer of FESE. Shall receive and disperse funds as directed by the Executive Board and/or the Executive Council. Pay all operating expenses not to exceed \$500.00 of normal operating cost. Those operating expenses in excess of \$500.00 shall be approved by the Executive Board prior to incurrence, if possible or before payment can be made. Maintain all necessary records of financial transactions. They will ensure the execution and filing of any reports to state and federal authorities, and shall cause to be maintained by the association such records as the law requires to be kept in support of reports filed by it.
- e. **Secretary** - Shall maintain association records, record meeting minutes, and coordinate both internal and external communication. The secretary shall maintain the official list of Members in good standing, which shall be kept accurately and on a current basis. The secretary shall discharge on behalf of FESE such duties as may be imposed upon them by applicable law, including the execution and filing of any reports to federal

and state authorities, and they shall cause to be maintained by the association such records as the law requires to be kept in support of reports filed by it.

f. *Past chair* – Member at large.

SECTION 4 - It shall be the duty of the Executive Board to exercise general supervision and control of the invested funds and property of the association. It shall have the authority to act in the name of FESE during intervals between meetings, such acts being subject to confirmation by the membership at the next regular meeting of the association. It shall provide for an annual audit of the Treasurer's books. It shall meet at the call of the Chair or on call by the majority of its members. A majority shall constitute a quorum for the purpose of holding an Executive Board meeting. For the purpose of an Executive Board position or decision, a majority vote of its members shall be required.

SECTION 5 - All Officers and members of FESE who handle funds or property of substantial amounts of the association shall be bonded in such amounts as may be required by applicable law.

SECTION 6 – TERMS OF OFFICE: Each officer's term shall be two years. No officer may hold the same position for more than two consecutive terms. The Chair, Second Vice-Chair, and Secretary shall be elected to office during the fall business meeting of even-numbered years. The First Vice-Chair and Treasurer shall be elected to office during the fall business meeting of odd-numbered years.

SECTION 7 – ELIGIBILITY FOR OFFICE: Only Executive Council members who have been in good standing for a twelve (12) month period prior to the election shall be eligible for office in this association.

SECTION 8 - METHODS OF NOMINATIONS. All Executive Council members in good standing shall be given at least sixty (60) days' notice in advance of the date, time and place at which nominations for office shall be made. Any Member in good standing may nominate eligible Executive Council members for office. An Executive Council designee may only be nominated for one office at a time. Nominations will be made at the fall business meeting prior to the elections being conducted.

SECTION 9 - METHOD OF ELECTIONS. Elections shall be by secret ballot. In the event there is only one candidate for a given office, that candidate will be considered elected.

SECTION 10 - METHOD OF TALLY.

1. Only the Election Committee shall be allowed to handle ballots during the tally.
2. If a ballot bears a signature, initials or other markings that identify the voter, then the ballot must be voided. If the ballot is voided, it shall clearly be marked, "Voided".

3. If there are any questions about what the voter meant to do on his ballot, the Election Committee should attempt to agree upon the "clear intent" of the voter and should allow observers to voice their opinions as well. Final decision on "clear intent" rests with the Election Committee and if so decided, the office in question should be marked "voided". A ballot should be voided only to the extent that a voter's intention is NOT clear.

SECTION 11 - The candidate receiving the majority of the ballots cast in an election shall be declared elected. If no candidate receives a majority of the ballots cast, there shall be a run-off election between the two candidates who received the most votes.

SECTION 12 - **BALLOTS PRESERVED.** The ballots and all other records of the election shall be preserved and forwarded to the Secretary for safekeeping for one (1) year following such election.

SECTION 13 - **RIGHTS OF CANDIDATES.** Each candidate for office shall have the right to distribution of campaign literature by mail or otherwise, to all Executive Council members in good standing, at the candidate's own personal expense. There shall be no discrimination in favor of or against any candidate with equal regard to the use of membership lists.

SECTION 14 - Any member taking office agrees to deliver all books, papers and other property of FESE which may be in his or her possession at the end of their term to their successor in office.

SECTION 15 - **VACANCIES IN OFFICE.** When an Office becomes vacant by reason of death, long-term disability, resignation or removal of the incumbent, the applicable Executive Board member shall take on the additional duties in accordance with Section 3 of this Article no later than thirty (30) days from the date the office is vacated. If the office becoming vacant does not have a designated successor, the Executive Board shall appoint an eligible member no later than thirty (30) days from the date the office is vacated. Successors shall remain in the new position until the next scheduled election, at which time a successor shall be voted on by the Executive Council to complete the applicable term of office.

SECTION 16 - No funds received by this Association through dues or assessments or otherwise, shall be contributed or applied to promote the candidacy of any person in election of officers. This section does not prevent the expenditure from association funds for notices, factual statements of issues and other necessary expenses to conduct elections so long as they do not involve promotion of any candidate.

