



## Texas Fire Marshals Association Constitution and Bylaws

### ARTICLE I

#### Name

**Section 1.1 Name.** The name of this Association is Texas Fire Marshals Association, hereafter the "ASSOCIATION". It is a nonprofit corporation organized and existing under the laws of the State of Texas.

### ARTICLE II

#### Purpose

**Section 2.1 Purpose.** The purpose of the ASSOCIATION is to unite for mutual benefit those public officials and private persons who champion fire prevention in the State of Texas; promote high professional standards within the Texas fire marshal community; provide an outlet for the exchanging of the most up-to-date technical information and developments in fire prevention; foster partnerships and close cooperation between governmental and industrial fire service organizations, law enforcement agencies, news media, the insurance industry, local fire prevention committees, and state agencies; and to complement the objectives of all other fire service organizations.

### ARTICLE III

#### Members

**Section 3.1 Membership.** Any person who meets the requirements of one of five member classifications and has paid in full the dues amount established for that classification shall be considered a member of the ASSOCIATION.

**Section 3.2 Non-Discrimination Clause.** The ASSOCIATION does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in its membership, activities, or operations.

**Section 3.3 Classes of Membership.** The ASSOCIATION recognizes five (5) classifications of Membership status. They are:

**Section 3.3.1 Active Membership.** Any person employed or retired who are/were assigned responsibilities and duties for fire prevention accomplished through enforcement of fire codes and regulations, property inspections, public fire safety education, or investigation of the cause and origin

of fires. Active Members shall be entitled to vote on all matters that come before the membership at officially called membership meetings of the ASSOCIATION. Active Members are entitled to hold any elected office or be appointed to any standing committee or special committee created by the President.

**Section 3.3.2 Associate Membership.** Any employee of the Texas State Fire Marshal's Office who does not pay annual dues to the ASSOCIATION as an Active Member are otherwise considered Associate Members solely based on their employment status with that agency. Associate Members shall have the privileges of an active member, except voting and holding elected office. They may be appointed to standing or special committees of the ASSOCIATION by the President.

**Section 3.3.3 Affiliate Membership.** Any person who services, repairs, sells, designs, develops, tests or is otherwise involved on the product side of fire prevention, enforcement, investigation or education and supports the mission of the ASSOCIATION may become an Affiliate Member. Affiliate Members shall have the privileges of an active member, except voting and holding elected office. They may be appointed to standing or special committees of the ASSOCIATION by the President.

**Section 3.3.4 Sustaining Membership.** Business entities, DBAs, LLCs and Corporations who support the stated purpose of the Texas Fire Marshals Association can become sustaining members. Sustaining members receive preferred locations for booth spaces at the Annual Meeting of Members, special email announcements as they come up, and the authorization to display the ASSOCIATION logo with regard to its support of the same.

**Section 3.3.5 Life Membership.** The ASSOCIATION may bestow Life Membership upon any qualified member of the ASSOCIATION who has met the requirements of Article XI, Section 11.1. A Life Member shall have all of the rights and privileges of an Active Member without paying dues.

**Section 3.4 Dues.** Dues for all classes of membership in the ASSOCIATION shall be established by simple majority vote of the general membership present at the Annual Meeting of Members based on recommendations by the Finance Committee and the Board of Directors. They shall be re-affirmed, reduced, or increased at the Annual Meeting of Members in years ending in an even number.

**Section 3.4.1 Posting Dues.** A current dues rate for the classes of membership shall be posted in:

**Section 3.4.1.1** The minutes of the Annual Meeting of Members at which they were approved.

**Section 3.4.1.2** Updated and posted in the Accounting Policy and Procedures Manual of the ASSOCIATION.

**Section 3.4.1.3** On the ASSOCIATION website.

**Section 3.5 Termination of Membership.** The membership of any member shall terminate upon occurrence of any of the following events:

**Section 3.5.1** The resignation of the member.

**Section 3.5.2** Failure to remit annual dues payment.

**Section 3.5.2.1** Members failing to remit their annual membership dues by January 15 each year will forfeit their membership and be dropped from the rolls of the ASSOCIATION.

