



FIRE
APPARATUS
MANUFACTURERS'
ASSOCIATION

Policies and Procedures

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Policies and Procedures



Table of Contents

Section 1 – Non-Discrimination Policy	4
Section 2 – Antitrust Policy	4
Section 3 – Financial Policies and Procedures	4
3.1 General	4
3.2 Revenue	5
3.3 Expenses	6
3.4 Dissolution	10
Section 4 – Meeting Registration Fees, Fee Refunds, Hotel Reservation and Cancellation Policies	10
4.1 Meeting Registration Fees	10
4.2 Honorary Members	10
4.3 Meeting Registration Fee Refund Policy	11
4.4 Hotel Reservation Policy	11
4.5 Hotel Cancellation Policy.....	11
Section 5 – Promotional Activities at FAMA Meetings and Activities	11
Section 6 – Member Donations and Contributions at FAMA Meetings and Activities	12
Section 7 – Corporate Sponsorship of Spring Meeting	12
Section 8 – Policy Regarding Corporate Sponsorship of FAMA Technical Committee Meetings	14
Section 9 – Attendance at FAMA Committee Meetings	16
Section 10 – Travel Policy for Invited Guests	17
Section 11 – Guest Speaker Guidelines and Policy Regarding Informational Hand-Outs	18
Section 12 – Policy on Web Links	20
Section 13 – Policy Regarding Industry Statistics Program	21
Section 14 – Policy on NFPA Submissions	23
Section 15 – Appointment of Board Liaisons to FAMA Committees	23



Section 16 – Annual Board Transition and Strategic Planning Meeting24

Section 17 – Board of Directors Conflict of Interest Policy and Disclosure Form.....24

Section 18 – FAMA Business Records Retention Policy25

Section 19 – Whistle-Blower/Code of Conduct Policy28

Section 20 – Committee Member and Leadership Appointments30

**Section 21 – Policy Regarding Appointment of Representatives to Outside Organizations
.....31**

Section 22 – Board of Directors Qualifications, Duties and Responsibilities32

Where used in the following Policies and Procedures, the terms Fire Apparatus Manufacturers' Association Inc., Fire Apparatus Manufacturers' Association, the Association and FAMA shall be shall all mean the same thing and shall be interchangeable.



Section 1 – Non-Discrimination Policy

It is **FAMA's** policy that all programs and activities of the Association be conducted without discrimination against any person on the basis of gender, race, religious affiliation, sexual orientation, age, color, marital status, national origin, physical or mental disability, veteran's status, or any other legally recognized basis. All **FAMA** members, member representatives and guests are required to act in strict compliance with this non-discrimination policy in connection with any **FAMA** related program or activity.

Section 2 – Antitrust Policy

It is **FAMA** policy that all programs and activities of the Association be conducted on the principles of fair trade and competition, and in strict conformance with all applicable antitrust laws. All **FAMA** members, member representatives and guests are required to act in strict compliance with this Antitrust policy in connection with any **FAMA** related program or activity

Section 3 – Financial Policies and Procedures

Consistent with the Bylaws, Mission Statements and Code of Professional Practice of the Fire Apparatus Manufacturers' Association, Inc. (the Association), and in keeping with sound business practice, the following defines the Financial Policies and Procedures of the Association.

3.1 General

1. The fiscal year of the Association shall be from January 1 through December 31 for the purpose of determining tax filing dates, reconciliations, dues, and budget planning.
2. A proposed annual budget for the Association shall be prepared by the Treasurer in cooperation with the Vice President and submitted to the Board of Directors for review. Prior to the affected fiscal year, action by the Board of Directors is required to adopt the annual budget. At the close of the fiscal year, the Treasurer shall provide to the Board a full accounting of all revenues and expenses for the past year.
3. All funds received by the Association shall become the sole property of the Association and such funds shall be deposited into a financial institution selected by the Board not more than seven (7) days following receipt thereof.
4. All short and long-term investment accounts shall be established in the name of the Association.
5. The Treasurer shall maintain such bank accounts and investments in the name of the Association as may be approved by the Board, which may include, but not be limited to, the following:



- (a) combined checking and interest-bearing savings account; or
 - (b) checking account (non-interest-bearing); and
 - (c) savings account (interest bearing);
 - (d) investment instruments such as certificates of deposit or U.S. Treasury Bonds.
6. The Association shall maintain at all times a minimum cash reserve equal to 50% of the prior year's expenditures. These reserves may be retained in any demand deposit account held by the Association and shall be maintained by the Treasurer. Any excess funds shall be reported by the Treasurer to the Board of Directors along with investment proposals relating thereto. The Board shall promptly direct the Treasurer as to the investment of Association funds.
7. At least three (3) authorized signatures shall be submitted to the banking institution for each bank account established in the name of the Association. Authorized signatories on each account(s) shall include that of the current President, Vice President, and Treasurer. For accounting and business reasons, the Business Manager's name and signature may be included on the Bill Pay Account, at the discretion of the Board.
8. Electronic payments (ACH), wire transfers or other forms of electronic funds transfer may be substituted for paper checks where appropriate. All electronic payments must be pre-approved, in writing or via email, by the Executive Board with copy to the Treasurer. All approvals shall become official records of the association and all transactions shall be recorded in the Association's accounting records and software.
- In all cases, an authorized signer on any Association account may not participate in the approval or authorization of any payment or other financial transaction in which he/she, or his/her employer, is the payee or beneficiary.
9. Monthly bank statements shall be maintained by the Business Manager and are the sole property of the Association. When called upon, said statements must be made available for inspection by any officer or committee appointed for the purpose of verifying or reconciling transactions of any and all Association accounts. Bank statements may be imaged and maintained in electronic form.

3.2 Revenue

- 1) Membership Dues – Revenue of the Association may be derived from annual membership dues at an amount established by the Board of Directors and approved by the general membership, or from other sources as may be approved by the Board.
 - A. Annual membership dues invoices to all current member companies shall be sent via mail or e-mail not later than November 15th for the upcoming fiscal year and shall be due and payable on or by January 7th.
 - B. Any company applying for a new membership must submit with its application the full required annual dues for the year of application, and any requested product information. Renewing members must pay the full annual dues assessment for each



- year of membership, however new memberships that are approved after May 1st of the application year will not be required to pay annual dues for the first following renewal year of membership.
- C. Suspension notices shall be sent via mail and e-mail to all delinquent member companies by February 7th, however, payment of all delinquencies made within thirty (30) days of suspension will automatically reinstate a member company to full active member status retroactive to the date of suspension.
 - D. A member company to which a suspension notice has been sent, and which has not paid any and all outstanding fees (including membership and any other fees) shall be considered ineligible to participate in any Association events, including membership and committee meetings.
 - E. Failure to pay any dues arrearages by March 7th will result in automatic expiration of membership, in accordance with the FAMA Bylaws.
- 2) Investment and Other Revenue – Additional revenue of the Association shall be derived through earned interest from investment accounts, donations, bequests, sponsorships, web banner or advertisements, and any other revenue-generated special projects as approved and prescribed by the Board of Directors.
 - 3) Surplus Funds – Any funds collected that are not used to pay day-to-day operating expenses and specific obligations of the Association, will be considered surplus funds. The Treasurer shall invest surplus funds as directed by the Board.

