

ARIZONA FIRE MARSHALS ASSOCIATION

BY LAWS

ARTICLE I NAME AND OBJECTIVES

Section 1.1 Name

This organization shall be known as the Arizona Fire Marshals Association, hereinafter referred to as the "AZFMA".

Section 1.2 Objectives

- 1.2.1 To unite persons and organizations together for the mutual benefit of those involved in the prevention of fire, preservation of life, and protection of property.
- 1.2.2 To improve communications and to further enhance and enrich the relationship between the AZFMA, the Arizona Fire Chiefs Association, the Arizona Fire District Association, the Arizona Building Officials, and other related organizations.
- 1.2.3 To review fire, building, and other related codes and standards, propose and debate code change proposals to the appropriate code development committees.
- 1.2.4 To serve as an advisory body to the State Fire Marshal in matters relating to fire and life safety and make recommendations for changes to the State Fire Code.
- 1.2.5 To promote education and training by assisting in establishing minimum education and performance standards for fire prevention officers and providing educational opportunities in the field of fire and life safety.

Section 1.3 Anti-Discrimination Statement

AZFMA is an "equal opportunity organization." The organization will not discriminate and will take measures to ensure against discrimination in membership, recruitment, advertisements for the organization, compensation, termination, upgrading, promotions, and other conditions of membership against any member on the basis of race, creed, color, national origin, or sex.

Section 1.4 Financial Hold Harmless

The AZFMA shall hold harmless any parent agency to which the AZFMA is a chapter for any financial obligations of the AZFMA unless specifically identified by a contract signed by both parties.

ARTICLE II MEMBERSHIP

Section 2.1 Membership Types

- 2.1.1 **Governmental Member** – shall be governmental employees responsible for the enforcement or administration of laws and ordinances relating to fire and life safety or building construction.
- 2.1.2 **Professional Member** - shall be architects, engineers, consultants, and any non-governmental individual interested in furthering the objectives of the AZFMA.
- 2.1.3 **Student Member** - shall be a student engaged in studying 12 or more credit hours of study per semester in a recognized institution of higher learning.
- 2.1.4 **Honorary Member** - shall be persons chosen by the membership for outstanding achievement.
- 2.1.5 **Retired Member** - shall be a member who has retired from a career and maintained membership as a governmental member.

Section 2.2 Voting

- 2.2.1 Any governmental, retired, or professional member is entitled to vote on matters coming before the AZFMA.
- 2.2.2 Any governmental, retired, or professional member may make and second motions for purposes of bringing up matters for discussion.
- 2.2.3 Any person shall be entitled to participate in meetings and discussions.
- 2.2.4 Any governmental, retired, or professional member may be appointed to a subcommittee as a voting member.
- 2.2.5 Any person may be appointed to a committee as a non-voting member.
- 2.2.6 Honorary or student members shall not be eligible to vote unless elected by the membership to the Board of Directors, in which case the member shall have all voting privileges while conducting the business of the Board.

Section 2.3 Dues

- 2.3.1 **Dues** for all classes of membership in the AZFMA shall be established by a majority vote of the members present. The effective date of annual memberships shall be July 1st.
- 2.3.2 **Membership dues** shall be payable on July 1st of each year.

- 2.3.3 Membership in Good Standing requires that dues be paid within 90 days of the due date. Failure to do so may result in a loss of voting privileges and removal from the mailing list.
- 2.3.4 Any other fees or assessments except those provided by the bylaws shall be approved by 2/3rds vote of the membership in attendance at the time of the vote.

ARTICLE III OFFICERS AND BOARD OF DIRECTORS

Section 3.1 Officers

- 3.1.1 Officers of the AZFMA shall be the President, the Vice-President, the Secretary, two members at large, the Past President, and the Treasurer.
- 3.1.2 Any governmental, professional, or retired member may be an Officer in the AZFMA. To be eligible for the offices of President or Vice President, a person shall be a fire service member or fire marshal, such positions being recognized as sworn or civilian.