**Section 3.5.3 Censure, Suspension, or Termination of Membership for Cause.** The Board of Directors has the authority to censure, suspend, or terminate the membership of any member of the Association for cause, as outlined below:

**Section 3.5.3.1 Definitions.**

- **Censure:** A formal reprimand or statement of disapproval issued by the Board of Directors. A censured member retains their membership but is officially notified that their conduct was unacceptable and must be corrected.
- **Suspension:** A temporary removal of membership rights and privileges for a specified period, as determined by the Board of Directors. A suspended member remains on record but may not participate in Association activities or access member benefits during the suspension period.
- **Termination:** A permanent revocation of membership, resulting in the member's removal from the Association and the loss of all rights and privileges associated with membership.

**Section 3.5.3.2 Grounds for Censure, Suspension, or Termination.**

**Section 3.5.3.2.1.** The member has falsified their application or made any misrepresentation therein.

**Section 3.5.3.2.2.** The member has conducted themselves in a manner prejudicial to the good name and best interests of the Association.

**Section 3.5.3.2.3.** The member has exhibited traits of character or conduct inconsistent with the qualifications for membership in the Association.

### **Section 3.5.3.3 Procedures.**

**Section 3.5.3.3.1.** A simple majority vote of the Officers and Directors present at a Special Board meeting, provided there is a quorum, shall be sufficient to impose censure, suspension, or termination of a member.

**Section 3.5.3.3.2.** Any member subject to censure, suspension, or termination shall be notified in writing with a copy to their employing agency/department by the Secretary (or Secretary/Treasurer if the roles are combined). The member may request a hearing before the Board of Directors by submitting a written request.

### **Section 3.6 Reinstatement.**

**Section 3.6.1 Reinstatement from Due Delinquency.** Any former member, terminated for failure to pay dues, shall be reinstated upon re-application for membership and payment of dues.

**Section 3.6.2 Reinstatement from Suspension or Termination for Cause.** Persons suspended or terminated for cause may be reinstated:

**Section 3.6.2.1** if their reason for suspension or termination is overturned in a hearing requested by the person or;

**Section 3.6.2.2** the suspension or terminated person makes application for membership and the ASSOCIATION membership approves of reinstatement by a two-thirds (2/3) majority at the Annual Meeting of Members.

## **ARTICLE IV**

### **Officers**

#### **Section 4.1 Executive Officers and Board of Directors.**

**Section 4.1.1 Executive Officers.** The Executive Officers of the ASSOCIATION shall be the President, a First Vice President and a Second Vice President.

**Section 4.1.2 Board of Directors.** Board of Directors shall consist of the three (3) Executive Officers and nine (9) other duly elected Directors from amongst the Active Membership of the ASSOCIATION.

**Section 4.1.2.1** No more than one person per jurisdiction, department, or office can be a member of the Board of Directors at any given time. This does not prevent persons from the same jurisdiction, department or office serving as Standing or Special Committee members. **In the event that a member of the Board of Directors is hired by an agency that already has a representative on the board, both members will be allowed to fulfill their terms on the board.**

**Section 4.2 Terms of Office.** The President, First Vice President and Second Vice President shall hold office from the time of their election and qualification for terms of two (2) years, or until the election and qualification of their respective successors. The Directors shall hold office from the time of their election and qualification for terms of three (3) years. Their term shall be so arranged that three (3) retire each year. No member of the Board shall succeed themselves from an expiring two (2) full consecutive terms or office. An Ex-Officio member of the Board being the immediate Past-President shall serve for two (2) years, or until the qualification of their respective successor.

**Section 4.3 Indemnification.** The ASSOCIATION shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the ASSOCIATION against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.

No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.

This Article constitutes a contract between the ASSOCIATION and the indemnified officers, directors, and employees. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified officer, director, or employee under this Article shall apply to such officer, director, or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

## **Section 4.4 Election**

**Section 4.4.1 Election Process.** Officers and directors of the Board shall be elected at the Annual Meeting of Members of the Association to fill terms soon to expire, unless otherwise ordered by resolution or motion duly approved by membership. Members who want to run shall make that official declaration to the Nominations Committee prior to the election so their name can be placed on the ballot. Declarations can be made at any time before the next regularly scheduled Annual Meeting of Members. There shall be no nominations from the floor or write-in votes cast on the day of election, unless there have been no nominations received by the nomination committee at the time of the election.

**Section 4.4.2 Board of Directors Eligibility.** To be eligible for nomination, individuals must be active members in good standing who have actively served on at least one standing committee. The Nomination Committee will verify eligibility.