3.3 Expenses

- 1. Accounts Payables – All bills, invoices and other Association payables shall be directed to the Association office within seven (7) days of receipt to facilitate timely payment.
- 2. Disposition of Invoices – On at least a monthly basis, the Business Manager shall present all invoices and other payables to the Executive Board and the Treasurer for approval to pay. With the Executive Board's approval, the Business Manager shall initiate payment within thirty (30) days from the date of approval by either check or electronic funds transfer, reporting a tabulation of such activities to the Executive Board and Treasurer and for the records of the Association.
- 3. Office Administration
 - A. The Association may engage the services of a Business Manager and any necessary staffing to perform such services as would be required to maintain the Association office. Salary and benefits shall be established and reviewed periodically by the Board of Directors. The Business Manager is expected to attend all Executive Committee, Board of Directors, General Membership, and Technical Committee meetings when called upon for the recording of minutes, meeting coordination, and administrative duties. Reasonable and necessary expenses incurred will be reimbursed for all required travel and other Association related activities on a monthly basis.



- B. The Association may retain the services of Legal Counsel to assist and advise the Board of Directors and the membership as a whole in rendering legal services or counseling to the Association leadership. An appropriate retainer will be established and reviewed periodically by the Board of Directors and shall be paid in accordance with separate written agreement between the Association and its legal counsel.

4. Conferences and Exhibitions

- A. The Board of Directors shall determine at which industry events the Association will obtain display space, set-up, and staff a display booth.
- B. The Business Manager, with the approval of the President, shall order any and all services required for appropriate trade show booth presentations, including but not limited to, staffing of personnel when necessary.
- C. The Business Manager and the Marketing Committee shall be responsible for the shipping, set up and dismantling of the booth display, and shall, with the approval of the President, make available all such literature, materials and signage as may be deemed timely and appropriate.
- D. All reasonable and necessary expenses incurred in connection with any booth services rendered shall be reimbursed 100% upon submission and approval by the Board. All invoices and supporting documentation shall be forwarded to the Association office for appropriate disposition.

5. Membership Meetings and Speakers

- A. Upon request, the Meeting Planning Committee shall develop and submit to the Board of Directors for approval, a list of suggested locations, dates, times, and fee schedules for Membership and other Association meetings, and shall further, coordinate with the Board Vice President all arrangements, including fee structure, speaker presentations, consistent with the needs of the Association, and the meeting budget.
- B. All dues and assessments levied upon any attending member company representatives or guests shall be reviewed and approved by the Board of Directors prior to all Association meetings. Special rates for children, honorary members, guests, or others in attendance may from time-to-time be established by the Board of Directors, as deemed necessary and appropriate.
- C. All approved future meeting sites which require a contractual commitment of Association funds shall be coordinated by the Business Manager, and approved by the Executive Board, prior to making of any contract, or issuing of any prepayments or security deposits.

6. Plaques and Special Awards

- A. Procuring of the membership plaque, one per company, shall be the responsibility of the Business Manager with the direction and approval of the Membership Committee. Additional membership plaques may be purchased directly by the member company from the supplier at the member company's sole expense.



- B. The procuring of the President's plaques and other recognition plaques shall be the responsibility of the Business Manager with the direction and approval of the Meeting Planning Committee.
7. Newsletter Printing and Artwork
- A. The Association shall, in connection with publishing a periodic newsletter, reimburse any reasonable and necessary expenses required in the publication of such newsletters.
- B. The publication and distribution of an Association newsletter shall be the responsibility of the editor (Business Manager) with approval of the President after coordination with the Marketing Committee as necessary.
- C. All invoices or other payables shall be forwarded to the Association office for appropriate disposition.
8. Advertising and Marketing
- A. The Board of Directors may, from time to time, expend funds for advertising or marketing efforts aimed at furthering the goals and objectives of the Association, as deemed in the best interests of the Association's members.
- B. The Board of Directors may, from time to time, expend funds to reduce annual fees associated with joining other membership-based associations as a vehicle to support and promote any and all industry issues that might affect the majority interests of its members.
9. Scholarship Program and Awards
- A. Any and all Scholarship awards will be presented by the Association on an annual basis.
- B. The Business Manager shall forward to the Scholarship Subcommittee the scholarship applications and the required documentation received from students enrolled in degree programs of colleges or universities that meet requirements of the program. The Scholarship Subcommittee shall present their recommended scholarship recipient to the Board for their review and ratification.
- C. All scholarship payments shall be delivered directly to the recipient's college or university for the benefit of the scholarship recipient.
10. Grant Fund – A Grant Fund shall be provided for in the annual budget as determined by the Board of Directors, and shall be consistent with the written, stated purpose and criteria of the Fund.
11. Statistical Reports
- A. The results of any and all statistical surveys shall be prepared and distributed to all member companies as prescribed by the Board of Directors, as a benefit of membership.



- B. At the discretion of the Board, a non-member company may be allowed to purchase only the annual statistical report for an established fee set by the Board of Directors. Appropriate release forms, confidentiality stipulations, and/or other agreements, as established by the Board of Directors, must be received before a statistical report will be released to a non-member company.
- C. Under no circumstances will the results of any statistical surveys be released for publication or distribution to non-members without the express consent of the Board of Directors.
- D. The procuring of all services in connection with the publication and distribution of any statistical survey shall be the responsibility of the Statistical Committee, with the approval of the Board of Directors.

12. Tax Reporting and Annual Reports

- A. The Treasurer, with the assistance of the Business Manager, shall be responsible for retaining the services of a reputable accounting firm or certified public accountant to advise and assist the Association in the preparation and filing of all required state and federal tax returns, reports, and other required documents.
- B. The Treasurer, with the assistance of the Business Manager, will provide yearly 1099-MISC forms to all persons who provided services beyond that of normal expenses during the calendar year, and will file with the Internal Revenue Service all necessary tax reporting, including 1096 and 1099 forms, not later than January 31 of the following year, or such other date as may be required by applicable law or regulation.
- C. An annual Federal tax return and other required supporting documentation shall be filed with the Internal Revenue Service after the close of the Association's fiscal year by the Association's accountant with approval of the Treasurer. With the Treasurer's approval, and the Business Manager's assistance, the accountant, on behalf of the Association, shall execute the Form 990 by the required filing deadline and in advance of the Fall Membership Meeting.
- D. The Association, registered as a Corporation in the Commonwealth of Virginia, shall file, not later than April 30 of each calendar year, a Virginia Corporation Annual Report as well as pay to the Commonwealth of Virginia a yearly registration fee as prescribed by the Notice of Assessment. This filing shall be the responsibility of the Business Manager.
- E. The Association, while doing business in the state of Florida, shall file an annual report with the Florida Department of State, Division of Corporations, in order to maintain active status under Florida law. Annual reports for all corporations, limited liability companies, limited partnerships and limited liability limited partnerships are due each year between January 1st and May 1st. An annual report is a required report that is used to update or confirm the Florida Department of State, Division of Corporations' records. The filing of this report shall be the responsibility of the Business Manager, who shall report filing status to the Board on an annual basis.



3.4 Dissolution

In the event the Association should be dissolved, no member will receive any portion of its remaining assets or property. Upon dissolution, the balance of any assets or property of the Association which remains after all debts or obligations are satisfied, will be distributed to any other non-profit corporation, as selected by the Board of Directors, which has been determined by the Internal Revenue Service to be exempt from Federal income taxes.

ANY AMENDMENTS TO THE POLICIES AND PROCEDURES OF THE ASSOCIATION MUST BE APPROVED BY THE BOARD OF DIRECTORS. IN THE EVENT A POLICY SHOULD CONFLICT OR CONTRADICT THE ASSOCIATION BYLAWS, THE BYLAWS SHALL PREVAIL.

