

Chapter President's Handbook

Introduction – This booklet has been prepared to serve as a guide to Chapter Presidents and officers to describe the expectations of the National SPAAMFAA Board of Trustees of the chapters and to serve as a reference document for other information needed to run a chapter. If you become aware of other topics you feel we should address, please send a note to the Executive Secretary.

1. Chapter Leadership & Organization

A typical chapter organization would include at least four officers – Pres, VP, Treasurer, Secretary, plus some Directors. A Safety Officer is mandatory if any public events are conducted.

Other officers of a chapter might include an Historian, a Website manager, a Newsletter editor, a Quartermaster, a Fund Raising chairperson, or an Advertising manager.

For your chapter to be successful, it must have a group of individuals who will lead the efforts of the organization. Leadership is not just the responsibility of the President but of all of the officers and Directors. In general terms, the Directors should establish the goals and priorities of the organization with the assistance of the President and then let the President and his/her officers carry them out.

The Chapter President and the other officers then carry out the goals and run the administration of the Chapter. They initiate projects, stimulate participation, oversee communications, conduct meetings, recruit new members, advertise the chapter, etc. The membership of the chapter will provide input to the officers and directors about what type of activities they want the chapter to do. Listen to the members!

There is a SPAAMFAA bylaws requirement that all chapter officers be SPAAMFAA members – and that a minimum of six officers and/or directors must be SPAAMFAA members.

2. Chapter Administration – Each chapter should have their own set of bylaws or rules to operate under. Membership cards can be useful; a renewal policy will be needed, and your chapter will probably want to design and purchase club shirts and hats with your own or SPAAMFAA's logo. Key activities of most chapters include:

- Membership Dues – this is a means to confirm members intent to be active in the chapter
- Treasury
- Bylaws
- Quartermaster
- Recruiting

Chapter President's Handbook

- Muster events and parades
 - Technical help to members
 - Newsletter to acknowledge members and their rigs
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3. **Mission Statement** – The SPAAMFAA Mission Statement is included here as a reminder and reference as to why the organization was formed. It should guide the Chapters as well as the National.

The Society for the Preservation and Appreciation of Antique Motor Fire Apparatus in America (SPAAMFAA) is dedicated to ensuring the proud history of firefighting and firefighting apparatus remain a part of our heritage. We are dedicated to providing education to both the public and our membership in the preservation, restoration and proper and safe operation of firefighting apparatus, equipment and memorabilia of the past. [This Mission Statement is still way too long. It needs to be condensed].

How your chapter chooses to pursue “the preservation of fire apparatus history” is up to the chapter.

4. **Contact Lists of all SPAAMFAA Chapters, Officers, & Board Members**
5. **Current SPAAMFAA Bylaws - Attached**
6. **Current SPAAMFAA Standing Rules - Attached**
7. **Annual Reporting to SPAAMFAA**

All chapters are required to provide an annual report of last years activities by January 31 of the following year. One copy is to be sent to the Executive Secretary. A second copy is to be sent to the Regional Trustee for that chapter. Chapters may not participate in the insurance program if they fail to submit an Annual Report. [Revised Bylaws 3-15-15]

Annual Report forms are due to the Executive Secretary by January 31st so that the Board of Trustees can review them at the Annual Meeting. Failure to submit reports may result in the suspension of your Chapter. The form is attached and is available on the SPAAMFAA web site. Please submit along with your report, a copy of the minutes of your Annual Meeting or a copy of your newsletter giving the details of your Annual Meeting and a copy of your Safety Rules.

Chapter Reports shall include:

- Chapter Officers and their contact information
- Membership numbers – both SPAAMFAA members and non-SPAAMFAA members.

Chapter President's Handbook

- Summary of major events participated in by chapter members
- Summary of musters and meetings held
- Other accomplishments (archives, classes, trips, etc.)
- Problems the Chapter needs help with.
- Chapter finances – Just the gross amount of cash assets

[Report Form]

8. **Annual Calendar** – Some key dates for Chapters to remember:

- January 31 – Annual report due to the Executive Secretary along with the Request for Insurance Coverage and the insurance payment (currently \$300/yr.)
- January 31 – Chapter should appoint at least one representative to attend the Winter National Convention.
- January 31 - Election Ballots due to the Executive Secretary
- June 30 - Chapter should appoint at least one representative to attend the Summer National Convention.
- September 1 – Nominations for candidates for National Office due to the SPAAMFAA Past President.

9. **Chapter Meetings** - *All chapters are required to conduct at least two meetings per year per the Bylaws.* It is suggested that the meetings be rotated around your region to ease the burden on those traveling longer distances.

10. Insurance Program

SPAAMFAA has two types of coverage for the National Organization and for the Chapters in good standing:

- Officers and Directors coverage and
- General Event Liability coverage.

