



The Connecticut Fire Marshals Association, Inc.

BY-LAWS

Effective Date April 11, 2024

Article I

Purpose and Intent

Section 1: To unite for the mutual benefit and professionalism of all Certified Fire Marshals, Their Deputies and Inspectors of the State of Connecticut and all other persons engaged in the prevention of fire and protection of life and property.

Section 2: To act as a central resource for exchange of professional knowledge among its members for the purpose of assisting one another in the performance of their duties.

Section 3: To assist Fire Marshals, Deputy Fire Marshals, and Inspectors in the conduct of their professional activities and to correlate these activities in their efforts to reduce fire loss.

Section 4: To promote education and training, research, legislation and regulations for improving fire safety and prevention.

Article II

Officers and Their Duties

Section 1: The officers of this Association shall be President, First Vice President, Second Vice President, Secretary and Treasurer

Section 2: The President shall be the presiding officer at all meetings, and shall have all the powers, privileges and prerogatives belonging to the office. He/She shall call special or committee meetings whenever he/she deems it necessary and must call special or committee meetings upon signed written request of fifteen (15) certified members in good standing prior to the next scheduled meeting. He/she shall be an ex-officio member of the Board of Directors and all committees. He/she shall be elected annually and, if so nominated, may serve a second consecutive one-year term and thereafter shall not be eligible to hold office of president for a period of four years.

The president shall discharge on behalf of the Association such duties as may be imposed upon him by applicable laws including the execution and filing of any reports to Federal and State authorities, and shall cause to be maintained by the Association such records as the law requires to be kept.

Section 3: The First Vice President shall, in the absence of the President, assume all the duties, powers, privileges and prerogatives of the office. He/she shall be elected annually and, if so nominated, may serve a second consecutive one-year term.

Section 4: The Second Vice President shall, in the absence of the First Vice President, assume all the duties, powers, privileges and prerogatives of the office. In the event the office of the Vice President becomes vacant, the second Vice President shall succeed to that office. He/she shall be elected annually and if so nominated, may serve a second consecutive one-year term.

Section 5: The Secretary shall faithfully perform all usual duties of the office. He/she shall receive and transmit all communications to and from the Association and shall keep records of all meetings. He/she shall receive an annual remuneration in the amount determined by the membership per Article III Section 11. He/she shall be elected annually and may be re-elected annually.

The Secretary shall discharge on behalf of the Association such duties as may be imposed upon him by applicable laws including the execution and filling of any reports to Federal and State Authorities and shall cause to be maintained by the Association such records as the law requires.

Section 6: The Treasurer shall be the Financial Officer of the Association. He/she shall maintain a record of membership and shall issue membership cards. He/she shall receive all monies derived from dues and other payments to the Association make all authorized disbursements and maintain all financial records. He/she shall deposit all monies received in a bank of his/her choice. He/she shall submit a written financial report at each regular meeting. He/she shall receive annual remuneration in the amount determined by the membership per Article III Section 11. He/she shall be elected annually and may be re-elected annually.

The Treasurer shall discharge on behalf of the Association such duties as may be imposed upon him by applicable laws including the execution and filling of any reports to Federal and State authorities, and shall cause to be maintained by the Association such records as the law requires.

The Association shall require that the Treasurer be bonded by a reliable bonding company. The Association shall fund all cost associated with the bonding process. If the Treasurer can not be bonded, he/she shall forfeit the position and the nominating committee shall provide another name for the position and it shall be voted on at the next regular meeting.

Article III

Board of Directors

Section 1: The Board of Directors shall consist of the following active certified members: Immediate Past President; one from the Office of the State Fire Marshal, one from the State Police Fire Explosion Investigation Unit, one delegate from the county associations elected by the county associations, the CFMA Legislative Representative and the executive officers. The Chairman of the Board shall vote when there is a tie that needs to be broken.

Section 2: An alternate representative shall be selected by each County Association. In the absence of the Director, the alternate shall assume all duties of the director.

Section 3: The Board of Directors shall be the governing body of the Association. It shall provide feedback to the membership, the Office of The State Fire Marshal and association committees or other bodies in matters pertaining to existing or proposed legislation and regulations.