Adopted by the Board of Directors - Initial acceptance: 09/25/97

KHB Proposed Revisions: 10/06/00 – ACTION OF THE BOARD: Policies amended and adopted 11/03/2000

10/29/04 – Revised General, #7 – ACTION OF THE BOARD: Approved

01/16/05 – Revised: Revenue 1.B, 1.C, 1.E; Expenses 4.C, 6.A, 6.B, 7.B, 9.B, 10.B, 10.D –

ACTION OF THE BOARD: Approved 11/29/07 – Revised: Revenue 1E, 2; Expenses 8, 10 –

ACTION OF THE BOARD: Approved 12/7/07

Revised: 11/08 (approved by Board)

Proposed Revisions Presented: 11/09; approved

Revised: 11/1/10 – approved by Board (Revenue 1.A)

Proposed: 12/3/10 (Revenue 1.B) – action of Board: approved

Revised 07/14 (Title; General 3, 7; Revenue 3; Expense 2a, 12)

Amended: 1/25/2023

Section 4 – Meeting Registration Fees, Fee Refunds, Hotel Reservation and Cancellation Policies

4.1 Meeting Registration Fees

The Board will establish registration fees applicable to membership meetings.

4.2 Honorary Members

A standard \$50 discount on meeting registration fees will be provided to Honorary Members.



4.3 Meeting Registration Fee Refund Policy

Spring and Fall Membership Meeting fees will not be refunded but, will be credited toward the next Spring or Fall Membership Meeting as applicable. Credits are valid for one year. Due to hotel food and beverage order requirements, cancellations received within seven days of the start of the event, are not valid for credit. Attendee cancellations must be submitted in writing and emailed to info@fama.org.

4.4 Hotel Reservation Policy

The Association negotiates a special room rate each year. After the date the room block closes, the FAMA or FAMA/FEMSA contracted room rate might not be available, and attendees may thereafter have to pay the full rack rate. The Association contracts a fixed number of rooms based on anticipated attendance. Reservations are made by members on a first-come, first-served basis. If the host hotel sells out, the member may seek accommodations at a nearby hotel.

4.5 Hotel Cancellation Policy

Member representatives and guests attending Membership Meetings may be subject to special cancellation policies contained in the hotel services contract. If a reservation is cancelled after the date the room block closes, the hotel may charge a minimum one-night cancellation fee to the member's credit card on file. Also, if an attendee checks out prior to the original reservation departure date, the hotel may charge a one-night cancellation fee.

Adopted Fall, 1999

Amended: Spring 2006; 12/7/07

Amended: Spring 2008

Amended: 11/17/09

Amended: 7/13/15 – Honorary Member Discount

Amended: 4/3/17

Amended: 1/25/2023

Section 5 – Promotional Activities at FAMA Meetings and Activities

FAMA meetings and activities are intended to support and advance the common interest of the industry as a whole. Nonetheless, through their participation in FAMA sponsored meetings and activities, Association members and guests will also have frequent opportunity to promote and develop more meaningful business relationships with other Association members and the companies that they represent. While these natural networking opportunities are important benefits of FAMA membership and are encouraged, members attending FAMA sponsored



activities are expected to confine their promotional and business development activities to personal and social interaction with other members and guests. Any form of direct company-related promotional activity at FAMA meetings and activities is strictly prohibited, including the distribution or display of any promotional materials bearing a company name, slogan, logo or other identifying features of a particular company.

Section 6 – Member Donations and Contributions at FAMA Meetings and Activities

On occasion, and typically in connection with FAMA general membership and committee meetings, member companies have offered to make voluntary contributions or donations to the Association for the general benefit of meeting participants and their guests. Such contributions typically take the form of:

- a. donation of food, beverages or other consumables;
- b. donation of commemorative novelty items, favors or merchandise;
- c. donation or sponsorship of fellowship, social or recreational activities;
- d. donation of equipment or facilities; and,
- e. donation of cash to help defray the Association's overall expenses in connection with the meeting or activity.

Such donations and voluntary contributions are never expected or required by the Association, of any member or participant. Voluntary contributions by members will be accepted only under circumstances where:

1. the donation is completely non-commercial and non-promotional in nature, and
2. the donation is equally available for use or participation by all meeting participants.

Members who wish to make any such voluntary contribution to any FAMA meeting or activity must first obtain approval of the Board of Directors prior to the affected meeting or activity. Except for a general acknowledgement of the donation or contribution, and a statement of the Association's gratitude and appreciation, donors may not solicit, and will not receive, any special favors or accommodations at FAMA functions.

Amended: 11/08

Section 7 – Corporate Sponsorship of Spring Meeting

The FAMA Spring Meeting is intended to support and advance the common interest of the FAMA member companies, and that of the industry as a whole, in a relaxed and informal setting. In order to maximize the benefit of this meeting for the entire membership, FAMA endeavors to enhance



the quality of the meeting program, while striving to minimize the meeting cost to those FAMA members who attend. To assist the Association in achieving these desirable objectives, the FAMA Board of Directors will permit non-member companies to “sponsor” the FAMA Spring Meeting, or portions thereof, on an annual basis. This corporate sponsorship opportunity is not available to any FAMA member company or its affiliates however, the corporate sponsor must nonetheless be a company whose business is associated directly with the North American fire service.

In exchange for timely payment by the corporate sponsor of an agreed sponsorship fee, the amount of which will be determined annually by the Board of Directors, the corporate sponsor will be entitled to receive the following sponsorship benefits:

1. No more than four representatives (including spouses or guests) selected by the corporate sponsor may attend and participate in all Spring Meeting activities, except Board of Directors or executive meetings, and those portions of the general membership meeting which may from time to time be designated by the Board of Directors as open to “Members Only.”
2. FAMA Spring Meeting announcements, registration forms and other mutually designated publicity materials regarding the Spring Meeting may include recognition of the corporate sponsorship, along with the corporate sponsor’s name and/or company logo. The corporate sponsor may also be recognized, by name and company logo in Spring Meeting publicity postings added periodically as updates to the “Members Only” area of the FAMA website (www.fama.org).
3. The corporate sponsor may create and deliver to the meeting site tasteful banners and signs, which may include the corporate sponsor’s name and/or company logo, for appropriate posting, at the sole discretion of the Board of Directors, in meeting rooms, in the FAMA networking suite, and at selected other locations where meeting activities or functions are conducted. To avoid any potential problems with signage delivered to the meeting site, prior approval regarding the intended type, size, and content of proposed banners and signs should be obtained in advance from the Meeting Planning Committee or Business Manager.
4. The corporate sponsor may be allotted time for an approved presentation, not to exceed thirty minutes in total duration, to be made during the general membership meeting. Prior approval of proposed presentations, and all associated visual and printed materials to be used in connection therewith, must be secured by the corporate sponsor from the FAMA Meeting Planning Committee or Business Manager at least thirty days prior to the meeting.
5. The FAMA President will verbally recognize the corporate sponsor, and introduce its representatives in attendance, at the Spring Meeting opening breakfast, during the general membership meetings, and during the awards banquet.

Corporate sponsorship of the FAMA Spring Meeting is subject to the following restrictions:

1. No direct selling or marketing activities are permitted during the meeting, whether conducted on-site or off-site. Social interaction, casual networking and building of



business relationships with FAMA member company representatives is both appropriate and encouraged.

2. No distribution of collateral goods of any type to the membership (i.e., literature, hats, t-shirts, etc.) will be permitted, except for those pre-approved materials which are distributed in connection with the sponsor's presentation to the general membership.
3. Full payment of the agreed sponsorship fee must be received in the FAMA administrative office at least 30 days prior to the designated Spring Meeting arrival date.

