

# CODE OF REGULATIONS THE OHIO STATE FIREFIGHTERS' ASSOCIATION

## ARTICLE I OBJECTIVES

This Association shall be known as the Ohio State Firefighters' Association (OSFA).

The purpose and objectives of the OSFA shall be:

1. To promote and encourage the development of skills, knowledge and methods to prevent and combat injury, loss of life and property by fire, medical emergency or disaster.
2. To promote fellowship, goodwill, self-preservation and security among members of the OSFA and others engaged in similar services.
3. To encourage and support legislation which will prevent or reduce the loss of life or property of any individual or groups of individuals.
4. To accumulate and disseminate information for the purpose of encouraging and increasing membership in the OSFA and support of fire and emergency services.

## ARTICLE II MEMBERSHIP

Membership in the OSFA shall be designated as Active, Corporate, Honorary, Individual, and Lifetime.

Section 1: Active Membership shall be defined as:

- A. Any duly organized not-for-profit fire department, rescue unit or fire brigade, public or private, chartered within the State of Ohio or bordering the State of Ohio and having mutual aid agreements with an Ohio Department
- B. Any firefighters' association, a majority of whose members are active firefighters, recognized by the OSFA.
  - a. If a particular County does not have an organized County-wide firefighter's association, then an organized County-wide fire chief's

- C. Any Emergency Management Agency organized within the State of Ohio.
- D. Individuals, corporations and/or governmental entities who are associated with and/or support the fire or emergency services in the State of Ohio, and who otherwise do not meet the criteria of Article II, Sections 1,2 or 4.
- E. Not-for-profit organizations providing emergency medical services to the public within the State of Ohio.
- F. The above-mentioned organizations must meet the obligations listed in Article II, Section 7 in order to be designated as an active member of the OSFA.

Section 2: Corporate Membership shall be defined as:

- A. Persons who are associated with fire and emergency medical equipment sales or service in the State of Ohio.
- B. A fire department, rescue unit, fire brigade, firefighters' association or an individual member thereof serving in a state adjacent to the State of Ohio.
- C. An individual or a private, social or civic organization formed for the purpose of promoting the operation and mission of an organized fire department, fire brigade, or rescue unit.
- D. The above-mentioned organizations/individuals must meet the obligations listed in Article II, Section 7 in order to be designated as an Associate member of the OSFA.

Section 3: Honorary Membership shall be defined as:

- A. An individual who has rendered some outstanding meritorious service to the OSFA or to the fire service or rescue service in general.
- B. The name of a proposed candidate shall be presented in writing, signed by five Executive Board members, at an Executive Board meeting.
- C. The petition shall require an affirmative vote of at least two-thirds of the members present at the Executive Board meeting for passage.

- D. The vote of the Executive Board shall be final.
- E. Honorary members shall have all of the privileges of active members except that of voting or holding office.
- F. The above-mentioned individual(s) must meet the obligations listed in Article II, Section 7 in order to be designated as an honorary member of the OSFA.

Section 4: Individual Membership shall be defined as:

- A. Individuals who are members of a fire department, firefighters' association, rescue unit, or fire brigade **that do** not holding active membership in this Association.
- B. Individual members shall have all of the privileges of active members except that of voting or holding office.
- C. The above-mentioned individual must meet the obligations listed in Article II, Section 7 in order to be designated as an Individual member of the OSFA.

Section 5: Lifetime Membership shall be defined as:

- A. An individual who is a member and has rendered some outstanding meritorious service to the OSFA or a Past President
- B. Lifetime members shall have all of the privileges of active members.
- C. The above-mentioned individual(s) must meet the obligations listed in Article II, Section 7 in order to be designated as a lifetime member of the OSFA.

Section 6: Voice Procedures:

- A. No member of this Association shall be denied a voice at an annual meeting, special conference or Executive Board meeting.

Section 7: Membership Status:

- A. Only members in good standing shall be entitled to exercise the privileges associated with their membership type.
- B. To be classified as a member in good standing, the member must be current in their annual dues, described in Article III and certified by the Secretary/Treasurer.

