

**DRAFT**

**BY-LAWS OF THE**

**FIRE INSTRUCTORS AND TRAINING OFFICERS**

**ASSOCIATION OF MINNESOTA**

**A NON PROFIT CORPORATION**

**PREAMBLE**

We, the Fire Service Instructors of the State of Minnesota, in order to secure and provide quality education, provide accurate information, establish continuity, promote firefighter safety, form lasting bonds, create a good atmosphere and promote professionalism, do establish this Constitution of the Fire Service Instructors Association of Minnesota as a vehicle of service to the public.

**ARTICLE I**  
**NAME**

**Section 1.** The name of the association shall be the Fire Instructors and Training Officers Association of Minnesota (FITOAM) and utilizes the website located at [www.fitoam.org](http://www.fitoam.org). A nonprofit corporation registered by the Minnesota Secretary of State in compliance with the laws of Minnesota.

**Section 2.** This Association is organized as a statewide association and a chapter of the [International Society of Fire Service Instructors \(ISFSI\)](#).

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## ARTICLE II

### MISSION

**Section 1.** The mission of the FITOAM Association is to facilitate and support cooperative and progressive Fire Service Training and Education.

**Section 2. The mission shall be accomplished by:**

Encouraging and supporting fire service training and education in Minnesota through an organization governed by representatives from training officers, fire instructors, the training community and organizations in the state.

Providing interaction and communications between instructors and training officers, assisting in providing an instructor and training program pool, providing support for instructors when needed, receiving and disbursing training grants, and provide a single voice representative of all FITOAM members that addresses local, state, and national issues pertaining to fire service training.

Encouraging and supporting fire service training that is oriented toward, and designed to, reduce the number of firefighter disabling injuries and line of duty deaths in Minnesota.

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## ARTICLE III

### MEMBERSHIP

**Section 1. Eligibility for membership:** Application for voting

membership shall be open to any current fire instructor or training officer, or employee of an corporation, agency or company that has a fire instructor or training officer that supports the purpose statement in Article I and Article II. Membership is granted after completion and receipt of a membership application and annual dues. All memberships shall be granted upon a majority vote of the board. Application for membership or for change in class of membership shall be made in the manner prescribed by the Board of Directors. Membership records shall be kept in a form and format established by the Board.

**Section 2.** Applications for membership shall be made to the Secretary. All memberships shall be granted upon a majority vote of the Board of Directors. An appropriate membership card shall be issued to each member of the Association, including Honorary and Lifetime members. Membership in this association shall consist of four classes:

- Active
- Associate
- Student
- Honorary
- Lifetime
- Corporate

**Section 3. Active members must be:** Active or retired fire instructor or training officer of all regularly organized volunteer fire departments, agencies and organizations in Minnesota.

Any member of the Association entering the Armed Forces of the United States shall remain a member in good standing, without further payment of dues until 90 days after release from active military service.

Association members leaving the fire service may remain members as long as they pay their dues.

**Section 4.** An ACTIVE member is entitled to:

- vote at general membership and annual meetings.

hold an officer's position either on the Executive or the Board of Directors.

be appointed to any committee, standing or special.

participate in individual benefit programs as offered by the Association.

participate in benefit programs as offered through membership in the Association.

review financial statements and other business summaries as prepared by the Officers, as notified by the newsletter.

receive regular updates of the activities of the Association.

attend scheduled Association Training Schools offered in any region.

other privileges as may be offered by the Association.

**Section 5. Associate Members:** Any person in good moral standing interested in the furtherance of fire service training

**Section 6. Student Members:** Any enrolled Fire Protection/Fire Science Degree Student.

**Section 7. Honorary members** must be qualified citizens and of good moral character, who have made a respectable contribution to the fire service and must have demonstrated their interest in the fire service training. Honorary Members may participate in all celebrations of the Association and attend all meetings but shall not participate nor have a vote.

