



MARYLAND FIRE CHIEFS ASSOCIATION, INC. BY -LAWS

PREAMBLE

The purpose and objective of this organization is to bring together at least two (2) times a year, chief officers of fire departments and other persons active in the saving of life, protection of property, preventing and extinguishing of fires; to discuss ways and means for the betterment of the fire service in the State of Maryland and the reduction of the unnecessary loss of life and property from fires; to exchange ideas on all questions affecting the safety of life and property, the promotion of legislation for life safety; for the development and promotion of the fire service through educational programs; to distribute information on fire prevention, and to cultivate fraternal friendship among its members.

ARTICLE I -NAME

The name of the association shall be the Maryland Fire Chiefs Association, Incorporated.

ARTICLE II -MEMBERSHIP

Section 1- ACTIVE

Active members of this association shall be any Chief Officer or anyone acting in the same capacity of any organization rendering public or industrial fire service in the State of Maryland; or past Chief Officer having one or more years in such capacity; or Officers of those capacities in neighboring jurisdictions who reside in the State of Maryland, and the Chaplain of the

Association; provided his company is a member of the Maryland State Firemen's Association.

Section 2 - ASSOCIATE

Associate members shall be any Captain, Lieutenant, or other Fire Department Operational Officer, Insurance Commissioner, Deputy Insurance Commissioner, Fire Marshal, Assistant Fire Marshal, City Official, or other individuals active in Fire Prevention, Fire Protection or Fire Buff Club in the State of Maryland.

Section 3 - HONORARY

Honorary membership shall be conferred on any person selected for outstanding services rendered by a two-thirds affirmative vote of those present and voting at any regular meeting.

Section 4 - LIFE

A. Life Membership may be conferred on any member with twenty (20) years or more service and elected by a two-thirds affirmative vote of those present and voting at any regular meeting.

B. Life Members shall enjoy all of the privileges and rights of Active Members.

Section 5 - CORPORATE

Corporate Membership shall be awarded to any Business, which would benefit the Association, approved by a two-thirds affirmative vote of those present and voting at any regular meeting.

Section 6 - PRESENT STATUS

The adoption of Article II, Sections 1, 2, 3 and 4 shall not affect the present status of any member of the Association who was a member at the time of the adoption.

ARTICLE III -DUES

Section 1 – AMOUNT

- A. Dues of the Association shall be set as deemed necessary, by the Executive Board. The Chaplain and Life Members shall not be required to pay annual dues to retain active membership.
- B. Corporate membership dues of \$100.00, shall be payable in accordance with Article III – Dues, Section 2, 3, 4 & 5 of this Article.

Section 2 – DUE DATE

Dues shall become due and payable at the winter meeting, and shall be for the following calendar year.

Section 3 – DELINQUENCY

If dues have not been paid prior to, or at the spring meeting, the member or members shall be notified by the Membership Secretary that their dues shall be paid by the summer meeting of that year or they will be dropped from the active rolls unless excused by the Executive Board. A copy of such letter shall be sent to the appropriate regional representative.

Section 4 - REINSTATEMENT

Should any member dropped for this reason, pay up all accounts and dues in arrears within three (3) months from date of separation, The member shall become reinstated on the membership rolls; if reinstatement is not made in the allotted time, the former member may apply for reinstatement and shall pay a reinstatement fee of two (2) dollars, plus the current year's dues.

Section 5 - EARLY PAYMENT

Dues of new members joining on or after September 1 shall be applied to the following calendar year.

ARTICLE IV -MEETINGS

Section 1 - REGULAR MEETINGS

The Association shall hold at least three (3) meetings a year.

Section 2 - ANNUAL MEETING

The annual meeting shall be held in the spring.

Section 3 - ADDITIONAL MEETINGS

Any other meetings deemed necessary shall be set by the Executive Board or at the written request of any five (5) members in good standing.

