

Metroplex Fire Safety Educators Association

Constitution and By-laws

Formed July, 1985 Formally Organized January 1986 Revised June 8, 1992

Revised July 2001

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ARTICLE I

ASSOCIATION CREATED:

The Metroplex Fire Safety Educators Association is hereby created.

ARTICLE II

PURPOSE:

The purpose of this organization is to improve public education efforts regarding fire, burn and life safety.

- a. To allow for sharing of educational and informational resources between member departments.
- b. To provide for the professional development of members through bringing in Experts to provide training in specialized areas.
- c. To coordinate programs and campaigns throughout the Metroplex.

ARTICLE III

MEMBERSHIP:

SECTION (1) ACTIVE MEMBERS:

Any regular Fire Department, either paid, volunteer, or any other agency involved in fire, burn, and life safety education shall be considered for membership.

- a. Membership shall be granted upon payment of dues.
- b. Membership shall be granted upon approval by a majority vote of the active members present at said meeting.

SECTION (2) CORPORATE MEMBERS:

Persons or agencies who are not directly involved with public education, but who share an interest in promoting a reduction of fire, and the loss of life through public education. Corporate members may not hold elected offices, serve on the Board of Directors, or have voting privileges.

SECTION (3) DUES:

All members shall be required to pay membership dues annually. Payment of annual dues shall be made on or before the first meeting of the year. Any member failing to pay annual dues by March 31st shall be dropped from the association.

Corporate Member Dues: Corporate Member dues shall be double the amount of active member dues.

All dues will be reviewed by the Board of Directors annually, and any changes shall be voted on by the membership.

SECTION (4) DEFINITIONS:

The term Metroplex is used to designate the area of inception of this organization. Membership is open to any organization in the State of Texas, meeting the specifications listed under Article III, Section 1, & 2.

SECTION (5) QUORUM:

Five active members shall constitute a quorum for transaction of business.

SECTION (6) VOTING:

Active members shall have one vote in all business transactions.

SECTION (7) LIFETIME MEMBERS:

The Association, by majority vote, may assign the honor of Lifetime Membership in the Association to any member who may have retired from active service. The following provisions for Lifetime Membership are hereby established.

- a. A person to be placed in nomination for a lifetime membership must be nominated by a voting member at a regular meeting of the Association. The membership shall vote on the proposed Lifetime Member at the next regular meeting of the Association.
- b. There shall be no fee associated with a lifetime membership.
- c. Lifetime Members shall be non-voting members of the Association, and may not hold any elected office.

ARTICLE IV

ELECTION OF OFFICERS / DIRECTORS

SECTION (1) Officers of this organization shall consist of a President, Vice-President, Secretary, and Treasurer. These (4) members shall constitute the Board of Directors.

- a. The offices of President, Vice-President, Secretary, and Treasurer shall be elected for a two-year term.

SECTION (2) The officers of the Association shall be elected by majority vote of the members present and voting at the meeting prior to the last meeting of the second year term.

SECTION (3) The President of the Association shall appoint a nominating committee, and designating a chair person at a meeting prior to the last meeting of the second year term.

SECTION (4) There shall be an election held at the end of each two-year term at the last meeting of said term. The President shall submit the recommendations of the nominating committee to the membership as well as accept nominations from the floor.

SECTION (5) Newly elected officers of the Association shall take office at the first regular meeting following the election. (The first meeting of the new two-year term.)

SECTION (6) Vacancies in any office (except President) shall be filled by a majority vote of the Board of Directors, and Appointee shall serve until the next general election of officers.

SECTION (7) Vacancies of the office of President shall be assumed by the Vice-President until the next general election.

SECTION (8) Any office holder may be removed after incurring three (3) unexcused absences from scheduled meetings, or any reason deemed necessary by a majority vote of the Board of Directors.