The Officer's and Directors coverage provides protection for your Chapter Officers and Directors from suits for wrongful acts by Chapter Directors and Officers as listed in the attachment below. This policy is for \$1,000,000.

The General Liability Insurance policy protects the National officers and the Chapter officers from suits for bodily injury and/or property damage due to any occurrences at club activities. It protects the officers, directors, and members of the chapter as long as they are acting at the direction of the chapter. It also protects any property belonging to any other named insured such as a city park. This policy is for \$3,000,000. It does not cover Officers & Directors from intentional acts that violate the law or our bylaws.

Chapter President's Handbook

If someone is injured at an event, they can sue the Chapter officers and SPAAMFAA National officers and our General Event Liability insurance covers that. A SPAAMFAA member acting for the Chapter would also be protected by the liability insurance. It is not clear whether or not a chapter member who is not a SPAAMFAA member would be covered. The insurance company says they would not be covered but a court might find differently. The safest bet is to have all members become National SPAAMFAA members.

A summary of that coverage is also provided below.

Member's vehicles are not covered under our insurance. Individual vehicle insurance is the responsibility of each individual member and the chapter should be checking to verify that all event participants have a current insurance policy in effect.

As a participant in the SPAAMFAA National Insurance Program, all events you sponsor are covered such as meetings, flea markets, musters and apparatus displays. This is not just "muster" insurance.

The Insurance assessment for 2017 is \$300.00 to defray the costs of the program. Payment is due by January 31 each year. If payment is not made by this date, your Chapter does not qualify for the program, and your chapter will be moved to an inactive status without insurance coverage.

11. **Supplies to Chapters** - *All Chapters shall be given a notebook with the SPAAMFAA logo on it and shall include the SPAAMFAA Charter, National By-laws, National Standing Rules, Muster Rules, and two (2) years Annual Reports. This is to encourage the Chapters to keep SPAAMFAA related business in one place and can be handed down easily from Secretary to Secretary. [Standing Rules]*

[Clearly we are not doing this!]

12. **New Chapters** - *New chapters applying for SPAAMFAA membership shall submit a letter stating their intent and submit a completed application form. New applications shall be reviewed by the trustee for their area and make a recommendation to the board for approval or denial. New applications shall be considered by the board at the next Winter or Summer Board meeting. [Bylaws Added 6/25/14; revised 7/29/15].*

In states where the travel distances are great, before establishing a new separate chapter, several chapters have established sub-regions that operate like separate chapters but who operate under the bylaws and

Chapter President's Handbook

IRS 501.c.3 tax exempt status. The sub-regions elect their own officers and conduct their own meetings but they also attend some of the meetings of the parent Chapter.

13. Membership Recruiting & Incentives

Developing a chapter membership of over 20 – 25 members is critical to running and sustaining a viable chapter. Using the old 20:80 rule where 20% of the members of any volunteer organization do 80% of the work, you will need 25 members to provide 5 steady contributors. Local car clubs, truck, clubs, and fire departments are the most promising places to recruit members. Have your chapter take fire rigs to one of their events and hand out membership applications.

Membership Incentive Program

Purpose: To increase new SPAAMFAA membership.

Agenda: To incentivize chapters as a whole to endorse and participate in the national membership drive, to incentivize chapters to enlist chapter members that are not currently SPAAMFAA members and incentivize chapters to perform outreach recruitment to seek out and obtain new chapter members and new SPAAMFAA members at the same time, to everyone's benefit.

Program: Every chapter has been assigned a number. For the number you are assigned, refer to the master list distributed by the Executive Secretary 3/7/16 and attached to this document. The far left column on the spreadsheet is the # assignment of your chapter.

Each chapter orders new membership applications as needed from the membership secretary. Upon receipt, write or stamp on the upper right hand corner your chapter number. Distribute applications throughout your chapter membership. Upon receipt by the membership secretary, your chapter will be given credit for the new members. For online applications, advise the new member to reference your chapter name or number where it asks for chapter affiliation. It is recommended that each chapter President appoint a New Membership Chairman and/or committee to handle and promote the program throughout the chapter.

Incentives To Be Awarded:

Any chapter that signs up over 50 new members shall be given free SPAAMFAA Insurance for the following year.

Any chapter that signs up over 30 new members shall be given \$200.00 off of their annual insurance payment.

Any chapter that signs up between 20 - 30 new members shall be given \$125.00 off of their annual insurance payment.

Chapter President's Handbook

Any chapter that signs up over 10 new members shall be given \$75.00 off of their annual insurance payment.

