

# **FIRE FIGHTERS ASSOCIATION OF MISSOURI BY-LAWS**

*Revised and Approved May 3, 2015*

## **ARTICLE I - NAME**

This association shall be known as the Fire Fighters Association of Missouri also referred to as the FFAM.

## **ARTICLE II - PURPOSE**

**Section 1.** The purpose of FFAM is to promote the general welfare of the Fire Service and FFAM membership.

**Section 2.** To improve the relationship of the Fire Service with the general public, enlighten and educate the public with the usefulness and value of the services sponsored by FFAM.

**Section 3.** To promote education and research relating to all phase of the Fire Service and better prepare fire fighters for the challenge of tomorrow.

**Section 4.** To develop, gather and disseminate reliable information on subjects of interest to FFAM members.

**Section 5.** To create and maintain a fraternal feeling of common interest between members of FFAM and all fire service organizations of this state. It shall be our goal to sponsor benefits, events, education and activities which stir the brotherhood of fire fighters across this state causing them to desire to be members of FFAM

**Section 6.** To promote statewide mutual aid in the Fire Service.

**Section 7.** To promote adequate fire protection, serve every lawful means, promote virtues conducive to the wellbeing of our members, departments and the general public.

**Section 8.** Promote the preservation of Missouri's fire service history.

## **ARTICLE III - EXISTENCE**

FFAM is to have perpetual existence.

## **ARTICLE IV - MEMBERSHIP**

Membership shall consist of the following sections:

1. Active Members
2. Honorary Members
3. Associate Members
4. Retired Members
5. Fire Departments
6. Sustaining Members
7. Corporate Members
8. Educational Institutions
9. Educational Members

- 10. Directors/Councilman
- 11. Junior Fire Fighters/ Cadet Fire Fighters

All memberships are non-transferrable.

**Section 1. Active Members**

Shall be limited to fire fighters, members or employees of an FDID registered fire department in the State of Missouri and pays dues as required. Active members shall be entitled to vote, hold office and have all benefits of membership. They may hold an appointed position as directed by the FFAM President or Board of Directors. Any active member whose department is dissolved will have their membership transferred to a sustaining membership. Dues shall be set by the Board of Directors.

**Section 2. Honorary Members**

Shall be limited to persons whose outstanding contribution to the Fire Service deserves special recognition. They shall be approved by the Board of Directors. They shall hold membership for life and have all the privileges of active membership except voting and holding of an elected office. They shall not be required to pay dues.

**Section 3. Associate Members**

Associate membership requires the individual to show proof of active membership in good standing with any FDID registered fire department or EMS service in the State of Missouri and pays dues as required. Members shall have all benefits of an active member except voting and holding an elected office. They may hold an appointed position as directed by the FFAM President or Board of Directors. Dues shall be set by the Board of Directors.

**Section 4. Retired Members**

Any fire fighter, member or employee who is a retired member of an FDID registered fire department in the State of Missouri shall hold membership for life and have all benefits of an active member except voting and holding an elected office. They may hold an appointed position as directed by the FFAM President or Board of Directors but may not chair committees. If the retired member's department is not a member, the retired member must show proof of retirement from their designated department. They shall not be required to pay dues.

**Section 5. Fire Departments**

A fire department or fire protection district recognized with an FDID registration number from the State of Missouri and pays dues as required. The personnel of such an organization may be career employees, volunteers, or any combination thereof, and function under the legal authority of the federal, state, county, municipal governments, public service district, incorporation association or fire protection district. Dues shall be set by the Board of Directors.

**Section 6. Sustaining Members**

Sustaining Membership shall be individuals, fire support organizations or industries operating a fire department/brigade that desire to be a supporter of FFAM and pays dues as required. Membership is provided with all benefits of an active member except insurance benefits, voting and holding an elected office. They may hold an appointed position as directed by the

FFAM President or Board of Directors but may not chair committees. Dues shall be set by the Board of Directors.

**Section 7. Corporate Members**

Corporate Members shall be businesses, firms or corporations that desire to be a supporter of FFAM and pays dues as required. Membership is provided with benefits set by the Board of Directors. Corporate Members are excluded from insurance benefits, voting and holding an elected office. Members may not serve on any committees. Dues shall be set by the Board of Directors.

