

SPAAMFAA



STANDING RULES

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EXECUTIVE SECRETARY
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SPAAMFAA

STANDING RULES

Definitions

Standing rules are rules or resolutions that are of a continuing (or standing) nature. These rules deal only with administrative matters and function under the umbrella of the organization's by-laws. Standing Rules and Regulations are not court recorded. It is much easier to change the rules and regulations.

By-laws are the written rules agreed upon by the people in charge of an organization to formalize how decisions can be made and business conducted. The adoption of by-laws indicates a commitment to following a certain parliamentary procedure.

Comparison

The key differences between by-laws and standing rules relate to scope and effect. The parliamentary procedure guide "Robert's Rules of Order" explains that by-laws "should include all the rules that are of such importance that they cannot be changed in any way without previous notice," while standing rules "should contain only such rules as may be adopted without previous notice by a majority vote at any business meeting." At the core, by-laws are designed to be overarching and procedural, while standing rules are specific and administrative.

Rules Changes

The SPAAMFAA Board of Trustees may, by majority vote, change the Standing Rules from time to time as they see necessary to efficiently manage the organization (Article VI, Section 4.c) [not yet adopted]. The organizations Standing Rules should be accessible to the membership via printed copy and posted on the society's web site.

Definitions

All previous references to "Continuing Resolutions" now refer to SPAAMFAA "Standing Rules".

1.0 Address Labels

- 1.1 SPAAMFAA will sell address labels to it's members and chapters for non-commercial use. It is intended that they be used for chapter related notifications and correspondence and they shall not be used for profit of an outside organization.

- 1.2 Mailing label sales will be managed and approved by the **Membership Secretary**.
- 1.3 The Membership Secretary shall provide mailing labels to SPAAMFAA members and SPAAMFAA Chapters at cost (currently the fee for members and chapters is \$100).
- 1.4 SPAAMFAA officers and trustees will not be charged for labels used for official business of the organization. Official business is defined to be business approved by the Board of Trustees.
- 1.5 Mailing labels may be sold to fire related commercial companies with a written contract not allowing resale. The cost to commercial firms shall be \$900.00.

2.0 Archives

- 2.1 In keeping with the SPAAMFAA charter and mission statement, SPAAMFAA supports and sponsors a document and photo archive arrangement with the Antique Truck Historical Society (ATHS) library in Kansas City, MO. SPAAMFAA has entered into a contract with ATHS defining this relationship. [Revised 7/29/2015].
- 2.2 All items to be donated are to be delivered to the SPAAMFAA archives committee who will sort out duplicate material and convey the retained material to the AACA Library for preservation.
- 2.3 Duplicate copies or material not to be archived will be auctioned off to SPAAMFAA members at the next summer National convention.
- 2.4 Proceeds from the auction or other monies donated specifically for the archives shall be kept separate by the Treasurer. Annual payments to ATHS for their facilities will be paid for from these funds.
- 2.5 The archives committee will maintain an index of SPAAMFAA materials contained in the archives in the ATHS library.
- 2.6 The archives committee has the authority to make temporary storage arrangements should a large collection come available to the organization. (July 2013)

3.0 Audits

- 3.1 The Society's finances shall be audited every two years by an outside CPA or CPA firm.
- 3.2 The bi-annual audit shall address the Society's financial procedures, practices, and accounts. A report of the findings of the audit shall be provided to the Board of Trustees.
- 3.3 The **Senior VP** shall be responsible for overseeing and executing the bi-annual audits. Two trustees shall review the audit and report to the Board of Trustees their findings.

- 3.4 Once every other year from the formal audit in Section 3.1 above, the Senior VP shall perform a comparison of the society's bank statements with the Treasurer's report for consistency.

4.0 By-laws

- 4.1 This Section is reserved for changes voted to the By-laws that have not yet been voted on and inserted in the By-laws.

