

FIRE MARSHALS ASSOCIATION OF KANSAS

CONSTITUTION AND BY-LAWS

Adopted: January 30, 1980

Amended: July 26, 2023

ARTICLE I NAME AND PURPOSE

SECTION 1 Name: The name of this Organization shall be "Fire Marshal's Association of Kansas" and is hereinafter referred to as the Association. The Association is a recognized Chapter with the International Code Council and the International Fire Marshal's Association.

SECTION 2 Purpose: The purpose of this Association is to aid in the preservation of life and property by advocating, promoting, educating, and providing leadership in the prevention or mitigation of fire, explosions, and other related hazardous conditions.

ARTICLE II MEMBERSHIP

SECTION 1 Regular Members: Regular membership shall consist of those persons whose primary duties and functions are directly related to enforcement of building codes, fire safety codes, fire and explosion investigation, and public fire and life safety education. Regular members shall be with a governmental agency. The number of members from one single department or district shall not be limited. All regular members in good standing shall be entitled to participate at meetings and have voting privileges.

SECTION 2 Associate Members: Any person who has an interest in or is associated with a business or profession that has an interest in the promotion of community risk reduction may become an associate member upon acceptance by the membership. All associate members shall be entitled to participate at meetings and discussions but are not entitled to voting privileges.

SECTION 3 Retired Members: Recognizing that retirement from active employment does not necessarily diminish one's interests in the purpose of this Association, any regular member in good standing, upon retirement becomes eligible for retired regular membership, unless such retired regular member becomes eligible as an associate member. General criteria for this class of membership is five (5) years of active affiliation with the Association. A retired regular member shall have all the rights and privileges of a regular member without the payment of yearly dues. Further, any associate member in good standing, upon retirement becomes eligible for retired

Associate membership. General criteria for this class of membership is five (5) years of active affiliation with the Association. A retired associate member shall have all the rights and privileges of an associate member without the payment of yearly dues.

SECTION 4 Honorary Life Members: The Association may bestow honorary life membership upon any qualified member who has rendered distinctive service to this Association or to its purpose. Honorary Life Members shall have all rights, privileges and responsibilities associated with regular membership. An Honorary Life Member shall have all the rights and privileges of a regular member without the payment of yearly dues.

SECTION 5 Honorary Member: The Association may bestow honorary membership to those field related nonmembers that exhibit exemplary behavior, perform services for the Association, or act in an official capacity with the International Code Council, or any dignitaries and persons of stature in the fields of activity in which this Association is engaged. Honorary members shall have no other rights of membership.

SECTION 6 Members in Good Standing: All regular and associate members shall be considered in good standing when current dues are paid.

SECTION 7 APPLICATION FOR MEMBERSHIP: Prospective members shall complete and submit the membership application and member dues to the Treasurer.

ARTICLE III EXECUTIVE OFFICERS

The Executive Officers of this Association and the duties of each shall consist of the following:

SECTION 1 President:

1.1 The President shall be the Chief Executive Officer of this Association and shall preside over all meetings and conduct all business.

1.2 The President shall appoint all standing and special committees.

1.3 The President shall perform such other duties as prescribed by these by-laws, and that are necessary incidental to the office of the President.

1.4 The President shall file the Annual Report of the Association to the ICC.

SECTION 2 Vice-President:

2.1 In the absence of the President, the Vice-President shall have all the powers and prerogatives of the President.

2.2 The Vice-President shall have such additional duties as prescribed by the President or these by-laws.

SECTION 3 Secretary:

3.1 The Secretary shall keep minutes of the proceedings of the Association.

3.2 The Secretary shall conduct correspondence and shall issue notices of meetings as may be required or directed by the President.

3.3 The Secretary, with assistance of the membership committee, shall keep a register of all members of this Association showing names and addresses. A membership list shall be forwarded to all members of the Association annually.

3.4 The Secretary shall have additional powers and perform such duties as may be prescribed by the President or these by-laws.

SECTION 4 Treasurer:

4.1 The Treasurer shall be the custodian and depositor of the funds of the Association.

4.2 The Treasurer shall present at every meeting a complete summary of all income, disbursements and balances.

4.3 The Treasurer shall collect all dues of regular and associate members.

4.4 At the end of each term, the Treasurer shall submit the financial records of the Association to an audit committee appointed by the President for review. The Treasurer shall assist the audit committee with the annual review of all accounts of this Association.