ARTICLE III  
DUES

- Section 1: The Executive Board shall establish the dues required of each Membership category on or before November 1 of the preceding calendar year.
- Section 2: Member organizations shall forward to the OSFA Secretary/Treasurer the amount of the annual dues. Dues shall be payable by January 1st of each year.
- Section 3: Active membership annual dues shall be paid in such amounts as are approved by the delegates at the annual meeting. Dues are due January 1st of each year, late fees may be assessed for dues paid after February 1st, as approved by the Executive Board.
- Section 4: Honorary/Lifetime membership shall be exempt from annual dues.
- Section 5: Corporate membership annual dues shall be paid in such amounts as are approved by the delegates at the annual meeting. Dues are due January 1st of each year, late fees may be assessed for dues paid after February 1st, as approved by the Executive Board.
- Section 6: Individual membership annual dues shall be paid in such amounts as are approved by the delegates at the annual meeting. Dues are due January 1st of each year, late fees may be assessed for dues paid after February 1st, as approved by the Executive Board.
- Section 7: Five-year memberships are available at the time of the annual dues renewal. The five-year dues shall be paid in such amounts as are approved by the delegates at the annual meeting. Dues are due January 1st of each year, late fees may be assessed for dues paid after February 1st, as approved by the Executive Board.
- Section 8: The Executive Board shall establish any and all deadlines for payment of dues and authorize when the Secretary/Treasurer may remove a Member from the rolls of that Membership category.

ARTICLE IV  
EXECUTIVE BOARD, OFFICERS AND COMMITTEES

The business of the OSFA shall be conducted by elected officers, the Executive Board and all committees as follows:

Section 1: Executive Board:

- A. The Executive Board shall be composed of the immediate Past President, who shall serve as chairperson, all Past Presidents, all elected officers, all committee chairpersons and one representative from each county association which has been recognized by the Executive Board.
- B. County representatives must be certified by the President **Credentials Committee** and attested by the Secretary/Treasurer before the representative can vote.
  - 1. They shall be appointed by their local county organization.
  - 2. Counties in which there is no association, may appoint a representative by means of certified letters signed by a majority of the fire chiefs **of OSFA-member departments** in their county.
  - 3. **The selected representative must be an active member of an OSFA-member department.**
  - 4. This appointment shall be re-certified every two years and ~~this certification~~ shall occur in January of ~~the~~ even years.
- ~~C. The selected representative must be an active member of the **an OSFA-member department.**~~
- D. Expenses incurred by the county or district representatives to the Executive Board meeting may be paid by the members' associations.
- E. Committee chairmen serve as non-voting members.

Section 2: Elected Officers:

- A. Elected officers of the OSFA shall consist of a President, a Vice-president and a Secretary/Treasurer.
- B. Officers shall be elected for a two-year term.
- C. Elections shall be held in odd numbered years.

Section 3: Qualifications:

A. Candidates for nominations to elective offices of the OSFA shall meet the following qualifications:

1. Be a member of a department or association which is in good standing with the OSFA.
2. Have served at least one year in a leadership position within his/her department or county association.
3. Be endorsed by his/her department association and/or the county association.
4. Have attended 50 % of the Executive Board meetings and annual meetings during the previous two years.
  - a) For the purpose of calculating majority meeting the count start at last election including that meeting up to and including the April Board meeting
5. All candidates seeking to hold office shall make their intentions known in writing to the Credentials/Nominating Committee Chair by the April board meeting.
6. No nominations shall be accepted from the floor at the annual meeting unless there is not a candidate running for that particular office.
7. Any nomination made at the annual meeting must meet all of the qualifications listed above.
8. Should only one candidate make their intention known, they shall be determined to be unopposed.

Section 4: Standing Committees:

A. The Standing Committees of this Association shall be as follows:

1. Education, Finance, and Credentials/Nominating.
2. Standing committees shall be responsible for mailing their own literature and correspondence under the direction of the Secretary/Treasurer.
3. Standing committees shall not displace the functions of the elected officers.

Section 5: Temporary or Special Committees:

- A. The President may appoint temporary or special committees as the need arises.
- B. Temporary or special committees shall not infringe or displace the functions of the standing committees or elected officers.
- C. Committee members serve at the pleasure of the President.

