

MICHIGAN FIRE INSPECTORS SOCIETY BYLAWS

Article I – Name

The name of this organization shall be **The Michigan Fire Inspectors Society**.

Article II – Purpose

The organization is structured to exchange ideas in the field of fire prevention, education, and suppression; to encourage cooperation of state and local agencies in solving Michigan's fire problem; and to assist in formulating educational seminars for the Michigan Fire Inspectors Society.

Article III – Membership and Dues

Section 1. Membership

Regular Member – Any person interested in the protection of life and property from the hazards of fire shall be eligible for membership in the Michigan Fire Inspectors Society. Membership shall be on an individual basis. Providing an individual meets all other criteria for membership, any person who pays the full non-member registration fee for the Fall or Winter Seminar shall be enrolled as a member for a period of at least one year.

Life Member – A person who has been a member of the Michigan Fire Inspectors Society for a period of not less than ten (10) years, upon retiring from his or her agency, may become a LIFE MEMBER of the Michigan Fire Inspectors Society by making a letter of application for life membership to the Executive Board. Life Membership shall also be granted to all Past-Presidents of the Michigan Fire Inspectors Society upon completion of their term of office. A life member shall be exempt from paying dues and have all the duties and powers of a regular member of the Michigan Fire Inspectors Society. The Executive Board shall determine eligibility for Life Membership.

Honorary Member – The Executive Board may, by a majority vote, bestow upon selected non-members the title of HONORARY MEMBER as an expression of the membership's appreciation for some outstanding contribution to the fire safety field. An Honorary Member shall be exempt from dues payment, and shall not have voting powers, as would an active or life member of the Society.

Sustaining Member – Individuals or organizations interested in carrying out the purposes of the Society shall be granted SUSTAINING MEMBERSHIP upon contribution annually and acceptance by the Executive Board. A sustaining member shall not be vested with voting powers.

Chapter Member – Organizations who wish to become affiliated with the Society may become affiliated at the approval of the Executive Board and general membership at the fall business meeting.

Each chapter shall meet the following criteria to become a Chapter Member:

- The purpose of the chapter shall be the same as Article II of the Society bylaws.
- The chapter shall hold regular meetings for the items outlined in Article V.

- The chapter shall hold annual elections to elect executive officers for their chapter and a chapter representative to the Society.
- The chapter representative shall be allowed to attend any Society and Executive Board business meeting as a chapter representative but has no vote on decisions made by the Executive Board of the Society. The chapter representative can sit on planning and other committees as requested by the Executive Board.

Section 2. Code of Conduct – Dignity and Integrity: Members shall strive, through their actions, to promote the dignity and integrity of the profession, and to ensure that their representatives and employees conform their conduct to this code. Members shall not make misleading, deceptive, or false statements or claims about their professional qualifications, experience, or performance and shall accurately state the scope and nature of their responsibilities in connection with work for which they are claiming credit.

Conduct during meetings:

Members shall:

- Act appropriately and treat people and organizations with respect; never being derogatory in their speech or manner;
- Act in the Society’s interest, and not seek to gain any advantage for themselves, their family or friends;
- Act in a way that is fair and unbiased;
- Allow everyone to take part without interruption or intimidation and treat everyone equally;
- Be open and honest about the actions and decisions, and give reasons for them; or
- Be clear and honest about whether they are giving their personal view or the views of the organization.

Members shall not:

- Act or speak in a way that may be perceived as bullying, abusive, discriminatory or derogatory;
- Disclose confidential information;
- Prevent anyone getting information they are entitled to;
- Bring the company into disrepute;
- Speak or claim to speak or give the impression that they speak on behalf of the Society or claim to be representing the Society without prior Executive Board permission;
- Make comments that amount to a personal attack on another member; or
- Dominate the meetings for their own purpose or the purpose of the group they are representing.