5.0 Chapters

- 5.1 **Chapter Awards** - None at this time

- 5.2 **Chapter Annual Reporting**

5.2.1 All chapters are required to provide an annual report 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 Trustee for that chapter. [Revised 3-15-15]

5.2.2 Chapters may not participate in the insurance program if they fail to submit an Annual Report.

5.2.3 Chapter Report Content - Chapter Reports shall include:

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

5.2.4 The **Executive Secretary** is responsible for the collection of the annual chapter reports.

- 5.3 **Chapter Boundaries** – No requirements at this time. Ontario Canada was moved to the Central Region [3-11-15].

- 5.4 **Chapter & National Membership Advisory Meeting**

5.4.1 The Chapter & National Membership Advisory Meeting will be held at the Winter and Summer National Conventions.

5.4.2 This meeting is intended to allow chapter representatives to ask questions of the Board of Trustees, to allow interaction between chapters, and to inform the chapters on recent actions by the Executive Committee and Trustees.

- 5.5 **Chapter Meetings.** All chapters are required to conduct at least two meetings per year.
- 5.6 **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.
- 5.7 **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 of Summer Board meeting. [Added 6/25/14; revised 7/29/15].
- 5.8 Chapter officers must be National members. [Added 6/25/14]
- 5.9 Chapters are required to adopt the National SPAAMFAA Safety Rules as a minimum standard for their events. [Added 6/25/14]
- 5.10 All new Chapters after 6/25/2014 must have 100% SPAAMFAA National membership. [Added 6/25/14]

This requirement for 100% SPAAMFAA National membership was suspended by the Trustees in August 2016 for a period of two years.

6.0 Dues

6.0 Membership Dues

- 6.1 Membership dues by category are: \$20 Junior, \$30 Individual, \$35 Family, \$35 Organizations, \$1,000 Individual Life. Membership Dues and Assessments are covered in By-laws Article II. [Revised 7/29/15]
- 6.2 Membership dues are due to the Treasurer by 1 February of each year.
- 6.3 New members joining the organization during the year will be assessed at the full current rate.

7.0 Elections

- 7.1 Elections of officers will be held in accordance with By-laws Section (Article VI, Section 8) [Not yet approved].
- 7.2 Family Members shall receive two ballot forms and two Robinson Award forms.

- 7.3 It is strongly suggested but not mandatory that the annual election slate include at least two names to fill each position. Candidates for vice-president must have served at least one term on the Board of Trustees
- 7.4 The president shall appoint a nominating committee prior to each election. The Nominating Committee will prepare a slate of officers. The Nominating Committee will also place on the slate any name received by a petition from the membership with a letter of willingness to serve by the nominee. All such petitions must be sent to the Chairman of the Nominating Committee, SPAAMFAA, P. O. Box 2005, Syracuse, NY, 13220 and must be sent by September 1, (example: September 1, 2013 for the 2014 election).
- 7.5 The Executive Secretary shall bring the election ballots to the winter National Meeting where they will be counted in public before the attending membership. The ballots shall be counted before the Board meeting and the results announced at the Board meeting. The election results shall be sent to the membership via Silver Trumpet. (July 2013).

8.0 *Engine-Engine*

- 8.1 **Purpose** - *Engine!-Engine!* is the society's vehicle to provide SPAAMFAA members articles about firefighting history with the emphasis being on firefighting apparatus history and to provide the membership with communication between other members and officers. *Engine!-Engine!* is the "flagship" of SPAAMFAA. If someone wants to show a potential member something from our group, they will pull out a copy of *Engine!-Engine!* to show them. The Board of Trustees desires to make each issue informative and interesting.
- 8.2 **Publication Constraints** – At present there is no Maximum or minimum page limit. The selection of a printer is at the discretion of the editor while keeping up with industry pricing. There are no content constraints as long as the magazine supports the society's stated purpose.
- 8.3 **Publishing Dates** – The *Engine!-Engine!* publication dates are mid-March, early June, early September and early November.
- 8.4 **Advertising** – The *Engine!-Engine!* editor has been given the latitude to set the advertising rates. *Engine!-Engine!* shall accept fire-related paid ads which shall be limited to 10% of each issue. Paid ads shall be grouped together in the rear of the magazine and be such that the character of the publication be retained. Advertising rates will be as follows: Full page \$600.00; ½ page \$350.00; ¼ page \$200.00; 1/8 page \$125.00. These prices are per issue. *Engine!-Engine!* will not accept dated ads due to the long lead time of the magazine.
- 8.5 **Engine!-Engine! Budget** – The *Engine!-Engine!* editor shall prepare and submit an annual budget request to the Board of Trustees for approval each year.
- 8.6 **Distribution** - All SPAAMFAA members and chapters shall receive copies of