**Section 4.4.3 Executive Officer Eligibility.** To be eligible for nomination, individuals must be an active member in good standing and have previously completed a full three (3) year term on the Board of Directors. The Nominations Committee shall verify eligibility.

**Section 4.4.3.1 Alternative Eligibility.** In the event that no qualified candidate, as defined in section 4.4.3, is available or willing to serve, the membership may consider an active member in good standing who has been an active member of the association for a minimum of ten (10) consecutive years and has five (5) years of documented served on an association committee. The Nomination Committee shall be responsible for verifying eligibility.

## **Section 4.5 Vacancies.**

**Section 4.5.1 Executive Officer Vacancies.** Vacancies occurring in the Executive Officer positions of President or 1<sup>st</sup> Vice President shall be filled following the line of succession. Any vacancy of the position of 2<sup>nd</sup> Vice President shall be appointed by the sitting President and

confirmed by the Board of Directors by a simple majority vote of those present at a Special Board meeting having a quorum.

The person filling the 2<sup>nd</sup> Vice President vacancy shall hold office only until the next Annual Meeting where they must be confirmed by the Membership and subject to having an opponent(s) for the seat regardless of the time of the term remaining. Once confirmed by the Membership, the 2<sup>nd</sup> Vice President will complete the term and shall be entitled to the line of succession to President of the ASSOCIATION.

**Section 4.5.2 Directors Vacancies.** Vacancies occurring in the Directors positions shall not be filled until the next Annual Meeting of Members unless the number of vacancies prevents the ability for the Board of Directors to make a quorum.

**Section 4.6 Removal from Office.** Any Executive Officer or Director may be removed from office with or without cause by a vote of a simple majority of all of the members or by a two-thirds (2/3) or greater vote of the Board of Directors. Executive Officers or Directors may not be removed by the general membership at a meeting unless the notice of such meeting states that the purpose, or one of the purposes of the meeting is removal of said Officer or Director.

## **ARTICLE V**

### **Duties of Officers**

**Section 5.1 President.** The President shall be the Chief Executive Officer of the ASSOCIATION, and it shall be the President's responsibility to supervise and coordinate the activities for the ASSOCIATION and to preside at meetings of the ASSOCIATION and of the Board. The President may appoint special committees for the conducting of the activities of the ASSOCIATION, and shall require at each annual meeting, and as otherwise directed, a report of activities from the committees appointed and from the officers of the ASSOCIATION.

**Section 5.2 First Vice President.** In the absence of or at the direction of the President, the First Vice President shall be the chief executive officer and shall act as such. The First Vice President shall serve as Chief Financial Officer and chair of the Finance Committee.

**Section 5.3 Second Vice President.** In the absence of the President and the First Vice President, or at their direction, the Second Vice President shall perform the duties of the President and such other duties as the President may designate. The Second Vice President shall be the Keeper of the Charter and insure its presence for display at both the Annual Meeting and Mid-Year Meeting of

Members.

**Section 5.4 Secretary/Treasurer.** The Secretary/Treasurer shall be appointed by the President, subject to the approval of the Board of Directors. It may be appointed as a dual role or broken up into individual positions.

**Section 5.4.1 Secretary.** The Secretary shall keep the records of the ASSOCIATION, the minutes of all membership meetings and shall maintain current, the roll of membership, the CONSTITUTION AND BYLAWS, and all other documents of value.

**Section 5.4.2 Treasurer.** The Treasurer shall be responsible for Accounts Receivable, Accounts Payable, collecting dues, paying bills, depositing of funds, managing banking matters and ASSOCIATION credit cards and other fiscal matters that may arise. The Treasurer will make regular reports to the Finance Committee Chair and provide statements and account information to the Secretary for posting on the website and provide reports and access to account information to the ASSOCIATION retained Certified Public Accountant. The Treasurer position will furnish bond at the expense of the ASSOCIATION.

**Section 5.5 Chaplain/Assistant Chaplain.** The President of the ASSOCIATION shall appoint a Chaplain and Assistant Chaplain. The Chaplain or his Assistant is responsible for meeting invocations, blessings for food, and any other congregate prayers that may need to be offered from time to time.

**Section 5.6 Ex-Officio Members.** All retired Presidents shall become Ex-Officio members of the Board. The President, with the approval of the Board, may appoint such Ex-Officio members to serve in various functions to aid in matters of the ASSOCIATION. The Fire Marshal of the State of Texas shall be an Ex-Officio member of the Board. All Ex-Officio members shall have the privilege of attending and participating in all meetings of the Board but shall not have voting power in such meeting. Ex-Officio Members are allowed to vote as a member of the ASSOCIATION at all regular and special member meetings called by the President.