Section 3. Removal of Member – Any member who exhibits behavior or conduct that is found to be in conflict with the Mission or Purpose of this organization or through their actions or statements, discredits this organization or any member, or is non-compliant with the organization’s Code of Conduct, may have their membership revoked by a 2/3 vote of the Executive Board.

Prior to a vote of the MFIS Executive Board, a Committee of three Past-Presidents will be convened to review the accusations about the adverse conduct of the member in question. After review of all available facts in the matter, including interviews with any members, the committee will make a recommendation to the Executive Board for a final determination on an individual’s membership in this association.

If a Committee of a minimum of three Past-Presidents cannot be convened, then a Committee of a minimum of five (5) members at-large may be selected by the Executive Board for a review and recommendation.

A person whose membership is revoked by a 2/3 vote of the Executive Board will be prohibited from attending or participating in any MFIS event, including conferences and seminars.

Before expulsion:

- A member must be served a notice of intention to proceed, a recital of the accusations against him/her and be summoned to appear before the Committee with at least seven days prior notice;
- A member is entitled to an impartial opportunity to respond to the accusations to the Committee.

A person whose membership is revoked for cause under this bylaw may, after the expiration of one (1) year from the date of the membership revocation, make a written request to the Executive Board for reinstatement. The written request shall be made to the Executive Board. Reinstatement by the Executive Board will be granted by a 2/3 vote of the Executive Board.

Section 4. Dues

- Dues for the Michigan Fire Inspectors Society shall be established by a vote of the general membership at an Annual Membership Meeting.
- Dues for the Michigan Fire Inspectors Society shall be for the fiscal year, January 1 through December 31.
- Life and Honorary members shall not be required to pay annual dues.
- Any inspection organization with a membership exceeding twenty (20) persons shall pay dues for the first twenty (20) members at the regular membership rate with additional memberships at 50% of the regular membership rate.
- Proposals for dues increase must be presented, in writing, to the Executive Board of the Society fifteen (15) days prior to the Annual Membership Meeting.

Article IV – Officers and Elections

Section 1. Officers. The Executive Board of the Michigan Fire Inspectors Society shall consist of the President, Vice-President, Secretary/Treasurer, Immediate Past-President, and four Trustees. All members of the Executive Board shall serve on the Planning Committee.

a. President. The president shall be the Chief Officer of the Society. The President shall preside at all official meetings of the Society. The President shall call such meetings as he or she deems necessary or are requested by majority of the Executive Board.

b. Vice-President. The Vice-President shall assume the responsibilities of the President in the absence of the President and shall perform duties as assigned by the President.

c. Secretary/Treasurer. The Secretary/Treasurer shall assume the responsibilities of the President in the absence of the President and Vice President. The Secretary/Treasurer shall collect and maintain adequate records, record proceedings of all official meetings, and carry on all necessary correspondence for the Society. The Secretary/Treasurer, and/or other delegated parties, shall maintain adequate records of membership in the Society, and of dues paid or owed. The Secretary/Treasurer shall be paid \$2.00 per full paid member. Payment to be made on the number of members during the fiscal year.

d. Immediate Past-President. The Immediate Past-President shall be a voting member of the Executive Board and Chairperson of the Awards Committee, which includes the Fire Inspector of the Year Award.

e. Trustees. The Trustees shall serve at the discretion of the President on various committees. The Trustees shall be responsible for the annual audit of the Society's financial records.

Section 2. Nominations and Elections. The election of officers and trustees for the Executive Board of the Michigan Fire Inspectors Society shall take place at the annual business meeting. Election to any Executive Board position shall require a simple majority vote of over 50% of the members present. In the event that any nominee does not receive a majority vote on the first ballot, the two nominees with the highest number of votes shall participate in a run-off vote. The nominee in the run off with the highest number of votes shall be declared the winner.

Section 3. Terms of Office. Except as specified in Article IV Section 5, the President, Vice-President, and Secretary/Treasurer shall be elected annually from the membership-at-large during the business meeting of the annual Educational Seminar. The President and Vice-President shall not succeed themselves. The Trustees shall be elected by the membership-at-large for staggering terms of four, three, two, and one year initially. Hereafter, one Trustee shall be elected each year for the term of four years.