Engine!-Engine!.

- 8.7 National Convention registration flyers are to be distributed via the *Engine!-Engine!* envelopes. All convention and muster promotional information shall be placed in both the *Silver Trumpet* and *Engine!-Engine!*.
- 8.8 Members who join in the fourth quarter of the year shall receive the fourth issue of *Engine!-Engine!*

9.0 Finance

9.1 Budget

- 9.1.1 The Executive Committee of SPAAMFAA shall prepare an annual budget each year and present it to the membership at the winter Chapter & National Membership Advisory Meeting.
- 9.1.2 The fiscal year for the organization shall be 1 January to 31 December.
- 9.1.3 Budget information shall be submitted to the Treasurer by December 31 each year in order that the finished budget can be submitted to the Board of Trustees at the Annual Meeting.

9.2 Reimbursements

- 9.2.1 The President, Senior Vice President, and Vice-President may be reimbursed for attending the National Conventions/Musters. Reimbursement shall be up to four (4) nights lodging at the rate for the host hotel plus up to a maximum of \$300.00 per event for travel expenses. Board of Trustees members, Executive Secretary, Recording Secretary, National Convention Coordinator, *Engine!-Engine!* editor, *Silver Trumpet* editor, Webmaster, and the Parliamentarian attending the National Conventions/Musters may be reimbursed for travel expenses up to a maximum of \$300.00 per event.
- 9.2.2 Board of Trustees members, the National Convention Coordinator, and the Executive Secretary attending required committee meetings approved by the President may be reimbursed for travel expenses up to a maximum of \$300.00 per event.
- 9.2.3 All reimbursement for expenses on behalf of the organization must follow the rules stated in SOP 6.0 Expense Reimbursements.

9.3 General Finance Rules

- 9.3.1 General Accounts – The Treasurer shall open such accounts as are needed to support the operations of the organization.
- 9.3.2 The Membership Secretary is authorized to open a deposit-only joint account with the Treasurer to allow electronic processing of membership dues Society funds that

will be periodically transferred to the SPAAMFAA general treasury.

- 9.3.3 All SPAAMFAA accounts shall be deposited in banks covered by FDIC insurance.
- 9.3.4 Bank signature cards shall be in place for all SPAAMFAA accounts to include authorized signatures for the President, Executive Secretary, and the Treasurer.
- 9.3.5 All checks written for amounts over \$2,500 shall require two signatures and all account checks shall be printed with a signature line statement to that effect.
- 9.3.6 Bill Payment – Upon receipt of a bill for services, all bills/invoices shall be forwarded to the Executive Secretary who shall forward them to the Treasurer for payment with a copy to the President.
- 9.3.7 The basic amounts of the Life Membership account shall remain in such account when Life Members die. The Treasurer is authorized to utilize these funds to accrue optimum interest rates.

9.4 Special Funds and Endowments

- 9.4.1 A **Remembrance Fund** shall be established to provide \$50.00 per occurrence in the event of a member's death. Disbursement will be at the sole discretion of the President.