**Section 8. Educational Institutions**

An institution recognized by the Missouri Department of Elementary and Secondary Education, technical school, private school or other educational institution and pays dues as required. Dues shall be set by the Board of Directors.

**Section 9. Educational Members**

The students, educators and employees of such an institution recognized by the Missouri Department of Elementary and Secondary Education, technical school, private school or other educational institution and pays dues as required. Membership is provided with all benefits of an active member except insurance benefits, voting and holding an elected office. They may hold an appointed position as directed by the FFAM President or Board of Directors but may not chair committees. Dues shall be set by the Board of Directors.

**Section 10. Directors/Councilman**

Directors/Councilman shall be elected persons of a State of Missouri FDID registered fire department or fire protection district's governing body that function under the legal authority of the federal, state, county, municipal governments, public service district, incorporation association or fire protection district. Directors/Councilman members shall have all benefits of an active member except insurance benefits, voting and holding of office. They may hold an appointed position as directed by the FFAM President or Board of Directors but may not chair committees. They shall not be required to pay dues.

**Section 11. Junior Fire Fighters/ Cadet Fire Fighters**

Shall be limited to junior fire fighters/cadet fire fighters of an FDID registered fire department in the State of Missouri and pays dues as required. Members shall have all benefits of an active member except voting and holding an elected office. They may hold an appointed position as directed by the FFAM President or Board of Directors but may not chair committees. Any junior fire fighter/cadet fire fighter member whose department is dissolved will have their membership transferred to a sustaining membership. Dues shall be set by the Board of Directors.

**ARTICLE V – OFFICERS/DISTRICT DIRECTORS AND DUTIES**

**OFFICERS**

The Officers of FFAM shall consist of a President, First Vice-President, Second Vice-President, Secretary-Treasurer and Sergeant-at-Arms also known as the Executive Board.

All Officers must be active members of the FFAM. All Officers shall not hold any other positions

on the Board of Directors.

The Officers will be elected to staggered terms under the adopted schedule. At the first regularly scheduled election held following the adoption of this bylaw provision the President and Second Vice-President positions will be placed for election with those duly elected to serve a four year term with their successors being elected to four year terms. At the first regularly scheduled election held following the adoption of this bylaw provision the First Vice-President, Sergeant-at-Arms and Secretary-Treasurer positions will be placed for election with those duly elected to serve a two year term with their successors being elected to four year terms. Following the first complete cycle of the adopted election schedule Officers will serve four year terms elected on the staggered basis as adopted.

Officers shall be nominated by the Nominating Committee and elected by majority vote of the duly authorized delegates at an annual convention. Nominations for office must be submitted before the convention by March 1<sup>st</sup>. Each nominee will be reviewed by the Nominating Committee to insure valid membership of the candidate before submission for election at the annual convention. Upon review, if a candidate is found to be ineligible or not in good standing with the FFAM, that nomination will be void for that year's election. All open positions and duly approved candidates shall be posted on the FFAM website no later than March 15<sup>th</sup>. In the event no candidate is nominated or in the event that a vacancy occurs in mid-term, it shall fall upon the President to present a name for office to be reviewed and approved by the Board of Directors.

All Officers shall be elected for a term of four years.

### **Section 1. President**

It shall be the duty of the President to preside at all meetings of the Board of Directors. The President shall appoint all committees and chair persons of said committees, with Board of Directors approval, and be a member ex-officio of all committees with a right to vote only in the event of a tie. The President shall have the authority to call special meetings of any committee. The President shall have the authority to call special meetings of FFAM, subject to the approval of the Board of Directors. The President shall perform other duties as are customary for such an Officer. The President shall designate location, date and time of all board meetings. The President shall provide representation, direction and leadership of and for FFAM.

If the President's position is vacated mid-term, the First Vice-President will fill the position until the next election is held at the annual convention. A special election will then be held to fill the unexpired term of the President until the next regular election of the President position.

### **Section 2. First Vice-President**

It shall be the duty of the First Vice-President to perform all duties and assume the responsibilities of the President during the absence of the President or the President's inability to act. The First Vice-President shall serve in a support role to the President. The First Vice-President shall serve as a member of the Board of Directors with a right to vote. In the event the Secretary-Treasurer ceases being a member of the FFAM or is relieved of his/her office, the First Vice-President shall fill all duties until a successor to the Secretary-Treasurer has been elected or appointed and approved by the Board of Directors. The First Vice-President shall prepare and

read the resolution at convention and respond to the welcome at Convention. The First Vice-President shall chair the Budget Committee and submit a draft budget to the Board of Directors prior to January 1. The First Vice-President shall furnish a financial statement of FFAM in writing when requested by the Board of Directors and serve as checks and balances to the Treasurer.

