

ARTICLE I – NAME OF ORGANIZATION

The organization shall be known as: “THE NORTH CAROLINA FIRE MARSHAL’S ASSOCIATION, INC.”

ARTICLE II – OBJECTIVES

- (A) To coordinate the efforts of its members in the fields of Fire Prevention, Fire Safety Education, Fire Protection, Investigation and Suppression of Arson and Unlawful Burnings; and by doing so, endeavor to provide a more efficient and uniform Fire Prevention Program in North Carolina.
- (B) To distribute to its members information pertaining to Fire Prevention, Fire Safety Education, Fire Protection, and Investigation as may be available; and to assist its members in the solution of any problems which may arise in these fields.
- (C) To, at all times, assist and cooperate with such Associations and Organizations, Industries, Government Agencies, or Departments which share our common interest in the protection of lives and property from fire.

ARTICLE III – MEMBERSHIP

- (A) Active Member:

Any legally designated official of a county, municipality, township, fire district, or other person who is authorized and obligated by public law, ordinance, or lawful agreement with the prevention of fire, through property inspection, enforcement of fire laws and regulations, and public education and who may also be charged with the duty of investigating the cause and origin of fires in North Carolina.

- (B) Associate Member:

Those persons, other than Active Members, interested or involved in the prevention of fire in North Carolina. Associate Members shall enjoy the privileges of membership except that of voting privileges and/or holding elective office.

- (C) Honorary Life Member:

Individuals interested in the protection of life and property will be eligible for honorary life membership, upon the recommendation and approval of the Board, by majority vote of those members present at any meeting. Any member so elected shall thereafter be exempt from the payment of annual dues. Honorary life membership may also be conferred on any person that has rendered conspicuous service to the Association.

- (D) Members shall be accepted only on a majority vote of the members present at the meeting in which they are presented.
- (E) Should an Officer or Director cease to maintain active status, due to promotion, reassignment, etc., that person may choose to have his/her membership changed to Associate status and shall resign from the office which is held in this Association within sixty (60) days of said promotion, reassignment, etc. The Board of Directors may, at the discretion of a majority of the Executive Committee, appoint an Active Member to fill the vacated position, until the next scheduled elections, provided: The vacating of the position(s) of President and/or First Vice President(s) as called for in these Bylaws, and that the person so appointed shall meet the necessary requirements of the open office.
- (F) Chapter Member – Any active member or associate member holding membership in the International Fire Marshals Association either as an International Fire Marshals Association Member, or as an International Fire Marshals Association Associate Member.
- (G) Chapter Associate Member – Any active member, Associate member or honorary life member not holding membership in the International Fire Marshals Association.

ARTICLE IV – FEES

- (A) An annual membership fee of Fifteen Dollars (\$15.00) shall be applicable to eligible counties, municipalities, or other governmental agencies, or the individual themselves, for each individual member(s). This fee is due on January 31, annually, and shall be paid prior to March 31, annually. Any member who has not had his/her fees paid, by the cut off date, is subject to have their membership nullified, and reinstatement will require a new application and additional vote by the membership.
- (B) Each individual associate membership shall be Fifteen Dollars (\$15.00) annually.
- (C) Fees submitted after July 1, for new members, shall be one-half of the regular annual fee.
- (D) Replacements may be made with no additional fees.

ARTICLE V – OFFICERS

- (A) Officers of the North Carolina Fire Marshal's Association shall be: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Immediate Past-President, Chaplain, Directors (6). One person may hold the position of Secretary and Treasurer simultaneously. The President, 1st & 2nd Vice President, Secretary and Treasurer (Secretary/Treasurer) shall hold membership in the International Fire Marshals

Association, and shall serve as the International Fire Marshals Association Chapter Officers.

- (B) Nominees for President and 1st & 2nd Vice Presidents shall have served for a minimum period of one (1) year as an officer of the Association.
- (C) Officers of the Association shall be accredited representatives elected by a majority vote of Active Members present.
- (D) No one member may hold any one office for period exceeding two (2) consecutive years, with the exception of the Secretary, Treasurer, Chaplain, and/or Directors.
- (E) The Election of Officers shall be held at the fourth quarter meeting of the Association, and they shall take office at the following first quarter meeting.
- (F) The original Board of Directors shall consist of six members, with those receiving the highest number of votes, serving for three years, with the remaining three Directors serving two years. Thereafter, the Directors shall be elected for two year terms.
- (G) All Officers shall serve as members of the Executive Board.
- (H) The President shall serve as the International Fire Marshals Association Chapter representative.
- (I) The North Carolina Fire Marshal's Association will pay the dues of those officers who are not members of the National Fire Protection Association (NFPA) and the International Fire Marshals Association during their terms of office.