4.5 The Treasurer shall maintain the Fire Prevention Week Grants and the Michelle Brenner Scholarship Fund

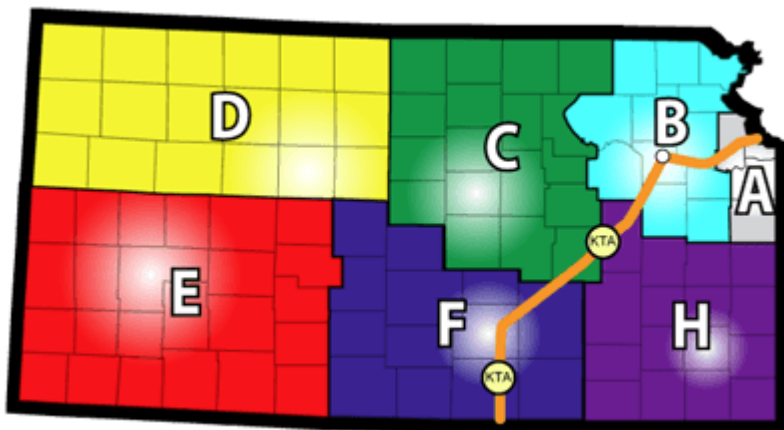
4.6 The Treasurer shall have additional powers and perform such duties as may be prescribed by the President or the by-laws.

SECTION 5 Regional Directors:

5.1 There shall be 6 positions for the Office of Regional Directors. The regions are as follows:

Northeast (AB)
Southeast (H)
North Central (C)
South Central (F)
Northwest (D)
Southwest (E)

The boundaries for each region will follow the boundaries set forth by the Kansas Highway Patrol District map.



5.2 Regional Directors shall report on any fire prevention or community risk reduction items within their region. Regional Directors shall stay advised of any legislation that would affect the membership at large and report on any trainings within their regions.

ARTICLE IV ELECTIONS, TERMS AND OFFICES

SECTION 1 Eligibility For Office:

1.1 Eligibility for the office of President shall include any regular member in good standing, that is actively employed by a fire department or fire protection district recognized by the State of Kansas, and is responsible for the enforcement or administration of laws or ordinances related to fire prevention.

1.2 Eligibility for all other offices hereafter elected shall include regular members in good standing.

SECTION 2 Elections:

2.1 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.

2.2 The Nominating Committee shall present a slate at the April meeting for the following Officers: President, Vice President, Secretary/Treasurer and Regional Directors.

2.3 Election shall be by ballot only when there is a contest for office. When there is no contest for office, the Membership may be directed to approve the slate of the Nominating Committee by acclamation. 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 3 Terms Of Office:

3.1 All Executive Officers of the Association elected shall hold a (2) two-year term with elections being held in even numbered years.

SECTION 4 Vacancies:

4.1 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 V DUES

5.1 Annual dues are \$25.00 to be paid on or prior to January 31 of each year.

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

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

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

ARTICLE VI MEETINGS

6.1 There shall be three (3) regular meetings of the Association on the fourth Wednesday of the month in January, July and October. There shall be one (1) annual business meeting held each year during the month of April. The Annual Business Meeting shall be held at such time and place as the Executive Board and membership decide during the January meeting.

6.2. For the purposes of conducting official business of this Association, a quorum of five members must be present. These five members shall include in-person participants, virtual participants and conference call participants. A majority of the Executive Committee shall constitute a quorum of said Committee.

6.3. "Roberts Rules of Order" shall guide all meeting regulations of this Association not specified in these by-laws.

6.4. The official order of business may be set by the Executive Officer presiding over the meeting, but shall include the following:

- a. Call of meeting to order
- b. Treasurer's report
- c. Secretary's report – including approval of minutes of previous meeting, new member readings and membership report
- d. Program/Presentation
- e. Communications
- f. Committee reports
- g. Old Business
- h. New Business
- i. Roundtable
- j. Good of the Order
- k. Announcements (including next meeting)
- l. Adjournment

6.5 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.

6.6 If business is to be conducted between meetings of the Association which would require a vote of the membership, the President, or Vice-President in the absence of the President may conduct business and allow for a vote of the Membership via electronic mail.

ARTICLE VII COMMITTEES

7.1. There shall be four (4) Standing Committees for By-Laws, Training, Scholarship, and Legislative Issues.

7.2 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.

ARTICLE VIII AMENDMENTS & REVISIONS

8.1 Any regulations governing this Association may be amended, revised or repealed at a duly constituted meeting by a majority vote of two thirds (2/3) of the regular membership present.

8.2. Any amendment or revision to the regulations governing this Association shall be submitted in writing to the Secretary at least thirty (30) days prior to the regular meeting they are to be voted on, and notice of this shall be sent to each regular and Associate member at least ten (10) days prior to such a vote.

8.3 The By-Law Committee shall review the by-laws every 5 years and provide any recommendations to the Executive Officers of the Association. The recommendations shall then be sent to the regular and associate members at least (10) days prior to such vote.