### **Section 3. Second Vice-President**

It shall be the duty of the Second Vice-President to perform the duties and assume responsibilities of the President during the absence of the President and First Vice-President or their inability to act. The Second Vice-President shall serve as a member of the Board of Directors, with a right to vote and be chairperson of the Membership Committee. The Second Vice-President shall provide a membership report to the Board of Directors at all meetings. The Second Vice-President shall serve as Sergeant of Arms in his/her absence.

### **Section 4. Secretary - Treasurer**

It shall be the duty of the Secretary-Treasurer to keep a complete and accurate record of the proceedings of the annual convention, any meetings of the Board of Directors. The Secretary-Treasurer shall have possession of all FFAM records, attend to the publication of reports, conduct official correspondence, and shall issue and keep a record of memberships. The Secretary-Treasurer may have the authority to if deemed necessary appoint person (s) (may be non-members) to act as assistant secretary with the approval of the Board of Directors. Secretary shall serve as a member of the Board of Directors, with a right to vote. The Secretary Treasurer shall provide data and support to all committees as required. The Secretary-Treasurer shall receive all incoming monies for FFAM and committees. All moneys paid to him/her virtue of his/her office, shall be carefully accounted for and promptly placed in depository designated by FFAM. The Secretary-Treasurer shall sign all checks or petty cash transaction issued or received by the FFAM. The Secretary-Treasurer shall maintain a surety bond for the faithful discharge and performance of his/her duties, it shall be an amount set by the Board of Directors. The Secretary-Treasurer shall be a member of the Budget Committee. The fee for said surety bond shall be paid by FFAM. The Secretary-Treasurer's salary shall be determined by the Board of Directors and reviewed ~~biannually~~ annually.

In the event that the Secretary-Treasurer's position is vacated, the Second Vice-President shall assume the duties until a replacement can be nominated by the Executive Board and approved by the Board of Directors.

### **Section 5. Sergeant-at-Arms**

It shall be the duty of the Sergeant-at-Arms to maintain proper decorum at all meetings and the annual convention, admitting only such persons as are entitled to admittance and fulfilling all duties pertaining to a security and decorum Officer. The Sergeant-at-Arms shall have the authority if deemed necessary, to appoint as many assistants as necessary to the performance of his/her duties at convention. Sergeant-at-Arms shall supply to the President a list of certified delegates and alternates by name and department prior to the business session at the Convention. The Sergeant-at-Arms shall count and duly record votes. The Sergeant-at-Arms shall be an assistant to the President at meetings in matters of security and decorum and be versed in Roberts Rules of Order. The Sergeant-at-Arms shall be a member of the Board of Directors with the right to vote.

## **DISTRICT DIRECTORS**

The District Directors of FFAM shall consist of thirteen (13) District Directors who are elected or appointed. For the purpose of these bylaws, District Director is also referred to as Director.

All District Directors must be active members of the FFAM. All District Directors shall not hold any other positions on the Board of Directors.

All District Directors shall be elected for a term of three years.

### **Section 6. District Directors**

Directors shall be elected for a term of three years. Directors shall be re-elected on staggered terms to be due for re-election on their third anniversary. The State of Missouri will be divided into thirteen (13) districts with Directors residing within the district for which they are elected to represent.

Directors shall be nominated by the Nominating Committee and elected by majority vote of the duly authorized delegates at an annual convention. Nominations for office must be submitted before the convention by March 1<sup>st</sup>. Each nominee will be reviewed by the Nominating Committee to insure valid membership of the candidate before submission for election at the annual convention. Upon review, if a candidate is found to be ineligible or not in good standing with the FFAM, that nomination will be void for that year's election. All open positions and duly approved candidates shall be posted on the FFAM website no later than March 15<sup>th</sup>. In the event no candidate is nominated or in the event that a vacancy occurs in mid-term, it shall fall upon the President to present a name for office to be reviewed and approved by the Board of Directors.