Section 4: Directors may serve until they are replaced by their representing agency or association. The terms of the President and immediate Past President shall be on a replacement basis.

Section 5: The board shall elect a chairperson and vice chairperson by majority vote of the board. Election of the chairperson and vice chairperson shall take place at the first meeting following the annual meeting.

Section 6: Each director shall inform the board of any problems or suggestions which may originate in the County Association he/she represents.

Section 7: The Board of Directors shall meet at least once each quarter on a date established by the Board. Special meetings shall be called by the Chairperson by written request of at least three (3) board members in good standing. Special meetings shall be held within two weeks of the date of receipt of the written request.

Section 8: A quorum for each meeting shall consist of four members eligible to vote.

Section 9: The Board shall act or make recommendations to the membership on all matters brought before it by any Director, group or individual. The Board of Directors may approve expenditures of up to \$1500.00 without bringing it up to a vote of the general membership. Any expenditures over \$1500.00 that is approved by the Board of Directors shall then be brought to the General Membership for a final vote of approval.

Section 10: No incumbent officer shall serve as a county representative.

Section 11: Prior to the annual meeting, the Board of Directors shall review the performance of the recording Secretary and Treasurer and, based on its finding, may recommend to the membership payment of remuneration to each of these officers, provided funds are available in the Treasury. Amount of the remuneration shall be recommended by the Board of Directors and voted upon by the membership at the annual meeting.

Section 12: Each year the Board of Directors shall recommend a slate of members to serve on each statutorily established council, commission or committee on which the association is entitled to representation. The term of each association representative shall be as prescribed by the statutes which apply to the respective councils, commissions or committees. Election of association representatives shall be held not later than the associations June meeting.

Section 13: Any member of the Board who fails to attend three (3) consecutive meetings of the Board or fifty percent (50%) of all meetings during a calendar year shall forfeit his/her right to hold office.

Article IV

Membership

Section 1: Membership of this association shall be comprised of the following categories: Certified, Associate, Life and Honorary

Section 2: Certified Members of this Association be open to all Connecticut Fire Marshals and Deputy Fire Marshals, Fire Inspectors, personnel in other position classifications which may be established by the Office of State Fire Marshal.

Section 3: Associate Member in this Association shall be open to anyone interested in fire prevention, involved in fire prevention education, a person in a firm, company or corporation having an interest in furthering the objective and purpose of the "CFMA". Such a member shall not hold an elective office. An Associate Member has no voting rights.

Section 4: Life Membership may be conferred on Certified and Associate Members upon their retirement from office provided they have been a member in good standing for at least ten (10) years upon written receipt of a new "CFMA Application of Membership" form, they may be granted life membership at any regularly scheduled meeting of the Association by majority vote of those present and eligible to vote. Life Members may not hold an elected office and shall have the same voting privileges as previously held. Life members shall be exempt from paying dues.

Section 5: Honorary Membership in this Association shall be open to anyone who has contributed to the professional growth of the Association. Honorary Members may not hold an elected office or vote and shall be exempt from paying dues.

Section 6: Application for membership

- A) **Certified:** Application for membership shall be presented to the Secretary on a form furnished by the Association. Initial dues must accompany each application.
- B) **Associate:** Application for membership shall be presented to the Secretary on a form furnished by the Association. Initial dues must accompany each application.
- C) **Life:** Application for membership shall be presented to the Secretary on a form furnished by the Association.
- D) **Honorary:** Nominations for Honorary Member shall be submitted to the Board of Directors in writing at least 30 days prior to any regularly scheduled meeting. A favorable report by the Board of Directors and a majority vote of the Association membership shall be necessary to elect.

Section 7: The Secretary, upon receipt of an application shall verify the initial payment of dues. The Secretary will then verify the appropriate type of membership was applied for by the applicant. The secretary shall then present verified applicants at the next regular meeting, and a vote will be taken by the membership present.

Section 8: Election to membership shall require a majority vote of members present and eligible to vote provided a quorum has been established.