Elected Executive Board members who complete a full cycle of membership on the Executive Board, or who have occupied the position of Vice President or President for one full year, may not be nominated for a second Executive Board position for a period of seven years. This provision does not apply to the position of Secretary/Treasurer, who may be re-elected to consecutive terms. If no member of the MFIS chooses to run for the Executive Board the provision of the waiting period may be waived by a vote of the membership to allow the nomination and/or election of a former Board member to fill the Executive Board position

Except where it is so specified in these bylaws, a member of the Executive Board shall not be elected or appointed to another office until such time as his or her present term of office expires.

Section 4. Removal from Office. The Executive Board of the Michigan Fire Inspectors Society may remove from office any Executive Board member who is absent without excuse from two (2) consecutive scheduled meetings.

Section 5. Order of Succession. In the event of the death, resignation, or other ineligibility of the President, the duties and responsibilities of the President shall be assumed by the Vice President for the remainder of the existing term of office.

In the event of the death, resignation, or other ineligibility of the Vice President, Secretary/Treasurer, or Trustee, the President shall have the power to appoint any member in good standing to fill the vacancy for the remainder of the existing term of office.

In the event of the death, resignation, or other ineligibility of any Trustee, the remaining Trustees shall move ahead one year (i.e. the four-year Trustee will become the three-year Trustee, etc.). During the business meeting of the annual Educational Seminar, in order to bring the total number of Trustees to four (4), the membership-at-large shall elect the necessary number of Trustees for staggering terms of not less than one (1) nor more than four (4) years. An officer appointed in midterm to fill a vacancy on the Executive Board, may succeed himself or herself for the next full term if elected by the membership-at-large.

Article V – Meetings

Section 1. Annual Meeting. There shall be an annual business meeting of the Michigan Fire Inspectors Society to be held in conjunction with the Michigan Fire Inspectors Society Educational Seminar. This business meeting shall be held during the Educational Seminar at which regular business and the election of officers shall be conducted. The Executive Board shall be responsible for the formulation of the program for the Michigan Fire Inspectors Society Educational Seminar. The President of the Society shall serve as Chairperson of the Educational Seminar or may delegate this responsibility to another member of the Executive Board.

Section 2. Quorum. A majority of the members of the Executive Board shall constitute a quorum to transact official business for the Society.

Article VI - Committees

Section 1. Standing Committees. The President shall appoint members to the following committees:

Audit Committee which shall consist of two Trustees and one member-at-large as appointed by the President.

Awards Committee which shall consist of the two Immediate Past-Presidents and the current President. If one of the two Immediate Past-Presidents is unable to serve, the Chairperson of the Awards Committee shall appoint any Past-President.

Bylaws Committee whose membership shall be appointed by the President. The Committee shall review proposed changes to the bylaws and make recommendations on these changes to the membership-at-large during the annual business meeting.

Election Committee whose membership shall be appointed by the President.

Nomination Committee whose membership shall be appointed by the President.

Planning Committee which shall consist of the Executive Board and as many members-at-large as the President deems necessary. The President shall serve as Chairperson of the Planning Committee.

Section 2. Additional Committees. The President may appoint additional committees as deemed necessary.

Article VII – International Fire Marshals Association (IFMA) Bylaws

Section 1. Chapters. Groups of members of the International Fire Marshals Association in geographical areas desiring to become a chapter for purposes of advancement of the objectives of the International Fire Marshals Association may apply to the Executive Committee on forms provided by the International Fire Marshals Association. The Executive Committee shall act on an application for chapter status at its next meeting. Chapters approved shall be issued at the business session of a regular or special meeting of the International Fire Marshals Association. Any amendment in a chapter Constitution or bylaws shall be approved by the Executive Committee of the International Fire Marshals Association, and Board of Directors of the National Fire Protection Association.

Section 2. Membership.