The Directors shall continually visit fire organizations within their district and promote FFAM to fire service personnel and discuss the benefits provided to members of FFAM. Directors shall serve as a liaison between members and the Board of Directors.

### **Section 7. Assistant District Directors**

Each of the elected or appointed District Directors shall appoint up to two assistants to assist them with their duties. The Board of Directors shall confirm all appointments. The Assistant Director shall act in place of the Director in his/her absence and have full voting authority in the absence of his/her Director.

Assistant Directors must be active members of the FFAM. Assistant Directors shall not hold any other positions on the Board of Directors.

### **Section 8. Immediate Past President**

The Immediate Past President shall be the Chairperson for the Nominating Committee. The Immediate Past President may also be a Director in the Association. The Immediate Past President will not have voting authority unless he/she is also serving as a Director.

### **Section 9. Historian**

The Historian shall be appointed by the President and approved by the Board of Directors. The

Historian shall attend meetings/conventions and maintain the history data of FFAM. The Historian shall report on historical events of the FFAM. The Historian will hold the position until replaced by the President and approved by the Board of Directors. The Historian will not have voting authority.

**Section 10. Board of Directors**

The Board of Directors shall consist of the President, First Vice-President, Second Vice-President, Secretary-Treasurer, Sergeant-at-Arms and elected or appointed District Directors (Directors).

It shall be the duty of the Board of Directors to supervise the affairs of the FFAM, promote its interests and take such action as necessary to include the continued interest and welfare of the FFAM.

The Board of Directors shall insure a review of the financial records for FFAM at least once a year. They shall have the authority to allow necessary expenses of officers and members of committees when such expenses are in connection with the affairs of the FFAM. They shall have the authority to determine the method of payment for all bills.

The Board of Directors shall have the authority/responsibility to remove from office any officer or committee member who fails or is negligent in the performance of their duties, only after said officer or member of the committee has been notified by registered mail of the proposed removal. That officer or committee member is then allowed to appear before the Board of Directors to appeal the removal. The Board of Directors shall have the authority to deny membership to any individual, department, business or any other organization that it deems as detrimental to the mission, image and business practices of the FFAM.

In the event of vacancies in elected offices caused by resignation or otherwise, the Board of Directors shall have the authority to approve individuals proposed by the President to fill such vacancies, until the next election at the next annual convention.

The Board of Directors shall serve as members of the Membership Committee. The Board of Directors shall settle all grievances between members and committees. A majority of the Board of Directors shall constitute a quorum for the transaction of business.

**ARTICLE VI - DUES**

Annual dues shall be as follows:

Active Members - \$7.50; Honorary Members – no dues; Associate Members - \$15.00;  
Retired Members – no dues; Fire Departments - \$25.00; Sustaining Members - \$15.00;  
Corporate Members - \$50.00; Educational Institutions - \$25.00; Educational Members - \$7.50;  
Directors/Councilman – no dues; Junior Fire Fighters/Cadet Fire Fighters - \$7.50.

\$2.50 of each active member’s dues will be designated to the Fire Fighters Memorial Foundation and will be paid to the Fire Fighters Memorial Foundation biannually.

All membership dues are due and payable on the first day of January of each calendar year. If

membership dues are not paid by the set due date, membership will be void until such time as dues are paid. Membership dues are not prorated. Membership begins when dues are paid and received by the Secretary/Treasurer and ends December 31 of each calendar year.

### **ARTICLE VII - Annual Convention**

**Section 1.** The FFAM shall assemble in convention each year during the month(s) of April or May, in a location selected by the delegates of the previous convention. In the event circumstances occur which render it inadvisable to host the convention at the chosen location the Board of Directors shall select the place and date of the convention. Board of Directors and delegates in attendance shall constitute a quorum for the transaction of business.

**Section 2.** To be considered for hosting the annual FFAM Convention you must be a current member of FFAM. A delegation from the host Department/Community shall, at least 6 months prior to convention date, present written credentials from their chief requesting the honor to host the convention, along with the following: An invitation from the community leaders/officials requesting/welcoming the FFAM convention; An invitation from a minimum of two (2) civic groups/clubs of the community requesting/welcoming the FFAM convention; Documentation to prove adequate facilities and services to accommodate those attending, displays, a banquet with seating for a minimum of 500, provide documentation of motel/hotel with a minimum of 300 rooms in the area, and have adequate space available for the annual contest. All proposal submitted shall be reviewed by the Convention Committee and be presented to the Delegation for vote at the annual convention. The host chief or his/her designate will present a report of attendance, financials and a check in the amount of 10% of the profits from the convention at the June meeting following the convention.