ARTICLE VI – DUTIES OF OFFICERS

- (A) The President shall preside at all meetings and conduct all business. The President shall call special meetings at the request of a majority of the Association's Executive Board, or when the President may deem necessary. The President will vote only in the event of a tie.
- (B) The 1st Vice President shall assume all duties of the President in the President's absence or vacating the office.
- (C) The 2nd Vice President shall assume all duties of the President and 1st Vice President in their absence and that of 1st Vice President should the office become vacant.
- (D) The Secretary shall keep a record of the attendance of all meetings, record, and forward to all members, the minutes of the Association meetings, Executive Board, and special meetings. The Secretary shall be custodian of the minute book and all records,

correspondence, and literature pertaining to the business of the Association. The Secretary shall keep the members informed as to the progress of the Association's business and shall record and answer all correspondence promptly and in an efficient manner. The Secretary shall notify, in writing, all members of the meetings and inform them of any proposed changes to the constitution at least thirty (30) days prior to such meeting.

- (E) The Treasurer shall receive all moneys payable to the Association, and shall deposit same in a chartered bank designated by the Executive Board. Accounts shall be paid by check. The Treasurer shall be bonded in an amount set by the Executive Board. The President shall be authorized to sign checks in the event the Treasurer is incapacitated.
- (F) The Immediate Past President shall be a voting member of the Executive Board, with voting privilege.
- (G) All other Past Presidents shall be Ex-Officio members of the Executive Board (non-voting, unless on the Board as a current member.)
- (H) The functioning editor of the newsletter shall be a non-voting, Ex-Officio member of the Executive Board.
- (J) The Chaplain shall be a non-voting member of the Executive Board and shall serve as an advisor to the Officers, Directors, and the Association membership at large. The term of office shall be unlimited.

ARTICLE VII – COMMITTEES AND BOARDS

- (A) The Executive Board shall consist of the elected Officers and Directors of the Association and shall deal with such business as may come before it and make recommendations regarding this business to the members; shall be authorized to proceed with such business of the Association, within the confines of the Constitution, and during that period between Annual Meetings, as may be deemed necessary.
- (B) The President shall appoint, at the fourth quarter meeting, three (3) persons (non-Board members) to serve as an Audit Committee. They shall audit the books and accounts of the Treasurer annually and shall present a complete report of all matters pertaining to the finances of the Association at the following, first quarter meeting.
- (C) A Quorum, for conducting business, of the Executive Board shall consist of not less than four (4) of its members.
- (D) Special Committees may be elected by the members or may be appointed by the President with the aid of the Board.

- (E) Each Special Committee shall elect a Chairman, who shall be responsible for conducting all meetings of said Committee.
- (F) The President and Secretary of the Association shall be non-voting members of all Special Committees, excepting that the President shall cast any tie-breaking votes, if needed.
- (G) The President shall appoint a Nominating Committee, consisting of three (3) persons (non-Board members) at the second quarter Meeting and they shall present a slate of Officers and Directors at the fourth quarter Meeting for election.
- (H) It shall be the duty of the Nominating Committee to have written permission from each person being nominated prior to their names being submitted for nomination.

ARTICLE VIII – MEETINGS

- (A) Meetings of the membership shall be convened quarterly.
- (B) Executive Board Meetings shall be called at the discretion of the President or upon the wishes of a majority of the Executive Board.
- (C) Special Committee Meetings shall be convened upon appointment or election of the Committee, and shall meet at a location and time agreed upon by a majority of the Committee Members.

ARTICLE IX – VOTING RIGHTS

- (A) Only active members shall vote.

ARTICLE X – CONSTITUTION/BY LAWS

- (A) Proposed changes to the Constitution/By-Laws must be submitted to the Secretary, in writing not less than ninety (90) days prior to the meeting. Membership shall be notified thirty (30) days prior to the meeting when voting will take place.

ARTICLE XI – North Carolina Chapter of The International Fire Marshals Association

- (A) Chapter Designation. Upon acceptance as a Chapter of the International Fire Marshals Association, pursuant to the Rules and Procedures of Article VII of the Constitution of the International Fire Marshals Association, this organization shall be designated as a

Chapter of the International Fire Marshals Association and may indicate such status on its letterhead by use of a chapter number, IFMA logo, and other appropriate indicia.

- (B) **Chapter Officers.** The officers of the Chapter as designated in Article V of this Constitution shall have all powers and duties commitment with and analogous to their duties as officers in the North Carolina Fire Marshal's Association with the addition of preparation of reports and communication with the International Fire Marshals' Association Constitution and By-Laws.
- (C) **Chapter Meetings.** The Chapter shall meet at least once a year for the purpose of electing officers, approval of reports to the International Fire Marshals Association, and conducting its regular business.
- (D) **Chapter Reports.** The Chapter representative shall submit to the International Fire Marshals Association's Executive Secretary, prior to February 1 of each year, a report on the activities of the Chapter, as required by the IFMA Constitution and By-Laws.
- (E) **Financial Disclaimer.** The International Fire Marshals Association, and the National Fire Protection Association are not responsible for any obligations or responsibilities incurred or assumed by the North Carolina Fire Marshal's Association, and shall be indemnified and hold harmless from any such obligations or responsibilities.
- (F) **Priority of Documents.** Insofar as matters involving the Chapter are concerned, this Article shall prevail over any other provisions of the Constitution or By-Laws of the North Carolina Fire Marshal's Association.

DATE ADOPTED BY THE MEMBERSHIP: November 12, 2003