On an annual basis, the FAMA Vice-President and the Marketing Committee Chair, using financial input from the Meeting Planning Committee, may offer prospective sponsorship opportunities to interested non-member companies, and recommend to the Board of Directors the corporate sponsor(s) to be designated for each Spring Meeting. Final selection of the corporate sponsor(s) for the upcoming Spring Meeting will be made annually by the Board of Directors during its August board meeting and will thereafter be announced to the membership during the Fall Membership Meeting.

The FAMA Spring Meeting is generally relaxed, informal, and social in nature, and is intended to be an enjoyable and enriching experience for FAMA members and their families. Sponsor representatives in attendance at the meeting are always expected to conduct themselves courteously and professionally, and to demonstrate proper business and social decorum at all times. FAMA reserves the right to refuse admission to any corporate sponsor representative who intentionally violates any of the above-listed sponsorship conditions and restrictions, or who refuses to comply with FAMA policies, procedures, or rules applicable to meeting activities, or who otherwise conducts himself/herself in a disrespectful, offensive, inappropriate, or otherwise disruptive manner.

Adopted: 10/2002

Amended: 11/09

Amended: 4/2012

Section 8 – Policy Regarding Corporate Sponsorship of FAMA Technical Committee Meetings

The FAMA Technical Committee Meeting is intended to support and advance the common interest of the FAMA member companies, and that of the industry as a whole. In order to maximize the benefit of this meeting for the entire membership, FAMA endeavors to enhance the quality of the meeting program, while striving to minimize meeting costs. To assist the association in achieving these desirable objectives, the FAMA Board of Directors will permit one or more companies to “sponsor” a FAMA Technical Committee Meeting, or portion thereof, on an annual



basis. The corporate sponsor(s) must be a company whose business is associated directly with the North American fire service.

In exchange for timely payment by the corporate sponsor of an agreed sponsorship fee, the amount of which will be determined by the Board of Directors, the corporate sponsor will be entitled to receive the following sponsorship benefits:

1. No more than four representatives selected by the corporate sponsor may attend the opening of the Technical Committee Meeting for introductory purposes.
2. FAMA Technical Committee Meeting announcements, registration forms and other mutually designated publicity materials regarding the sponsored Technical Committee Meeting may include recognition of the corporate sponsorship, along with the corporate sponsor's name and/or company logo.
3. The corporate sponsor may create and deliver to the meeting site a tasteful banner and sign, which may include the corporate sponsor's name and/or company logo, for appropriate posting, at the sole discretion of the Board of Directors, in meeting rooms, and at selected other locations where meeting activities or functions are to be conducted. To avoid any potential problems with signage delivered to the meeting site, prior approval regarding the intended type, size, and content of proposed banners and signs should be obtained in advance from the Technical Committee.
4. The corporate sponsor may be allotted time for an approved presentation, not to exceed five minutes in total duration, to be made during the opening remarks for the meeting. Prior approval of proposed presentations, and all associated visual and printed materials to be used in connection therewith, must be secured by the corporate sponsor from the FAMA Technical Committee at least thirty (30) days prior to the meeting.
5. The FAMA President or Technical Committee chairperson may verbally recognize the corporate sponsor, and introduce its representatives in attendance, before the business of the Technical Committee Meeting begins.

Corporate sponsorship of the FAMA Technical Committee Meeting is subject to the following restrictions:

1. No direct selling or marketing activities are permitted during the meeting, whether conducted on-site or off-site. Social interaction, casual networking and building of business relationships with FAMA member company representatives is both appropriate and encouraged.
2. No distribution of collateral goods of any type to the membership (i.e., literature, hats, t-shirts, etc.) will be permitted, except for those pre-approved materials which are distributed in connection with the sponsor's presentation to the Technical Committee.



3. Full payment of the agreed sponsorship fee must be received in the FAMA administrative office by January 31st, or such other date as made to be mutually agreed between FAMA and the Corporate Sponsor.

On an annual basis, the FAMA Vice-President and the Trade Show Committee Chairperson, using financial input from the Technical Committee, shall be responsible for offering prospective sponsorship opportunities to interested companies, and for ultimately recommending to the Board of Directors the corporate sponsor(s) to be designated for each Technical Committee Meeting. Final selection of the corporate sponsor(s) for the upcoming Technical Committee Meeting will be made annually by the Board of Directors and will thereafter be announced to the membership during the Fall Membership Meeting.

The FAMA Technical Committee Meeting is generally formal in its agenda and conduct. This format reflects the seriousness of the topics discussed. Sponsor representatives in attendance at the meeting are always expected to conduct themselves courteously and professionally, and to demonstrate proper business and social decorum at all times. FAMA reserves the right to refuse admission to any corporate sponsor representative who fails to comply with any of the above-listed sponsorship conditions and restrictions, or who refuses to comply with FAMA policies, procedures or rules applicable to meeting activities, or who otherwise conducts himself/herself in a disrespectful, offensive, inappropriate, or otherwise disruptive manner.

Action of the Board: Approved by email vote – 3/5/07

Proposed Revision: 5/31/07

Action of the Board: Approved as amended – 6/1/07

Amended: 11/08 – Board

Section 9 – Attendance at FAMA Committee Meetings

The rules governing attendance at general membership meetings apply to all committee meetings. The Board retains the authority to invite non-members to attend committee meetings where such attendance of non-members is deemed to be in the best interest of the membership (i.e., non-member speakers and presenters, attendance by prospective members, attendance by legal counsel or Association contractors or advisors, etc.)

As voted by Membership at Spring Meeting: 3/28/2000

Amended 11/08 – Board

Amended: 1/25/2023



Section 10 – Travel Policy for Invited Guests

Purpose:

To establish a set of guidelines for use by invited non-FAMA guests or speakers at FAMA sponsored functions.

Policy:

The Meeting Planning Committee is responsible for the implementation of this policy. Once a guest or speaker has been identified, the person making initial contact should advise the guest that he/she will be contacted by a member of the Meeting Planning Committee who will coordinate all necessary arrangements for that guest. The FAMA member making the contact will forward the name, address, and telephone number of the contact along with a brief description of the guest's meeting role to the Committee Chair.

Pre-Meeting Duties:

The Meeting Planning Committee member will contact the guest, confirm arrangements in writing and discuss the following information:

1. Arrival and departure date and time
2. Ground transportation at meeting site
3. Number of people in party
4. Length of stay
5. Expenses covered and method of reimbursement:
Travel, lodging and meals. Any other expenses must be approved in advance by the Vice President. Incidental expenses, including telephone calls and movies charged to the guest's room are the responsibility of the guest. All invoices for reimbursement of approved expenses must be submitted to the Business Manager and approved by the Vice President.
6. Supply copy of Speaker Policy (handouts)
7. Obtain profile on guest for person doing the introduction
8. Obtain a list of audiovisual needs for the presentation
9. Need to preview any handout materials (see Speaker Policy) and the shipment and distribution of same, as required.
10. Recognition award arrangements

The Meeting Planning Committee member must advise the Business Manager of the lodging requirements. Speakers are required to manage their airline and ground transportation arrangements directly within reason.



Meeting Duties:

- Greet guest upon arrival
- Ensure correct accommodations and review activities planned
- Introduce guest to the FAMA executives and members
- Ensure audiovisual and other equipment requests are available and in good working order
- Ensure the recognition award is available (to be received at the end of the guest's presentation)
- Assist, as required, regarding departure arrangements.

