

Region 5 Training Association (R5TA) Constitution and By-Laws

Article I. Name

- Section 1. The name of the Association shall be the Region 5 Training Association
- Section 2. This Association is organized as a regional organization.
- Section 3. This Association shall work in concert with the Lane Fire Defense Board.

Article II. Mission

- Section 1. A. To encourage and support training and education through an organization governed by representatives from each member agency of the Lane County Fire Defense Board and any agency within the area outside of the Lane County Fire Defense Board which pays the designated membership dues.
- B. Provide interaction and communications between member agencies, assist in organizing training programs, provide an instructor and training program pool, financial support for schools when needed and approved, receive and disburse training grants, and provide a single voice representative of all Region 5 members on issues pertaining to training.
- C. Keep member agencies informed on current training/operational standards and practices.
- D. Purchase, distribute, inventory and maintain standardized equipment and supplies as well as training equipment as established and authorized by the LCFDB.

Article III. Membership

- Section 1. Any two (2) active members of a recognized emergency service department can be appointed by the department to represent that department as a voting member of this organization.
- Section 2. Any person who supervises or instructs emergency related subjects within the Lane County Fire Defense Board region and any agency within the area outside of the LCFDB may pay the designated dues and become an individual voting, active member.
- Section 3. A recognized regional emergency services department or individual member, as defined in Article III Section 1 & 2, shall pay the designated dues to the Region 5 Treasurer by February 15th of each year.
- Section 4. Each recognized emergency service department shall submit a mailing list (name, address, employing organization, work and home phone numbers) of those

members deemed necessary by the department to receive Region 5 publications. Such lists shall be submitted annually with dues payment or within thirty (30) days of any change. (a) It shall be the responsibility of each recognized emergency service department to qualify 2 voting member and alternate from their respective departments. Each department and individual voting active members will submit on a form supplied by the Region 5 attesting to the fact that said member is entitled to be a voting member at the Region 5 meetings.

Section 5. Recognized departments shall share information on schools, conferences, seminars, workshops, and other educational opportunities sponsored during the year and when possible make instructional resource materials available to other Region 5 agencies.

Article IV. Dues

Section 1. A. The dues shall be set by a simple majority vote of members in attendance at a regularly scheduled meeting. If the dues amount is not set, it shall remain the same as the preceding year.

B. Dues shall be paid by each agency represented in the region.

C. The Region 5 Treasurers shall be responsible for the collection of all dues.

Section 2. 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 Circuit Court of the State of Oregon, 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 3. This organization is organized exclusively for the charitable or educational purposes within the meaning of Section 501(C)(3) of the Internal Revenue Code.

Section 4. 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.

Section 5. 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.

Article V. Officers/Executive Board

- Section 1. A. The officers of the association shall be: President, Vice-President, Past President, Secretary, Treasurer.
- B. The President, Treasurer shall be elected each even numbered year for a term of two years by a simple majority vote at the May Region 5 meeting.
- C. The Vice-President and Secretary shall be elected each odd numbered year for a term of two years by a simple majority vote at the May Region 5 meeting.
- Section 2. All newly elected officers of the association shall take office at the beginning of the July meeting and serve until their successors are elected and installed.
- Section 3. Election of Officers
- A. Nomination of Officers shall be open to the general voting membership beginning in March.
- B. Any member nominated for office in the association, must be an active voting member of the Region 5 Training Association.
- C. The officers shall be elected for a term of two years and shall be eligible for reelection.
- D. In case of a vacated office, a successor shall be appointed by the Executive Board to serve the remainder of the term.
- Section 4. Duty of the Officers
- A. The President shall preside at all Region 5 monthly meetings.
- B. In the absence of the President, the Vice-President shall preside. In the absence of the President and Vice-President, either the Secretary or the Treasurer shall preside.
- C. The Secretary shall keep the minutes of the association and shall perform such other duties as the association may direct. The Secretary shall distribute minutes of the Regular Association meetings to the membership within two (2) weeks of their occurrence.
- D. The Treasurers shall be the custodians of the funds of the association which shall be deposited in a bank designated by the Executive Board. The Treasurers shall keep an itemized account of all receipts and expenditures, file vouchers of all payments, and present a full report at each meeting of the association and the Executive Board.

E. Members of the Executive Board along with at least two (2) appointed members representing Region 5 member agencies shall convene at the end of the fiscal year to audit the funds of the association. The finding of the audit shall be presented at the regularly scheduled meeting immediately following the completion of the audit and approved by a simple majority.

F. It shall be the duty of the Executive Board with the support of the membership to take the initiative in determining the policies of the association, and to carry out the mission of the association.

Article VI. Meetings

Section 1. Regular meetings of this association shall be held as approved by the Board Directors.

Section 2. Order of Business. Meetings of this association shall be conducted in the following order:

- 1) President call meeting to order
- 2) Presentation of minutes of the previous meeting – Action Item
- 3) Financial report – Action Item
- 4) Committee reports
- 5) Unfinished business and/or reports
- 6) New business
- 7) Good of the order
- 8) Setting time, place, date of next meeting

Section 3. Quorum:

A Quorum shall consist of two (2) executive officers and three (3) member representing a minimum of three Region 5 member agencies

Section 4. The rules contained in “Robert’s Rules of Order” shall govern in all cases wherein they do not conflict with standard practices of this organization.

Article VII. Committees

Section 1. All regularly standing committees shall be appointed by the President with the approval of the Executive Board. Special committees may be appointed by the President.

Section 2. There shall be standing committees for the Region 5, EMS and Training.

Article VIII. Amendments

Section 1. Amendments to the Constitution and By-Laws of this Association shall be made ~~only~~ by a simple majority vote at any regularly scheduled association meeting.

Section 2. Proposed amendments shall be submitted in writing to the President prior to the next regularly scheduled association meeting. There shall be a first reading at the meeting the amendment is being presented and a second reading with motion and vote at the meeting immediately following. Changes to the proposed amendment may be made after the first reading and at the meeting of the second reading.

Section 3. Emergency Clause: The Association shall have the right to approve emergency amendments to the Constitution and By-Laws, by a simple majority vote at a regularly scheduled Association meeting, to take effect immediately.