## **ARTICLE VI**

### **Meetings**

**Section 6.1 Number of Meetings.** The ASSOCIATION shall have no less than four (4) meetings a year, a minimum of one (1) in each calendar quarter. Two (2) meetings shall be designated as member meetings and two (2) shall be designated as Director Meetings.

**Section 6.2 Annual Meeting of Members.** The Annual Meeting of Members shall be held in the



4<sup>th</sup> quarter of the calendar year, typically in October, at the location of the Annual ASSOCIATION Conference. The annual meeting shall begin at the time the Board convenes and shall end upon adjournment of the annual meeting of the members of the ASSOCIATION. Notice thereof shall be publicized not less than thirty (30) days in advance. Elections of Officers shall occur, and other business may be presented at the annual meeting.

*\*All Past Presidents and Life Members, who are fully retired and not employed in any full-time capacity, are eligible (subject to budgetary constraints) to receive one night hotel expenses and banquet expense, covered by the ASSOCIATION, during the Annual Conference.*

**Section 6.3 Mid-Year Meeting of Members.** The Mid-Year Meeting of Members shall be held at the end of the 1<sup>st</sup> quarter of the calendar year, typically in March, at the location of the annual International Association of Arson Investigators, Texas Chapter Conference. Notice thereof shall be publicized not less than thirty (30) days in advance. Any business of the ASSOCIATION may be conducted, providing all requirements are met, except election of officers and directors.

**Section 6.4 Board of Directors Meetings.** The Board shall have a minimum of two (2) meetings to cover the 2<sup>nd</sup> and 3<sup>rd</sup> calendar quarters of the year. The 2<sup>nd</sup> calendar quarter meeting shall take place during the month of May, while the 3<sup>rd</sup> calendar quarter meeting shall take place during the month of August. These meetings can occur in person, by conference call, or by video conferencing. Roll call and minutes shall be taken. There shall be no proxy attendance for meetings. Minutes of the meeting shall be posted on the website.

**Section 6.5 Special Meetings.** The President may call a special meeting. Previous notice of the meeting shall be sent to the members at least three days prior to the meeting. The notice can be given by e-mail, ASSOCIATION website posting, postal mail, telephone, or fax. These meetings can occur in person, by conference call, or by video conferencing. Roll call and minutes shall be taken. There shall be no proxy attendance for meetings. Minutes of the meeting shall be posted on the website, read, and approved at the Annual or Mid-Year Meeting of Members, whichever comes first.

**Section 6.6 Quorum.** The Quorum for any meeting called shall be seven (7) of the twelve (12) total Board of Directors of the Association with at least one of the seven being an Executive Officer (President, First Vice President, Second Vice President) of the ASSOCIATION.

## ARTICLE VII

## Committees

### Section 7.1 Committee Classifications.

**Section 7.1.1 Standing Committees.** Standing committees shall be permanent, ongoing committees as outlined in the Bylaws of the ASSOCIATION. Standing committees cannot be added to or deleted from the Bylaws of the ASSOCIATION without membership vote at the Annual Meeting of Members or the Mid-Year Meeting of Members. Committee members are appointed at the discretion of the President.

**Section 7.1.1.1 Awards Committee.** It shall be the duty of the Awards Committee to receive and review recommendations for awards stated in Article XI, with the exception of the President's Award. The Awards Committee shall make recommendations of recipients to the Board prior to the annual meeting. The Awards Committee shall see that appropriate recognition be given to award recipients at the Annual Banquet.

**Section 7.1.1.2 Code & Technical Committee.** It shall be the duty of the Code & Technical Committee to make recommendations to the Board for changes to the various model codes and state law. The Board shall then review the recommendations and authorize the committee to take such action as may be necessary. The Code & Technical Committee shall work with the Legislative Committee to review any House or Senate bills affecting fire safety or fire prevention in the state of Texas. It shall not be the duty of the committee to offer interpretations of any existing model codes or state law.

**Section 7.1.1.3 Conference Committee.** It shall be the duty of the Conference Committee to select speakers and training workshops for the Annual Conference. The Conference Committee shall contact potential speakers, collect speaker proposals, select workshops (speakers) for the upcoming Annual Conference and work with the Board on scheduling selected workshops.

