

BY-LAWS

Fire Marshal's Association of Palm Beach County

Revised April 1, 2018

By-Laws of Fire Marshal's Association Of Palm Beach County

Article I Purpose and Objectives

Section 1- The purpose and objectives as outlined in the Charter are further classified as follows:

To associate and bring together all interested fire department personnel, both paid and volunteer, Associate Members, and Sustaining Members as defined herein, in Palm Beach County to facilitate the proper interpretation and enforcement of any reasonable and just fire code with the intent of enhancing the protection of the lives and property of the citizens within our jurisdictions.

Article II

Section 1. BOARD OF DIRECTORS

The Board of Directors shall supervise over the affairs of the Association and shall consist of an odd number, not less than three or more than seven and be duly elected Officers of the Association by the members in the meeting assembled.

Section 2. OFFICERS

Paragraph A – President: It shall be the duty of the President to preside over all general or special meetings. The President shall have the general supervision of the affairs of the Association and shall sign as President all contracts and other instruments of writing. The President shall appoint all committees (except the nomination committee) from the active membership. The President shall be available for consultation on fire prevention problems or matters of urgent nature to the membership. A special meeting may be called not less than ten (10) days if conditions so warrant.

Paragraph B – First Vice President: Should a vacancy occur in the office of the President, or in the absence of the President, the First Vice President shall at once assume all responsibilities of the President

Paragraph C – SECOND VICE PRESIDENT. The Second Vice President shall assist the President and First Vice President in conducting the business of the Association. In the event of a vacancy or absence of the First Vice President, the Second Vice President assumes all the duties of that office. The Second Vice President shall automatically serve as chairperson of the training and education committee.

Paragraph D - SECRETARY. It shall be the duty of the Secretary to keep a complete record of all proceedings of the Association, to receive and answer all communication pertaining to the Association, to keep a roster of all the individual names thereof. The Secretary shall prepare and submit a report of the minutes of the previous

general or special meeting. The Secretary shall serve as secretary to the Association in all of its board meetings.

Paragraph E - TREASURER. It shall be the duty of the Treasurer to collect all monies and membership dues and to receive donations subject to the approval of the Board of Directors. The Treasurer shall issue all warrants or vouchers for the payment of all monies expended by the Association. All books and property in the Treasurer's possession are and shall remain the property of the Association. The Treasurer shall prepare and submit a Treasurer's report at each regular meeting.

Section 3. – EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the Elected Officers, and when a majority are present and the Board of Directors, are empowered to act for the Association in important, emergency, or extraordinary matters when it is impractical or feasible to call a special meeting.

Section 4 – All elected or appointed officers and directors are expected to attend all meetings. Excessive absences shall be brought to the attention of the Board of Directors for review.

Article III Membership

Section 1. – Active Member. Active members of this Association shall be recognized members of the fire prevention or inspection bureau of an official fire department in and of the surrounding counties of Palm Beach County. Active members may also include governmental safety directors associated with fire prevention and safety programs (i.e. School Board, Health Department Employees).

Section 2. – Associate/Sustaining Member. Associate/Sustaining members shall be those individuals involved in a commercial company or industry that provides or is involved in the design, installation, or inspection of buildings and fire protection systems constructed within the boundaries of Palm Beach County. Associate members shall have a vote; they may request to serve on any committee as a consultant unless affiliated with an organization, which would create a conflict of interest. With the approval by the Board of Directors, and a majority vote, an Associate/Sustaining Member may be permitted to occupy one of the Officer positions other than President.

Section 3. – Honorary Member. Retired members in good standing shall be honorary members. Other individuals may be elected as honorary members at the discretion of the membership. Honorary members shall have no vote; however, they may request to serve on any committee as a consultant unless affiliated with an organization, which would create a conflict of interest.

**Article IV
Dues**

Section 1. – Individual dues are for members of the Fire Service or other entity that wishes to be a member of the organization, but not as an affiliate or representative of a corporation or Fire Department. The dues shall be twenty (\$20.00) dollars for each individual.

Section 2. - Annual Department membership dues shall be fifty (\$50.00) dollars for each (4) individual and additional fifteen (\$15.00) dollars for each individual.

Section 3. – The annual Sustaining/Associate membership dues shall be One Hundred (\$100.00) dollars.

Section 4. – Any new application accepted after October 1 will be charged fifty percent (50%) dues due for that current year.

**Article V
Consultation Service**

Section 1. – Any member in carrying out their duties in the fire prevention and inspection service shall be entitled to the full consultation service of this association.

**Article VI
Election of Officers**

Section 1. –Two months before election of officers and board of directors, the Executive Board shall appoint a nominating committee of three active members who shall submit a slate of officers to be nominated at the following general meeting. All nominated officers must have expressed their willingness to serve prior to the date of the election. Additional members may be nominated from the floor at this time. Officers shall serve for a period of one year in the position elected except the directors shall be elected the first instance to serve on, two, and three year terms.

Section 2. –Paid fire prevention personnel, employed by a government entity, or other approved active members in good standings, shall serve as officers of this Association. In keeping with the best interest of the Association, every effort should be made to rotate the officers' positions equally throughout the county.

Section 3. – The officers of this Association may succeed themselves in office if nominated and elected.

Section 4. – Election of officers shall be at the November meeting each year.

Section 5. – Installation of officers shall be accomplished at the next regular meeting or a special meeting acceptable to the membership.

**Article VII
Meetings**

Section 1. – The time and place of the regular scheduled meeting shall be determined by the membership in regular meeting assembly.

Section 2. – The presence of ten (10) active members shall constitute a quorum.

Section 3. – The presiding officers shall utilize Robert’s Rules of Order at each meeting.

Section 4. – In the event any question comes before the Association for which no provision has been made in the Charter, By-laws, or Robert’s Rules of Order, the President shall be guided by the vote of the membership.

**Article VIII
Amendments**

Section 1. – Amendments to these By-laws may be offered by any active member of the Association proposing the same in writing and serving the President, Secretary, and Treasurer with a copy thereof. Said proposed amendment must be read at two consecutive open meetings before voting on. Two-thirds of the membership present and voting shall be necessary for passage.

Section 2. – All amendments, alterations, or revisions of any part of the Charter, By-laws or Rules of Order shall take effect upon adoption at a regular meeting of the Association unless otherwise provided for.

**Article IX
Dissolution**

Section 1. – In the event this Association shall ever dissolve, the monies, if any, left in the treasury shall be contributed to a non-profit organization to be determined by the then voting active members.

**Article XI
Oaths of Office**

Oath for Newly Elected Officers:

Do you (Insert your Name) agree to accept the responsibilities as an Officer of this Association, to faithfully execute the duties of your Office and to accept other duties associated with your position in accordance with the accepted constitution and by-laws of the Association?

Answer: _____ I do.

Reply: _____ It is with great pleasure that I congratulate you on your election.

DIRECTOR OATH:

DO YOU (name of Director elect) AGREE TO ACCEPT THE RESPONSIBILITY AS A DIRECTOR OF THIS ASSOCIATION, TO ACT AS GENERAL SUPERVISOR OVER THE PROPERTY AND BUSINESS OF THE ORGANIZATION, TO ACT AS A MEMBER OF THE EXECUTIVE BOARD AND TO AUDIT THE BOOKS OF THE TREASURER ON A REQUEST OF THE PRESIDENT.

ANSWER: _____ I DO

REPLY: _____ IT IS WITH GREAT PLEASURE THAT I CONGRATULATE YOU ON YOUR ELECTION.