Post Meeting:

- Process reimbursable expenses for payment
- Write thank you letter for the President's signature

Revision added:

FAMA will not reimburse expenses for invited guests to spring and fall meetings who are in attendance for the purpose of promoting their own business/organization through participation in FAMA meetings. This includes, but is not limited to, trade show organizers, magazine personnel, and government associations. These invited guests will not be required to pay the meeting fees however, they will be required to pay for banquets and other activities in which they participate during the meeting.

[Adopted: 01/25/98]

[Adopted: 12/04/98]

Amended: 11/08 – Board of Directors

Section 11 – Guest Speaker Guidelines and Policy Regarding Informational Hand-Outs

Dear Speaker:

On behalf of the Fire Apparatus Manufacturers' Association (FAMA), we appreciate your willingness to participate as a guest speaker at our upcoming function. To assist you in planning your presentation, and any associated hand-out materials, we would like to make you aware of a few simple policies and presentation guidelines that have been adopted by the Association. These guidelines and procedures are necessary to ensure that all FAMA programs are conducted in strict compliance with the antitrust laws of the United States and are consistent with the FAMA



non-discrimination policy. Please be diligent to ensure that your presentation carefully conforms to the following policies and guidelines.

1. Antitrust Guidelines

The antitrust laws of the United States mandate that a trade association's activities be conducted in a manner which does not improperly restrict competition or otherwise restrain or interfere with free-market trade. Areas of particular concern include any activities or discussions which might be construed as collusion among competitors in an effort to raise, lower or standardize prices, or to allocate territories or market shares among competitors, to limit or control access to raw materials, component parts or suppliers, to regulate production, to encourage boycotts, to assist in monopolization or to otherwise foster any unfair or anticompetitive trade practices. Such conduct by a trade association or its members is illegal, and FAMA is committed to be scrupulously compliant with all applicable laws and regulations. Even if such illegal conduct or discussions occur outside the context of formal FAMA meetings and functions, such activities between and among FAMA members can nonetheless create suspicion and antitrust troubles for the Association. For these reasons, FAMA strictly prohibits any activities, discussions or programs which concern or promote such illegal agreements, collusion or other restraint of competition as are described above. In fact, FAMA seeks to avoid even the appearance of impropriety by avoiding any conduct that might even be construed as touching upon any illegal activities or unfair trade practices as described above. All speakers, presenters and FAMA program participants or guests are expected to be sensitive to these important issues, and to comply with the Association policies relating thereto.

2. Non-discrimination Policy

FAMA activities and programs are made available to all association members, qualified employees of member companies, and invited guests on a completely non-discriminatory basis. FAMA policies require that all programs and activities of the Association be conducted without discrimination against any person on the basis of gender, race, religious affiliation, sexual orientation, age, color, marital status, national origin, physical or mental disability, veteran's status, or any other legally recognized basis. All FAMA members, member representatives and guests are required to conduct themselves in strict compliance with this non-discrimination policy in connection with any FAMA related program or activity. Speakers and presenters must carefully avoid any references which might be considered offensive, insulting, demeaning or otherwise violative of the spirit of inclusiveness intended by FAMA's long-standing non-discrimination policy.

3. Prior Review and Approval of Informational Hand-Outs

The substantive content of any written or verbal presentation to the FAMA membership in association with any FAMA meeting or function is subject to prior review and approval by the FAMA Board or its designee. Similarly, all hand-outs, writings (including power-point style presentations) or other tangible materials which are intended for exhibition or distribution to the audience in conjunction with any such presentation are subject to prior approval and should be submitted to the FAMA Board for review well in advance of the scheduled presentation. Any such materials which are determined to be non-compliant with FAMA policies and/or guidelines will be disallowed and returned to the sender.



4. Mutual General Understanding Regarding Presentation Content

Verbal presentations, and any hand-outs, writings (including power-point style presentations) or other tangible materials which are intended for exhibition or distribution to the audience in conjunction with any such presentation, represent only the viewpoints and opinions of the presenter, and are not to be interpreted as any endorsement or approval by FAMA or its member companies or representatives.

Any presenter who fails to fully comply with the guidelines set forth in this policy during his/her presentation will be warned only once, and upon continuing violation or inappropriate conduct, the presentation will be immediately terminated. The Association reserves the right to take such other and further actions as are deemed necessary and appropriate to maintain order and ensure compliance with Association policies and guidelines.

Adopted circa 1999

Amended: 11/08 – Board of Directors

Section 12 – Policy on Web Links

FAMA will consider requests from other organizations for links from FAMA's website (www.fama.org) to other web sites under the following circumstances:

1. The request for a link must be presented in writing.
2. The organization requesting the link should be fire and emergency services related, and should be either a non-profit association, or an organization qualified under the Internal Revenue Code sections 501(c)(3) or 501(c)(6).
3. Once approved for a FAMA web-link, the requesting organization shall cross-link its website to www.fama.org.
4. The FAMA Board of Directors retains complete discretion to approve or reject any and all requests, notwithstanding the foregoing requirements.

Board approved: 2/17/06



Section 13 – Policy Regarding Industry Statistics Program

All FAMA-sponsored industry statistical programs shall be conducted in compliance with the following policy requirements:

- 1) The purpose of FAMA statistical programs shall be to provide general information regarding the North American fire apparatus industry, without reference to or identification of the reporting companies, only to FAMA member companies, their parent companies which are not otherwise eligible for FAMA membership, and the employees of these companies (collectively referenced herein as “Authorized Recipients”) in order to inform and assist these Authorized Recipients in their legitimate and legal business decision-making.
- 2) FAMA intends and requires that any Association statistical programs, and any use of information generated by such statistics programs, shall strictly conform to all applicable laws and regulations, including without limitation all federal antitrust laws and trade regulations. Towards that end, FAMA will neither sponsor nor participate in any statistical program which tends to promote any collusive or anti-competitive business activities, including specifically, and without limitation, any of the following:
 - a. efforts to raise, lower or stabilize pricing or affect production or output among competitors by consent or agreement;
 - b. efforts to allocate customers, markets, or geographic territories;
 - c. efforts to suggest, support or encourage participation in boycotts or other trade restrictions;
 - d. efforts to engage in any conduct which might otherwise tend to inhibit fair and open competition or other free market business processes.
- 3) Participation in FAMA statistical programs shall always be completely voluntary, such that no company or individual shall be required to report data or otherwise participate.
- 4) Data collection, aggregation, tabulation, and analysis shall be accomplished in a manner which maintains the confidentiality of the data reported by each participating company, such that data cannot be traced back to the company that provided the information. An independent consultant, accountant or other contractor shall receive, aggregate, tabulate and analyze the raw data submitted without reference or connection to the submitting party, and shall thereafter destroy any report forms or electronic data which tends to connect the data collected with the submitter. All data reported shall relate only to historical events, not anticipated, projected, or expected events. All statistical information made available through the program shall be reported in aggregate form as a data compilation, without any ability to reference the reported data back to any reporting party or transaction(s).



- 5) Authorized Recipients shall be free to use FAMA statistical information as they desire within their own businesses for their own legitimate and legal business purposes. FAMA shall not recommend, encourage, or propose any particular use, action, or other business activity on the basis of reported statistical information.
- 6) Discussion and references to statistical information at any FAMA activity or function, or in any FAMA-connected publication, shall be only in general industry-wide terms, without reference to any specific company or group of companies, or to the sales, prices, territories or customers of any specific company or group of companies.
- 7) Any data summaries or analysis generated by the FAMA statistics program shall be made available only to Authorized Recipients. FAMA statistical data summaries or analysis shall not be provided (by FAMA or by any Authorized Recipient) to any non-member company, or media representative, or other individual or entity who is not an Authorized Recipient, except as may be specifically authorized by the FAMA Board under such terms and conditions or the Board may impose on a case-by-case basis.
- 8) Each report of FAMA statistical data, or any compilations or summaries thereof, shall include the following confidentiality and non-dissemination agreement:

THIS REPORT IS PREPARED BY [NAME OF PREPARER] PURSUANT TO THE FAMA STATISTICAL PROGRAM POLICIES. ALL STATISTICAL INFORMATION REPORTED HEREIN, AND THE SOURCE DATA RELATED THERETO, IS PROVIDED ON A COMPLETELY VOLUNTARY BASIS, AND IS TO BE HELD STRICTLY CONFIDENTIAL BY AUTHORIZED RECIPIENTS.