ARTICLE V  
DELEGATES AND ALTERNATES

Section 1: Selection:

- A. Active members shall be entitled to select annually, in a manner designated by the participating department, one delegate and one alternate to attend the annual meeting or any special conference of the OSFA.

Section 2: Certification:

- A. The Secretary/Treasurer shall receive all delegate and alternate delegate registrations for the Annual Meeting.
- B. The Secretary/Treasurer shall verify that their membership is in good standing and then shall forward the list of certified delegates and alternate delegates to the Credentials/Nominating committee.
- C. The Secretary/Treasurer shall forward this list to the Credentials/Nominating Committee before any business of the OSFA shall be transacted.

Section 3: Registration:

- A. All delegates and alternates shall contact the Secretary/Treasurer prior to the presentation of certification forms to the Credentials/Nominating committee.
- B. Past Presidents shall have, when not representing their own department, a vote at all meetings at which they are present.

ARTICLE VI  
NOMINATIONS - ELECTIONS

Section 1: Presentation of Candidates:

- A. The Credentials/Nominating Committee shall present their slate of nominees to the various offices at the business session of the day preceding the election.
- B. At this time, the privilege of naming a candidate; from the floor; shall be allowed only if no candidate was declared at the April Executive Board meeting.

Section 2: Voting for Candidates:

- A. Voting for elective officers shall be by secret ballot furnished to the delegates by the Credentials/Nomination Committee.
- B. Voting hours shall be determined by the executive board prior to the Annual Meeting.

ARTICLE VII  
QUORUM

Section 1: Annual or Special meeting:

- A. A simple majority of the certified voting members of the OSFA, in attendance, shall constitute a quorum for the transaction of all business at an annual or special meeting.

Section 2: Executive Board:

- A. Six voting members certified as members of the Executive Board shall constitute a quorum of the Executive Board.

Section 3: Certification:

- A. The Secretary/Treasurer or Chairman of the Board shall be responsible for certifying a quorum is present for the annual meeting, any special meeting and the Executive Board meetings.

ARTICLE VIII  
MEETINGS

Section 1: Annual Meeting:

- A. The annual meeting of the OSFA shall be at such time and place as designated ~~by the~~ by the Executive Board at a regularly scheduled meeting.

Section 2: Executive Board Meeting:

- A. The Executive Board shall meet at such time and place as specified by or through the President.
- B. The President shall call a meeting of the Executive Board within two weeks, when petitioned by a majority of the members of the Executive Board.
- C. A simple majority, for this purpose, shall be determined by the number present at the meeting of the Executive Board most recently held.

Section 3: Committee meetings:

- A. The standing committees and any special committees appointed by the President shall meet at such time and place as the chairperson shall designate.
- B. The President shall be notified of all such meetings.

Section 4: Committee business:

- A. At a meeting of all standing or special committees, a majority of the members present at the meeting shall constitute a quorum for the transaction of business. This number shall never be less than sixty percent of the committee membership.
- B. Members of committees contracting expenses in the performance of their duties must submit accounts to their respective chairperson.
- C. Each chairperson must approve all expenditures of that committee member before submission to the Secretary/Treasurer for payment.

Section 5: Teleconference Meetings:

- A. The President shall have the authority to call or conduct an Executive Board Meeting and/or the Annual Meeting via a teleconferencing program if weather and/or other exigent circumstances prevail. The President shall consult the Vice-President and Secretary/Treasurer and all three shall concur with the President's request to hold the meeting by teleconferencing. All other terms and conditions of this Code of Regulations shall remain in full force and effect. Any vote taken at a properly called teleconference meeting shall be considered a valid vote.
- B. If the Executive Board votes to broadcast any Executive Board or Annual meeting via a teleconferencing program as a courtesy to the membership, no vote cast by an eligible voting member appearing via videoconferencing shall be considered.

ARTICLE IX  
VOTING PRIVILEGES

Section 1: Executive Board meetings:

- A. Those members of the Executive Board who shall have voting privileges at any regular Executive Board meeting or special meeting called for the purpose of transacting official business of the OSFA shall be the elected officers; past presidents; and certified county association representatives.