**Section 7.1.1.4 Constitution and Bylaws Committee.** The Constitution and Bylaws Committee shall review, study, and edit for grammar and punctuation all proposed amendments to the Bylaws submitted by the membership and make recommendations for or against approval of proposed amendments to the membership. Additionally, the Constitution and Bylaws Committee is responsible for conducting a full review

of the Bylaws annually to ensure that the Bylaws are in keeping with organizational requirements, state law updates, technological advancements, or any other issue that changes or updates to the Bylaws.

**Section 7.1.1.5 County Fire Marshal Committee.** It shall be the duty of the County Fire Marshal Committee to confer as often as needed in order to provide ample opportunities for exchange of fire safety information, code enforcement and technical developments; to review and discuss methods to foster closer cooperation and a better understanding between governmental, law enforcement agencies, the insurance industry, local fire prevention committees, and state and local agencies; to encourage high professional standards of conduct among County Fire Marshals and to continually strive to eliminate all factors which interfere with administration of fire Prevention and life safety advancements for the common good; to unite for mutual benefit those public officials and private persons to promote fire prevention and life safety in Texas; and to work closely with the Board and the Legislative Committee to study, make recommendations and take necessary action on such legislative matters as may come to their attention to initiate and promote such legislation as may be necessary to preserve and promote the best interests of the firefighters and citizens of Texas.

**Section 7.1.1.6 Emergency Services District Committee.** It shall be the duty of the Emergency Services District Committee to meet and confer as often as needed in order to provide ample opportunities for exchange of fire safety information, code enforcement and technical developments; to review and discuss methods to foster closer cooperation and a better understanding between governmental, local fire prevention committees, and state and local agencies; to encourage high professional standards of conduct among Emergency Service District Fire Marshals and to continually strive to eliminate all factors which interfere with administration of fire prevention and life safety advancements for the common good; and to unite for mutual benefit those public officials to promote fire prevention and life safety in Texas.

**Section 7.1.1.7 Municipal Fire Marshal Committee.** It shall be the duty of the Municipal Fire Marshal Committee to meet and confer as often as needed in order to provide ample opportunities for exchange of fire safety information, code enforcement and technical developments; to review and discuss methods to foster closer cooperation and a better understanding between governmental, local fire

prevention committees, and state and local agencies; to encourage high professional standards of conduct among Municipal Fire Marshals and to continually strive to eliminate all factors which interfere with administration of fire prevention and life safety advancements for the common good; and to unite for mutual benefit those public officials to promote fire prevention and life safety in Texas.

**Section 7.1.1.8 University Fire Marshal Committee.** It shall be the duty of the University Fire Marshal Committee to meet and confer as often as needed in order to provide ample opportunities for exchange of fire safety information, code enforcement and technical developments; to review and discuss methods to foster closer cooperation and a better understanding between governmental, local fire prevention committees, and state and local agencies; to encourage high professional standards of conduct among University Fire Marshals and to continually strive to eliminate all factors which interfere with administration of fire prevention and life safety advancements for the common good; and to unite for mutual benefit those public officials to promote fire prevention and life safety in Texas.

**Section 7.1.1.9 Excellence Award Committee.** The Excellence Award Committee is responsible for the evaluation and scoring of Achievement of Excellence in Fire Prevention Award (AEFP). After review, the committee will complete an evaluation report, and advise the submitting organization contact with the results of the evaluation. The committee shall see that appropriate recognition be given to award recipients at the Annual Banquet.

**Section 7.1.1.10 Finance Committee.** The Finance Committee shall be chaired by the First Vice President and include the Treasurer and the Certified Public Accountant on retainer by the ASSOCIATION. The Finance Committee shall review all accounts of the ASSOCIATION monthly or when deemed necessary by the President and present a report of their findings to the officers, Board and members. The Committee shall consult with staff on annual budget preparation and present the budget to the executive committee for its approval.

**Section 7.1.1.11 Historian Committee.** The Historian Committee plays a crucial role in preserving the ASSOCIATION'S legacy and ensuring that its history remains a

meaningful and relevant part of its identity. The Historian Committee shall maintain accurate and comprehensive records including important events, milestones, and achievements and conduct research to fill gaps or to verify existing information. The committee shall develop and maintain a system to organize and archive historical documents and artifacts to ensure their preservation for future generations and provide valuable historical context to decision-making processes and projects within the ASSOCIATION. The Historian Committee shall collaborate with other committees within the organization to ensure historical accuracy in their respective areas of focus.