**Section 8. Life membership** may only be bestowed on persons who have made a respectable contribution to the Fire Service, distinguished themselves in the fire service and the affairs of the Association. Recommendations for life membership must be submitted by the active member of the Association to the Executive Committee for a determination of eligibility and approval or disapproval. If approved, the Executive Board will present the name(s) for vote under New Business at the next annual meeting. Each Executive Board member leaving office in good standing shall be granted life membership in the

Association. Lifetime members shall be accorded all privileges of the Association, including the right to vote.

**Section 9. Corporate Members:** All representatives of a registered corporation organizations dealing with apparatus, equipment, supplies, instructional materials or services used by the fire service may apply to become a corporate member. Corporate members may attend all meetings and participate, but may not vote or hold office in the Association and are not eligible for participation in any Association benefit packages, other than training sessions.

**Section 10.** The Association mailing list of members is deemed exclusive to the Officers of the Association and is not available for reproduction by any person, agency or organization without permission.

**Section 11. Membership Dues:** Dues for each category of membership, except those of Sponsoring Members shall be determined by the Membership. Any change of dues shall be voted on at a scheduled meeting of the membership, with notice given 30 days prior to said meeting. Dues may be paid for multiple years, at a reduced membership rate, consistent with Board policy.

**Section 12.** The dues shall be set by Resolution at the Annual Fire Instructors and Training Officers Association Conference by the voting members in attendance and placed in the Policies and Procedures, if not set, it shall remain the same as the preceding year.

**Section 13.** The FITOAM Treasurer shall be responsible for the collection of all dues.

**Section 14.** Upon dissolution of the Association, the Executive Board shall, after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all the assets of the Association exclusively for charitable or scientific purposes as shall at the time qualify as an exempt organization under Section 501(C)(3) of the

Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law, as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the State of Minnesota in Ramsey County, exclusively for such purposes or to such an organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

**Section 15.** This organization is organized exclusively for the charitable or educational purposes within the meaning of Section 501(C)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities permitted to be carried on by an organization exempt from Federal income tax under Section 501(C)(3) of the Internal Revenue Code.

This organization is not organized for profit, and no part of the net earnings shall inure to the benefit of any private shareholder or individual.

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## ARTICLE IV

### MEETINGS OF MEMBERS

**Section 1. Annual Meeting:** An Annual Meeting of FITOAM shall be held at a time and place determined by the Board of Directors.

**Section 2. Special Meetings:** Special meetings may be held at locations and times determined by the Board of Directors. Notice of such meetings shall be posted on the FITOAM Website at least thirty (30) business days prior. No business other than that stated in the notice of the Special Meeting shall be conducted at a Special Meeting.

**Section 3. Demand for a Special Meeting:** Twenty-five (25) voting members in good standing or a 2/3 majority of the Board of Directors may demand a Special Meeting. Such demand shall be submitted to the President and shall contain a concise statement of the purpose of the meeting and the signatures, names and member numbers of those demanding the Special Meeting. Upon verification by the Executive Director that the signatures are valid and made by members in good standing, notice of the Special Meeting shall be given, consistent with the provisions of these Bylaws. The verification shall be completed within ten (10) business days of receipt of the written demand.

**Section 4. Quorum:** A quorum for the conduct of business shall be twenty-five (25) voting members in good standing.

**Section 5. Voting:** Only Active and Life Members in good standing thirty (30) days prior to the opening of a meeting or the issuance of a ballot shall have the right to vote in respective meeting or election.

**Section 6. Notices:** Notice of any Meeting of FITOAM shall be notified in writing to all members in good standing not less than thirty (30) days prior to the scheduled meeting date.

**Section 7. Order of Business:** The order of business of the Annual meeting of FITOAM shall be:

- Call To Order
- Pledge of Allegiance
- Roll call of officers
- Presentation of Agenda by the Chair
- Adoption of the Agenda
- Reading of minutes of previous meetings
- Reading of bills and communications
- Report of the Treasurer
- Report of standing committees
- Report of special committees
- Discussion and Action on Agenda Items

Unfinished business and/or old business

New business

Election and installation of officers (Annual Conference)

For the Good of the Order

Location and program of next meeting

Close of Business and Call for adjournment

**Section 8. Proxy voting:** No proxy votes, written or otherwise, shall be allowed or accepted at any meeting of FITOAM, the Board of Directors, Executive Board, or Committees.

