



## **NEW ENGLAND ASSOCIATION OF FIRE MARSHALS CONSTITUTION AND BYLAWS**

### **ARTICLE I - Name**

Section I.1 The name of this organization shall be the New England Association of Fire Marshals (NEAFM).

### **ARTICLE II - Objectives and Purpose**

Section II. 1 The objectives and purpose of the NEAFM are:

- a. Establish more effective communication with fire service professionals.
- b. Proactively represent our membership in federal, state and local legislation, regulations, and codes.
- c. Support membership needs through education.

### **ARTICLE III - Membership**

Section III.1 Membership in the NEAFM shall consist of the following membership categories:

a. **Member**. Federal, Tribal, State, and Local Fire Marshals and their deputies, the staffs of Fire Prevention Bureaus, Fire Department personnel of all ranks with a primary interest in fire prevention, and officials of State, County, and Municipalities charged with the duty of investigating the cause and origin of fires. Any Member who retires from service shall automatically become an Associate Member.

b. **Associate Member**. Individuals who support fully the efforts of the fire service and this Association to bring about a reduction in the loss of human lives and the destruction of property by fire and the suppression of arson. Members who have retired. Associate Members shall not hold an elected office or vote in the affairs of the Association.

c. **Honorary Life Membership**. Honorary Life Membership may be conferred upon any member in good standing of the Association retiring from office after ten (10) or more years of service as a Federal, Tribal, State, County, or Municipal Fire Marshal, or as full-members of the staffs of these officials, or who have rendered outstanding service to the Association. Honorary Life Members shall not hold an elected office but may vote in the affairs of the Association.

d. **Board of Directors Emeritus**. A member who during his/her ten (10) years of continuous service as a member of the Board, and no longer meets the requirements of Article V due to retirement or any other reason, shall be awarded the status of Board of Director Emeritus. A Board of Director Emeritus shall have a voice but not a vote in matters before the Board.

Section III.2 Applications for membership shall be made by written application on forms provided by the Association and submitted to the Secretary/Treasurer. The Board of Directors shall, at its sole discretion, determine any applicant's qualification for membership. The Board of Directors may also, at its sole discretion, revoke or suspend for just cause the membership status of any member.

Section III.3 Dues for membership in the Association shall be set by the Board of Directors. Dues will be payable on or before the first day of January and shall be for the calendar year.

- a. Any member who is in arrears for dues for one (1) year shall not be entitled to vote at any meeting of the Association. Any member who is in arrears for two (2) consecutive years shall be dropped from membership.

Section III.4 Nominations for Honorary Life Membership, shall be submitted in writing to the Secretary. A favorable report by the Secretary to the Board of Directors with a favorable vote is necessary to elect.

#### **ARTICLE IV - Officers and Board of Directors**

Section IV.1 The Officers of the NEAFM, all of whom shall serve without salary, shall consist of a President, Vice President, and Secretary/Treasurer.

Section IV.2 The term of office for the Officers of the Association shall be:

- a. President – One (1) year and can succeed himself/herself for three (3) consecutive terms.
- b. Vice President – Same as President.
- c. Secretary/Treasurer – One year and can succeed himself/herself.

Section IV.3 The Board of Directors shall consist of the officers of the association and the six (6) State Vice Presidents, the Immediate Past President, a minimum of two members from each state, once a state obtains 100 members they shall get an additional of one (1) seat for each fifty (50) members or fraction thereof from each of the six (6) New England States up to a maximum of four, one (1) member from each of the six (6) New England states in good standing to represent Industry. When the current outside of New England representative no longer wishes to serve in this capacity, this position shall be eliminated. They shall serve a one (1) year term and may succeed himself/herself.

#### **ARTICLE V - Election of Officers and Board of Directors**

Section V.1 Association Officers and the Board of Directors shall be elected at the Annual Meeting of the Association and shall be effective at such meeting.

Section V.2 In the case of a vacancy in office, the Board of Directors shall have the power to fill the vacated position until the next Annual Meeting.

Section V.3 Current Officers shall be allowed to finish their term and shall not be replaced until such office becomes vacant.

