

**WESTERN WASHINGTON COUNTY
TRAINING ASSOCIATION**

CONSTITUTION AND BY-LAWS

August 1995

(Rev. September 25, 2007)

**Article I
Name**

- Section I The name of this Association shall be the Western Washington County Training Association (WWCTA).
- Section II WWCTA is recognized as a regional training association by both the Department of Public Safety and Standards Training (DPSST) and the Oregon Fire Instructors Association (OFIA).
- Section III WWCTA is organized exclusively for educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding sections of any future federal tax code.
- Section IV WWCTA is not organized for profit and no part of the earnings or moneys shall be used to benefit any member, director, officer or any other private individual.

**Article II
Mission**

- Section I The mission of this Association shall be:
- (a) To encourage and support training and education through and organization governed by representatives from each of the member departments. (See Article III- Membership);
 - (b) to provide interaction and communications between training associations in the state;

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- (c) to provide an instructor and training program pool;
- (d) to provide financial support for programs when needed and approved;
- (e) to participate in the statewide organizations; and
- (f) to encourage and support training programs to reduce disabling injuries and deaths to all member groups of the organization.

Article III Membership

- Section I Membership in WWCTA shall be open to any active member of the recognized fire departments within the association's boundaries.
- Section II WWCTA recognizes the following departments as the association boundaries: Banks Fire, Carlton Fire, Cornelius Fire, Dundee Fire, Elsie-Vinemaple Fire, Forest Grove Fire, Gaston Fire, Hillsboro Fire, Metro West Ambulance, Newberg Fire, Tualatin Valley Fire and Rescue, Washington County Fire District 2, Yamhill Fire, Oregon Department of Forestry and Washington County EMS.
- Section III The voting membership shall be one vote from each of the recognized fire departments of WWCTA.
- Section IV Additionally, membership shall be open to any person not associated with a fire department who wishes to further education and training programs with the association's boundaries.
- Section V Associate membership shall be open to any agency not within the association boundaries. Associate members will receive preference when registering for training sponsored by WWCTA over other outside agencies. Associate members shall be non voting members.

Article IV

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Finances

- Section I Annual dues of \$50 per year will be assessed by WWCTA. This amount may be changed by the voting membership of the association.
- Section II Dues statements will be sent out in July and shall be paid before August 31.
- Section III The Secretary/Treasurer shall be responsible for collecting the annual dues.
- Section IV All expenditures shall be approved by a two-thirds (2/3) majority vote of the members present at a regularly scheduled meeting.
- Section V Members may be reimbursed for all parts of their expenses incurred while on official business, as approved by the membership.
- Section VI An audit committee shall be appointed to review all financial records during the month of November.
- Section VII Upon dissolution of WWCTA, the Executive Board shall, after paying or making provision for the payment of all liabilities of WWCTA, dispose of all the assets of WWCTA exclusively for educational purposes as shall at the time qualify as an exempt organization under Section 501 (c)(3) of the Internal Revenue Code 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 the Circuit Court of the State of Oregon for Washington County, exclusively for such purposed or to such an organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes.

Article V

Course Finances

Section I Schools sponsored by WWCTA should be designated to break even in cost or yield a marginal profit sufficient to take care of the financial needs of the course and organization.

Section II Schools sponsored by WWCTA shall, when possible, meet the training requirements and be accredited, as set forth by DPSST.

Section III Other schools may be sponsored by WWCTA as needed by regional agencies.

Section IV In order to prevent over-registration for schools, where class size is limited, pre-registration is considered to be a contract to pay the course fee (unless special arrangements have been made by the representative Training Officer). For the average small school, refunds due to cancellations will not be made after 72 hours prior to the school. Substitutions for pre-registered personnel can be accepted.

Section V WWCTA courses with a registration of less than 90% (of the number of attendees required to break even), 72 hours prior to the start date of the course shall be cancelled, unless the Executive Board approves to subsidize the class. For the average Small School we are going to need a minimum of ten (10) registered students. All WWCTA courses are intentionally provided at a reduced rate and cost and shall be identified and approved in a general WWCTA meeting prior to the course being scheduled.