Article V

Voting

Section 1: Voting shall be by voice. Ruling of the presiding officer requiring outcome of voting shall be final unless challenged by a certified member in which event a roll-call vote shall be taken. A majority vote of members present and eligible to vote shall be required for all voting.

Article VI

Meetings

Section 1: Conduct of all meetings shall be in accordance with “Roberts Rules of Order”

Section 2: Regular meetings of this association shall be held five times a year. Meetings shall be held in the months of February, April, June, October and December. Meetings locations shall be decided by the Board of Directors and published by the Association **Secretary** to the membership.

Section 3: Association meetings shall be scheduled for the second Tuesday of the month unless otherwise designated by the Board of Directors.

Section 4: The nomination of Officers shall take place at the February meeting.

Section 5: The annual meeting shall be held in April for the purpose of electing officers for the ensuing year, and to conduct such other business as may properly come before the meeting.

Section 6: Newly elected officers shall take their offices at the conclusion of the annual meeting.

Section 7: Special meetings of the association must be called by the President upon the written signed request of **fifteen (15)** members in good standing. Such meetings shall be called prior to the next regularly scheduled meeting. The location and time of such meeting shall be at the discretion of the President.

Section 8: Fifteen (15) certified members present shall constitute a quorum at any regular or special meeting.

Article VII

Dues

Section 1: Annual dues shall be established by the Board of Directors and voted on by the membership at the annual meeting and shall be payable May 1.

Section 2: Associate Members shall pay \$10.00 more than Certified Members.

Section 3: Any member whose dues have not been paid on or before the first meeting of September, loses all benefits and if after notice by the Treasurer, he/she fails to pay his/her dues within 30 days, his/her name shall be referred to the Board of Directors which shall recommend to the membership that such member be stricken from the record of the Association. Any member so removed may reapply for membership by complying with the provisions of Article IV Sections 6 & 7.

Section 4: Any "New Member" joining in the last quarter of the fiscal year shall have their membership extended through the next fiscal year ("New member meaning never having belonged to the Association before).

Section 5: The affairs of the corporation shall not be conducted for profit.

Section 6: no member shall utilize the Association name for private gain.

Section 7: Any person may resign from the Association by giving written notice. Withdrawal or resignation from the Association shall not be deemed to waive the liability for the payment of any dues or other amount owing this Association at the effective date of such withdrawal or resignation.

Article VIII

Committees

Section 1: At the first regular meeting following his/her election, the President shall appoint membership to the following Standing Committees:

- (a) Legislative
- (b) Public Relations
- (c) Membership
- (d) Conference
- (e) Finance/Audit

Section 2: The President may, as need arise, establish other committees.

Section 3: The nominating Committee shall consist of three (3) Immediate Past Presidents.

Section 4: The **Secretary** shall maintain a written record of all committees and their members

Article IX

Vacancies

Section 1: In the event of a vacancy in an elected position occurs, the Board of Directors shall recommend for membership approval the manner of filling the unexpired term.

Article X

Dissolution of the Corporation

Section 1: Property and assets. In the event of the dissolution of the Connecticut Fire Marshals Association, Inc. all property and assets of the Corporation remaining after satisfaction of all financial obligations shall be turned over to the United States of America or the State of Connecticut as their respective interests equitably require or shall be disposed of as provided for by any instrument which originally conveyed such property or assets to the Corporation or shall be disposed of in such a manner as the membership shall decide will most nearly carry out the purpose of the Corporation.

Section 2: Cash distribution. Any cash distribution of assets shall be for one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code as may from time to time be amended.

Article XI

Amendments

Section 1: The By-Laws of this Association may be amended or repealed at any regularly scheduled meeting by a two-thirds vote of members present and eligible to vote, provided, however, that any such proposed amendment or repeal has been provided in writing to all Certified members at least 30 days prior to the meeting at which the proposed amendments will be considered.

Article XII

Precedence

Section 1: Upon adoption, these by-laws shall supersede all previously adopted by-laws and all previously adopted polices which may conflict with these by-laws.

Section 2: These by-laws shall take effect on April 11, 2024