ARTICLE VI

Meetings

SECTION 1 - Meetings will be conducted twice a year, in spring and fall. The fall meeting will be for the purpose of conducting business, and holding elections. The fall meeting will be hosted by participating institutional members on a rotating basis. The spring meeting shall be a conference held at a specific location each year. The spring meeting will be held between the third (3rd) weekend of March and the second (2nd) weekend of April. The fall meeting will be held between the fourth (4th) weekend of September and the third (3rd) weekend of October. The exact dates will be determined by the conference committee.

SECTION 2 - Special meetings may be called by the vote of a majority of the Executive Board or by a quorum of Executive Council members in good standing in writing. It shall be the duty of the Chair to schedule such called special meetings with all due haste. Meetings are to be held at the place, time and date of which each Executive Council member will be notified.

SECTION 3 - RIGHTS OF MEMBERS. Every member in good standing shall have the right to attend any meeting and to participate in such meeting in accordance with the recognized rules as set forth in the manual of parliamentary procedure adopted by FESE. Members shall conduct themselves in such a manner as not to interfere with legal or contractual obligations of this association.

SECTION 4 - RULES FOR MEETINGS. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the association 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 FESE may adopt.

SECTION 5 - All members attending either regular or special meetings shall sign the register book provided. If a Member fails to register, he shall be counted as absent. No one shall be allowed to register for another Member.

SECTION 6 - Any matter pertaining to an individual Members shall require the voting be done by secret ballot.

SECTION 7 – QUORUMS – A quorum of the Executive Council shall be the majority of those members present at a regularly scheduled meeting or a special meeting that has been called by the Executive Board. A quorum of the Executive Board shall consist of 3 of 5 members being present at a regularly scheduled meeting, special meeting or Executive Board meeting.

ARTICLE VII

Committees

SECTION 1 – Standing Committees – The organization shall have the following standing committees to assist with the conducting of business within the FESE organization. Each committee shall consist of at least 3 members of the Executive Council in good standing. Members for these committees will be appointed by the Executive Board Chairperson.

- a. **Elections Committee** - The Election Committee will be comprised of the Past Chair and the two (2) Executive Board officers (excluding the Chair) not being elected. The Election Committee shall be responsible for distributing ballots at the election site and tabulation of the voted ballots. The Election Committee shall be subject to the Constitution and By-Laws of this association. Two members of the Election Committee will be present at all elections called for by the association outside of regular scheduled meetings. Should an adequate amount of Executive Board members not be available to oversee the voting process on the date of election, the Chair shall approve alternative members of FESE to act as temporary election committee members for the purpose of that specific election.
- b. **Finance Committee** - The Finance Committee shall establish the criteria and procedures for budget development, management, and reporting. The Finance Committee is also responsible for reviewing and making adjustments to the budget as necessary.
- c. **Committee on Promotions** - The Committee on Promotions shall be responsible for pursuing new members and testimonies from existing member
- d. **Conference Committee – The Conference Committee shall be responsible for setting the dates and locations for the spring and fall meeting. They shall also be responsible for setting the agenda to include but not limited to guest speakers, training, presentations, etc.**

SECTION 2 – Members appointed to standing committees shall serve for a period of 3 years unless they resign or removed for cause by the Executive Board Chair. Initial terms will be appointed for a period of 1, 2, or 3 years to provide for staggering of terms.

SECTION 3 – Ad Hoc Committees – Ad Hoc Committees may be formed at any time when deemed necessary by the Executive Board Chairperson. Each committee shall consist of at least 3 members of the Executive Council in good standing.

Article VIII Audit

The books and accounts of this association shall be audited annually and the report of the audit shall be made readily available to the Executive Council membership. The audit will be conducted by at least two (2) members of the Executive Council at a time that is convenient to both those doing the audit and the treasurer.

ARTICLE IX
Amendments to Constitution and By-Laws

SECTION 1 - This Constitution and By-Laws made under its provisions, may be amended by a two-thirds (2/3rds) vote at a regular meeting, provided that each member in good standing is notified in writing of the proposed amendment at least sixty (60) days in advance of the fall business meeting at which the vote will be taken.

SECTION 2 -A proposed amendment to this Constitution or any By-Laws made under its provisions shall be submitted for approval to the Executive Council. Such notice of a proposed amendment must be submitted 90 days prior to the next fall business meeting.

ARTICLE X
Order of Business

1. Opening. Pledge of Allegiance
2. Roll Call of Officers
3. Reading of the Minutes
4. Applications for New Membership
5. Voting on Applications for Membership
6. Treasurer's Report
7. Reports of Officers and Committees
8. Communications and Bills
9. Unfinished Business
10. Good and Welfare
11. New Business
12. Next meeting Date and Location
13. Closing