ARTICLE V

RESPONSIBILITY OF OFFICERS:

SECTION (1) The Officers of the Association, who shall serve as the Board of Directors of the Association, shall be:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer

SECTION (2) The Officers / Directors duties and powers shall be:

- A. President:
 - 1. It shall be the duty of the President to preside at all Meetings, and enforce all regulations related to the administration, and operation of the Association.
 - 2. The President shall have the authority to call special meetings of the Association, and appoint special committees as required for the efficient and effective operation of the Association.
 - 3. The President shall be the official spokesperson for the Association, and shall represent the Association at all Official functions, and presentations.

B. Vice-President

1. In the absence of the President, the Vice-President shall have all the duties and powers of the President.
2. The Vice-President shall serve as the Association's Parliamentarian, Hospitality Chairperson, and oversee membership retention and recruitment.

C. Treasurer:

1. The Treasurer shall initiate the collection of all dues of the Association, keep a record of it, and pay all debts of the Association.
2. The Treasurer shall keep a ledger of all fund accounts created by the Association.
3. The Treasurer shall be authorized to withdraw from the Association's account.
4. The Association's bank account shall be a joint account signed by the President and the Treasurer.
5. The Treasurer shall initiate and issue the statements for dues to all members thirty (30) days prior to the first meeting of the year.
6. The Treasurer shall maintain all monetary records and be prepared to deliver the financial ledgers at any time called for by the President, or at the request of a majority vote of the membership, but not less than one time each year for the purpose of review.

D. Secretary:

1. The Secretary shall keep a record of all proceedings, and shall distribute, or read a summary of all minutes of all regular and special meetings of the Association.
2. The Secretary shall conduct such correspondence, and shall issue notices of all meetings as may be required, or directed by the President.

3. The Secretary shall keep a current register of all members of the Association.
4. The Secretary shall distribute a copy of the membership list to all members at least annually.
5. The Secretary shall collect documentation of events as necessary, and serve as the Association's Historian.

SECTION (3) No officer, or member shall incur any expense, or indebtedness of any kind, in the name of the Association without the authorization of the Board of Directors. The Secretary shall however, be allotted a specified budget for postage or other expenses associated with this office.

ARTICLE VI

MEETINGS:

SECTION (1) Meetings are to be held every other month, on the third Thursday.

SECTION (2) The President can call a special Board of Directors meeting, or general Association meeting at any time with notice in writing to each member stating the time, place, and purpose of the meeting.

SECTION (3) All business and elections will be governed by a quorum of active members present. Matters pertaining to laws or legislative proposals, endorsements, or opinions voiced by this Association to other agencies shall require not less than a 51% vote of the members present and voting.

SECTION (4) There shall be no voting by proxy.

ARTICLE VII

AMENDMENT:

SECTION (1) This constitution and by-laws may be amended at any regular meeting by a vote of two-thirds of the members present, and voting after a (30) day written notice of the proposed amendment has been supplied to the full membership of the Association.

ARTICLE VIII

RULES OF ORDER:

SECTION (1) The rules of parliamentary procedures as established in "Roberts Rules of Order" shall govern all meetings of the Association.

ARTICLE IX

STATEMENT OF POLICY:

SECTION (1) Unethical Conduct:

Any person or organization using this Association for personal or monetary gain may be subject to removal as an active member of the Association, by a majority vote of the Board of Directors. It shall be the responsibility of the President to investigate any allegations of unethical conduct and report to the Board of Directors. Any allegations made towards an active member shall be made in writing to the President of this Association. A copy of the allegation shall be forwarded to the individual, and the date set for a review, and a vote among the Board of Directors. The person charged with unethical conduct shall have the right to appear before the Board of Directors prior to any voting, and state any facts that he desires the membership to know.

SECTION (2) Political Nature:

Metroplex Fire Safety Educators Association will remain non-political in nature, and will not endorse any political actions, candidates, or legislation. However, the Metroplex Fire Safety Educators Association reserves the right to promote by resolution the lobbying for any legislation deemed beneficial to the promotion of public education, and fire safety.

SECTION (3) Allied Professional Association:

Metroplex Fire Safety Educators Association will continue to operate as a cooperative organization with membership from the fire service, resource organizations, and public at large. This organization will work with allied professional organizations regarding educational and informational programs for public dissemination.