Section 2: Annual or Special meeting:

- A. Those members of the OSFA who shall have voting privileges at an annual or special meeting shall be: Past Presidents, the elected officers, and certified department delegates or alternate delegates, in the absence of the delegate.

ARTICLE X  
DUTIES

DUTIES OF OFFICERS

Section 1: The President shall:

- A. Preside over all meetings of the OSFA, not otherwise spelled out in this code, appoint and be ex-officio member of all committees, appoint or create any ad hoc committees. Committee appointments will be made from members of the Executive Board and/or active member departments and/or Associate members.

B. Appoint a Chaplain to serve during his/her tenure of office.

The Chaplain shall:

- i. Open and close the meetings with prayer and perform such other duties as the President shall require.
- ii. Maintain expenditures within the annual budget submitted and approved by the Executive Board.
- iii. Be Responsible for Memorial Service at the annual meeting.
- iv. The Chaplain shall be entitled to receive reimbursement

C. Attend, or designate a substitute to, any meeting held out of the State of Ohio when approved by the Executive Board.

D. Upon completion of the term of the office as President of the OSFA shall become Chairperson of the Executive Board serving two years or until a successor is qualified.

E. Designate a temporary Chairman of the Board when the Chairman of the Board is absent from an Executive Board meeting.

F. Visit district or county fire association meetings for the establishment of good public relations.

G. Be reimbursed by the Association for any related expenses incurred while in the performance of duties as President at the approved per diem rate.

H. Have the opportunity to review all expenses of all officers, Chaplain(s), Executive Board chairperson and chairpersons of all committees submitted to the Secretary/Treasurer.

I. Reserve the right to assign any chairperson to submit required reports to the Vice-President.

J. Be governed in the rulings by Robert's Rules of Order in the absence of special parliamentary rules for government of the OSFA.

K. In the absence of or incapacitation of the Secretary/Treasurer, the President shall be empowered to sign checks for the regular business operation or as directed by the Executive Board. He shall report all such transactions at the next Executive Board meeting and shall be bonded in an amount approved by the Executive Board but in no case less than the amount of the Secretary/Treasurer. This bond shall be filed with the Secretary/Treasurer.

- L. Maintain expenditures within the annual budget submitted and approved by the Executive Board.

Section 2: The Vice President shall:

- A. Assume the duties and position of President during his/her absence or upon their death, resignation or inability to ~~carry out~~ perform the duties, of President during the unexpired term.
- B. Cooperate with and receive reports from any committee chairperson designated by the President.
- C. Be reimbursed by the Association for any related expenses incurred while in the performance of duties as Vice-president at the approved per diem rate.
- D. Lead all membership initiatives on behalf of the Association.
- E. Maintain expenditures within the annual budget submitted and approved by the Executive Board.

Section 3: The Secretary/Treasurer shall:

- A. Keep a complete record of all proceedings of the OSFA and the Executive Board.
- B. Answer all correspondence as directed by the President relating to the OSFA maintaining a file of said correspondence and copies of all answers.
- C. Collect all monies due to the OSFA. Keep full and correct accounts and pay all bills upon order of the President and/or Executive Board.
- D. Make full and complete reports of all monies received and expended.
- E. Make such other reports and perform such other duties as the President and Executive Board may require.
- F. Ensure proper filling of all federal and state tax returns.
- G. Deposit all monies of the OSFA in financial accounts approved by the Executive Board. These accounts are to be held in the name of the Ohio State Firefighters' Association and shall be subject to withdraw only upon check(s) issued and signed by the Secretary/Treasurer or in the Secretary/Treasurer's absence, due to disability, by the President.

- H. Be bonded in an amount approved by the Executive Board but in no case less than the balance of all funds from the last audit. This bond shall be filed with the President.
- I. Keep complete **records** of all member departments or brigades, including names and titles of personnel, and issue ~~an annual dues card~~ **proof of membership (as requested)** for each member thereof.
- J. Receive and file the reports of all committees, keep a properly indexed record of all amendments and resolutions.
- K. Notify each Executive Board member of upcoming meetings.
- L. Present to the Auditing committee for its audit and approval, at such times and places as the committee may select, all the books and vouchers.
- M. Upon completion of the incumbent's term of office and within 30 days after adjournment of the annual meeting, turn over to the successor all of the books, papers and monies belonging to the OSFA.
- N. Be reimbursed by the Association for any expenses incurred while in the performance of the duties as Secretary/Treasurer at the approved per diem rate.
- O. Maintain expenditures within the annual budget submitted and approved by the Executive Board.