Section VI A fire department with an outstanding invoice for a WWCTA course shall not be able to register personnel for upcoming courses without payment of the outstanding fee(s) and advanced payment of fee(s) for upcoming courses. Unless arrangements have been made by the Training Officer and the Secretary/Treasurer.

Section VII Refund for WWCTA course registration will be made when cancellations are made in writing (email or Fax are acceptable) 72 hours prior to the start date of the course. For Special Large Schools (i.e.: EMT-B School, NFPA Firefighter Academy, Out of State Speaker, etc...), Cancellations must be made in writing 10 days prior to the start date of the class to receive a refund of the registration fee.

Section VIII All expenses incurred by members of the WWCTA and subject to reimbursement, shall be forwarded to the Secretary/Treasurer. Executive Board approval shall be required on all expenses. However, the President and/or Vice President may approve expense reimbursements until the next regularly scheduled meeting is held. The Secretary/Treasurer shall reimburse those expenses submitted and approved.

Section IX Participating fire departments understand it is their responsibility to pay invoices to the Secretary/Treasurer of the WWCTA before the start of the school, unless previous arrangements have been made by the representative Training Officer who shall be the designated contact person for their Department.

Section X WWCTA small (local) schools will be run under the following financial matrix:

A) Instructor Per Diem: \$150.00 per day or \$300.00 for two days;
Plus expenses.

B) WWCTA Members cost: \$20.00 for one day or \$35.00 for two days (based on a minimum of 10 students). Classes that take place for a full day or part of a day will be charged as a single day rate. Non-WWCTA Members will be charged an additional \$10.00 per day

D) If approved by the Executive Board for each class:

Lunches	\$10.00 student/day
Snacks/Beverage	\$1.50 student/day
Coffee	\$60.00 course/day

E) Special and/or Large Schools (as identified in Article 5, Section 7) may have a different financial matrix. Such matrix shall be approved by the Executive Board prior to advertising of such course.

Article VI Officers

- Section I The officers of this association shall consist of a President, Vice President, and Secretary/Treasurer nominated during the regular meeting in November; elections shall take place at the January meeting.
- Section II Nominations for elected positions shall be open to the membership during the November and January meetings.
- Section III The officers shall be elected for a one (1) year term, and may be re-elected.
- Section IV All officers shall take office upon election, and shall serve until their successors are elected.
- Section V In case any of the elected offices becomes vacant, the Board of Directors shall appoint a successor at the next regular meeting.
- Section VI In the absence of the President, the Vice-President shall preside.
- Section VII The Secretary/Treasurer shall keep minutes of all meetings and perform duties as directed; be responsible for all monies received and disbursed by the association; and attend to all other duties.

Article VII Board of Directors (Executive Board)

- Section I WWCTA's Executive Board shall consist of one member of each recognized organization, the President, Vice President, and the Secretary/Treasurer.

Section II Executive Board members shall be selected by the member organizations and submitted to the association.

Section III The Department of Public Safety Standards and Training Fire Program Supervisor, or his/her duly appointed representative may serve as an ex-officio member of the Executive Board, without a vote. Additionally, this member may serve on assigned committees as appointed.

Article VIII Meetings

Section I There shall be a monthly meeting of the association which shall be held on the fourth Tuesday of each month at 7:00 p.m. at a location designated by the membership.

Section II All meeting shall be conducted in accordance with Roberts Rules of Order and those Rules shall govern in all cases not in conflict with these Constitution and By-Laws.

Section III The WCCTA Executive Board shall meet as the need arises, and may be called to meet by the President or any Executive Board member. Board meeting shall be attended by a quorum of at least 75% of the member organizations.

Article IX Committees

Section I The incoming WCCTA President shall annually appoint an Audit Committee and Nominating Committee. Additional committees shall be appointed as necessary.

