
Florida Association
of
Fire and Life Safety Educators

A Section of the
Florida Fire Marshals & Inspectors Association

Florida Association of Fire and Life Safety Educators

Section Guidelines

Article I – Purpose

Section 1.0 Purpose. The purpose of the Florida Association of Fire and Life Safety Educators (FAFLSE) is to provide a support system for individuals serving as Fire and Life Safety Educators. This will consist of, but not be limited to, education, training, and networking.

Article II – Identification of Members

Section 2.0 Membership. The Association consists of individuals representing their respective agencies in the role of Fire and Life Safety Educator.

Membership to the FAFLSE shall meet the membership criteria of the parent organization, the Florida Fire Marshals and Inspectors Association (FFMIA). Once listed as a member of the FAFLSE, all individuals are eligible to vote and hold office within this Association.

Article III – Officers and Duties

Section 3.0 Officers. The officers of the FAFLSE will consist of a Chair, Vice Chair, Secretary, and Public Relations Officer. The period of office shall be two years.

Section 3.1 Chair. It is the responsibility of the Chair to preside over the meetings with a working knowledge of parliamentary law and procedure. The Chair shall maintain a recent copy of the meeting minutes, membership list, and committee reports. The Chair shall have these available at all meetings. The Chair or designee will represent the FAFLSE at events, meetings, and conferences.

Section 3.2 Vice Chair. The Vice Chair will serve as designee in the absence of the Chair and be responsible for the establishment and oversight of the scholarship awards, the annual fundraising event and any other awards that are disseminated.

Section 3.3 Secretary shall have charge of the books, documents, and papers to maintain correspondence with the membership at large and with outside agencies. He/she will take the minutes of all board meetings and the Annual Business meeting. Minutes will be submitted to the webmaster for posting in a timely manner. He/she shall perform all of the duties subject to the direction of the FAFLSE Executive Board.

Section 3.4 Public Relations Officer. The Public Relations Officer shall serve as the Association spokesperson, handling all public relations and publicity. The Public Relations Officer shall oversee the Information Task Force.

Section 3.5 Multiple Offices. At any one time, no individual shall hold more than one office within this Association.

Section 3.6 Vacancies. Vacancies in elected or appointed offices shall be filled for the unexpired term by recommendation of the Chair and a simple majority vote of the Executive Board. The position may be filled through a vote held at a Special Meeting or by Appointment from the Executive Board.

Article IV – Executive Board

Section 4.0 Responsibilities. The Executive Board shall establish the agendas for the business meetings determining the direction of the Association and its activities. The authority of the Executive Board will include executive action on behalf of the membership to conduct business and institute policies in emergency situations.

Section 4.1 Membership. The Executive Board shall consist of the following five members: Chair, Vice Chair, Secretary, Public Relations Officer, and Immediate Past-Chair of the Association. Liaisons from the Florida Fire Marshals and Inspectors Association and other organizations sharing common interests shall be on the Executive Board as non-voting members.

Section 4.2 Voting and Quorum. Each member of the Executive Board, with the exception of the Liaisons, holds voting rights. To pass a resolution, a majority, or three members of the Executive Board, represents a quorum. In the case of a tie the Chair will cast the deciding vote.

Section 4.3 Meetings. The Executive Board shall meet in advance of the scheduled business meetings to develop an agenda and at other times as deemed necessary. Minutes of the meetings shall be maintained and provided to the general membership.

Section 4.4 Board Member Attendance at Meetings. The Executive Board officers shall attend a minimum of two Executive Board meetings per year. Executive Board officers elected by the membership or appointed by the Chair may be removed from office at the discretion of

the Chair, after prior consultation with the other Executive Board members.

Section 4.5 Appointment to Vacant Offices

Article V – Nominations and Elections

Section 5.0 Nominations and Elections Committee. A slate of Officers shall be the product of the Nominations and Elections Committee, consisting of the Immediate Past-Chair as Chairperson, and a minimum of two members designated by the Past Chair.

Section 5.1 Duties and Responsibilities. It shall be the duty of the Nominations and Elections Committee Chair to report to the membership at least 30 days prior to the Annual Meeting, a list of at least one nominee for each office and the date, time, and location for elections. The installation of Officers will be held during the banquet at the Annual Conference each election year. Only members whom are present and whose dues are current may vote.

Section 5.2 Installation of Officers. The installation of new Executive Board officers will be held during the banquet at the Annual Conference each election year.

Article VI – Task Forces

Section 6.0 Identification. The Association will consist of committees identified as Task Forces. Each Task Force will have a Chair.

Section 6.1 Authority. With approval of the body or acting on behalf of the Executive Board, the Chair may, from time to time, constitute or dissolve such Task Forces as may be appropriate. The Chair shall designate the size, duration, and responsibilities of each Task Force.

Article VII – Business Meetings

Section 7.0 Meetings. The Annual General Membership Business Meeting of the Association shall be held at the Annual Fire and Life Safety Education Conference. Other meetings of this association shall be held as often as the Executive Board deems necessary. Written notice of all meetings shall be sent to members at least 30 days prior to the meeting.

Section 7.1 Order of Business. The transaction of business shall be according to Robert's Rules of Order.

Section 7.2 Voting. Only those individuals listed as members of the FAFLSE, whose dues are current and in good standing will be permitted to vote. No proxy voting, written or otherwise, shall be allowed or accepted at any meeting of the Association.