#### DUTIES OF STANDING COMMITTEES

##### Section 4: The Education Committee shall:

- A. Provide, whenever requested, educational programs, speakers and demonstrations deemed advisable for the instruction and advancement of the membership of the OSFA.
- B. Prepare a seminar schedule on an annual basis. The schedule will be posted on the OSFA website following the April Executive Board Meeting.
- C. Coordinate education with the local annual meeting committee.
- D. Maintain expenditures within the annual budget submitted and approved by the Executive Board.

##### Section 5: The Finance Committee shall:

- A. Examine and audit the accounts of the OSFA annually, or at the call of the President.
- B. Report in writing the results of their examination at the annual meeting.
- C. The committee shall meet as needed. These meetings shall coincide with the Executive Board meetings and annual meeting. The Chairperson, with the approval of the President, may call special meetings.
- D. The committee shall report at Executive Board meetings, annual meetings and any duly called special meeting, a complete accounting of the administration and management of the financial status of the OSFA and the Legal Defense Trust Fund.
- E. Maintain expenditures within the annual budget submitted and approved by the Executive Board.
- F. Appointment shall be for a term of three years and shall be staggered so that each year one member's term shall expire, and the President shall appoint or re-appoint a member to the committee annually.

Section 6: The Credentials/Nominating Committee shall:

- A. Obtain from the Secretary/Treasurer's records the names of the affiliated departments and brigades who are entitled to a vote according to the Code of Regulations of the OSFA.
- B. Determine that all delegates and alternates meet the requirements specified herein.
- C. Certify all those eligible to act as delegates in the conduct of business at the sessions of the annual meeting.
- D. Maintain expenditures within the annual budget submitted and approved by the Executive Board.

#### DUTIES OF THE EXECUTIVE BOARD

Section 7: The Executive Board shall:

- A. Perform and act in dual capacity as trustees.
- B. Approve all contracts for work to be done or for the purchase of supplies or equipment for the OSFA.

- C. Approve all bills not previously specified and determine all stipends to be paid.
- D. Fill, by majority vote, any vacancy occurring in an elected office ~~not inconsistent~~ **consistent** with any other provisions herein. Any officer so elected shall serve until the election of a successor at the next annual meeting.
- E. Ensure that a digital audio recording is made and maintained of all Executive Board and/or Annual Meetings.
- F. Assure that bond is set for all positions that have financial responsibility.
- G. Call special meetings, through the President, whenever they shall deem it necessary.
- H. Determine the inability of any officer to serve an office.
- I. Perform such other functions, not herein related, which are for the best interest and operation of the OSFA, or which will induce increased membership. These functions are in no way to be contradictory to the duties and powers of the President.
- J. Elect a new Chairperson upon the death, resignation or inability of the Chairperson of the Executive Board to serve in said office.
- K. Appoint a Coordinator for the annual conference and/or meeting.
- L. Approve or disapprove, upon request of the Secretary/Treasurer, the appointment of an assistant to aid the Secretary/Treasurer in the performance of his/her job duties.
- M. The Chairman shall conduct the meetings of the Executive Board and act in the capacity of advisor to the President. The Chairperson shall have no vote except in the case of tie votes.
- N. Nominate and elect trustees to serve on the Legal Defense Trust Fund annually at the October board meeting.

#### ARTICLE XI REMOVAL OF OFFICERS

Any elected officer or committee chairperson may be removed from his/her office pursuant to the following procedures:

- A. A motion to remove an officer must originate from a duly appointed member of the Executive Board.