**Section 9. Rules of Order:** Unless otherwise provided, the current “Roberts Rules of Order (Revised)” shall govern the transactions of business at any meeting of FITOAM, including those of the Board and Committees.

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## ARTICLE V

### BOARD OF DIRECTORS

**A. Number and Authority:** There shall be a Board of Directors consisting of three (3) elected Officers (President, First Vice-President, & Second Vice President) and not less than twenty (20) non-officer Directors. The Board shall have general charge of the affairs of FITOAM and establish policy for carrying out FITOAM business. All Officers and Directors shall be voting members of FITOAM in good standing. Terms of Officers and Directors shall be a staggered two (2) years.

**B. Restrictions on Election:** No individual may hold more than one (1) elected position in FITOAM at any one time. No Full Time FITOAM Employee shall be eligible to hold an FITOAM elected position. No Director shall serve more than three (3) consecutive terms as a Director. No Officer shall serve more than two (2) consecutive terms in any one office.

**C. Director Representation of the Board:** The non-officer Directors(1) and alternates(1) for each geographic region, elected by and representing the Members, shall be distributed as directed by the Board of Directors.

One (1) International Society of Fire Service Instructors Director elected by and representing the members of the FITOAM Chapter of the ISFSI.

One (1) National Fire Academy Alumni Association Director elected by and representing the members of the FITOAM of the NFAAA.

Exoficial Directors, elected by and representing their respective agencies;

- 1 - MnSCU – Fire/EMS/Safety Center
- 1 - MnSCU – Fire Program Managers
- 1 - DPS-SFM - State Fire Marshal or designee
- 1 - DPS-HSEM - State Training Officer
- 1 - DNR - Forestry - Training Representative
- 1 - MPCA - State Training Officer
- 1 - MnFCB - Certification Board
- 1 - MSFCA - Education Committee
- 1 - MSFDA - Education Committee
- 1 - MSVFA - Education Committee
- 1 - MPFF - Representative
- 1 - MN-IAAI – Education Committee
- 1 - MBFTE – Representative
- 1 - MN Vendors - Representative

They shall be nominated and elected under policy set by the Board of Directors and supervised by the Nominations and Elections Committee, using the same procedure as for the election of Officers. The Immediate Past President shall automatically serve as a Director, and Executive Board Member.

**D. Vacancies:** In the event of a vacancy occurring on the Board of Directors of FITOAM, the President of the Board, with the approval of

the majority of the Board, shall appoint a voting member to complete the term of office.

**E. Meetings:** The Board of Directors shall meet at least twice each year at a time and place determined by the President. The President may call special meetings of the Board, with written notification to all members of the Board, stating the purpose and agenda of the meeting. A simple majority of the Executive Board or a simple majority of the Board of Directors shall cause the President to issue a call for a special meeting of the Board of Directors under the same conditions stated in this section.

**F. Notice:** Notice of all regular meetings of the Board of Directors and/or the Executive Board shall be given by the President of the Board to the members of the Board by the most available, appropriate means (3) days before the meeting; provided, however, that notice of the mandatory in-person meeting each year shall be mailed at least ninety (90) days before the meeting. Notice and agenda of Special Meetings of the Board and/or the Executive Board shall be issued at least fifteen (15) days prior to the meeting. A printed agenda for regular meetings shall be sent to all members of the Board at least fourteen (14) days prior the meeting date and may only be altered or amended by the Board as the first order of business.

**G. Quorum:** A two-thirds majority of the Directors or Executive Board members shall constitute a quorum for the transaction of business at a Board of Directors or Executive Board meeting respectfully, and the affirmative vote of a majority of the Directors or Executive Board members present shall be required for a vote or resolution to carry at any meeting of the Board or Executive Board.