Memorial contributions made by SPAAMFAA should be given in the following spirit:

- 1. If the family designates a charity, organization, church, etc. the donation shall be sent to the family with the check made out to the charity *and then the "giver" will usually receive an acknowledgement from the family and from the charity, which in many cases will make the memorial a tax deductible charitable contribution with the proper documentation needed for IRS.*
 - 2. If the death notice says "contributions to the family", the check shall be made out to the family.
- 9.4.2 An **Archives Memorial Trust Fund** has been established in the name of Helene "Lee" Soderbeck (established in 1984). Monies from this trust fund shall be used for the support of the SPAAMFAA archives currently housed in the AACCA library, Hershey, Pa. Up to \$500.00 per year from this fund will be used to fund the SPAAMFAA archives at the AACCA Hershey library.

9.4.3 SPAAMFAA Endowment Fund

- 9.4.3.1 SPAAMFAA Endowment Fund – A fund has been established to support the long-term future needs of SPAAMFAA. It will be created by special contributions from members, non-members, and memorial contributions from deceased members.

- 9.4.3.2 The Endowment Fund will not be used for the regular operating expenses of SPAAMFAA. The funds cannot be accessed until the fund reaches \$10,000.00 in assets and then will only be used for special needs as defined in the Endowment Fund Resolution.
- 9.4.3.3 The Endowment Committee and the Board of Trustees must approve the use of monies from this fund.
- 9.4.3.4 Contributions to the Endowment Fund should be made out to SPAAMFAA with a note "Endowment Fund" on the memo line. The annual membership renewal form shall contain a box for making additional contributions to the Endowment Fund.

9.5 Fund Raising

- 9.5.1 A National Fund Raising program was authorized by the Trustees in May 2016. The fund raising program will solicit funds both from the membership and from external donor organizations. Initially the fund raising is intended to support the archives. [August 2016]

10.0 Insurance

- 10.0 The society shall maintain a General Liability insurance policy to protect SPAAMFAA from liability risk at National Convention/Muster events. This policy will protect Chapters and the National from liability risks at Chapter musters and events.
- 10.1 The society shall also maintain an Officers and Directors insurance policy to protect SPAAMFAA National Officers and Chapter Officers from liability. Chapter officers must be National members.
- 10.2 Every three years the Sr. Vice President/Treasurer shall solicit competitive bids when renewing this policy.
- 10.3 The liability policy shall be \$5,000,000.
- 10.4 The SPAAMFAA liability insurance policy shall provide coverage for chapter events and musters. The By-laws (Article 5, Section 3) authorizes an annual assessment to all chapters in the amount set periodically by the Board of Trustees to defray costs of the national insurance provided to all chapters and members.
- 10.5 Chapters may not participate in the insurance program if they fail to submit an Annual Report.
- 10.6 National Insurance Request forms going to the Chapters must carry this wording: "Copy of safety guidelines must accompany this application".
- 10.7 The procedure for Chapters to obtain a Certificate of Insurance for local events shall be: [Added 6/25/14]

1. The chapter shall contact the Executive Secretary requesting an insurance certificate for an event using the standard request form.
2. The Executive Secretary will verify that the Chapter has paid it's annual insurance premium.
3. The Executive Secretary will forward the completed form to the insurance provider.
4. The insurer will send the completed Certificate of Liability Insurance to the Chapter directly with a copy to the Executive Secretary.

11.0 IT – Web Site

- 11.1 **Purpose** – The purpose of the SPAAMFAA web site is to improve the interaction and communication with members and to promote the organization with the general public. It shall also be an organizational resource to collect, hold, and disseminate information related to the preservation of antique fire apparatus.
- 11.2 **Expenses** - The web-master shall receive \$1,500 for the redesign of the web site and \$1,000 a year shall be budgeted for maintenance although these monies do not have to be spent. Requests for maintenance funds shall be approved by the President. Bills for operation of the web site are to be sent to the Executive Secretary for approval and then forwarded to the Treasurer for payment. [Revised 7/2015].
- 11.3 **Advertising** - A classified ad page on the web site shall accept ads from members, non-members, and non-member fire departments at no charge. Ads must be fire related.
- 11.4 **Domain Names** - SPAAMFAA owns 3 domains through Earthlink.net – spaamfaa.org, spaamfaa.net and spaamfaa.com. The domains are billed monthly directly to the Treasurer. Spaamfaa.org is the primary domain and the others are redirected to it through our hosting.
- 11.5 **Host ISP** - The hosting ISP – Innovative Computer Services, LLC in NJ provides a yearly contract for \$350. In February 2011, it was agreed to upgrade the level of hosting service for an additional \$100 per year because of our graphics-heavy needs.
- 11.6 SPAAMFAA has a *Facebook* group as an "unofficial" group. Since it was already established and gaining membership, the Board of Trustees agreed to keep it active as long as there was SPAAMFAA oversight and the Webmaster is the Admin for the group.
- 11.7 The Board has authorized the hiring of a contract firm to administer the membership database. [August 2016]