- B. The motion to remove the officer must be submitted in writing and contain the signature of the moving Executive Board member and cosigned by four other duly appointed members of the Executive Board.
- C. Complying with this requirement shall satisfy the necessary "second" in support of the motion to forward it for consideration by the Executive Board.
- D. The accused Officer or Committee chairperson shall be apprised of the motion; in writing and have an opportunity at the next properly called meeting of the Executive Board to present his/her defense.
- E. The accused persons defense, if he/she wishes to present one, may consist of written statements or testimony of any member of his/her choice and must be heard before any vote of the Executive Committee can take place.
- F. Motions to remove an officer shall be considered at the next properly called meeting of the Executive Board.
- G. For the motion to pass, a two-thirds majority of all Executive members present must vote in the affirmative.
- H. Upon a successful vote on the motion, the officer's term shall cease, and they shall immediately return any and all documents and/or property of the OSFA.
- I. Within five business days of the officer's removal, the President or Vice-president, if the President was removed, shall post on the OSFA web site, a notice of vacancy in the officer's position, seeking the names of those interested in completing the remaining term of the removed officer. Interested members must submit their name to the President or Vice-president if the President was removed in writing.
- J. At the next Executive Board meeting immediately following the meeting wherein the officer was removed from his/her position, the President or Vice-president, if the President was removed, shall present a list of members of the OSFA who wish to complete the remaining term of the removed officer. The candidates for the position shall meet all requirements of the OSFA to hold office, other than the nominations process.
- K. The Executive Board shall select a member, from the candidates, to complete the remaining term of the removed officer by simple majority

ARTICLE XII  
MISCELLANEOUS

Section 1: Reimbursements:

- A. While in the performance of duties set forth by the Code of Regulations or upon authorization of the President or Executive Board, a member shall be reimbursed in the following manner:
- B. Reimbursement for expenses incurred by the officers, committee chairpersons and other individuals as authorized by the President or Executive Board shall be the amounts set by the Executive Board at the October board meeting.
- C. Reimbursable expenses shall include mileage, meals, lodging and miscellaneous.

Section 2: Scholarships:

- A. This Association may provide each year, upon the approval of the delegates at the annual meeting, special scholarship funds. The Executive Board shall ensure these funds are encumbered and available. Special scholarship committees shall be appointed by the President to govern the established scholarship funds of the firefighting and EMS educational programs. These committees may also supplement the amount of the yearly scholarship awards provided by the OSFA to them, from other financial sources derived from their respective committee. Payment from the scholarship encumbrances shall be applied to the tuition on a semester or quarterly basis from properly a properly accredited college or institution, only after proper documentation has been provided to the respective scholarship committees for reimbursement.
- B. The prospective candidates shall be selected on a **the** basis of character, financial need, dedication, scholastic aptitude and scholastic achievement.

- C. Already existing, and any new scholarship fund awards, and their financial amounts shall be set forth and approved by the delegates each year at the annual meeting.

ARTICLE XIII  
AMENDMENTS

- A. The Code of Regulations may be revised or amended by a simple majority vote of the delegates present at the annual meeting.
- B. Suggestions for the revision of the Code of Regulations shall be presented to the appropriate committee no later than the January board meeting of each year for consideration of implementation.
- C. Suggestions for the revision of the Code of Regulations for consideration shall be submitted in the proper text format as listed.
  - 1. Text deletions shall be identified with ~~strike through~~ wording.
  - 2. Revised or new text shall be identified by **italicized/bold** or **highlighted** print.
- D. Suggestions for the revision of the Code of Regulations for consideration shall be submitted in both hard copy and electronic versions.
- E. Suggestions for the revision of the Code of Regulations for consideration shall be submitted with proper identification from the submitter, to include:
  - 1. Name of submitter.
  - 2. Name and address of fire department.
  - 3. Email address of submitter.
  - 4. Telephone number of submitter.
  - 5. Date of submission.
- F. Any proposed revisions or amendments to the Code of Regulations shall be posted on the OSFA website not less than 30 days before the annual meeting.

This CODE of REGULATIONS has been amended on the following dates:

August 23, 1962

August 16, 1964

August 13, 1967

August 18, 1985

August 18, 1992

August 19, 2001

August 19, 2007

August 22, 2010

August 17, 2014

July 1, 2017

July 10, 2021