Sample Chapter and SAAMFAA Membership Applications - SPAAMFAA Membership Applications & application display holders are available from the Executive Secretary. [Execsecretary@SPAAMFAA.org]

14. Encouraging SPAAMFAA Membership

The ultimate goal for SPAAMFAA would be to have every member of every chapter become a national SPAAMFAA member. We know this will never happen for a number of reasons – cost being the primary deterrent. None-the-less, chapter officers are encouraged to explain the benefits of National SPAAMFAA membership to the chapter members. In the long run this helps the National and allows the National in turn to provide more programs to the Chapters. A list of benefits of SPAAMFAA membership include:

- Quarterly issues of ***Engine-Engine!*** E!-E! is a quarterly color publication which features articles on manufacturers, member rigs, etc.
- Quarterly issues of ***Silver Trumpet***. ST is a quarterly publication that features articles on National officer comments, Chapter activities, and member advertisements for fire related equipment.
- **Chapter Officers and Directors liability insurance** – Liability insurance for the Officers and Directors of the active chapters.
- **Chapter Liability Insurance** for events – Liability insurance for the Officers and Directors of the active chapters for any claims resulting from activities at sanctioned chapter musters.
- Access to **Website** resources:
 - Classified Advertising
 - Resource lists
 - National event calendars
 - Membership Roster
 - Member vehicle roster
- **National Sponsored Musters** – One winter and one summer muster
- Access to **manufacturer's delivery** lists on the web site

Chapter President's Handbook

- Access to the **SPAAMFAA archives** housed in the ATHS library accessible in person or by electronic query. This also allows access to the ATHS archive collections of truck manuals and photographs, Access to copies of vehicle operations and maintenance manuals also available are via the archive.
- **Expert List** – List of experts on different manufacturer's for technical advice on vehicles and restoration
- Restoration/repair **Resource List**
- Access to other **chapter newsletters**

15. Non-Chapter SPAAMFAA Members in Your Chapter Area

Chapter leaders should be aware that there are SPAAMFAA National members in your chapter area that are not a member of a chapter. Chapters may request a list of those members from the SPAAMFAA Membership Secretary for possible recruiting into your local chapter.

16. Holding Musters and Events

One of the primary reasons for forming regional chapters is to bring together people who have an interest in operation and preserving old fire trucks. We do this at "musters" and other show events where both members and the public can exchange information about the history and operation of our antique fire apparatus.

Chapters should plan to hold at least one muster event a year, possibly more. Musters usually provide a place to allow some rigs to pump but this is not a requirement. Many musters are held in parking lots using portable water tanks or without any water to pump.

If you are holding a muster, please refer to the SPAAMFAA muster manual and the SPAAMFAA safety rules. All chapter-sponsored events are covered by our insurance policy. If the owner of the muster site requires proof of insurance, you can submit the Event Request Form to the Executive Secretary to obtain a certificate of insurance. If the site owner does not require proof, your chapter is covered automatically.

Remember to request an insurance certificate and appoint sufficient safety officers for the muster.

17. Finances and IRS Reporting and Tax Exempt Status

Chapter President's Handbook

Chapter treasuries are totally separate from the national organization. Each chapter should establish a bank account for conducting your business. This should be done by your Treasurer. Additionally, chapters should (but don't have to) apply to the IRS for a 501.c.3 tax-exempt status. In the long run, this will save you money and it will encourage people or firms to donate to your organization. *Chapters are not IRS tax-exempt just because they are part of SPAAMFAA, they must apply for their own IRS tax-exempt number.*

Fund Raisers – Many chapters hold fund-raisers to supplement their treasury. Examples include 50/50 raffles, dinners, rides, in-house fire equipment auctions, providing trucks to birthday parties and weddings.

Records for IRS Reporting – Chapter treasurers should keep detailed records of all income and purchases to provide proof of your non-profit status. If the chapter obtains a tax-exempt status it must file an annual IRS Form 990 each May. Chapters should remember that each state has its own regulations regarding non-profits they and should contact their own secretary of States Office to determine if there are any additional state regulations.

[Get inputs from Hal Weeden – Tenn Chapter]

18.Safety

All participants of any musters or similar events must abide by the chapter safety rules (which are the same as the National SPAAMFAA safety rules or stricter) to be covered by our insurance policy. Chapter leadership must ensure that there are sufficient identifiable safety officers for the number of trucks attending. The ratio required of safety officers to trucks is 1:20, that is, there must be one safety officer for every 20 trucks.

If your chapter sponsors an event in conjunction with an AHS chapter or other vehicle club that involves large trucks, cranes, or other vehicle types; their members must abide by the SPAAMFAA (and your Chapter's) safety rules.

If the AHS members or members of another organization don't wish to follow our rules and want to sponsor their own trucks on another separate part of the field, then they do so under their own rules and their own insurance policy.