Section 4 - CHANGES TO MEETINGS

Should there for any cause, be need to change the place and/or time for holding of any meeting or convention, the President and the Executive Board shall have the power to select the place and/or time and the Secretary shall notify the membership of the place and/or time selected, at least forty-five (45) days prior to the scheduled meeting or convention.

Section 5 - QUORUM

Quorum shall be twenty (20) members in good standing.

ARTICLE V- PRIVILEGES

Section 1 - ACTIVE / LIFE MEMBERS

Voting power in the Association shall be vested in the Active members in good standing and the Life members.

Section 2 – ASSOCIATE

A. Associate Members serving actively on a committee appointed by the president, may have voting power for all business of the Association except a vote for the Election of Officers.

B. Associate members may be elected or appointed to the following offices; Recording Secretary, Membership Secretary, Chaplain, or appointed assistants to offices.

Section 3 – CORPORATE

Corporate members shall be allowed to attend any functions of the Association, maybe appointed to committees, may discuss any motions, but will have no voting privileges nor hold any office.

ARTICLE VI -OFFICERS AND THEIR DUTIES

Section 1 - ELECTIONS

Officers of the Association shall be elected, by secret ballot each year at the annual meeting in the spring, from the Active and Life membership rolls of the Association. The elected officers shall consist of a President, 1st Vice President, 2nd Vice President, Recording Secretary, Membership Secretary, Treasurer, Assistant Treasurer and Chaplain.

Section 2 - PRESIDENT

A. The President shall preside at all meetings, and conduct them in parliamentary procedure as outlined in current edition of Robert's Rules of Order, appoint committees, sign all orders of the Treasurer for payment of money, and perform such other duties as the office may require.

B. The President shall have the power to appoint assistants for the Officers as deemed necessary.

Section 3 - FIRST VICE PRESIDENT

The 1st Vice President shall perform the duties of the President in the absence of the President and perform other duties as requested by the President.

Section 4 - SECOND VICE PRESIDENT

The 2nd Vice President shall perform the duties of the President in the absence of the President and 1st Vice President and shall perform any other duties requested by the President.

Section 5 - ABSENCE OF THE PRESIDENTS

In the absence of the President and both Vice Presidents, the Senior Officer of the Association shall preside.

Section 6 - RECORDING SECRETARY

The Recording Secretary shall:

- A. Keep an accurate record of all proceedings at meetings;
- B. Receive and answer all communications and keep a record of them;
- C. Be authorized to make public any news or proceedings of the Association upon approval of the Executive Board; and
- D. Provide written notice to the members 30 days in advance of all regular meetings of the Association.

Section 7 - MEMBERSHIP SECRETARY

The Membership Secretary shall:

- A. Issue membership cards in person or by mail direct to members upon receipt of payment of dues by them;
- B. Keep an accurate roll of all Active, Associate, Life, Honorary and Deceased members;
- C. Periodically forward to the Recording Secretary any additions or changes to those membership rolls
- D. Issue a receipt for all money received on behalf of the Association and;
- E. Turn over to the Treasurer all money received on behalf of the Association, receiving a receipt for it.

Section 8 - TREASURER

The Treasurer shall receive from the Secretaries and Assistant Treasurer all monies collected by them and pay all bills approved by the Association or by the Executive Board.

Section 9 - ASSISTANT TREASURER

The Assistant Treasurer shall assist the Treasurer and perform such duties as requested by him/her for the operation of the office.

Section 10 - CHAPLAIN

The Chaplain shall perform such duties as the President may request.

Section 11 - REGIONAL REPRESENTATIVES

The President shall appoint at least four (4) Regional representatives to assist the Executive Board. They shall be appointed at/or following the annual meetings, and shall hold voting positions on the Executive Board.

Section 12 - THE EXECUTIVE BOARD

- A. The Executive Board shall consist of the elected officers of the Association, the appointed Regional Representatives, and the immediate Past President.
- B. Its' duty shall be the execution of any business of the Association that may arise between regular meetings.
- C. The President shall be the Chairman of the Executive Board.
- D. The Board shall hold at least three (3) open meetings a year, at the times and places to be announced at each regular Association meeting.
- E. The Board should annually prepare a list designating the dates and locations of ALL meetings scheduled for the ensuing calendar year

including the next annual meeting, to be presented to the membership at the annual meeting.

