

**BY-LAWS OF THE MONROE COUNTY FIRE MARSHALS & INSPECTORS ASSOCIATION**

**ARTICLE I - NAME**

**The name of the organization is The Monroe County Fire Marshals & Inspectors Association.**

**ARTICLE II - PURPOSE**

**The purpose of this Association is:**

1. **To provide education, assistance and advice to persons and/or establishments pertaining to fire prevention, fire protection, fire investigation and code enforcement, and;**
2. **To provide information and assistance to its membership and the members of other associations or agencies investigating or offering information pertaining to fire protection and/or fire prevention, and;**
3. **To provide a forum where code enforcement officials, contractors and design professionals can exchange ideas, obtain general information regarding current interpretations and developments of codes related to construction, fire safety and fire prevention, and;**
4. **To develop educational tools for the purpose of informing the membership and the general public of the constantly changing construction practices and materials.**

**ARTICLE III - OFFICERS**

1. **The officers of this Association shall consist of a President, Vice President, Recording Secretary and Treasurer each of whom shall be elected by the membership at the annual meeting. The immediate past President shall also be deemed to be an officer of this Association. The term of office for all elected officials shall be one (1) year.**
2. **The officers shall be nominated for their term at the November business meeting and voted upon at the annual meeting held in December.**
3. **The Executive Board may appoint an approved member to fill an unexpired office.**
4. **PRESIDENT: The President shall conduct all meetings in an orderly manner. The President shall appoint all standing or special committees as necessary for the operation of this Association. The President may also call special meetings as needed.**
5. **VICE PRESIDENT: In the absence of the President or in the event of his/her inability or refusal to act, the Vice President shall perform the duties of the President and when so acting shall have the powers of and be subject to all the restrictions upon the President. He or she shall specifically act as the education officer of the Association and shall be made responsible for the educational activities of the Association.**
6. **RECORDING SECRETARY: The Recording Secretary shall maintain all of the Association’s records except the financial records; shall record the minutes of all meetings of the membership and the Executive Board, and shall distribute same in a timely fashion, and perform such other duties as may be required by the President or Executive Board.**
7. **TREASURER: The Treasurer shall have the custody of the Association funds and financial records; shall keep full and accurate accounts of receipts and disbursements and render accounts thereof at the annual meetings of the membership and whenever else required by the Executive Board or the President and, shall be responsible for sending out membership renewal notices and maintaining a membership roster of all paid members. The Treasurer shall also collect payment for New York State Building Officials Conference (NYSBOC) and remit dues collected.**
8. **IMMEDIATE PAST PRESIDENT: The Immediate Past President shall provide advice and counsel to the President and the Executive Board, and shall be assigned special projects as may be required by the President.**
9. **EXECUTIVE BOARD: The Executive Board shall consist of the President, Vice President, Recording Secretary~~,~~ Treasurer and all Past Presidents. The duties of the Executive Board shall include, but not be limited to, the review of all proposed by-law revisions or additions, review proposed Local, State or National Legislation pertaining to building, fire and life safety codes or inspection procedures and bring this information back to the general membership. REMOVAL: Any officer elected or appointed by the membership or Executive Board may be removed whenever in the Executive Board’s judgment the best interest of the Association would be served thereby, but such removal shall be without prejudice to the rights, if any of the person so removed.**

**ARTICLE IV - MEMBERSHIP**

1. **Membership in this Association shall consist of four (4) classifications; Active, Associate, Retiree and Life.**
2. **Active Membership shall be limited to Fire Marshals, Fire Safety Inspectors, Building Inspectors, Fire Investigators, Fire Service Personnel and Code Enforcement Officials. Active members will have the privilege of holding office, serving on committees and having a voice in the Association. The annual dues for Active members will be twenty dollars ($20.00) per year. If a member so desires, he/she may pay the Treasurer additional monies, which will be forwarded to NYSBOC as payment of dues for that association. All dues are payable in January of each year. In the event a member shall fail to pay the annual dues on or before the April meeting, that member shall be removed from the membership roll.**
3. **Associate Membership shall be limited to those persons interested in promoting a fire safe environment and does not fall into the category of Active Membership. Associate members shall be allowed to attend meetings and serve on any standing committee. Associate members cannot hold office or vote for any elected official. The annual dues for Associate membership in this Association will be twenty five dollars ($25.00) per year. All dues are payable in January of each year. In the event a member shall fail to pay the annual dues on or before the April meeting, that member shall be removed from the membership roll.**
4. **Retiree Membership shall be limited to Active Members who have less than 20 years of service in the Association who retire from their job but would like to stay active in this Association. Retired members will have the privilege of holding office, serving on committees and having a voice in the Association. Persons who retire from Active Membership, but have not met the qualifications of Life Membership, shall pay five dollars ($5.00) per year for this Association’s membership dues. All dues are payable in January of each year. In the event a member shall fail to pay the annual dues on or before the April meeting, that member shall be removed from the membership roll.**
5. **Life Membership shall be limited to Active Members who have been members in this Association for at least 20 years. Life Membership shall consist of three categories:**

