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 501(c)(6) 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, and the insurance industry.

ARTICLE III

Members

Section 3.1 Membership. Any person who meets the requirements of one of three (3) 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 three (3) 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 origin

and cause 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 Individual Business/Trade 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 3.3.3 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 and Fees. Dues and fees for all classes of membership in the ASSOCIATION shall be established by simple majority vote of the Board of Directors based on recommendations by the Finance Committee. Dues shall be re-affirmed, reduced, or increased in years ending in an even number. Adjustments of membership dues may not be increased more than twenty percent (20%) without a simple majority vote of the membership.

Section 3.4.1 Posting Dues. Current dues rate for the classes of membership shall be posted in the Financial Policy of the ASSOCIATION.

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 March 1 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. When a formal complaint is received, the President shall appoint a Special Committee of three or more persons to investigate the complaint. People assigned to the Special Committee shall not be a member of the Executive Board. The Special Committee shall present a written report to the Board of Directors within fifteen (15) days of assignment.

Section 3.5.3.3.2. After review of the written report, a 2/3 majority vote of the Board of Directors present at a Special Board meeting, provided there is a quorum, shall be required to impose censure, suspension, or termination of a member.

Section 3.5.3.3.3. Any member subject to censure, suspension, or termination shall be notified in writing by the ASSOCIATION of the decision of the Board of Directors. A member that has had their membership censured, suspended or terminated may request a hearing before the Board of Directors by submitting a written request within ten (10) days of receiving notice from the ASSOCIATION

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 payment of dues and fees.

Section 3.6.2 Reinstatement of Suspension or Termination for Cause. Members suspended or terminated for cause may be reinstated:

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

Section 3.6.2.2 The suspended or terminated member submits an application for reinstatement and the ASSOCIATION membership approves of reinstatement by a two-thirds (2/3) majority vote 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 who shall collectively be referred to as the Executive Board.

Section 4.1.1.1 Not more than one person per jurisdiction, department, or office can be a member of the Executive Board at any given time. This does not prevent persons from the same jurisdiction, department or office serving as a Standing or Special Committee.

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 two members from the same agency may serve at the same time in more than one Board position. Specifically, two members from the same agency may not both serve as Executive Officers, and they may not both serve as Directors; however, one member from an agency may serve as an Executive Officer while another member from that same agency serves as a Director. In the event that a Director is hired by an agency that already has a representative on the Board, both members will be allowed to fulfill their terms as Directors. This exception does not apply to Executive Officers.

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 ensure 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 choose to run shall submit an official declaration no later than thirty (30) days prior to the Annual Meeting to the Nominations Committee, so their name can be placed on the election ballot. No late nominations will be accepted, including nominations from the floor or write-in votes cast on the day of the election, unless the Nominations Committee has received no nominations by the time of the election.

Section 4.4.2 Board of Directors Eligibility. To be eligible for nomination, the member must be active and in good standing of the ASSOCIATION for a minimum of two (2) years and have attended at least two out of the last three annual conferences. The Nomination Committee will verify eligibility.

Section 4.5 Vacancies.

Section 4.5.1 Executive Officer Vacancies. Vacancies occurring in the Executive Officer positions of President or 1st Vice President shall be filled following the line of succession. Any vacancy of the position of 2nd 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 2nd 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 2nd 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 for cause only upon a two-thirds (2/3) vote of the Board of Directors or a two-thirds (2/3) vote of the members present at a duly called meeting at which a quorum is established.

"For cause" shall include, but is not limited to, failure to fulfill the duties of the office, violation of the ASSOCIATION's governing documents or policies, misconduct, or actions detrimental to the best interests of the organization.

Section 4.6.1 Prior to any vote on removal, the Executive Officer or Director shall be provided with:

1. Written notice of the proposed removal and the specific grounds for such action at least fourteen (14) days in advance; and
2. An opportunity to respond, either in writing or in person, at the meeting where the removal is to be considered.

Removal by the membership may occur only at a meeting for which prior notice has been given stating that the purpose, or one of the purposes, of the meeting is the proposed removal of the Officer or Director. A vacancy created by such removal shall be filled in accordance with these Bylaws.

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.
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> **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 reports and access to account information to the ASSOCIATION's retained Certified Public Accountant. The Treasurer position will furnish a Financial Bond at the expense of the ASSOCIATION. The Treasurer will provide a financial report at the Annual and Mid-Year Membership Meetings.

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. The immediate past President shall become an Ex-Officio member 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 Secretary, Treasurer, and Executive Director shall also be considered Ex-Officio members. 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.