- F. A Quorum for transaction of business by the Board shall be a simple majority of the Board members.

Section 13 – APPOINTED OFFICERS

The appointed Assistant Officers shall perform such duties as are pertinent to their positions.

Section 14 – REPORTS OF OFFICERS

Each elected Officer shall submit a written report of his/her activities for the year for presentation to the membership at the Annual Meeting.

Section 15 - TERMS OF OFFICE

No president shall serve for more than two (2) consecutive terms

ARTICLE VII - STANDING COMMITTEES

Section 1 - STANDING COMMITTEES

The Standing Committees of the Association shall be: Legislative, Liaison to the Maryland State Firemen's Association, Auditing, By-laws, Public Relations, Publicity, Safety and Training, Convention, Liaison to the Ladies Auxiliary, Fire Prevention, Membership, and Investment Advisory.

Section 2 - DUTIES OF STANDING COMMITTEES

- A. The Legislative Committee shall formulate and look after the passage of such legislation as may be to the interest and/or benefit of the Association or the fire services in the State of Maryland.
- B. The Liaison to the M.S.F.A. Committee shall handle on a friendly basis any business, which may occur between the two organizations and report such contacts at the next regular meeting.

C. The Auditing Committee shall examine and audit the accounts of the Secretaries and Treasurers and report, in writing, at the annual meeting, the results of their examination.

D. The Publicity Committee shall handle notification of newspapers, radio stations, and fire departments of special events of the Association.

E. The Safety and Training Committee shall:

1.) collaborate with the Maryland Traffic Safety Director in his endeavour to reduce the accident and death toll on Maryland highways;

2.) formulate safety rules governing the response of personnel, the operation of fire and rescue apparatus, fire ground operations and behaviour, and the handling of tools;

3.) assist County Fire Associations and individual companies in setting up such rules when requested to do so;

4.) Be responsible to aggressively seek out and support training opportunities for the Officer Corps of the Maryland Fire and Rescue Services; and,

5.) make recommendations to the Executive Board relative to any financial requests associated with these safety and training opportunities.

F. The Convention Committee shall handle all details incidental to a successful annual meeting and banquet.

G. The Liaison to the Ladies Auxiliary shall handle all business between the Auxiliary and the Association, and shall make a report of any such business at the next regular meeting of the Association.

H. The Fire Prevention Committee shall advise the Association of new advances or problems in the field of fire prevention. They shall also distribute fire prevention material as it becomes available.

I. The Membership Committee shall endeavour to find ways to increase the membership of the Association. The Membership Committee shall investigate all applications for membership referred to them by the Membership Secretary and shall certify to the Executive Board the applicant's qualifications for membership.

J. The Public Relations Committee shall arrange for all special affairs of the Association, with the co-operation of the Publicity Committee.

K. It shall be the duty of the By-laws Committee to review the By-laws at least once a year. They shall also review and reword, if necessary, all proposed amendments referred to them.

L. The Investment Advisory Committee shall perform their duties as described in Article VIII, Section 3 of these By-laws.

M. All Committees shall submit a written report of their activities for the year for presentation to the membership at the Annual Meeting.

ARTICLE VIII -ENDOWMENT FUND

Section 1 - PURPOSE AND CONTROL

A. In order to insure financial stability and enhance growth, the Maryland Fire Chiefs Association will establish an Endowment Fund.

B. The Endowment Fund will be under the control of the Maryland Fire Chiefs Association Executive Committee, acting as the Endowment Committee.