Chapter Member – Any member or associate member of the International Fire Marshal's Association.

Chapter Affiliate Member – Any member meeting the qualifications of the International Fire Marshals Association membership but not a member of the International Fire Marshals Association.

Chapter Affiliate Associate Member – Any member meeting the qualifications of associate membership of the International Fire Marshals Association, but not a member of the International Fire Marshals Association.

Section 3. Officers. Officers shall meet chapter membership qualifications. Officers shall be members of the International Fire Marshals Association. Each chapter shall have at least the following officers: President, Vice-President, Secretary and Treasurer. The Secretary and Treasurer may be one individual.

Section 4. Chapter Representative. Each chapter shall elect from their membership at least each three (3) years a chapter representative who will represent the chapter at regular International Fire Marshals Association Meetings. The chapter representative shall meet the chapter membership qualifications and may be a chapter officer. The chapter representative shall be a member of the International Fire Marshals Association. When an elected chapter representative is unable to attend International Fire Marshals Association meetings, the chapter Executive Board may designate an alternate to carry out these duties.

The chapter representative shall be responsible for all required reports of this Article. The chapter representative shall be responsible for review of membership cards.

Section 5. Meetings. Chapters shall hold meetings at least once a year open to all members for the purpose of election of officers, election of a chapter representative, finalization of required reports to the International Fire Marshals Association, and for conducting regular business.

Section 6. Reports. The chapter representative shall submit to the International Fire Marshals Association Executive Secretary, prior to February 1 of each year, the following reports: Financial (on forms provided), Memberships and Dues (on forms provided), Regular meeting minutes, Chapter activities, Other reports as requested.

Section 7. Chapter Identification and Letterhead. Letterheads of chapter stationary may continue to carry the name of their present association; however, the following shall also be included: Chapter number, International Fire Marshals Association, International Fire Marshals Association logo, geographical location. Exceptions to this may be granted by the International Fire Association Executive Committee.

Section 8. Chapter Review. The International Fire Marshals Association Executive Committee shall review each chapter's reports and activities at least annually. The Executive Committee may suspend or terminate chapter charters for cause or may place any chapter on a probation status. A report on each chapter shall be presented at the International Fire Marshals Association annual meeting by the Chapter Review Committee.

Section 9. Chapter Constitution and Bylaws. A chapter's Constitution and bylaws shall include the entire content of this article. The Constitution and bylaws shall be approved by the Chapter Review Committee, the Executive Committee of the International Fire Marshals Association, and the Board of Directors of the National Fire Protection Association. The Chapters Constitution shall include a disclaimer to prevent the incurring of any financial obligations or financial responsibilities to be assumed by the International Fire Marshals Association or the National Fire Protection Association.

Section 10. Liability. The Michigan Fire Inspectors Society and the elected officers of this organization shall in no way hold the International Fire Marshals Association liable for any financial obligations or responsibilities incurred by the Michigan Fire Inspectors Society. The Michigan Fire Inspectors Society shall not be held liable for any financial obligations or responsibilities incurred by the International Fire Marshals Association.

Article VIII – Amendments

Proposed amendments to the bylaws shall be submitted to the Secretary-Treasurer in writing at least six weeks prior to annual business meetings. The Secretary-Treasurer shall distribute the proposed amendments to the bylaws to the members of the Society thirty (30) days prior to the annual Educational Seminar. The Bylaws Committee shall make recommendations on proposed amendments at the annual business meeting. A majority vote of the members in attendance at the annual business meeting shall be necessary to adopt any amendments to the bylaws.

Any amendments to the bylaws presented from the floor at the annual business meeting may be enacted by a 2/3 majority vote of the members in attendance at the annual business meeting.

Typographical errors may be corrected by a majority vote of the Executive Board.

Article IX – Rules of Order

"Robert's Rules of Order" shall prevail at all meetings.

Article X – Interpretation of Bylaws

The Executive Board shall be charged with the responsibility of interpreting these bylaws. The Executive Board's opinion shall be final.

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