EACH AUTHORIZED RECIPIENT OF THIS STATISTICAL INFORMATION (FAMA MEMBER COMPANIES, THEIR PARENT COMPANIES WHICH ARE NOT OTHERWISE ELIGIBLE FOR MEMBERSHIP, AND EMPLOYEES OF THESE ENTITIES) EXPRESSLY UNDERSTANDS AND AGREES THAT THIS STATISTICAL INFORMATION SHALL BE USED ONLY FOR THE AUTHORIZED RECIPIENTS' OWN LEGAL INTERNAL BUSINESS PURPOSES, AND SHALL NOT BE QUOTED, CITED, REFERENCED OR USED IN ADVERTISEMENTS, MARKETING OR PROMOTIONAL MATERIALS, OR OTHER USES WHICH WOULD TEND TO MAKE THE CONFIDENTIAL STATISTICAL INFORMATION USABLE BY, OR ACCESSIBLE OR AVAILABLE TO, ANY PERSONS OR ENTITIES OTHER THAN AUTHORIZED RECIPIENTS THEREOF.

BY ACCEPTING THE STATISTICAL INFORMATION CONTAINED IN THIS REPORT, THE RECIPIENT AGREES TO COMPLY WITH THESE CONDITIONS.

Adopted 12/19/16

This Policy Supersedes and Replaces the following:

03/05/91 Policy Guidelines for Statistical Programs (Rev 11/2008)

12/07/07 Supplemental Policy on Statistics & Confidentiality Statement (Rev 11/08)



Section 14 – Policy on NFPA Submissions

Any and all communications to the National Fire Protection Association (NFPA) on behalf of FAMA, shall be prepared on the prescribed forms consistent with NFPA rules and guidelines.

If the communication is in response to suggested or proposed language of an NFPA standard (Report on Proposals) and is the result of consensus by a Technical Subcommittee, the chair or group leader shall draft a response and submit it to the FAMA Board of Directors for review and approval.

FAMA member companies are permitted and encouraged to submit their own communications to the NFPA individually on behalf of the member company, with no reference to FAMA. No reference may be made in the document to discussions that took place during a technical committee or subcommittee meeting, nor shall it reference that the respondent is representing the association in any capacity. Only a duly appointed representative of the Association may act in such a capacity, consistent with the FAMA “Policy Regarding Appointment of Representatives to Outside Organizations”.

Proposed 11/07; revised; action of the Board: adopted: 1/11/08

Amended title of policy – 11/09

Section 15 – Appointment of Board Liaisons to FAMA Committees

The President shall appoint members of the Board of Directors to serve as liaisons to Standing Committees, subcommittees and/or any other committees, including but not limited to:

- Bylaws Committee
- Compass Committee
- Education-Scholarship Committee
- Education-Survey Committee
- Governmental Affairs Committee
- Marketing Committee
- Meeting Planning Committee
- Membership Committee
- Statistics Committee
- Technical Committee



Appointment of Board liaisons will enable:

- Committee chairs direct contact with the Board; and
- Consistent monitoring of committee activities to ensure they are on task.

Each liaison will provide a report of a committee's activities at all regularly scheduled meetings of the Board.

In all cases, all committees shall act in an advisory capacity. Any recommendations made by committees must receive Board approval before implementation.

Proposed: 5.31.07; Action of the Board: adopted 12/7/07

Amended: 1/25/2023

Section 16 – Annual Board Transition and Strategic Planning Meeting

To assist in the transition of duties and responsibilities of each Board position, an annual Board strategic planning meeting will be scheduled after the fall membership meeting and before the year-end. Time will be allocated during the meeting schedule for each board member to meet with his/her successor to transfer responsibilities and provide training or advice as needed.

The purpose of the retreat shall be focused on strategic issues, not tactical, and to develop the strategic planning scorecard for the upcoming year.

Proposed: 7/07; action of the Board: adopted 12/7/07

Section 17 – Board of Directors Conflict of Interest Policy and Disclosure Form

In their capacity as directors, the members of the Board of Directors (the "Board") of the Fire Apparatus Manufacturers' Association (FAMA) must act at all times in the best interests of FAMA. The purpose of this policy is to help inform each individual Board member about what constitutes a conflict of interest, assist the Board members in identifying and disclosing any actual and potential conflicts of interest, and help ensure the avoidance of conflicts of interest where necessary or appropriate, in the best interests of FAMA. This policy may be enforced against individual Board members as described below.



CONFLICT OF INTEREST POLICY

1. Board members have a continuing fiduciary duty to conduct themselves without conflict to the interests of FAMA. In their capacity as Board members, they must subordinate their personal, individual, business, third-party, and other interests to the welfare and best interests of FAMA.
2. A potential conflict of interest arises from any transaction or relationship which presents or may present a conflict between a Board member's fiduciary obligations to FAMA and the Board member's personal, business, third-party or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to FAMA. However, full disclosure and evaluation of all actual and potential conflicts, and a determination by the disinterested Board members – with the interested Board member(s) recused from participating in debates and voting on the matter – are required.
4. All actual and potential conflicts of interests shall be disclosed by Board members to the full Board through the annual disclosure form and/or whenever a conflict arises. In cases where a potential conflict is disclosed or is otherwise brought to the attention of the Board, the disinterested members of the FAMA Board of Directors shall independently evaluate the situation and shall make a determination as to whether a true conflict of interest exists and, if so, what subsequent action is appropriate (if any) in the best interests of FAMA.
5. On an annual basis, all Board members shall be provided with a copy of this policy and shall be required to complete and sign the acknowledgment and a disclosure form as prescribed by the Board. All completed forms and all other conflict of interest information provided by or obtained by Board members shall be delivered to the FAMA President or Business Manager and shall thereafter be reviewed and evaluated for further action by the FAMA officers sitting as a preliminary screening committee.

Policy Adopted: 12/9/11

Section 18 – FAMA Business Records Retention Policy

The following Business Records Retention Policy is adopted by the Fire Apparatus Manufacturers' Association (FAMA) Board of Directors as a general guideline relative to the selective retention of certain specified categories of Association records. The intent of this Policy is to preserve for future reference those records which are reasonably necessary to fairly and accurately reflect the substance of the Association's historical business activities. The Board recognizes that not all records in each specified category will require preservation in order to accomplish the desired purpose, therefore the execution of this policy will necessarily



require the ongoing exercise of sound judgment and discretion as to which essential documents and other records should be retained for the stated period. Official records of FAMA shall generally be maintained at the Association business office, in the care, custody and control of the Administrative Assistant, Business Manager or other persons or entities designated by the Board of Directors to be custodians of Association records.

