

FIRE MARSHALS ASSOCIATION OF KANSAS

BY-LAWS

ADOPTED January 30, 1980

AMENDED October 24, 2007

ARTICLE I

NAME AND LOCATION

This organization shall be known as: Fire Marshals Association of Kansas. The principal activity of the Association shall be located at the address designated by the Secretary, however meetings may be held at such locations within the State of Kansas as designated by the President with consensus of the membership.

ARTICLE II

The purpose of this organization shall be to promote the preservation of life and property from fire through inspection, investigation, and public fire education; to promote and foster inter-agency cooperation; and to serve its membership.

ARTICLE III

Membership

Section 1 Any person having responsibility for or directly involved with code administration, enforcement, fire investigation, or related life safety activities shall be eligible for membership.

Section 2 Members in good standing shall be those who have paid annual dues prior to January 1st of the coming year.

Section 3 Members in good standing shall have the privileges of voting, holding office, and participation in the affairs of the organization.

Section 4 At the discretion of the Executive Board and so as to preclude domination of the organization by a single organization voting may be limited to one (vote) per organization represented at a regular meeting.

ARTICLE IV

Dues

Section 1 Annual dues are fifteen (\$15.00) to be paid on or prior to January 1st.

Section 2 Members who join the organization after July 1st of the current fiscal year shall have their membership carried over and cover the following year.

Section 3 The fiscal year for the organization shall be January 1 to December 31.

Section 4 Dues may be increased by a 2/3 majority of members present at a regular meeting.

ARTICLE V

Parliamentary Authority

Section 1 Robert's Rules of Order (newly revised), shall be the parliamentary authority for all matters of procedure not specifically covered by these By- Laws.

Section 2 The Vice President shall serve as Parliamentarian at regular meetings of the organization.

ARTICLE VI

Changes In By-Laws

Section 1 These By-Laws shall be amended or changed by a two-thirds vote of the members present at any regular meeting, provided the amendment or change has been provided to members of good standing thirty (30) days prior to the vote.

ARTICLE VII

Meetings

Section 1 There shall be four (4) regular meetings of the Association on the fourth Wednesday of the month in January, April, July and October. The annual meeting shall be held each year during April. The conference meetings shall be held at such time and place as the Executive Board and membership decide.

Section 2 Special meetings may be called by the President and shall be called by the President at the request of a majority of the Executive Committee, or of any five (5) members. Notice of special meetings shall be sent to each member at least ten (10) days in advance of the meeting date.

Section 3 In order to transact business at any meeting of the Association, at least five (5) members shall be present. A majority of the Executive Committee shall constitute a quorum of said Committee.

ARTICLE VIII

Officers and Duties

Section 1 All Officers with the exception of the member elected At-Large shall attend each regularly scheduled meeting or shall notify a fellow officer and designate an appropriate substitute who shall perform all duties of the designate.

Section 2 The officers of the organization shall be President, Vice President, Secretary/Treasurer and one member elected At-Large.

Section 3 Duties and Responsibilities: The officers shall perform the duties prescribed by these By-Laws, the parliamentary authority adopted herein and those assigned by the membership. Duty and responsibility shall include but not limited to:

The President Shall:

- a. Be the principal officer of the Association.
- b. Preside at all Association meetings.
- c. With the Executive Board coordinate the activities of the Association and all committees.
- d. Be an ex-officio member of every committee.
- e. Provide the deciding vote should a deadlock occur in matters considered by the membership.

The Vice President Shall:

- a. Preside at all meetings in absence of the President.
- b. Coordinate activities of committee. Appoint any standing committee chairpersons and members with the approval of the membership.
- c. Act as Parliamentarian .
- d. Perform others duties as assigned.

The Secretary/Treasurer Shall:

- a. Perform clerical duties and other duties as may be directed by the membership.
- b. Record the minutes of the meetings and transmit them promptly to the President.
- c. Distribute summary minutes of all regular and special meetings of the Association to the membership.
- d. Conduct correspondence and issue notices of meetings.
- e. Publish periodically and distribute bulletins containing items of professional interest.
- f. Record significant developments in the affairs of the Association and its members.
- g. Keep a register of the members of the Association and all Fire Marshals whose appointment comes to his attention.
- h. Be custodian of all funds.
- i. Make a financial report at each meeting.
- j. At the April meeting of each year, present an annual report on the previous calendar year.
- k. Distribute monies as authorized by the Association.
- l. Maintain an accurate membership roster and provide it to each member following the April election each year.

The At-Large Member Shall:

- a. Provide for the Association a list of state Representatives and Senators.
- b. As best as can be expected, stay up on issues that affect the membership.

ARTICLE IX

Vacancies

A vacancy shall be filled by majority vote of the Association attendee at the next scheduled regular meeting. The individual(s) elected shall serve the remainder of the term of the individual he or she replaces. No name shall be placed in nomination without prior (written) consent of the nominee.

ARTICLE X

Nomination and Election of Officers

Section 1 A Nomination Committee consisting of not less than three (3) nor more than five (5) members shall be appointed by the President at the opening session of the January meeting.

Section 2 The Nominating Committee shall present a slate at the April meeting for the following Officers:
President Secretary/Treasurer One Member Elected At-Large
Vice President

Section 3 Election shall be by ballot only when there is a contest for office, and when balloting is necessary the voting shall be limited to the senior official present of agency. When there is no contest for office, the Secretary may be directed to cast one ballot for the slate nominated. In the event of balloting, three (3) tellers shall be appointed by the President to receive the ballots for each office. They shall canvass the ballots so cast and announce the result to the presiding officer, who thereupon shall declare the members receiving a plurality of the votes cast the respective offices.

Section 4 A term of office for the President and Secretary/Treasurer shall be for two (2) years. Elections for these offices shall be held in even numbered years beginning in 1992.

A term of offices for the Vice President shall be for two (2) years.
Elections for these offices shall be held in odd numbered years beginning in 1993.

A term of office for the Member-At-Large shall be for one (1) year. Elections for this office shall be held annually at the April meeting.

ARTICLE XI

Committees

Section 1 There shall be three (3) Standing Committees for By-Laws, Training, and Legislative Issues.

Section 2 In consultation with the President, the Vice President shall coordinate activities of committees. With approval of the membership, he/she shall also appoint any standing committee chairperson/members and create temporary committees.