**Section 7.1.1.12 Legislative Committee.** It shall be the duty of the Legislative Committee to study and take necessary action on such legislative matters as may come to their attention and initiate and promote such legislation as may be necessary to preserve and promote the best interests of fire safety and prevention for the State of Texas.

**Section 7.1.1.13 Logo Items and Stores Committee.** It shall be the duty of the Logo Items and Stores Committee to provide logo items for purchase in the store at the annual conference. Such logo items shall be in line with the dignity and purpose of the ASSOCIATION and promote the ASSOCIATION in a manner consistent with the purpose of the ASSOCIATION.

**Section 7.1.1.14 Membership Committee.** It shall be the duty of the Membership Committee to report at the Annual Meeting the total membership in the ASSOCIATION and attendance at the Annual Conference. The Membership Committee shall report the number of new members and the number of members who are not current on their dues. The Membership Committee shall make a diligent effort to recruit new members and contact those members who have let their membership lapse.

**Section 7.1.1.15 Nomination Committee.** It shall be the duty of the Nomination Committee to receive and vet all prospective candidates for elected offices of the ASSOCIATION. The Nomination Committee shall prepare ballots prior to the Annual Meeting. The Nomination Committee shall count the ballots and announce the results at the Annual Meeting. Members of the Nomination Committee shall consist of three (3) Past Presidents appointed by the President prior to the beginning of the Annual Conference. If less than three (3) Past Presidents are present at the Annual Meeting, the

President may appoint one (1) or more Life Members to serve on the committee.

**Section 7.1.1.16 Professional Development Committee.** It shall be the duty of the Professional Development Committee to enhance the skills, knowledge, and capabilities of the ASSOCIATION's members. The Professional Development Committee aims to provide valuable learning opportunities and resources to assist members' growth in their careers and stay up to date with fire marshal industry trends. Success of the Professional Development Committee shall include recognizing the professional development needs of the members and identifying ways to enhance the level of training provided or recommended by the ASSOCIATION to align with the needs of the members and enhancing the professionalism of the industry itself.

**Section 7.1.2 Special Committees.** Special Committees are formed at the discretion of the sitting President. They are formed to address special interest issues that may come up from time to time that need particular attention from the ASSOCIATION. Any Special Committees in place when a new President assumes command are at the discretion of the new President.

## **ARTICLE VIII**

### **Records and Reports**

**Section 8.1 Annual Report to Members.** Within 120 days after the close of the ASSOCIATION's fiscal year, the Finance Committee shall make an annual financial report available to all members which will contain in appropriate detail the revenues and expenses, and additionally, the assets and liabilities of the ASSOCIATION. This report will be published on the website of the ASSOCIATION or available upon request in pdf format by email.

## **ARTICLE IX**

### **Parliamentary Authority**

**Section 9.1 Application of Rules.** The rules contained in Robert's Rules of Order Newly Revised shall govern meetings where they are not in conflict with the bylaws, rules of order, or other rules of the ASSOCIATION.

## **ARTICLE X**

### **Amendment of Bylaws**

**Section 10.1 Amendments of Bylaws.** Amendments to the Bylaws shall be submitted to the Bylaws

Committee not less than sixty (60) days prior to the Mid-Year or Annual Meeting of Members. The Bylaws Committee will review the proposed amendment and post on the website for comment not less than forty-five (45) days from the date of the meeting. The comment period shall be open for fifteen (15) days. Thirty (30) days prior to the meeting, the final draft of the proposed amendment shall be posted on the website for review. No further comments will be taken. The proposed amendment shall be brought up during Constitution and Bylaws Committee report, discussed and voted on at that time. Changes to the Bylaws will be **underlined** for one (1) year from the date of acceptance.

## **ARTICLE XI**

### **Awards**

**Section 11.1 Dan Mayes Life Member Award.** The ASSOCIATION may bestow Life Membership upon any qualified member of the Texas Fire Marshals Association who has met the following requirements:

**Section 11.1.1** Individual must be or have been an active member in the ASSOCIATION.

**Section 11.1.2** Individual must have been an active member in good standing for ten (10) or more years.

**Section 11.1.3** Individual must have rendered distinctive service to the ASSOCIATION through participation on committees or other activities for a minimum of five (5) years.