- 11.8 A backup of the membership database, the treasury database, the Executive Secretaries records of the corporation, and any other SPAAMFAA data shall be produced every three months and kept at an offsite location. [August 2016]

12.0 Meetings

- 12.1 All Board of Trustee meetings will be held at the National Convention on Wednesdays at 1:00 PM and the General Membership Meeting will be held on Thursday/Friday at 8:00 PM.
- 12.2 A Chapter Presidents Advisory Council is established to coordinate activities and programs between chapters. This Council shall meet at the two National Conventions at a time TBD. [August 2016]
- 12.3 Board member votes for all new motions establishing new rules shall be recorded and published. [February 2017].

13.0 Membership

- 13.1 Membership – Membership categories are defined in the Society's By-laws, Article II. Also see Section 6.1 above.
- 13.2 Individual, Family, and Life members shall be given a 25-year pin and organizations shall be given a certificate of the 25th anniversary of each such membership.
- 13.3 A family unit membership is considered one (1) membership. This membership will allow two (2) adults to vote, one (1) copy of "*Engine!-Engine!*", one (1) Silver Trumpet, one (1) Source book, one (1) Roster & correspondence.
- 13.4 Life Membership - Family Life Members shall be given certificates and they shall be paid for out of the Life Membership Fund.
- 13.5 Founding Members shall be free of dues for life starting in 1983, our 25th Anniversary.
- 13.6 Members that live outside the United States and Canada will be put into the closest region to where they live.
- 13.7 Persons joining SPAAMFAA prior to November 1 of a year will receive a Roster, all issues of *Engine!-Engine!*, and *Silver Trumpet* issued during that calendar year.

14.0 Minutes & Reports

- 14.1 The Society's annual report shall be made available to all members on the secure section of the web site and at the Winter National convention. Minutes of the National meeting shall be printed in Silver Trumpet. Additional packets of minutes and reports from each National meeting shall be made available to members for \$2.00 postage and handling.

- 14.2 Board of Trustee actions/motions shall be distributed to the Chapters through the following media: a memo/email to the Chapter Presidents, publication in the *Silver Trumpet*, and posted on the SPAAMFAA web site after every Board of Trustee meeting. The **Executive Secretary** shall distribute the copy to the Chapter Presidents. (July 2013).

15.0 Miscellaneous

None at this time.

16.0 National Conventions

- 16.1 **National Convention Content** – The SPAAMFAA annual National Convention will be hosted by various chapters through a bidding process. At the highest level the National Convention should include: registration, a Board of Trustees Meeting, a Chapter & National Membership Advisory Meeting, and a fire apparatus muster. All other activities at the National Convention are to be determined by the hosting chapter.
- 16.2 **National Convention Location** – The National Summer Convention shall be held every year on a rotating basis at locations determined by chapter bids.
- 16.3 **Bidding for National Convention** - In view of the problems and financial and manpower investment incurred in hosting a Convention and Muster, interested Chapters may submit a proposal for such hosting to the Board of Trustees for their consideration. Such proposal shall be in depth, including financial and manpower resources, site location, local government interrelations (police, permits), adequate and convenient hotel/motels, etc.
- 16.4 **National Meeting Notice** - The **Executive Secretary** shall be responsible for assuring that meeting notices be mailed to each member by 1st class mail.
- 16.5 **National Meeting Conduct** - The meeting portion of the National Conventions are defined in the By-laws Article II, Sections 2(a), 2(d), and 2(e). The Senior Vice President shall read a list of all members deceased during the year at each National meeting. This information will be taken from the Annual Reports.
- 16.6 **Convention Auctions** – From time to time an auction of donated materials will be held at the National Summer Convention. National Society members only will be allowed to obtain bidders cards at the National Society auctions and purchase items for sale.
- 16.7 **Other Convention Activities** - Chapters hosting National meetings shall schedule events so as to allow the Board of Trustees to attend activities normally held on their meeting day. This includes the possibility of the Board of Trustees arriving a day early.