Don't let an outside group create an unsafe situation for which your Chapter is responsible.

19.Optional Chapter Sub-Regions

Chapter President's Handbook

In a state where the members live hundreds of miles apart, some members may wish for convenience or other reasons to form separate chapters. The Virginia Chapter has developed a structure that maintains one central chapter with four separate sub-regions. This provides a strong central chapter while at the same time allowing much more flexible sub-groups in distant areas of the state. The Virginia Chapter organization is as follows:

1. The Virginia Chapter (ODHFS) has an Executive Board of Directors and four regional Directors. There is one official Virginia chapter of SPAAMFAA with a President, Vice President, Secretary, and a Treasurer. Like the SPAAMFAA regional trustees, ODHFS has divided the state into four regions - North, east, central, and western. We have a regional director for each region and the region acts like a small chapter quite autonomously. The regional directors sit and vote on the central ODHFS board.
2. All members of all four regions operate under the single ODHFS bylaws. The regions meet whenever and wherever they wish. All members of the regions are members of the greater ODHFS chapter. The bylaws require that there be one statewide meeting of all members of all four regions once a year.
3. The benefits of this single chapter – multiple regional setup are:
 - There is only a need for one set of bylaws
 - Simplicity - The regions don't have to apply for separate 501.c.3 IRS tax exemptions
 - Simplicity - You only need to have one treasury (the regions can have their own if they want)
 - For big events or musters where more manpower is needed, it is easy to work with the other regions
 - Convenience - The regions can work more easily in the smaller geographical area of their region
 - Other administrative simplicity – a single set of safety rules, a single set of operational procedures, single annual report,
4. Here is a portion of the Virginia Chapter Bylaws:

SECTION 1. The government and management of this Corporation shall be vested in the Board of Directors.

SECTION 2. The Board of Directors of the Corporation shall consist of nine (9) members, four (4) of whom shall be the President, Vice President, Secretary, and Treasurer who shall serve as executive members of the Board of Directors

Chapter President's Handbook

during the term of their respective offices, and five (5) of whom shall be Regional Directors of the Corporation.

SECTION 3. All Directors, either as executive directors or regional directors shall be elected for a term of one (1) year by ballot mailed and received before the annual meeting at the annual meeting by a majority of the active members present at said meeting.

The term of office of Directors shall begin immediately after their election installation at the annual meeting, and they shall continue in office for one (1) year or until their successors are chosen and qualified.

20. Owning Chapter Apparatus

Some chapters own apparatus in the name of the chapter. Most do not. The reason most do not own apparatus are: many insurance companies will not insure a vehicle titled to a group, maintenance expenses may be more than the chapter can afford, housing the vehicle is always a problem, and responsibility for care of each truck has to be carefully monitored or it will not get done. Also, chapter members are free to set up their own corporation to serve as a mechanism to obtain insurance.

21. Chapter Equipment Cache

Several Chapters have established a cache of apparatus equipment from donated parts or stripped parts trucks. When combined with a chapter auction, this can become a money-maker for your chapter while at the same time assisting your members by furnishing accessories for their trucks. One way to stock this cache is to contact local volunteer fire departments in your area to help them clean out their store rooms of old unused equipment.

22. Other Resources Available for Purchase

The SPAAMFAA national maintains a supply of items with the SPAMFFA logo. Currently it included shirt patches, vehicle decals, hat/shirt pins, and a few shirt badges. These items can be ordered from the Executive Secretary for now. SPAAMFAA is looking for a chapter to take on this function as a fund-raiser. If your chapter is interested, please contact the SPAAMFAA President.

23. New Chapter Application - New chapters applying for SPAAMFAA membership shall submit a letter stating their intent and submit a completed application form to the Executive Secretary. New applications shall be reviewed by the trustee for their area and make a recommendation to the board for approval or denial. New applications

Chapter President's Handbook

shall be considered by the board at the next Winter or Summer Board meeting. [Bylaws revised 7/29/15].

24. **One Last Item** – Please remember that the chapter presidents are encouraged to attend the Wednesday Board Meeting at 8:00 AM (time may vary) at the National Summer and Winter Conventions. This will be your opportunity to help guide the future of the society.
25. **Membership Renewals** – Candy to supply
26. **Website** – Candy to supply
27. **Muster Rules** – Chapter musters vary in content and form however National guidelines are available to assist you on the SPAAMFAA website in the Members Only area under the title “2012 Muster Manual” and “Judging and Contests”.
28. **Magazines Available** – Many standard SPAAMFAA forms and back copies of *Engine!-Engine!* and *Silver Trumpet* are available to Chapters/Members in the Members Only area of the website. Back copies may be obtained from (?)