**Section 11.1.4 Individuals who have completed a term as president of the association are eligible to receive the prestigious Dan Mayes Life Member Award, provided that they meet all other specified qualifications.**

A Life Member shall have all of the privileges and rights of an active member, without payment of dues. Nominations for the Dan Mayes Life Membership shall be made to the Board (or Awards Committee) at least sixty (60) days prior to the voting thereon. No more than two (2) nominations for such membership may be approved in any year.

Inscription shall read as follows:

IN RECOGNITION AND APPRECIATION OF OUTSTANDING LEADERSHIP AND UNTIRING EFFORTS, LENDING DIGNITY, and INTEGRITY AND DIRECTION TO THE PURPOSES AND OBJECTIVES OF THE ASSOCIATION.

**Section 11.2 Roscoe Gibson Award.** The Roscoe Gibson Award is presented to those individuals who have given evidence to their dedication to the field of Fire Prevention and have supported the ideals and goals of the ASSOCIATION. The award is presented in memory of one of the leaders in the founding of the Texas Fire Marshals Association, who served with pride as a committee member and officer, who devoted his life to the fire service, especially in the fire prevention activities. This award may be given to members and non-members. A maximum of four (4) awards may be granted each year.

Inscription shall read as follows:

IN APPRECIATION FOR EXEMPLARY SERVICE TO THE TEXAS FIRE MARSHALS ASSOCIATION IN FURTHERING ITS IDEALS AND GOALS TO MAINTAIN THE HIGHEST STANDARDS OF FIRE PREVENTION.

**Section 11.3 President's Award.** The President's Award, approved during the term of office of President Malcolm Light, is presented to those individuals, who, in the opinion of the President have contributed support, above and beyond that normally expected, and especially recognizing those individuals who have shown unusual support to the President during their term of office.

The recipient of the President's Award shall be selected by the President in office, and the recipient's name or names submitted to the Award's Committee for processing at least sixty (60) days prior to the annual meeting.

Inscription shall read as follows:

IN APPRECIATION OF YOUR DEDICATION AND SUPPORT IN FURTHERING OUR EFFORTS IN FIRE PREVENTION AND ASSISTING IN MAINTAINING THE PURPOSES AND OBJECTIVES OF THE TEXAS FIRE MARSHALS ASSOCIATION.

**Section 11.4 The R. R. "Jack" Sneed Award.** This is a permanent award to be bestowed by the Texas Fire Marshals Association, upon individuals who have distinguished themselves in the promoting of fire prevention by continuously striving to upgrade professional standards, actively engaging in projects to further the goals of the Association, and by maintaining the exemplary professional image befitting the Texas Fire Marshals Association. The R. R. "Jack" Sneed Award shall be an ongoing one, with no more than two (2) awards being presented in any one (1) calendar year.

Inscription shall read as follows:



FOR DISTINGUISHED SERVICE IN PROMOTING FIRE PREVENTION, CONTINUOUSLY STRIVING TO UPGRADE PROFESSIONAL STANDARDS AND MAINTAINING A PROFESSIONAL IMAGE.

**Section 11.5 Past President Award.** The Past President Award is presented to an outgoing President who has served their full term as President of the Texas Fire Marshals Association. A President that cannot complete their full term due to exigent circumstances may receive the Past President's Award if they are exiting on good terms and conduct, and there is approval by the Executive Board. This is an automatic award and no nominations are required. The award is presented by the incoming President.

Inscription shall read as follows:

FOR DEDICATED SERVICE, UNTIRING EFFORTS AND OUTSTANDING LEADERSHIP AS PRESIDENT OF THE TEXAS FIRE MARSHALS ASSOCIATION. (Date to Date.)

**Section 11.6 New Awards Approval.** Any individual who wishes to propose a new award, shall:

**Section 11.6.1** Diligently explore all existing awards to see if they meet the requirements for the award that you desire.

**Section 11.6.2** Present in writing, explaining in detail the new award to the Awards Committee, and outlining the criteria for establishing the award, with full details why existing awards do not meet these criteria.

**Section 11.6.3** Present exact wording desired on the plaque.

**Section 11.6.4** Awards Committee will examine requests, either approving or disapproving request, then submit all information to the Board, who will make the final approval or disapproval.