Section 5.7 Executive Director. The Association shall appoint an Executive Director to serve as the chief administrative officer responsible for the day-to-day operations of the ASSOCIATION, subject to the direction and oversight of the Executive Board. The Executive Director shall be selected by the Executive Board and the Executive Director's initial contract shall be approved by a majority vote of the Board of Directors of the ASSOCIATION. This position shall be compensated and shall perform in accordance with the approved contract. Contract extension shall be approved in accordance with the terms of the contract. The Executive Director shall report to the Executive Board and shall ensure continuity of operations.

ARTICLE VI

Meetings

Section 6.1 Number of Meetings. The ASSOCIATION shall have no less than four (4) meetings a year. 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 4th 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.

Section 6.3 Mid-Year Meeting of Members. The Mid-Year Meeting of Members should be held in the 1st 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 during the calendar year. 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 membership meeting. Notice of the meeting shall be sent to the members at least three days prior to the meeting. The notice shall be given by e-mail and ASSOCIATION website posting. These meetings can occur in person or by video conferencing. Roll **c**all of the Board of Directors and minutes shall be taken. There shall be no proxy attendance for meetings. Minutes of the meeting shall be posted on the website 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 By**l**aws 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 and Events Committee. It shall be the duty of the Conference and Events Committee to be responsible for the planning, development, and execution of the Annual Conference and other official events of the organization. The Committee shall solicit and evaluate speaker proposals, identify and select speakers and training workshops, and coordinate with selected presenters. The Committee shall also work in coordination with the Board of Directors to develop and finalize event schedules, including the Annual Conference and any additional trainings, meetings, or special events hosted or sponsored by the organization.

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**; t**o review and discuss methods to foster closer cooperation and a better understanding between governmental, local fire prevention committees, and state and local agencies**; t**o 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**; t**o 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 the 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 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 7.1.1.12 Merchandise Committee. It shall be the duty of the Merchandise Committee to provide logo items for purchase in the store at the annual conference. Such items shall be in line with the brand of the ASSOCIATION.

Section 7.1.1.13 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 approve 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 Past Presidents present at the Annual Membership Meeting. If less than three (3) Past Presidents are present at the Annual Meeting, the President may appoint Life Members to serve on the committee.

Section 7.1.1.14 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 7.1.1.15 A Texas Advisory Council on Arson Committee. It shall be the duty of the ATAC Committee to meet and communicate as often as needed to support the stated purposes of the ASSOCIATION; improve communication and cooperation among fire departments, law enforcement agencies, insurance industry representatives, and others directly interested in fire and arson prevention; contribute to knowledge about the control, detection, and prosecution of arson; provide for the exchange of technical information and new developments about arson; review laws and legislative proposals regarding arson and provide information relative to them as needed; encourage high standards of professional conduct among fire and arson investigators; communicate to the public the extent, severity, seriousness, and consequences of arson; and maintain the Arson Hotline Reward Program.

Section 7.1.1.16 Public Educator Committee. It shall be the duty of the Public Educator Committee to be responsible for supporting and advancing public fire and life safety education initiatives of the ASSOCIATION. The Committee shall develop and promote educational programs, resources, and best practices for public educators; coordinate training opportunities and outreach efforts; and support the inclusion of public education content within the Annual Conference and other organizational events.

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 one hundred and twenty (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 available upon request.

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. Proposed amendments to the Bylaws must be submitted to the Constitution and Bylaws Committee no less than ninety (90) days prior to a Mid-Year or Annual Meeting of the Members.

The Constitution and Bylaws Committee shall review each proposed amendment and post it on the ASSOCIATION's website for member comment no later than sixty (60) days before the meeting. The comment period shall remain open for fifteen (15) days.

Following the comment period, the Constitution and Bylaws Committee shall finalize the proposed amendment. The final version shall be posted on the website no later than thirty (30) days prior to the meeting. No additional comments will be accepted after this posting.

The proposed amendment shall be presented during the Constitution and Bylaws Committee report at the meeting, at which time it will be discussed and voted upon by the membership.

All approved amendments shall be identified by underlining for a period of one (1) year from the date of adoption.

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 Nominations for the Dan Mayes Life Membership shall be made to the Awards Committee at least sixty (60) days prior to the Annual Membership Meeting. Recipients of the Life Member Award shall be approved by a majority vote of the Board of Directors. No more than two (2) nominations for such membership may be approved in any year.

A Life Member shall have all of the privileges and rights of an active member, without payment of dues.

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 requests, then submit all information to the Board of Directors, 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 of Directors. The Board of Directors 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.