**H. Attendance at Meetings:** Failure to attend two (2) consecutive meetings of the Board of FITOAM without being excused by a two-thirds affirmative vote of the Board shall constitute cause for removal of any Officer or Director, consistent with Board policy. Any member of the Board or Executive Board by a two-thirds affirmative

vote of the members of the Board or Executive Board, present for the meeting.

**I. Restriction On Election:** No more than one (1) Officer may be elected from any one district; no more than one Director-At-Large may be elected from any one district.

**J. Conflict of Interest:** In any matter which is brought to the Board for action, and in which a Board member has a personal pecuniary interest or other interest which would give rise to a conflict of interest or the appearance of a conflict of interest, said Board member shall disclose that interest to the Board before discussion is held or action is taken. Upon disclosure, the Board by a single majority shall determine whether the member with the conflict should be recused from the meeting during discussion, refrain from discussion of the items, refrain from voting on the item, or any combination thereof. Failure to disclose a conflict of interest may be cause for disciplinary action, including but not limited to removal as provided herein.

**K. Exclusion From Meeting:** Any member of the Board whose actions or performance are brought before the Board for discussion or action shall be excluded from the meeting while such discussion is held. Said member shall have the right to notice, and an opportunity to present his or her position in writing with regard to any allegations or proposed actions against him or her consistent with established policy.

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## ARTICLE VI

### OFFICERS AND EXECUTIVE BOARD

**A. OFFICERS:** The Officers of FITOAM shall be a President, a First Vice President, and a Second Vice President. The First Vice President shall serve as the Treasurer; the Second Vice President shall serve as the Secretary.

**B. Executive Board:** There shall be an Executive Board made up of the Officers, the Immediate Past President (or Past Chairman) and two (2) of the Directors, the latter elected by the Board of Directors to a one-year non-successive term. The Executive Board will have general charge of FITOAM and its business between meetings of the Board of Directors and shall function within policy established by the Board.

**C. President:** The President of the Board shall be the chief elected official and the official representative and spokesperson for FITOAM. The President shall preside at meetings of FITOAM, the Board of Directors, and Executive Board and shall, subject to the approval of the Board, authorize and appoint such regular and special committees as are required or desirable to carry on the affairs of FITOAM and shall report to the membership with respect to the affairs of FITOAM.

**D. Vice President:** At the request of the President, in the event of his/or her absence or disability, the First Vice President or Second Vice President (in that order) may perform any and all of the powers of the President, and shall have other powers and perform such other duties as the Board of Directors or the President may from time to time determine, to the extent authorized by the Articles of Incorporation and Bylaws.

**E. Executive Director:** The Executive Director shall serve as an ex-officio, non-voting member of the Board of Directors, and all Standing Committees. The Executive Director shall be responsible to the Board of Directors for the maintenance of all facilities and offices and the conduct and administration of all business of FITOAM, subject to the policies and directives established by the Board of Directors and the annual budget. He or she shall keep complete and true records of the meetings of FITOAM, The Board of Directors and the Executive Board, and shall report all actions taken by the Executive Board to the Board of Directors not later than thirty (30) days after said meeting. He or she shall maintain a policy manual for guidance of all officers, directors, forums, and committees, and shall report at the Annual Meeting on the

activities of FITOAM. He or she shall support, administer and maintain the policies established by the Board of Directors and represent the FITOAM Board of Directors and Executive Board consistent with policy set forth by the Board. He or she shall expend or authorize the expenditure of any funds of FITOAM, if provided in the budget, and supervise the collection and disbursement of all funds in accordance with the policies set by the Board of Directors and deposit all moneys of FITOAM in any insured and guaranteed charter bank, trust company, or building and loan association or other government securities or obligations, notes, bills, bonds or other insured evidence of indebtedness. He or she shall be responsible for the custody of all assets of FITOAM under the policies set by the Board of Directors and cause a financial report to be prepared, including a detail of revenues and expenditures, and transmitted to the Chair of the Audit and Finance Committee for presentation to the Annual Meeting. He or she shall cause to be published and distributed to the membership the annual audit report and the approved budget. He or she shall select, employ, and maintain staff consistent with the organizational chart and budget as adopted by the Board of Directors. He or she shall transmit annually to the Board proof that he and the staff have been appropriately bonded. The Board of Directors shall annually review and evaluate the Executive Director.