### **ARTICLE VIII - DELEGATES**

**Section 1.** Each member fire department in good standing with FFAM shall be entitled to representation at the annual convention. A maximum of three delegates from each fire department shall be allowed. In the event any special meeting of this association is called, the number of delegates allowed shall be determined in the same manner as that of the annual convention. All Board of Directors shall be delegates at annual conventions.

**Section 2.** All delegates must be active members in good standing with the FFAM and be current members of the fire department which they represent.

**Section 3.** No fire organization may be represented by proxy.

**Section 4.** Credentials of each delegate and alternate should be in the hands of the Secretary-Treasurer or his/her designee at least one hour prior to the annual convention business meeting. These credentials shall be on forms supplied by the Secretary-Treasurer, and signed by the chief officer or his/her designee of the department the delegate represents.

**Section 5.** Alternate delegates may vote in the absence of the regular delegate.

**Section 6.** Any active member may take part in the discussion of all orders of business at the annual convention however, only a duly authorized delegate may place a motion or cast a vote.



**Section 7.** Only one vote shall be allowed to each delegate.

**Section 8.** The Secretary or Sergeant-at-Arms shall poll the delegates by number and department prior to the business meeting of the convention.

### **ARTICLE IX - RULES OF ORDER**

The annual convention, special meetings, meetings of the Board of Directors, and committee meetings shall be conducted under the guidelines set forth in “Robert Rules of Order”, unless specified otherwise in these articles. The Sergeant-at-Arms shall be responsible to see that these guidelines are followed.

### **ARTICLE X - COMMITTEES**

FFAM shall have the following standing committees. The President may make and appoint temporary committees and their members as he/she deems necessary, with the approval of the Board of Directors. Committees that stand for two years or more shall be listed in these by laws. No one shall serve on more than 3 committees.

1. Awards Committee
2. By Laws Committee
3. Budget Committee
4. Chaplains Committee
5. Contest Committee
6. Convention Committee
7. Educational Committee
8. Fire Prevention Committee
9. Legislative Committee
10. Membership Committee
11. National Volunteer Fire Council Committee
12. Nominating Committee
13. State Fair Committee
14. Scholarship Committee
15. Web Site Committee
16. Fire Fighters Memorial Foundation of Missouri/Fire Fighters Historical Preservation Foundation of Missouri

#### **Section 1.** Awards Committee

This committee shall establish what awards will be given at the annual convention as well as establish the rules of nomination for each award. They will make award selections based upon those rules. The committee shall have a maximum of three members.

#### **Section 2.** By Laws Committee

This committee shall review and propose update/revision as needed to the By Laws of FFAM. The committee shall have a maximum of three members.

#### **Section 3.** Budget Committee

This committee shall review all accounts and present to the Board a proposed Budget annually for approval and operation of FFAM. It shall be chaired by the First Vice President. The

committee shall have a maximum of three members.

**Section 4. Chaplain Committee**

The Chaplain's Committee shall work closely with the Missouri Fire Chaplains Corp and take care of any requested Chaplain's duties for FFAM. This committee shall have a chaplain for each Region/District of the state as a point of contact or the representatives/directors of the Missouri Fire Chaplains Corp may serve on this committee concurrently. This committee shall report to the Board of Directors.

This committee is comprised of lay and ordained chaplains of various faiths from across Missouri who are committed to caring for those who care for others by protecting life and property. This committee offers a wide array of services to members of FFAM to ensure that all firefighters are cared for in all facets of their lives. This committee is also available upon request to provide the immediate support of our families in time of need. The committee is active in FFAM events, leading services, and offering stress counseling.

**Section 5. Contest Committee**

This committee shall govern the fire activity contest at the annual convention. They will set rules of operation for each event scheduled. The committee will work closely with the host department of the convention to insure site feasibility. The committee shall have a maximum of five members.

**Section 6. Convention Committee**

This committee shall act as liaison between the Board and whoever is sponsoring the annual convention. The committee shall have a maximum of three members.