Section 3.2 Board of Directors

- 3.2.1 The Board of Directors shall consist of the four elected officers, the past president for one term, and two other members elected by the membership. If there is no immediate past President, another member shall be elected by the membership. Any member shall be eligible to be elected to the Board of Directors.
- 3.2.2 Membership shall elect a qualified President, Vice-President, Secretary, and two members at large. The Treasurer shall be appointed by the Board of Directors following the election of officers. The Board of Directors officers shall hold office for a period of two (2) years.

Section 3.3 Election of Board of Directors

- 3.3.1 Elections of the Board of Directors shall take place at the November Business Meeting after the end of the two-year term.
- 3.3.2 No less than sixty days prior to the November Business Meeting, the President shall appoint a nominating committee that will be chaired by the immediate past President. If the immediate past President is not available, the President shall appoint a member from the Board to be the chairperson. Persons who desire to be nominated for a position shall have support from their home agency and be a member in good standing with AZFMA. The nominating committee may solicit members to run for office if there are no applicants.
- 3.3.3 No less than 30 days prior to the November Business Meeting, the nominating

committee shall verify the nominee's eligibility and present their selections, including all submitted documentation to the Secretary. The Secretary shall validate the nominee's eligibility for office and publish the names (the slate) and statements of intent prior to the November Business Meeting.

- 3.3.4 Nominations may be accepted from the floor at the November Business Meeting. The nominating committee chair shall offer three calls for nominations from the floor. For contested positions, each nominee shall be offered up to three minutes to speak to the membership.
- 3.3.5 The Board of Directors shall be elected at the November Business Meeting by a plurality of votes cast. Elected members to the Board of Directors shall serve a term of two years beginning January 1st.
- 3.3.6 The vote shall be by secret ballot when contested.

Section 3.4 Removal of Directors

Any governmental or professional member may make or second a motion to remove any Director. The motion to remove, along with the reasons for the motion, shall be published in the minutes and distributed to the membership, no less than 14 days before the next business meeting. A hearing to discuss the motion to remove and to allow the Director to refute the charges shall be held at the next business meeting. Removal from office shall require a two-thirds majority of all governmental or professional members present.

Section 3.5 Vacancies

Officer vacancies (excluding Treasurer) shall be filled for the remaining unexpired term by a majority vote of the membership present at the next meeting after the said vacancy occurs. The Treasurer vacancy shall be filled by appointment from the Board of Directors.

Section 3.6 Duties

3.6.1 The President shall:

- 3.6.1.1 Preside over all meetings of the AZFMA.
- 3.6.1.2 Appoint sub-committees as required and chairpersons thereof.
- 3.6.1.3 Designate official representatives of the AZFMA to attend meetings of associations or organizations or as determined necessary by the President or the membership.
- 3.6.1.4 Appoint a member of the Board of Directors to be an ex-officio member of all standing committees.

3.6.2 The Vice-President shall:

- 3.6.2.1 Assume the duties of the President in the absence of the President.**
- 3.6.2.2 Perform such duties as prescribed by the President.**
- 3.6.2.3 Be the program coordinator for programs, presentations, and speakers at business meetings.**

3.6.3 The Secretary shall:

- 3.6.3.1 Keep, or cause to be kept, a book of minutes of all proceedings and actions that transpire at all business and special meetings and meetings of the Board of Directors.**
- 3.6.3.2 Keep, or cause to be kept, a member register showing the names addresses and contact information of all members.**
- 3.6.3.3 Give or cause to be given, a notice of all AZFMA meetings and other information directed by the President, or the Board of Directors to members in good standing.**
- 3.6.3.4 Submit a copy of the minutes of all AZFMA meetings to the Secretary of the Arizona Fire Chiefs Association.**
- 3.6.3.5 Create an annual report containing Board Member information and a summary of AZFMA activities for submittal to the International Code Council, the International Fire Marshals Association, and others as determined by the Board of Directors.**
- 3.6.3.6 File all reports required by law and by other affiliated organizations.**

3.6.4 The Treasurer shall:

- 3.6.4.1 Provide an accounting of all funds received and dispersed and report to the membership at each meeting.**
- 3.6.4.2 Provide an annual report of all funds received and dispersed to the Board of Directors in January of each year.**
- 3.6.4.3 Provide the Secretary with all financial information required to be filed by law and by affiliated organizations.**
- 3.6.4.4 Perform such other duties as may be prescribed by the President.**

Section 3.7 The Treasury

- 3.7.1 The bank accounts of the AZFMA shall include as signatories the President, Vice- President, Secretary, and Treasurer. The signatures of any two of the signatories shall be deemed sufficient to make any changes necessary to any bank account of the AZFMA.
- 3.7.2 The Board of Directors shall review the financial records of the AZFMA on an annual basis and facilitate an outside audit as deemed necessary and report their findings to the membership.