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## ARTICLE VII

### ISFSI NETWORK FORUMS

- A. Membership:** Active and Life Members shall affiliate in the Minnesota Chapter ISFSI Network Forum established by Board Policy.
- B. Governance:** The Board of Directors shall establish and enforce regulations for the governance of Network Forums.
- C. ISFSI Representation:** There will be a Director position to represent

FITOAM and be the liaison with ISFSI.

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## ARTICLE VIII

### NOMINATIONS AND ELECTIONS

**A. Nominations and Elections Committee:** There shall be a Nominations and Elections Committee of five (5) members, consisting of the Immediate Past President who shall chair the committee, two (2) members chosen by and from the Board of Directors, Representatives of the Board of Directors on the Committee shall be selected within ninety (90) days of the installation of Officers and Directors and shall be chosen from among member of the Board not up for reelection the following year.

**B. Duties and Responsibilities:** It shall be the duty of the Nominations and Elections Committee Chairman, to report to the membership at least one hundred and twenty (120) days prior the Annual Meeting a list of at least one (1) nominee for each position becoming vacant and for two (2) members of the Nominations and Elections Committee to be elected by the voting membership. Ballots must be returned no later than thirty (30) days prior to the Annual Meeting to be valid. Results shall be announced at the Annual Meeting and mailed to all members within sixty (60) days after the close of the Annual Meeting.

**C. Eligible For Office:** To be eligible for nomination as Vice President, the nominee must have served at least one (1) term as an Officer or Director. To be eligible for nomination as President, the nominee shall have served at least two (2) terms as an Officer or Director. Nominees for any office shall be voting members of FITOAM.

**D. Installation:** Officers and Directors shall be installed as the last order of business at the Annual meeting in a manner consistent with the traditions of FITOAM.

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## ARTICLE IX

### **DISTRICTS**

A. There will be twenty(20) defined geographical areas known as Districts of FITOAM, as designated through the Board of Directors.

B. The Board of Directors shall support the District Director and the Alternate(s) and his or her district members in activities to help instructors and training officers within the District.

C. The District Director will provide district plans and activities to assure the mission of FITOAM is being followed. These activities shall be reviewed and approved/disapproved by the Board of Directors of FITOAM.

D. The District Alternate Director(s) will fill the duties of the Director in his or her absence.

E. At Board meetings only one representative from the District will vote. The Director is the primary voter.

F. Follow the policies and procedures as described in the FITOAM [Policies and Procedures](#) Section of the Bylaws.

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## ARTICLE X

### **FISCAL YEAR**

A. The Board of Directors shall determine the fiscal year of FITOAM.

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## ARTICLE XI

### SEAL

A. The seal of FITOAM shall be determined by the Board of Directors.

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## ARTICLE XII

### COMMITTEES

The following committees shall be established to assist in carrying out the business and objectives of FITOAM and report to the membership at meetings of FITOAM.

**A. Standing Committees:** The standing committees of FITOAM shall be:

- a. Audit and Finance Committee chaired by the First Vice President/Treasurer and made up of two (2) other voting members of the Board and one non-Board member of the FITOAM in good standing nominated by the President and appointed by the Executive Board for a non-successive term of two (2) years. The committee will be a financial oversight group and serve as an advisory body to the Executive Board and/or Board on matters of budget and financial planning.
- b. Nominations and Elections Committee as established in bylaws.
- c. Other standing committees as established by the Board of Directors and appointed by the President of the Board with the concurrence of the Board.

**B. Special Interest Committees:** Special interest committees may be established by the Board for the purpose of providing a forum for members with a common and/or specific interest to discuss or examine

issues relative to said interest.

a. Special Interest Committee meetings may be held in conjunction with Society meetings of members and shall be open to all interested Society members.

b. The FITOAM President shall appoint the Committee Chairman, with confirmation by the Board.

