

California County Fleet Management Association
(CCFMA)

NAME This organization shall be known as the California County Fleet Managers Association (CCFMA).

OBJECTIVES The purposes/objectives of the CCFMA shall be:

1. Stimulate effective relationships and cooperation between County Fleet Management Departments within the State of California.
2. Provide a forum for sharing knowledge/information among the CCFMA members.
3. Act on fleet related legislative measures, rules, and regulations that benefit California Counties.
4. Promote professional development/recognition of California Counties/CCFMA Fleet Management organizations/employees.

MEMBERSHIP Membership (in Good Standing) is contingent upon current annual dues being paid in full.

Membership shall consist of **Members** and **Associates** as follows:

Members

Qualification:

1. Must be an employee in a California County.
2. Must either be employed in a Fleet Management Department, organization or agency, or have an inherent interest in the administration, support or success of a California County fleet management organization.

Members Privileges:

- a) Vote Hold office
 - b) Chair Committees
 - c) Represent CCFMA (Board directive).
 - d) Other privileges as accorded by the Board of CCFMA.
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Associate Members

Qualification:

1. Must be an employee of, or have an inherent interest in a “public fleet” organization (such as a City, District, Agency or another state).
2. Has an active role or interest in the administration and/or support of Fleet Management Department(s) and/or vehicles in general.

Admission

- a) Application may be submitted via a imprinted letterhead request from the applicant’s organization or completed “Request for Membership” CCFMA form (available on the CCFMA website) at

<http://www.ccfma.org/2007%20Membership%20Form.doc>

- b) Membership applications may be submitted (hand-delivered, email, FAX or mailed) to any CCFMA member.
- c) The CCFMA member accepting an application, should immediately forward the application to the CCFMA Secretary.
- d) The Secretary will validate the applicant’s qualifications and, if appropriate, present the applicant’s request at the next CCFMA meeting.
- e) Approval/disapproval of membership shall be by a majority vote of members present at the meeting.
- f) The Secretary will notify the prospective applicant of the voting outcome via a written (memo, letter or email are acceptable) communication within 30 days of the vote.

Assessments

Annual membership fee shall be **\$100** for the first member in each County and/or agency and **\$50** annually for all additional membership within that organization.

Annual Associate membership fee shall be **\$50** for the first member in each County and/or agency and **\$25** annually for all additional membership within that organization.

OFFICERS

The officers of CCFMA shall consist of:

President

Vice President

Secretary

Executive Officer (the immediate Past President of CCFMA)

All officers shall be Members in “Good Standing” of CCFMA.

Collectively, the slate of Officers outlined above will be known as the “Board of Directors” or informally as the “Board”.

Term of Office

All officers shall assume office on July 1, or as soon as practical after their election.

Terms of office shall be for one calendar year.

Nominations and election of officers shall be made from the floor at the last general membership meeting prior to July.

Duties of Officers

PRESIDENT

The President shall preside over all meetings of the CCFMA, may appoint committees as necessary, and shall coordinate the business affairs of the CCFMA.

VICE PRESIDENT

In the absence of the President, the Vice President shall perform the duties of the President as outlined above.

The Vice President shall perform or oversee the functions of auditing, budgeting, preparing and presenting the annual budget.

Annually, during the “fall general membership meeting”, the Vice President shall prepare/present a financial statement and balance sheet to the Association.

The Vice President is authorized to receive and disburse funds. The Vice President may, at his own discretion or upon the request of the President, order that an outside audit be completed.

The Vice President shall perform other duties as may be assigned by the President or the Board.

SECRETARY

The Secretary shall prepare, maintain, and distribute the CCFMA meeting agendas, meeting minutes, bylaws, complete resolutions as directed by the Board/membership, and maintain membership records.

QUORUM

A quorum is declared when a “simple majority” of the Board is present at a regular membership meeting.

All members, in “good standing”, in attendance at a general membership meeting shall constitute the “voters”.

A “simple majority” of the “voters” shall constitute approval of all motions.

MEETINGS

Meeting dates/locations shall be determined by the Board.

Typically, three meetings should be held annually.

PROCEDURE

CCFMA meetings shall be controlled by **Robert’s Rules of Order (Revised)**, unless otherwise ordered by the Board.

LIQUIDATION

In the event of dissolution or liquidation of the CCFMA, any and all assets remaining after the payment of the CCFMA debts, shall be distributed on a prorate basis to the member counties in “Good Standing” at the time of dissolution.

SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause, word or phrase of these bylaws, is for any reason, held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portion of this Constitution/Bylaws.