- 16.8 **Convention Registration Area** - The registration area for the National Convention and joint local muster shall allow room for all Chapters desiring to maintain an informational display about their Chapter. The sale of items will be limited to the National and Host Chapter. The flea market area will be available for sale of items by the other Chapters and individuals.
- 16.9 **Muster Rules** - Local Chapters shall organize and run the National Convention Muster in accordance with the current SPAAMFAA muster rules (dated February 2013) that have been distributed to all Chapters.
- 16.10 **Reimbursements** - The National Convention Coordinator is empowered to reimburse the chapter hosting National Convention for the hospitality room expenses for the Friday night membership meeting. Such reimbursement to be limited to a reasonable amount at the discretion of the National Convention Coordinator.
- 16.11 At least two educational seminars shall be conducted by the hosting chapter at the National Convention.

17.0 Organization

- 17.1 The **Executive Secretary** will maintain the Society's organization chart and revise it upon each election or appointment. The organization chart shall be published every year in *Silver Trumpet* after elections.

18.0 Outside Conferences

- 18.1 **National Fallen Firefighter's Foundation (NFFF)** – SPAAMFAA has established a partnership with the National Fallen Firefighters Foundation and has authorized them to utilize our logo on their publications as “supporting organization” and has supplied them a mailing list. This list is not for re-sale outside NFFF and privacy must be adhered to.
- 18.2 **International Fire Buffs Associates (IFBA)** - SPAAMFAA will pay the registration fee for the one officially designated delegate to the I.F.B.A. convention each year. It is intended that we send our President or his appointee to the IFBA annual meetings in the future.
- 18.3 **National Fire Heritage Center (NFHC)** – SPAAMFAA has formed a relationship with the National Fire Heritage Center to support the preservation of American fire service and fire protection history and documentation complimentary to the mission of SPAAMFAA. A memorandum of Agreement was signed February 5th, 2014 by both organizations to clarify the missions and goals of both organizations.

19.0 Safety Officer & Rules

- 19.1 The SPAAMFAA Board of Trustees shall appoint a Safety Officer and that Safety Officer shall maintain a Safety Manual for the society. Changes to the SPAAMFAA

Safety Manual must be approved by the Board of Trustees.

- 19.2 All Chapters shall utilize and adhere to the National SPAAMFAA Muster Safety Guidelines. Chapters are free to add additional safety rules for their musters. [Revised 3-11-15]
- 19.3 Each Chapter taking part in the SPAAMFAA insurance program is required to designate a chapter Safety Officer. Each Chapter shall make up a safety plan to be used at all musters and apparatus functions. A letter setting forth this requirement shall be sent to each Chapter prior to renewing their insurance.
- 19.4 The SPAAMFAA Safety Officer shall establish a standing safety committee to assist in updating the safety rules and providing safety oversight at the national muster. Updated Safety Rules are to be distributed to all Chapters.
- 19.5 Due to the potential dangers involved in the operation of steam fire engines, the Board of Trustees is on record as opposing any timed first water contests for cold boilers. No Chapter is permitted to participate in the SPAAMFAA insurance program if they sponsor this type of event. The only contests involving steam fire engines approved by SPAAMFAA are those approved by the safety committee.
- 19.6 Changes to the safety rules shall be printed in *Silver Trumpet*.