**C. Other committees** may be established by the President of the Board.

**D. Duties and Responsibilities:** All committees shall annually receive a charge of their duties and responsibilities in writing from the President of the Board, with concurrence of the Board, except for those committees whose duties are outlined in the Bylaws.

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## ARTICLE XIII

### **SUSPENSION OR REMOVAL**

**A. Suspension:** A member (including a member of the Board of Directors) may be suspended from membership and/or office for cause by an affirmative vote of a majority of the Directors then in office. All voting members have the right to request the Board of Directors to consider such a suspension. Any suspension of a member shall be in effect until such time as the Board may determine whether the member should be reinstated from membership.

**B. Officer/Director Removal:** Within ninety (90) days of suspension of any member of the Board of Directors, the Board shall determine whether to remove or otherwise discipline him or her. An officer or Director may be removed from office with or without cause by a two-thirds affirmative vote of the Board of Directors of FITOAM present and voting at a meeting, provided that such business is contained in the notice of the meeting.

**C. Member Suspension:** A member may be suspended for cause by an affirmative vote of a majority of the Directors then in office. Suspensions shall be in effect until the issue is placed before the members at the next meeting of FITOAM.

**D. Recession of Membership:** The Board of Directors may, by a two-thirds affirmative vote, rescind any membership for any reason deemed by the Board not to be in the best interest of FITOAM after a hearing, if requested.

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## ARTICLE XIV

### INDEMNIFICATION AND INSURANCE

**A. Indemnification & Insurance:** FITOAM shall indemnify any person who was or is a party or who is threatened to be made party to any action, suit, or proceeding by reason of the fact that he or she is or was an officer, director, employee or agent of FITOAM, against expenses, including attorney's fees, judgments and amounts paid in settlement actually and reasonable incurred by him or her in connection with such action, suit, or proceeding, provided that his or her actions that are subject of the proceeding were not inconsistent with the best interest of FITOAM.

B. FITOAM shall maintain liability insurance consistent with the indemnification provision of these Bylaws.

**C. Professional Services:** The Executive Director with the approval of the FITOAM Board of Directors may retain Legal counsel and an outside accounting firm.

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# **FITOAM ASSOCIATION**

## **POLICIES AND PROCEDURES**

### **1. Basic Concept of the FITOAM**

It is intended that the FITOAM be an organization of ALL fire instructors in areas served by recognized fire departments and training associations. During the Annual FITOAM Conference and meetings, voting members are to select their President, Vice-President, Secretary, and Treasurer, and make changes in the Constitution and By-Laws of the FITOAM, as well as other business to come before the membership. Between conferences, the fire instructors will participate in FITOAM matters through District training association delegates to the FITOAM Executive Board. All meetings are open and FITOAM members are encouraged to attend.

### **2. Telephone Conferences**

In the event that important FITOAM business requires immediate action, and a quorum of the Executive Board is not available, the President of the FITOAM or his designated representative may consult voting members by telephone and receive their comments and votes.

### **3. Communications**

The Secretary of the FITOAM shall make sure copies of minutes of Board meetings, the annual meeting, and other information deemed appropriate to each dues paying member, posted on the website and available to the members.

#### 4. FITOAM Funding

Schools sponsored by the FITOAM should be designated to yield a profit sufficient to take care of the financial needs of the organization. Individual dues may be levied to cover the additional mailing costs and to encourage the formation of the District associations.

In the annual FITOAM budget, a maximum of \$10,000.00 shall be permitted in the FITOAM contingency fund.

#### 5. FITOAM Education Activities

Schools designed to meet the training needs of Fire Service Training Officers and Fire Instructors, shall be the first priority of FITOAM.

Other statewide schools may be sponsored by the FITOAM as required. District associations should provide for their District training needs, however, the FITOAM stands ready to assist in any way possible.

FITOAM may partner with other agencies and organization to promote the training needs of Fire Service Training Officers and Fire Instructors.