File Requirements and Process of Retention:

- For digital files, pdf is the preferred file format.
- Disposal dates are determined by the retention timeframe requirements detailed below and file formats (hardcopy or digital).
- File naming format needed, year – month – document name – disposal date determined by the timeframe required (i.e., 2015-11 – Bank Statement – to be disposed Dec-2022).
- Maintain a list of documents retained by the file names in order of the year to be disposed.
- At the end of the retention period, a report should be presented to the Board with a list of the documents scheduled to be discarded for their review and approval or their disposal.
- Archive files should be updated once a year to reflect new documents added to the file and documents that have been disposed, or revised disposal dates based on reviews.
- Archive sent emails by year.
- Store digital business files on the server that is used to store the statistics files with exception of the website content (to be stored in CMS).

File Types to Keep Indefinitely	Required File Format for Retention
Original articles of incorporation, amendments & other corporate filings, including: licenses, permits, registered agent designations	Hardcopy and digital
Original copyright, trademark and intellectual property registrations and records	Hardcopy and digital
Documents of historical significance to the association, including photos	Hardcopy and digital
Membership lists	Hardcopy and digital
Newsletters	Digital
Financial statements (year-end balance sheet and P&L)	Digital
Historical policies of the Board (w/dates adopted & superseded)	Digital
Legal papers and correspondence including litigation records	Digital
Statistics reports	Digital
Not Less Than Seven (7) Years	
Cash receipts and disbursement journals	Digital
Annual report of financial which details would include data in check registers (in pdf format)	Digital
Year-end Quick Books data files with subsidiary ledgers and records	Digital
Bank statements and reconciliations (in year order)	Digital
Invoices and billing statements (for dues and sponsorships)	Digital



Tax returns and taxation records	Digital
Not Less Than Five (5) Years	
Meeting notices, agendas, and minutes (Board and Membership Meetings)	Digital
Written reports and communications disseminated to the membership	Digital
Committee minutes and reports, presentations, and other content	Digital
Project reports and related documentation (selected for preservation – ex. white papers, slip resistance research, Class-A foam research)	Digital
Annual budget and year-end performance-to-budget records	Digital
Insurance policies and declarations pages (after expiration)	Digital
Receipts of major purchases and office equipment records (longer of item life or five years)	Digital
Not Less Than Three (3) Years	
Contracts and leases (after expiration)	Digital
General correspondence (paper and electronic correspondence)	Digital
Employee and independent contractor files and records (following termination of relationship)	Digital
Election records including candidates and results	Digital
Miscellaneous expense records worthy of keeping	Digital
Internal financial reviews, reports and related documents (i.e., meeting audits and GAC)	Digital
Internet website content (thru the content management system)	Digital

FAMA acknowledges its responsibility to preserve information relating to litigation, audits, and investigations. The Sarbanes-Oxley Act of July 30, 2002, makes it a crime to alter, cover up falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of FAMA employees and agents to follow this policy can result in possible civil and criminal sanctions against FAMA and its employees or agents, and possible disciplinary action against responsible individuals (up to and including termination of the relationship between the offender and/or his/her employer and FAMA). Each individual has a personal obligation to notify the FAMA President and FAMA's Business Manager in the event of any circumstances which may give rise to potential or actual litigation, external audit, investigation, or similar proceeding involving FAMA, or that may have an impact on FAMA's records retention schedule as stated above.

Adopted 1/16/05
Revised 11/9/2015



Section 19 – Whistle-Blower/Code of Conduct Policy

In keeping with the policy of maintaining the highest standards of conduct and ethics FAMA will investigate any suspected fraudulent or dishonest use or misuse of FAMA's resources or property by staff, board members, committee members, member representatives and guests, contractors, consultants, or volunteers. FAMA is committed to maintaining the highest standards of conduct and ethical behavior and promotes a working environment that values respect, fairness, and integrity. All staff, board members, committee members, member representatives and guests, contractors, consultants, and volunteers shall act with honesty, integrity, and openness in all their dealings as representatives for the Association. Failure to follow these standards will result in disciplinary action including possible termination of employment, dismissal from one's board, committee or volunteer duties, or expulsion from the Association, as well as possible civil or criminal prosecution if warranted.

Staff, board members, committee members, contractors, consultants or volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e. to act as "whistle-blower"), pursuant to the procedures set forth below.

Reporting

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to the FAMA President and/or the Association's Business Manager. If for any reason a person finds it difficult to report his or her concerns to the FAMA President or Business Manager, the person may report the concerns directly to any other member of the FAMA Board of Directors, or to the FAMA Legal Counsel. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted anonymously to one of the individuals listed above.

Definitions

Baseless Allegations: Allegations made with reckless disregard for their truth or falsity. People making such allegations may be subject to disciplinary action by FAMA, and/or legal claims by individuals improperly accused of such conduct.

Fraudulent or Dishonest Conduct: A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- forgery or alteration of documents;
- unauthorized alteration or manipulation of computer files;
- fraudulent financial reporting;
- pursuit of a benefit or advantage in violation of FAMA's *Conflict of Interest Policy*;
- misappropriation or misuse of FAMA resources, such as funds, supplies, or other assets;
- authorizing or receiving compensation for goods not received or services not performed; and
- authorizing or receiving compensation for hours not worked



Whistle-Blower: Any person who, directly or indirectly, informs a member of the FAMA Board, or the FAMA Administrative Assistant or Legal Counsel, about an activity relating to FAMA which that person believes to be fraudulent or dishonest.

Rights and Responsibilities

Persons Receiving Reports of Misconduct

Any person who receives a report of misconduct is required to report such information to the FAMA President, Vice President or Business Manager.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- baseless allegations;
- premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation; and
- violations of a person's rights under law

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Persons who receive reports of misconduct, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or other follow up steps on their own. Accordingly, a person who becomes aware of suspected misconduct:

- should not contact the person suspected to further investigate the matter or demand restitution.
- should not discuss the case with attorneys (other than legal counsel authorized by FAMA), the media or anyone other than the FAMA President or his/her designee(s).
- should not report the case to an authorized law enforcement officer without first discussing the case with the FAMA President or his/her designee(s).

Investigation

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated back to the reporting person and other appropriate persons. Investigations may warrant investigation by an independent person such as auditors and/or attorneys.

Whistle-Blower Protection

- FAMA will use its best efforts to protect whistle-blowers against any retaliation. Whistle-blowing complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistle-blower complaints will only be shared with those who have a need to know so that FAMA can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistle-blower complaint, such persons may also have a right to know the identity of the whistle-blower.)



- Employees, board members, consultants and volunteers of FAMA may not retaliate against a whistle-blower for informing appropriate FAMA representatives about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistle-blower's relationship with FAMA, including but not limited to, threats of physical harm, loss of position or membership privileges, punitive work assignments, or adverse financial impact. Whistle-blowers who believe that they have been retaliated against may file a written complaint with the FAMA President or Business Manager. Any complaint of retaliation will be promptly investigated, and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit authorized FAMA representatives from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.
- Whistle-blowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).

Adopted 12/9/11

Section 20 – Committee Member and Leadership Appointments

In compliance with the applicable FAMA By-Laws, the President may appoint any representative of a member company in good standing to serve as a leader (e.g., Chair, Co-Chair, Vice-Chair) or member of a FAMA committee or sub-committee. The Board of Directors may, from time to time, establish such qualifications or other threshold requirements applicable to any committee leadership position(s).

The President may delegate to committee or sub-committee leaders the authority to appoint one or more representatives of member companies in good standing to serve as members of the committee or sub-committee.

Available committee member and leadership appointment opportunities will be publicized to FAMA members by live announcement at meetings, e-mail communications or other appropriate methods. Member representatives who are interested in serving in committee member or leadership roles should communicate their interest, in writing, to the FAMA office before the expiration of any prescribed deadline applicable to the appointment opportunity.