C. The Endowment Fund shall be maintained in an account separate from the operating funds.

- D. The Executive Board (Endowment Committee) shall provide oversight of the Investment Advisory Committee.
- E. The Investment Advisory Committee shall consist of not less than three (3) members appointed by the President.
- F. The principal of the fund will be deemed permanently restricted, and will only be used for investment purposes.
- G. Only when the principle of the Fund exceeds three hundred thousand dollars (\$300,000) can the interest from the Fund be applied to the operating budget. This action can only occur by recommendation to the Executive Board by the Investment Advisory Committee.

Section 2 - GIFTS

- A. The Executive Board (Endowment Committee) may accept outright or testamentary gifts of various kinds of property for the Fund, including, but not limited to: cash, securities, life insurance, interest in or gifts from trusts or real property; or in any other form.
- B. Acceptance or rejection of particular gifts will be based on the development policies of the Maryland Fire Chiefs Association.
- C. Contributions to the Endowment Fund must be used in accordance with the donor's instructions, and solicitation commitments.
- D. Donors will be advised of the intended use of the endowment Fund.

Section 3 - ADMINISTRATION

- A. The Executive Board (Endowment Committee) shall seek to maximize the fund growth with an acceptable level of risk by developing an

investment philosophy with regard to; safety, asset allocation, and diversification; and by establishing qualitative investment objectives.

B. The Board shall establish, at the direction of the President, an Investment Advisory Committee, whose responsibilities shall include, but not be limited to:

1. Initiate and manage investments representing the assets of the Fund, including oversight, selection, purchase, and sale;
2. Hire outside professional investment advisors at their discretion; and
3. Provide quarterly reports to the Executive Board (Endowment Committee), which monitors the Fund's investments and performance against appropriate indices.

C. The Board, at their regular quarterly meetings, shall receive and review the quarterly reports from the Investment Advisory Committee and assess the Fund's investment position, making adjustments if necessary.

ARTICLE IX - AMENDMENTS

Section 1 - PROVISION

Any of these By-laws may be amended, altered or revised provided that the proposed amendment has been signed by at least five (5) active members in good standing.

Section 2 - PROCEDURES

- A. The proposed amendment shall be presented in writing to the By-Laws Committee not later than the first Executive Board meeting of the year.

- B. The By-laws Committee shall review and forward the proposed amendments with their recommendations to the Executive Board prior to the second Board meeting of the year, for presentation to the membership at the regular Association meeting in the spring (annual) for their review.
- C. The proposed amendments will be distributed to the members not attending the spring meeting by E-Mail, and will be posted on the Maryland Fire Chiefs Association website immediately after that meeting.
- D. Voting on By-law changes will be done at the summer meeting.

Section 3 –APPROVAL

A two-thirds (2/3) affirmative vote of the members present and voting shall constitute passage.

These By-Laws were read and adopted at the regular meeting of the Association held at Goodwill VFD, Centreville, MD on August 6, 2005. Amendments to these By-Laws were properly presented and adopted at the regular meeting held at Goodwill Volunteer Fire Company, Centreville, Maryland on August 12, 2007. (Re: Meetings/Dates; adding requirement for yearly meeting schedule; Deleting – Order of Business)

By-Laws Committee 2006-2007

Frederick R. (Bob) Seibel, III, Chairman
John W. Hogleund
Lewis Espey

RECOMMENDED ORDER OF BUSINESS

REGULAR MEETINGS

- A. Call to order
- B. Prayer and pledge of allegiance
- C. Welcome and Announcements
- D. Reading of Minutes
- E. Reports of Officers
- F. Reports of Committees
- G. Reading of Communications
- H. Reports from Allied Associations
- I. Unfinished Business
- J. New Business
- K. Good and Welfare of the Association/ Next meeting - date and place
- L. Benediction and Adjournment

ANNUAL MEETING

- A. Call to Order
- B. Prayer and Pledge of Allegiance
- C. Welcome and Announcements
- D. Presentation of Awards
- E. Fire Prevention Report
- F. Election of Officers
- G. Fire Prevention Contest
- H. Good & Welfare of the Association/ Date and place of next Meeting
- I. Recess
- J. Installation of Officers
- K. Banquet
- L. Benediction and Adjournment