#### 6. Pre-Registration Fee Refunds

In order to prevent over-registration for schools, where class size is limited, pre-registration is considered to be a contract to pay the fee. Refunds due to cancellations will not be made after two (2) weeks prior to the school. Substitutions for pre-registered personnel can be accepted.

#### 7. Reimbursable Expenses

All expenses incurred by members of the FITOAM and subject to reimbursement, shall be forwarded to the Treasurer on an expense voucher.

Executive Board approval shall be required on all vouchers. However, the President and/or Treasurer may approve vouchers until a regularly scheduled meeting is held.

The Treasurer shall reimburse those vouchers submitted and approved.

The annual FITOAM Conference Committee shall provide at no expense, lodging and conference package to the FITOAM President, Vice-President, Secretary, and Treasurer.

The annual FITOAM Conference Committee shall provide at no expense, attending Life Members with a conference registration package and a banquet ticket for their guest.

## 8. Responsibilities of Districts

Elect a District Director and Alternate(s) to represent the District on the Board.

Submit the names of the District officers and delegates to the Secretary of the FITOAM within thirty (30) days of their election.

Make every effort to have delegates at Board meetings.

Prepare an annual District report, covering the highlights for the year, to be presented at the annual conference.

Hold regular District meetings to promote the assistance to training officers and fire instructors in the area.

It is the responsibility of the District to submit a list of all active District members to the FITOAM Secretary by January 31.

## 9. Constitution and By-Laws Committee

The Constitution and By-Laws Committee will at each annual meeting review all resolutions generated since the opening of the previous annual conference. Based on the nature of the Resolution, they will recommend inclusion into the Constitution and By-Laws, Policies and Procedures, or disposal of each resolution.

## 10. Dues

- a) Dues for any membership as outlined in Article III, shall be \$10 annually.
- b) Honorary and Lifetime members shall pay no dues.
- c) Corporate members annual dues shall be based on levels per year. Entities desiring to become a corporate member of this Association shall make application to the Secretary. If the applicant is eligible, membership shall be granted.
- d) The membership year shall extend from the first day of January through the thirty-first day of December. After the first year of membership, dues are payable prior to the first day of each calendar year.
- e) The Board shall have the ability to change the dues structure from time to time, to best accomplish the Association's business.
- f) Upon termination of membership for cause or otherwise, a member is not entitled to any refund of dues paid.

g) The dues structure as set forth in this policy shall be due and payable to the FITOAM Treasurer.

## 11. Monetary Gains and Loss

The FITOAM will absorb any loss suffered by a hosting the annual conference. If the annual conference makes a profit, the said profits will be placed into the FITOAM General Fund.

## 12. Training Officer and Fire Instructor of the Year Awards

### **A. Training Officer of The Year Recognition**

A Training Officer of the Year Award shall be presented to the fire service training officer deemed to have had the greatest positive impact on his/her organization and/or Minnesota fire service training during the calendar year preceding the annual conference. Said award shall be presented to the recipient at the annual conference.

The President of FITOAM shall, by December 31, appoint the FITOAM Training Officer of the Year Selection Committee. This committee shall consist of five (5) active FITOAM members. This five (5) member committee shall have at least two (2) new members each year.

Each District training association or active FITOAM member may submit to the President, on or before December 31, a candidate for the FITOAM Training Officer of the Year.

The Training Officer of the Year Selection Committee shall judge each candidate on the merits of the stated criteria provided in the nomination form. Their final decision

shall remain confidential until the award is presented. FITOAM shall make funds available for an appropriate award to the individual. It is the responsibility of the selection committee to acquire and present the award.

Each District training association shall help disseminate application procedures and materials to its members.

### **Recognition:**

1. The FITOAM "Cleo L. Keiper Training Officer of The Year" shall be recognized in the following manner:

- a. A personalized plaque, recognizing the selected individual as the recipient of the Cleo L. Keiper Training Officer of The Year Award which is presented annually to the FITOAM Instructor of the Year.
- b. A personalized nameplate mounted on the FITOAM Cleo L. Keiper Training Officer of The Year Award, which also recognizes the selected individual as the recipient of the Cleo L. Keiper Training Officer of The Year Award; to be displayed at the a designated locations determined by the Board of Directors.