20.0 Sale Items

- 20.1 The SPAAMFAA Board of Trustees does from time to time sell or authorize the sale of trademarked items to its members and Chapters. The President shall review the list of complimentary printed materials to insure they meet the standards of the society.
- 20.2 The SPAAMFAA **Executive Secretary** shall maintain a reasonable inventory of SPAAMFAA paraphernalia (badges, patches, decals) to be sold at musters.
- 20.3 Every chapter is given a SPAAMFAA Muster/Convention and Meeting manual. If a Chapter wants an additional copy they may purchase one for \$30.00 including shipping.
- 20.4 National SPAAMFAA Outdoor banners are for sale for \$80.00 each.
- 20.5 The Pennsylvania Pump Primers Chapter is authorized to produce shirts with the SPAAMFAA logo on them.

21.0 Silver Trumpet

- 21.1 Purpose - The purpose of *Silver Trumpet* is to inform members and other chapters of what is going on at all SPAAMFAA chapters. It is charged to include the information on the national convention and local chapter musters, information sources, provide

- technical articles, provide classified advertising, and any other information related to the preservation of antique fire apparatus.
- 21.2 Publishing Dates - There shall be four issues of the *Silver Trumpet* each calendar year. January, April, August, and December. The April, and December issues will have minutes of the meeting of the Board of Trustees.
 - 21.3 *Silver Trumpet* Budget – The *Silver Trumpet* editor shall prepare and submit an annual budget request to the Board of Trustees for approval each year.
 - 21.4 Advertising charges – As there is very little interest in advertising in *Silver Trumpet*, no rates are established at this time and the editor shall use his/her discretion to set rates.
 - 21.5 Distribution - All current members shall receive *Silver Trumpet* via email in PDF form from the webmaster. Members wishing a paper copy mailed to them shall pay \$5.00 in addition to their dues. In addition, FDNY Library, NYS Education Historical Service, Onodaga Historical Assoc., AHS, ATCA, AACA, Old Cars & Automotive History Collection should also receive complimentary issues electronically. [Revision 8/29/15].
 - 21.6 Members joining SPAAMFAA after November 1 shall receive the fourth issue of *Silver Trumpet*.

22.0 Taxes

- 22.1 **Tax Return Submittal** - The SPAAMFAA Treasurer shall complete an IRS form 990 non-profit organization tax return each year in a timely manner. This submittal shall be reviewed by the society President prior to submittal.

23.0 Trademarks

- 23.1 SPAAMFAA has trademarked the Society's logo and will protect that trademark from unauthorized use. Only SPAAMFAA members and chapters may use the logo without written permission from the Board of Trustees.
- 23.2 The SPAAMFAA logo shall include the text "Antique Fire Apparatus Club".
- 23.3 Local chapters are authorized to enter into profit-making functions which involve use of the SPAAMFAA insignia provided that local chapters are purchasing items from commercial vendors for resale to the public by chapter members (direct sales from the commercial vendor to the public with a kickback to local chapters is not authorized), and that the National must approve the use of the SPAAMFAA insignia for each specific project. Profits from such ventures shall accrue to the local chapter.
- 23.4 Proposals by commercial vendors to produce items utilizing the SPAAMFAA insignia for direct sale to the public shall require full Board of Trustees approval, or, at his

discretion, the President acting for the Board of Trustees, and that a fee shall be charged for such use.

24.0 Awards

- 24.1 ~~National Convention and Muster. SPAAMFAA will provide the chapter hosting the National Convention and Muster with an 8" x 10" plaque with a polished aluminum SPAAMFAA logo. The award will be presented at the event and shall include the statement: "SPAAMFAA National Muster", Date, and Chapter name.~~

This award was eliminated by the Trustees in August 2016.