Section V.4 Officers and Board Members who change employment or retire are permitted to finish their term of office at the discretion of the board.

#### **ARTICLE VI - Committees**

Section VI.1 There shall be the following committees appointed by the President:

- a. An Auditing Committee. They shall produce an annual financial report and the report shall be presented at the Annual Meeting.
- b. Educational Committee.
- c. Additional committees may be appointed as deemed necessary by the President and/or the Board of Directors.

#### **ARTICLE VII - Annual Meeting**

Section VII.1 An Annual Meeting of the NEAFM shall be held each year,

Section VII.2 The date and location of the Annual Meeting shall be determined by the Board of Directors.

Section VII.3 During the annual meeting a stipend determined by the Board of Directors (provided there are sufficient funds) shall be paid to the Secretary Treasurer of the Association

### **ARTICLE VIII - Ratification**

Section VIII.1 The Constitution and Bylaws shall be submitted to all members and shall be ratified by a two-thirds (2/3) majority of the members voting at the Annual Meeting.

Section VIII.2 Amendments to the Constitution or Bylaws of the NEAFM shall be made at the Annual Meeting by a two-thirds (2/3) vote of the members present.

Section VIII.3 No proposition to amend shall be acted upon unless written notice thereof has been given to the Secretary at least sixty (60) days prior to the meeting.

Section VIII.4 A copy or summary of such proposition shall be sent to every member of the Association at least thirty (30) days before the date of the next Annual Meeting at which the amendment is to be voted on.

### **ARTICLE IX - Officers and Duties**

Section IX.1 **President** - It shall be the duty of the President to preside at all Association meetings and to enforce all regulations relating to the administration of the Association. He/She shall be Ex- Officio Member of all committees.

Section IX.2 **Vice President** - In the absence of the President from any meeting of this Association, the Vice President in his absence shall have all the powers and prerogatives of the President. In the absence of both, the members of the Board of Directors present at the meeting shall select a President Pro Tempore.

Section IX.3 **Secretary/Treasurer** – He/She shall perform such duties as may pertain to his/her office or as directed by the Board of Directors. He/She shall report the minutes of each Annual Meeting and transmit them promptly to the Board of Directors. He/She shall conduct such correspondence and issue such notices of meetings as may be required or directed by the President or Board of Directors. He/She shall keep a register of the members of the Association. He/She shall keep a true account of all monies received and disbursed and pay all bills upon approval of the Board of Directors. At the Annual Meeting of the Association he/she shall make a full and correct report of the same.

Section IX.4 **State Vice Presidents** – They shall be the contact for the State that they represent, be responsible for recruiting new members and report to the Secretary/Treasurer.

Section IX.5 **Board of Directors** – Seven (7) Directors shall constitute a quorum. The Board of Directors shall determine the amount of monies needed to operate the office of Secretary/Treasurer at the Annual Meeting.

### **ARTICLE X - Association/Board Meetings**

Section X.1 In addition to the Annual Meeting as provided in the Constitution, there shall be a minimum of three (3) Board of Directors' Meetings held each year which shall be completed within a period of one (1) work day. The Board of Directors meeting shall be held at such time and place as the Board of Directors shall decide, and all Officers and members of the Board of Directors shall make every effort to

be present.

Section X.2 The President, at any time, on his/her own initiative or at the request of a majority of the Board of Directors, or five (5) members representing at least two (2) New England states, may call a special meeting within 60 days.

Section X.3 In order to transact business in any meeting of the Association, at least fifteen (15) members shall be present.

#### **ARTICLE XI - Nomination and Election of Officers and Board of Directors**

Section XI.1 The Board of Directors shall appoint a three (3) member Nominating Committee.

Section XI.2 The Nominating Committee shall show due diligence in the nomination process and shall report to the Board of Directors at least Sixty (60) days prior to the Annual Meeting. The Board of Directors, shall distribute the Nominating Committee's report to the membership at least thirty (30) days prior to the Annual Meeting.