Section 7.3 Quorum. A quorum will consist of ten members

Article VIII – Fiscal Year

Section 8.0 Fiscal Year. The fiscal year of the Association will coincide with the fiscal year of the Florida Fire Marshals and Inspectors Association, October 1 through September 30.

Article IX – Amendments

Section 9.0 Modifications. Any Article or Section of the Guidelines may be amended, repealed, or added to by a vote of a simple majority of the members present.

Florida Association of Fire and Life Safety Educators

Management Policies

New Executive Board Members

Newly elected Executive Board Members are expected to read and familiarize themselves with FAFLSE Guidelines and Management Policies and the Florida Fire Marshals and Inspectors Association By-Laws and Policies.

Membership

Membership is individual. A member of FAFLSE is also a member of the Florida Fire Marshals and Inspectors Association.

Travel

Travel on official FAFLSE business, scheduled meetings or those authorized by the Chair are eligible for reimbursement. Expenses shall be paid according to the FFMIA Travel Expense Policy. Expense Reports shall be submitted to the Chair for approval before being submitted to FFMIA for payment.

Task Forces

The Association shall consist of, but not be limited to, the following Task Forces:

Historical Task Force: The Historical Task Force shall be responsible for documenting the activities and events of the Association.

Information Task Force: The Information Task Force shall be responsible for the gathering and distribution of information for release to local, state, and national media agencies as well as for members of the Association and the Florida Fire Marshals *and Inspectors* Association. All information intended for dissemination to the membership-at-large shall be previewed by the FAFLSE Chair and Vice Chair for approval prior to release.

Membership Task Force: The Membership Task Force shall be responsible for the recruitment and retention of members for the Association. The Membership Task Force will develop and maintain a current mailing list of members.

Policy Task Force: The Policy Task Force shall be responsible for compiling and modifying the Guidelines, Policy, Procedures and Mission/Purpose Statement of the Association. Ongoing addenda to the Guidelines will be at the direction of the Association Chair as the result of a majority vote by the membership present at any general membership meeting. The Chair of this Task Force shall serve as the Association's Parliamentarian.

Research Task Force: The Research Task Force shall be responsible for researching and compiling information of concern to the Association. This information shall then be maintained and/or distributed as needed to other working committees. The duties shall include, but not be limited to, researching and obtaining CEU's for attendance at training

functions, current copyright laws, advancements in marketing and communications technology and a central resource lending library for use by members of the Association. The Research Task Force shall also keep the membership advised of new developments, legislation, and consumer interest items.

Training Task Force: The Training Task Force shall be responsible for developing and coordinating all training activities for the Association. This shall include the Annual Fire and Life Safety Education conference and may also include workshops, seminars, and self-directed learning programs.

Conferences

The Association shall hold an Annual Fire and Life Safety Conference in June of each year. The Executive Board shall determine the date and location of the Annual Conference. The Host Committee shall follow the Association Guidelines for hosting conferences.

Scholarships

The FAFLSE may hold a fund raising event at the Annual Fire and Life Safety Education

Conference with the purpose of raising funds to provide scholarships to the following year's conference. At the discretion of the majority of the FAFLSE board members, the scholarship funds may be used toward sending fire department educators to formal training. The FAFLSE and the FFMIA shall not incur any costs associated with this event. Any expenses will be covered with proceeds. The proceeds of this event will be held in the FFMIA bank account until used. Any portion of funds not used will be carried forward to the next year.

The FAFLSE Executive Board shall determine the number of scholarships to be awarded each year based on the funds available and the cost of registration and lodging. Scholarships will cover the cost of conference registration and lodging. Scholarship recipients shall be responsible for transportation and food costs. Scholarships shall be awarded to individuals who have not attended the Fire and Life Safety Conference in previous years. Priority shall be given to individuals from rural areas and/or volunteer departments. The department's capability to pay full registration and expenses shall also be considered.

The Vice Chair shall review the applications in a fair and unbiased manner. The Vice Chair will make recommendations to the Board. The Board shall make the final decision as to scholarship recipients with a majority vote. The Vice Chair may determine that none of the applicants meet the stated criteria, therefore awarding no scholarships. In this instance, the money shall be forwarded to the next year. The Vice Chair shall notify all applicants as to whether or not they have been awarded a scholarship.

Awards

Fire and Life Safety Educator of the Year Award: This award is provided annually to the Association member who has made significant and valuable contributions to the Association and who has demonstrated excellence as a Fire and Life Safety Educator. The award shall consist of an engraved plaque.

An Association member in good standing may be nominated for these awards by his or her department Chief or any member of the FAFLSE or Florida Fire Marshals and Inspectors Association. The Vice Chair shall solicit nominations in a timely manner. Nominations, which provide rationale for the selection, must be in writing and be presented to the Vice Chair prior to the announced deadline.

The Association Vice Chair, the Immediate Past Award Recipient, and two members from the Association shall serve as the review committee for this award.

Life Safety Education Achievement Award: This award is provided to an individual who has gone “above and beyond” to support Fire and Life Safety Education for an extended length of time. This award will be considered as very prestigious and only given as deemed appropriate by the Executive Board. The award shall consist of an engraved plaque.

The awards shall be presented during the banquet at the Annual Fire and Life Safety Education Conference.

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