**Section 7. Educational Committee**

It shall be the duty of this committee to keep the association informed of all beneficial training in the State. It shall act as liaison between the Board of Directors, the Missouri Fire and Rescue Training Institute and the Missouri State Fire Marshal's Office. It shall also work closely with all training organizations in the State. The committee shall have a maximum of three members

**Section 8. Fire Prevention Committee**

This committee shall act as liaison with all prevention organizations in the State including but not limited to the State Fire Marshal. It shall also be in charge of the annual fire prevention contest. The committee shall have a maximum of three members.

**Section 9. Legislative Committee**

It shall be the committee's duty to work with organization throughout Missouri that have similar fire legislation goals as ours. The committee shall have a maximum of three members.

**Section 10. Membership Committee**

This committee shall consist of all FFAM Board members and officers to be chaired by the Second Vice-President or his designee. Its duties shall consist of promoting membership for FFAM. The committee shall have a maximum of nineteen members.

**Section 11. National Volunteer Fire Council Committee**

This committee shall represent FFAM at all function and meetings of the National Volunteer Fire Council. They shall report on activities and issue of interest to our membership at each meeting of the FFAM. The committee shall have a maximum of two members.

**Section 12. Nominating Committee**

This committee shall consist of the most recent past presidents that are available with the Immediate Past President as the chairman. They shall, when called upon by the President, place the name or names of active members for nomination to fill open positions or positions due for election on the ballot to be presented at the annual convention. They will function on an as needed basis for any vacancy within the FFAM and shall operate under the direction of the President and Board of Directors. The committee shall have a maximum of three members. If the most recent three past presidents are not available to serve on the committee, the President shall appoint members, at his discretion, to fill any open committee positions.

**Section 13. State Fair Committee**

This committee shall represent FFAM for contract purpose with the State of Missouri to form, equip, operate and regulate the required protection for the Missouri State Fair. They will be overall responsible for the entire fire department operation and operates under the direction of the President and the Board of Directors. The committee shall have a maximum of five members.

**Section 14. Scholarship Committee**

This committee shall select the number of scholarships to be given by the Association, with the Boards approval. They shall set the rules of application, make evaluations, approve and award all scholarships at the annual convention. The committee shall have a maximum of three members.

**Section 15. Web Site Committee**

This committee shall be responsible for establishing and maintaining the web site for FFAM. The committee shall have a maximum of two members.

**Section 16. Fire Fighters Memorial Foundation of Missouri/ Fire Fighters Historical Preservation Foundation of Missouri**

The Foundations shall have the responsibility of maintaining and controlling the Fire Fighters Memorial in Kingdom City and activities at the memorial site and shall have the responsibility of maintaining and controlling the site of the future Fire Fighters Educational and Historical Preservation Center. They shall maintain the sites ensuring proper representation of the fire service for the State of Missouri and the FFAM. They shall fulfill all duties required to preserve the history of the fire service for the fire fighters in the State of Missouri. At least eight FFAM members shall sit on the fifteen member board. The Foundation shall report to the FFAM Board of Directors at each meeting and as requested.

**ARTICLE XI - ORDER OF BUSINESS**

The following shall be the regular order of business at all FFAM meetings:

1. Call to order and welcome guest
2. Roll Call of officers, directors, assistant directors, delegates and sign in of all guests

3. Approval of agenda
4. Approval of Minutes
5. File financial report for compilation
6. Report of Officers
7. Unfinished Business
8. New Business
9. Report of Committees  
(Committee reports have been put in alphabetic order)
  - A. Awards Committee
  - B. Bylaws Committee
  - C. Budget Committee
  - D. Chaplains Committee
  - E. Contest Committee
  - F. Convention Committee
  - G. Educational Committee
  - H. Fire Prevention Committee
  - I. Legislative Committee
  - J. Membership Committee
  - K. National Volunteer Fire Council Committee
  - L. Nominating Committee
  - M. State Fair Committee
  - N. Scholarship Committee
  - O. Website Committee
10. Foundation Report of Memorial and Museum
11. Election of Officers (only at conventions)
12. Selection of host location, date and time for next meeting.
13. Adjournment

#### **ARTICLE XII - AMENDMENTS**

FFAM reserves the right to amend, change or repeal any or all provisions of these articles by a two-thirds majority vote of the delegates at any annual convention, after publication of the proposed amendment, change or repeal has appeared in an official publication of FFAM or has been published on the official web site of FFAM, at least 30 days prior to the convention.