Section XI.3 The Nominating Committee shall present a slate which shall include the following positions, President, Vice President, Secretary/ Treasurer.

Section XI.3.1 The Nominating Committee shall present to the membership the state election results for the six (6) State Vice Presidents, at large Board Members from each of the six (6) New England States, and representatives from Industry from each New England State.

Section XI.3.2 The membership of each state shall elect at the Annual Meeting, their State Vice President, at large Board Members and an industry representative.

Section XI.4 Elections shall be held at the Annual Meeting. The Nominating Committee shall present their report to the membership. Nominations may also be accepted from the floor.

Section XI.5 The term of office for all Officers with the exception of the Secretary/Treasurer, shall be for a period of one (1) year commencing at the Annual Meeting and may succeed him/herself for a maximum of three (3) consecutive terms.

Section XI.6 Elections shall be by secret ballot only when there is a contest for office. When there is no contest for office, the Secretary may be directed to cast one (1) ballot for the slate nominated. In the event of balloting, three (3) tellers shall be appointed by the President to receive the ballots for each candidate. They shall canvass the ballots so cast and announce the results to the Presiding Officer, who thereupon shall declare the members receiving a plurality of the votes cast elected to the respective offices,

Section XI.7 When the current Out of State Representative leaves, his/her position on the Board shall be eliminated.

#### **ARTICLE XII - Rules of Order**

Section XII.1 The rules of parliamentary procedure as described in Roberts' Rules of Order (revised) shall govern all rules of the Association.

Section XII.2 The Presiding Officer shall preserve order and decorum. All questions of order shall be decided by him/her subject to an appeal by any member.

Section XII.3 Every member, when he/she wishes to speak or offer a motion, shall raise his/her hand. The member shall only speak when he/she has been recognized by the Presiding Officer. When ruled out of order by the Presiding Officer, the member shall immediately cease speaking on the question before the house and shall not resume until the matter before the house has been resolved.

Section XII.4 When two (2) or more members raise their hands to be heard, the Presiding Officer shall decide who shall have the floor.

Section XII.5 The order of business shall be:

- a. Opening.
- b. Pledge of Allegiance.
- c. Reading of the minutes of the previous session.
- d. Secretary/Treasurer's report.
- e. Correspondence.
- f. Sickness and distress of members.
- g. Reports of committees.
- h. Unfinished business.
- i. New business.
- j. Bills against the Association.
- k. Good of the Association.
- l. Adjournment

Section XII.6 The Board of Directors are permitted to promulgate rules, regulations, policies, directives, standard operating procedures or guides, and orders in addition to this Constitution and Bylaws to ensure the safe, efficient, and orderly operation of the Association. The promulgated rules, regulations, policies, directives, standard operating procedures or guides, and orders shall not be in violation of this Constitution and Bylaws.

### **ARTICLE XIII – IFMA Requirements**

Section XIII.1 The NEAFM has established itself as a Chapter of the International Fire Marshals Association (IFMA), a membership section of the National Fire Protection Association.

Section XIII.2 When the NEAFM conducts business related to IFMA, they shall comply with and adhere to all applicable requirements and restrictions of the Constitution and Bylaws of the International Fire Marshals Association as such pertain to chapters thereof. Including without being limited to, those requirements set forth in Article 7 of the Bylaws of the International Fire Marshals Association or any successor article thereto.

Section XIII.3 The NEAFM will hold harmless and indemnify the National Fire Protection and/or the International Fire Marshals Association from and against any and all suits, damages, loss, costs, or other liabilities which may threaten or accrue to the International Fire Marshals Association or the National Fire Protection Association, as a result of the acts or activities or failure to act by the NEAFM.

### **ARTICLE XIV – Dissolution**

Section XIV.1 In the event of the dissolution of the NEAFM all property and assets of the

Association remaining after satisfaction of all financial obligations shall be disposed of as provided for by any instrument which originally conveyed such property or assets to the Association or shall be disposed of in such manner as the Board of Directors shall decide, which will most nearly carry out the purpose of the Association, or turned over to the USA or State of Connecticut as their respective interests equitably require.

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