### **B. Fire Instructor of The Year Recognition**

A Fire Instructor of the Year Award shall be presented to the fire service instructor deemed to have had the greatest positive impact on his/her organization and/or Minnesota fire service training during the calendar year preceding the annual conference. Said award shall be presented to the recipient at the annual conference.

The President of FITOAM shall, by December 31, appoint

the FITOAM Fire Instructor of the Year Selection Committee. This committee shall consist of five (5) active FITOAM members. This five (5) member committee shall have at least two (2) new members each year.

Each District training association or active FITOAM member may submit to the President, on or before December 31, a candidate for the FITOAM Fire Instructor of the Year.

The Fire Instructor of the Year Selection Committee shall judge each candidate on the merits of the stated criteria provided in the nomination form. Their final decision shall remain confidential until the award is presented. FITOAM shall make funds available for an appropriate award to the individual. It is the responsibility of the selection committee to acquire and present the award.

Each District training association shall help disseminate application procedures and materials to its members.

**Recognition:**

1. The FITOAM "Curtis M. "Bud" Holter Fire Instructor of The Year" shall be recognized in the following manner:

a. A personalized plaque, recognizing the selected individual as the recipient of the Curtis M. "Bud" Holter Fire Instructor of The Year Award which is presented annually to the FITOAM Instructor of the Year.

b. A personalized nameplate mounted on the FITOAM Curtis M. "Bud" Holter Fire Instructor of The Year Award, which also recognizes the selected individual as the recipient of the Curtis M. "Bud" Holter Fire Instructor of The Year Award; to be displayed at the a designated

locations determined by the Board of Directors.

### 13. Scholarship Funds

The FITOAM Executive Board shall maintain and administer two scholarship funds.

First fund shall be named "The Cleo Keiper Memorial Scholarship Fund". Second fund shall be named "The Curtis M. Holter Memorial Scholarship Fund".

The FITOAM Treasurer shall keep said fund separate from the General Fund.

### 14. Conference Accommodations

The FITOAM Association shall assure that any hotel, motel or conference center in which FITOAM conferences or meetings are held shall meet fire and life safety codes.

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## **GUIDELINES FOR RESOLUTIONS OF THE FITOAM**

1. All active members of the FITOAM, or member by affiliation are invited to present resolutions to the FITOAM conference.
2. All resolutions must be submitted to the Secretary of the FITOAM for review. Also, send a cover letter to the secretary telling if the resolution is to be acted on at the conference, or just informational to the association.
3. All resolutions then will be forwarded to the President, and then to the resolutions committee of the FITOAM

4. All resolutions must be typewritten on 8 1/2" X 11" paper and signed by the person or group proposing the resolution.

5. The resolutions committee may accept emergency resolutions directly if it is determined that the purpose for which the resolution is intended was not evident prior to the conference, and if the resolution clearly is required and in the best interest of the association. The decision of the resolutions committee on accepting emergency resolutions will be final.

6. After the resolution is received by the resolutions committee, it will be read to the body and, if not a resolution for life membership, will be posted for view. At the last conference business session they are again read, discussion is accepted and action taken by the body.

7. The resolutions committee may consolidate resolutions of like subject matter and prepare a composite resolution to be presented to the conference, or call upon sponsors to consolidate resolutions.

8. The committee may, for the best interest of the association, ask for amendments to resolutions, either from the sponsor, or at the last business session when the resolution committee makes their recommendation to the body.

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Updated - 11-15-2008 - Clarified Directors and District language.

Updated – 11-06-2008 – Changed Policy section 12 Updated –  
11-06-2008 – Changed Article V section A & B number of Directors to  
20 & NFAAA Updated – 10-26-2008 – Added Article I section 3 ...

IRS requirement Update – 10-20-2008 – Added DNR rep to board

**DRAFTED November 27, 2007**