- 24.2 Spirit of SPAAMFAA Award - The Spirit of SPAAMFAA Award was changed to be an award to be given by each regional trustee to a SPAAMFAA member within that region for exceptional service to his/her chapter in fostering the preservation of fire apparatus history. The plaque will have "Spirit of SPAAMFAA", the name of the recipient, and the year engraved upon it. [August 2016]
- 24.3 Robinson Award - The Society's highest honor, the William L. Robinson Award, shall be presented annually to a SPAAMFAA member who has contributed in an outstanding manner to the spirit and goals of the Society in a quiet and unassuming way. The award is presented in memory of a founding member and SPAAMFAA's second secretary, the late William L. Robinson, of Syracuse, NY. The membership nominates this award by ballot (see Standard Procedure 1.0).

This award will be presented on an 8" x 10" plaque with a polished Brass SPAAMFAA logo at the Summer National Convention. The plaque will have "Robinson Award", the name of the recipient, and the year engraved upon it.

- 24.4 Outgoing President's Award - The outgoing President shall be awarded with a 10" by 14" plaque with a polished Brass SPAAMFAA logo. The plaque will have "SPAAMFAA President", name of the recipient, and years of service" engraved upon it.

[24.1 – 24.4 Approved by the Board 4/19/2016]

- 24.5 SPAAMFAA will provide the chapter hosting the National Convention and Muster an 8" x 10" plain plaque with a polished SPAAMFAA logo. An engraved plate will be provided with each plaque.
- 24.6 Trophies awarded at National meetings shall include the statement: "SPAAMFAA National Muster". Any additional cost for these trophies shall be paid by the Society.

25.0 Trustees

- 25.1 Regional Trustees are to "to assist in solving problems that may occur within Chapters". They shall report any concerns to the full Board of Trustees at the next scheduled meeting unless immediate action is required.

- 25.2 The Trustee responsible for overseeing any Chapter in arrears is to contact those Chapters and ask for a list of their six (6) SPAAMFAA members.
- 25.3 Trustees, if at all possible, are to reside within the region they are elected from and represent. [August 2016]

26.0 Membership Roster

- 26.1 Membership Roster - The SPAAMFAA Roster shall be published every other year.
- 26.2 The Membership Roster publication and distribution shall be under the direction of the Membership Chairman.
- 26.3 Membership cards will no longer be sent out. (1/7/2015)
- 26.4 That National will pay to print the membership roster for those requesting one and that National will charge the member current postage and handling costs. (7/29//2015)

Potential Rule Changes

Chapter Officers:

Present Language:

- 5.8 Chapter officers must be National members. [Added 6/25/14]

Proposed Language:

- 5.8 All chapters must have a minimum of six Chapter officers who are currently National SPAAMFAA members. Chapter Directors are considered officers. [Updated 8/25/16].

Reimbursements

Web Site Maintenance

Current Language:

- 11.2 **Expenses** - The web-master shall receive \$1,500 for the redesign of the web site and \$1,000 a year shall be budgeted for maintenance although these monies do not have to be spent. Requests for maintenance funds shall be approved by the President. Bills for operation of the web site are to be sent to the Executive Secretary for approval and then forwarded to the Treasurer for payment. [Revised 7/2015].

Proposed Language:

- 11.2 **Expenses** - \$1,500 a year shall be budgeted for maintenance of the web-site although these monies do not have to be spent. Requests for maintenance funds shall be approved by the President. Bills for operation of the web site are to be sent to the Executive Secretary for approval and then forwarded to the Treasurer for payment. [Revised x/xx/xx].

Souderbeck Fund

Current Language:

- 9.4.2 An **Archives Memorial Trust Fund** has been established in the name of Helene "Lee" Soderbeck (established in 1984). Monies from this trust fund shall be used for the support of the SPAAMFAA archives currently housed in the AACA library, Hershey, Pa. Up to \$500.00 per year from this fund will be used to fund the SPAAMFAA archives at the AACA Hershey library.

Proposed Language:

- 9.4.2 An **Archives Memorial Trust Fund** has been established in the name of Helene "Lee" Soderbeck (established in 1984). Monies from this trust fund shall be used for the support of the SPAAMFAA archives currently housed in the AHS library, Kansas City, MO.