**Section 11.6.5** President or officer desiring to establish an award may not exercise executive privilege but must follow procedure described above.

**Section 11.7 Awards Deletion.** If any member of the Awards Committee or officer feels that any established award could be combined with another award, or deleted from the approved list, they shall submit their request, in writing, explaining in detail reasons for combination or deletion, and present information through the Awards Committee to the Board. The Board shall have final approval or disapproval.

## **ARTICLE XII**

### **International Fire Marshals Association Chapter**

#### **Section 12.1 Membership.**

**Section 12.1.1 Chapter Member.** Any member or associate member of the International Fire Marshals Association.

**Section 12.1.2 Chapter Affiliate Member.** Any member meets the qualifications of the International Fire Marshals Association, but not a member of the International Fire Marshals Association.

#### **Section 12.2 Officers.**

**Section 12.2.1** Officers shall meet the chapter membership qualifications. Officers shall be members of the International Fire Marshals Association.

**Section 12.2.2** Each chapter shall have a President, Vice President, Secretary and Treasurer. The Secretary and Treasurer may be a combined position.

**Section 12.3 Chapter Representative.** Each chapter shall elect from their membership at least each three (3) years a Chapter Representative who will represent the chapter at regular International Fire Marshals Association meetings. The Chapter Representative shall meet the chapter membership qualifications and may be an officer. The Chapter Representative shall be a member of the International Fire Marshals Association. When an elected representative is unable to attend the International Fire Marshals Association meetings, the chapter EXECUTIVE board may designate an alternate to carry out those duties.

**Section 12.3.1 Chapter Representative Duties.** Chapter Representative shall be responsible for all registered reports of this ARTICLE. The Chapter Representative shall be responsible for review of chapter membership and the issuance of membership cards.

**Section 12.4 Meetings.** Chapter shall hold meetings at least once a year open to all members for the

purpose of election of officers, election of a chapter representative, finalization of required reports to the International Fire Marshals Association and for conducting regular business.

**Section 12.5 Reports.** The Chapter Representative shall submit to the International Fire Marshals Association's Executive Secretary, prior to February 1 of each year, the following reports:

**Section 12.5.1** Financial (on forms provided).

**Section 12.5.2** Membership and dues (on forms provided).

**Section 12.5.3** Regular meeting minutes.

**Section 12.5.4** Chapter activities.

**Section 12.5.5** Other reports as required.

**Section 12.6 Chapter Identification and Letterhead.** Letterheads of chapter stationery may continue to carry the name of the present association; however, the following shall also be included:

**Section 12.6.1** Chapter number.

**Section 12.6.2** International Fire Marshals Association.

**Section 12.6.3** International Fire Marshals Association logo.

**Section 12.6.4** Geographical location. Exceptions to this may be granted by the International Fire Marshals Association Executive Committee.

**Section 12.7 Chapter Review.** The International Fire Marshals Association Executive Committee shall review each chapter's reports and activities at least annually. The Executive Committee may suspend or terminate chapter charters for cause or may place any chapter on probation status. A report on each chapter shall be presented at the International Fire Marshals Association's annual meeting by the Chapter Review Committee.

**Section 12.8 Chapter Constitution and Bylaws.** A chapter's Constitution and Bylaws shall include the entire content of this ARTICLE. The Constitution and Bylaws shall be approved by the Chapter Review Committee, the Executive Committee of the International Fire Marshals Association and the Board of Directors of the National Fire Protection Association. The Chapter's Constitution shall include a disclaimer to prevent the incurring of any financial obligations or financial responsibilities to be assumed by the International Fire Marshals Association or the National Fire Protection Association.

**Section 12.9 Disclaimer.** The Texas Fire Marshals Association, and the elected officers of this

ASSOCIATION, shall in no way hold the International Fire Marshals Association or the National Fire Protection Association liable for any financial obligations or responsibilities incurred by the Texas Fire Marshals Association. Nor shall the Texas Fire Marshals Association hold out or make any representation of the International Fire Marshals Association or the National Fire Protection Association as being responsible for any such financial obligations or responsibilities and shall indemnify and hold harmless the International Fire Marshals Association and the National Fire Protection Association for any loss or cost as a result of any such holdings out or representations or other reasons.

The **Texas Fire Marshals Association** or its elected officers shall not be held liable for any financial obligations or responsibilities incurred by the International Fire Marshals Association or the National Fire Protection Association.