Section 3.8 The Board of Directors

- 3.8.1 The Board of Directors shall have the authority to act in all functions which might otherwise be exercised by the AZFMA, except the following functions shall be performed only by the AZFMA: Amendments to the bylaws.
- 3.8.2 The Board of Directors shall review the financial records of the AZFMA on an annual basis and facilitate an outside audit as deemed necessary and report their findings to the membership.

ARTICLE IV MEETING PROCEDURES

Section 4.1 Schedule

The AZFMA shall hold a minimum of six business meetings a year. An annual Planning Meeting shall be held in December. An annual Business Meeting shall also be planned. The date, time, and location of Business Meetings shall be determined by the Board of Directors and ratified by the membership at the January meeting. Non-business meetings may be held; however, no official business may occur.

Section 4.2 Special Meetings

The President or Board of Directors may call special meetings by giving 7 days advance notice to the membership.

Section 4.3 Quorum

- 4.3.1 At any Board Meeting, four members of the Board of Directors shall be present to constitute a quorum.
- 4.3.2 At any Business Meeting or special meeting of the AZFMA, not less than seven members eligible to vote in accordance with these bylaws shall be present to constitute a quorum.
- 4.3.3 "Shall be present" may be in person or via electronic means, i.e., conference call or internet.

Section 4.4 Required Vote

In addition to annual Board elections, the Board shall determine other issues that require a vote by the membership. A simple majority of the members present and eligible to vote shall be required to pass any item before the AZFMA unless otherwise specified herein.

ARTICLE V STANDING COMMITTEES

Section 5.1 Standing Committees

There shall be standing committees appointed by the President, each consisting of at least three members. One member of the Board of Directors shall be an ex officio member of all standing committees. The standing committees shall include the Education Committee, the Membership Committee, and the Code Committee.

Section 5.2 Operational Plan

- 5.2.1 Each year, an operational plan shall be discussed at the December Planning Meeting. The operational plan shall be approved by the membership at the January Business Meeting and filed with the Secretary.
- 5.2.2 Each standing committee shall create a plan which shall include a list of members, designated chair(s), tentative committee meeting schedule, goals and objectives, and budget. These plans shall be presented to the Board of Directors prior to the January Business Meeting for approval.

ARTICLE VI OTHER COMMITTEES

The President or the Board of Directors may create other committees as deemed necessary to meet the objectives of the Association.

ARTICLE VII ADOPTION, AMENDMENT, AND SUSPENSION

Section 7.1 Adoption and Amendments

These bylaws shall be adopted and may be amended by the affirmative vote of two-thirds of the governmental and professional members in attendance.

Amendments may be introduced by any governmental and professional member and shall be introduced as new business at a business meeting and be published in the minutes. The minutes shall be distributed at least 14 calendar days prior to the next

business meeting. A vote on the proposed amendment shall occur at the next business meeting.

Section 7.2 Suspension of Bylaws

The bylaws may be temporarily suspended by the affirmative vote of two-thirds of the governmental and professional members present during a regularly scheduled or special meeting.

**ARTICLE VIII
RULES OF ORDER**

The generally accepted rules of parliamentary procedure as determined by the President shall govern the AZFMA in all cases to which they are applicable, provided such rules are not in conflict with these bylaws.

Approved and adopted on the 15th day of October 2020 by the members assembled.

President 
Michael Brune

Vice-President 
Barbara Rice

Adopted initially March 13, 1984

Revised:

May 4, 1988
November 7, 1990
October 20, 1992
January 4, 1995
November 24, 1998
January 3, 2000
January 9, 2002
January 9, 2008
January 9, 2013
October 15, 2020