At least annually, the holders of committee leadership positions shall be reviewed for reappointment by the FAMA President or his/her designee. Committee membership appointments shall be reviewed annually for reappointment by the applicable committee leader(s), in consultation with the FAMA President or his/her designee.



In the event that a committee member or leader's employment with a member company is terminated, or in the event that a committee member or leader's employer terminates its FAMA membership, the President may grant a grace period of not more than ninety (90) calendar days within which the committee member/leader shall obtain re-employment with a FAMA member company in good standing. If the committee member/leader fails to obtain such qualifying re-employment within the prescribed period, the affected committee position shall immediately become vacant, and shall thereafter be filled through the procedure described above.

All member company representatives serving in committee member or leadership positions shall do so at their own expense, except for expenditures that are specifically authorized and funded by the Board of Directors.

Board Action: Adopted 8/2/13

Section 21 – Policy Regarding Appointment of Representatives to Outside Organizations

In compliance with the applicable FAMA By-Laws, the President may appoint any representative of a member company in good standing to either (1) serve as the FAMA-designated representative to any non-FAMA affiliated organization or entity, or (2) attend, as a designated representative of FAMA, any meeting or function of any non-FAMA organization or entity. At least annually, each designated FAMA representative to an outside organization shall be reviewed for reappointment by the Board of Directors, and a new appointment or reappointment shall be confirmed in writing by the President not later than January 15th of each year. The Board of Directors may, from time to time, establish such qualifications or other threshold requirements applicable to any such appointment of a FAMA-designated representative.

Available FAMA representative appointment opportunities will be publicized to FAMA members by live announcement at meetings, e-mail communications or other appropriate methods. Member representatives who are interested in serving as the designated FAMA representative to an outside organization should communicate their interest, in writing, to the FAMA office before the expiration of any prescribed deadline applicable to the appointment opportunity.

During the term of appointment, designated FAMA representatives shall, at minimum, (1) report to the Board of Directors, through the FAMA office, regarding any upcoming meetings or agenda items to be considered by the non-FAMA organization, (2) provide periodic reports to the Board and to the membership as requested during board and/or membership meetings, (3) be active in attending and participating in the meetings and other relevant activities of the non-FAMA



organization to which the appointment is made. Such appointments typically include, without limitation, the following:

- CFSI National Advisory Committee
- FEMA/USFA Stakeholders Meeting
- Fire Side Chat (monthly meetings)
- IAFC Site Selection Committee
- IAFC Leadership Summit
- MTAC/Fire Fighters Task Force
- NFPA Technical Committees

Appointed representatives may seek advice/direction from the FAMA Board of Directors in advance of scheduled meetings or other activities at which a FAMA position statement or vote may be required.

In the event that a designated FAMA representative's employment with a member company is terminated, or in the event that a designated FAMA representative's employer terminates its FAMA membership, the President may grant a grace period of not more than ninety (90) calendar days within which the designated FAMA representative shall obtain re-employment with a FAMA member company in good standing. If the designated FAMA representative fails to obtain such qualifying re-employment within the prescribed period, the affected appointed representative position shall immediately become vacant, and shall thereafter be filled through the procedure described above.

All member company representatives serving as a designated FAMA representative to an outside organization shall do so at their own expense, except for such expenditures that are specifically authorized and funded by the Board of Directors.

Action of the Board: Adopted 6/1/07
Revised/approved by Board 7/13/07
Amended 11/08 – Board of Directors
Revised/approved by Board – Spring 2009
Proposed revisions 10/28/10; action of the Board: approved 11/2/10

Action of the Board: Approved 8/2/13

Section 22 – Board of Directors Qualifications, Duties and Responsibilities

Board of Director positions are available to any qualified representative of a member company who has previously served in a leadership position within the association as a committee or



subcommittee chair, co-chair, vice-chair, or similar leadership role. The Board of Directors is empowered to determine the qualifications of candidates seeking election to the Board.

The following are the general duties and responsibilities allocated to each specified Board of Directors position. The Board of Directors has discretion to allocate duties and responsibilities among its members as the Board deems necessary or desirable for efficient operations:

President

- shall preside at Membership, Board of Directors, and Executive committee meetings
- may establish such committees and working groups and appoint such members to each as he/she may deem appropriate
- shall appoint committee chairs and approve chair recommendations for membership to that committee
- shall maintain a current copy of the mission statement for each committee and provide a roster of the current membership of each committee to the membership
- may designate an employee of a member company to serve as the FAMA-designated representative to any non-FAMA affiliated organization or at any meeting or function sponsored by a non-FAMA organization
- shall assist the Vice President and Treasurer in preparing the annual budget
- shall assist the Treasurer and Business Manager in approving all expenditures
- shall consider for approval admission of any guests to attend membership meetings based on written request by a member company
- shall serve as the co-editor of the FAMA newsletter with the Business Manager
- shall serve as ex-officio on all association committees
- shall appoint and charge all committee chairs by January 1 of each year

Vice President

- shall assist the President
- in case of the President's absence or inability to act, he/she shall perform the duties of the President
- shall coordinate the spring and fall membership meetings
- shall assist the President and Treasurer in preparing the annual budget
- shall serve as a member of the Compass committee
- shall serve as the Board liaison on the Meeting Planning committee
 - is responsible for the timely notice of spring and fall membership meetings
 - is responsible for the procurement and coordination of speakers and presentations
 - annually may offer prospective spring meeting sponsorship opportunities to interested non-member companies (Policy: Corporate Sponsorship of Spring Meeting)
- shall serve as Board liaison to the Bylaws committee, except where such responsibilities are assigned by the President to another Board member



Past President

- shall serve as Chair and Board liaison of the Compass committee, except where such responsibilities are assigned by the President to another Board member
- shall serve as a member and Board liaison of the Nominating committee with the two most immediate and active Past Presidents, except where such responsibilities are assigned by the President to another Board member

Past-Past President

- shall serve as a member of the Compass committee, except where such responsibilities are assigned by the President to another Board member

Treasurer

- shall be responsible for approval or oversight of all expenditures, and shall direct and supervise other financial transactions, consistent with the Association's current Financial Policies & Procedures
- shall serve as liaison to the GAC committee, except where such responsibilities are assigned by the President to another Board member

Secretary

- is the administrative officer of FAMA
- shall give notice of all Membership, Executive Committee and Board of Directors meetings
- shall call the roll, provide proof of notice of meetings, present prior meeting minutes for entering into the association records, and provide notice of the next meeting at all Board and Membership meetings
- shall ensure the Business Manager keeps a record of the activities of such meetings
- shall ensure the Business Manager prepares and submits to the President for approval the minutes of all such meetings
- shall ensure the Business Manager publishes all such minutes as appropriate
- shall ensure the Business Manager conducts all correspondence and carries into execution all orders, votes and resolutions not otherwise committed
- shall ensure the Business Manager maintains a current list of the members of FAMA
- shall notify the officers and members of the outcomes of FAMA elections
- shall ensure the Business Manager prepares and releases suspension and expiration of membership notices as needed
- shall serve as liaison to the Statistics committee, except where such responsibilities are assigned by the President to another Board member
- shall serve as liaison to the Education (Scholarship and Surveys) committee, except where such responsibilities are assigned by the President to another Board member



Directors-at-Large

- shall serve as liaison to committees as assigned by the President.

Adopted: 07/25/01 – Board of Directors

Amended: 4/21/00, 1/20/02, 12/7/07, 11/09, 12/10, 1/11, 11/5/13 – Board of Directors

Amended: 11/30/14 – Board of Directors

Amended: 1/25/2023