**Category 1 - Retired Life Membership – 20 years of Active Membership and retired from Active membership. Persons who meet the requirements of this category shall pay five dollars ($5.00) per year for this membership.**

**Category 2 - Past President Life Membership – Any Active member who has served as President for a minimum of two (2) years. Persons who meet the requirements of this category shall have any dues requirements waived.**

**Category 3 - Active Life Membership – 20 years of Active Membership and still employed as an Active Member. The annual dues will be the same as for an Active Member.**

**Life members will have the privilege of holding office, serving on committees and having a voice in the Association. A member who believes that they have fulfilled the Life Membership requirements, shall submit their request to the President of the Association and their name will be brought up before the Executive Board at their next scheduled meeting. Once approved by the Executive Board, Life Members will be recognized by the membership at the annual Picnic or Holiday Luncheon. All dues are payable in January of each year. In the event a member shall fail to pay the annual dues on or before the April meeting, that member shall be removed from the membership roll. Application for all memberships shall be made on a form provided by the Treasurer containing all information required. Applications will be accepted by the Treasurer who shall notify the Executive Board.**

1. **No member shall use this organization’s name or logo for an endorsement or approval of any product, system or procedure without written approval of the Executive Board.**
2. **REMOVAL: Any membership may be removed whenever in the Executive Board’s judgment the best interest of the Association would be served thereby, but such removal shall be without prejudice to the rights, if any of the person so removed.**

**ARTICLE V - MEETINGS**

**Meetings will be held on the third (3rd) Wednesday of the month at a place designated by the elected officers at the previous meeting. The meeting date, time and place may be changed for reasonable purposes, if the majority of the members present at the previous meeting vote to do so. The Recording Secretary shall notify all members of the meeting change by e-mail. In case of an emergency the President shall have the authority to change the meeting place, time and date.**

**Meetings will be held as follows:**

 **Business Meetings – January, February, March, April, September & November**

 **Special Meeting – July**

 **Annual Meeting – December**

 **Annual Conference – May**

**The Executive Board may authorize payment of bills in those months that there is no business meeting of the Association.**

**ARTICLE VI COMMITTEES**

**Codes Committee**

**Professional Education / Training**

**NFPA Committee**

**Fire Prevention & Community Information**

**Social Committee**

**Nominating Committee**

**Liaison to Fire Advisory Board**

**Liaison to County Fire Chiefs**

**NYS Disaster Response**

**Delegate to NYSBOC**

**Finger Lakes Burn Association**

**Constitution & By-Laws Committee**

**ICC Committee**

**NYS Fire Marshals & Inspectors Association**

**FLBOA**

**Good & Welfare**

**ARTICLE VII - BY-LAW CHANGES**

**By law changes or amendments may be proposed at any regular meeting. Such changes or amendments shall be submitted to the Executive Board for their review. The Vice President shall submit the proposed changes or amendments to the membership at the next regularly scheduled meeting. The submitted proposal shall lie on the table for at least thirty (30) days, or until the next meeting, before a vote can be taken. Such submitted proposals must receive a majority vote of the membership present to be approved. The adopted by law change shall be e-mailed to the membership and become effective immediately.**

**Revisions:**

**Article II - Purpose**

**Paragraph 1 1/08**

**Paragraph 2 12/89 2/99 1/08**

**Paragraph 4 2/99**

**Paragraph 6 1/08**

**Paragraph 7 12/89 2/99 1/08**

**Paragraph 8 12/89 1/04 1/08**

**Paragraph 9 12/89 2/99 1/08**

**Article III - Officers**

**Paragraph 1 1/16**

**Paragraph 2 9/89**

**Paragraph 4 9/89 1/08**

**Paragraph 5 9/89 2/99 1/08**

**Paragraph 6 9/89**

**Paragraph 7 2/99 1/16**

**Paragraph 9 1/16**

**Article IV - Membership**

**Paragraph 1 2/99 1/08**

**Paragraph 2 1/16**

**Paragraph 3 2/99 1/08**

**Paragraph 4 2/99**

**Paragraph 5 1/16**

**Paragraph 7 1/16**

**Article V – Meetings**

**2/99 1/16 1/18**

**Article VI – Committees**

**2/99 1/16**

**Article VII – By-Law Changes**

 **1/16**

**By-Laws Re-Written 03/10**