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# FMAO CONSTITUTION & BY-LAWS

## Article I

### Name

#### Section 1

The name of this organization shall be the “Fire Marshals Association of Oklahoma”.

#### Section 2

This organization is formed as a Chapter of the International Fire Marshals Association (Chapter number seven), subject to the 'Regulations for Chapters' as adopted by International Fire Marshals Association and the National Fire Protection Association.

## Article II

### Mission Statement/Objective

#### Section 1

The objectives and purposes of the Fire Marshals Association of Oklahoma shall be as follows:

- (a) To assure a FIRE SAFE OKLAHOMA by supporting the enforcement of modern fire codes, ordinances and State Statutes, thus assisting all fire marshals in the conduct of their professional activities.
- (b) To assure a FIRE SAFE OKLAHOMA by informing and educating the citizens of Oklahoma on methods and ways to prevent death, Injuries and property loss due to fire and unite for mutual benefit those officials engaged primarily in the prevention of fire.
- (c) To assure a FIRE SAFE OKLAHOMA by bringing to justice those who willfully and maliciously set fire to their own property and the property of other's and unite for mutual benefit those officials engaged primarily in investigating and controlling arson fires.
- (d) To assure a FIRE SAFE OKLAHOMA through networking and sharing of technical expertise and training to enhance professionalism and to correlate the activities of fire marshals toward the reduction of fire waste.

## Article III

### Officers and Executive Board Members

#### Section 1

The offices of the Fire Marshals Association of Oklahoma shall be:

President

First Vice President

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Second Vice President  
Secretary/Treasurer

### Section 2

The Board of Trustees shall consist of the Officers and seven (7) Executive Board Members, one of whom shall be the Immediate Past President.

### Section 3

President - It shall be the duty of the President to preside at all meetings, to enforce all regulations relating to the administration of the Fire Marshals Association of Oklahoma and shall appoint the Secretary/Treasurer with approval from the board.

The President shall call meetings of the Association or Board of Trustees when deemed necessary to the efficient operation of the Association or when requested to do so by a majority of the Board of Trustees, or by twenty-five (25) members.

### Section 4

Vice-President - In the absence of the President, the First Vice President or, in the First Vice President absence, the Second Vice President shall have all the powers and prerogatives of the President.

### Section 5

Secretary/Treasurer - It shall be the duty of the Secretary /Treasurer to record the proceedings of all meetings of the Fire Marshals Association of Oklahoma and the Board of Trustees and shall distribute summary minutes of all regular and special meetings of the Association to all members, but shall not have voting privileges, unless the position of Secretary/Treasurer is filled by an Executive Board Member.

The Secretary/Treasurer shall conduct such correspondence and shall issue such notices of meetings as may be required or directed by the President or the Board of Trustees. The secretary/treasurer shall publish periodically and distribute to the members, bulletins or newsletters containing items of professional interest and value, and recording significant developments in the affairs of the Association and its members.

The Secretary/Treasurer shall keep a register of the members of the Association and of all other fire marshals whose appointment is known. A membership list shall be forwarded to all members of the Association at least annually.

The Secretary/Treasurer shall collect membership dues, in the amount set by the membership from all members, maintaining a checking account in the name of the Association, keeping an accurate record of all transactions and making all such records available to the Board of Trustees for review.

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### Section 6

The President of the Fire Marshals Association of Oklahoma shall be a member in good standing with the International Fire Marshals Association and the National Fire Protection Association.

### Section 7

Ex-officio Members of the Board of Trustees - All Past Presidents shall be Ex-Officio Members of the Board of Trustees. Ex-officio members shall have the privilege or attending and participating in all meetings of the Board of Trustees, but shall not have voting privileges in such meetings.

## Article IV Membership

### Section 1

There shall be two classes of membership: Regular Member and Associate Member. The following qualifications shall apply to the two classes of memberships:

(a) Regular Member - the full-time salaried government or volunteer fire service officials with statutory responsibility for the prevention of fires through the enforcement of laws or regulations, property inspection, fire safety education or the investigation of fires, are eligible for membership.

(b) Associate Member - the part-time or non-salaried legally designated officials of a county, Municipality or quasi-municipality authorized and obligated by public law or lawful ordinance with the duty of fire prevention through property inspection, enforcement of fire, laws and regulations and public education, or who may be charged with the duty of investigating the cause and origin of fires. Associate member also includes any person who was previously a regular member but cannot now qualify due to change in assignment or retirement.

The Individual motivated to support the objectives and technical programs of the Fire Marshals Association of Oklahoma or otherwise prompted to benefit by and contribute to the work of the Fire Marshals Association of Oklahoma, shall be eligible to become an Associate Member.

Associate Members shall enjoy membership privileges as determined from time-to-time by the Board of Trustees of the Fire Marshals Association of Oklahoma. Associate Members shall not hold an elective office nor vote in the affairs of the association.

### Section 2

Honorary Life Membership may be conferred upon any member of the Fire Marshals Association of Oklahoma retiring from office after ten (10) or more years of service as a state, county or municipal fire marshal, and who has rendered outstanding service to the Association; and to any other persons who have distinguished themselves by outstanding

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service in the fields of fire investigation or fire prevention and by exceptional service to the Association. Nominations for Honorary Life Membership shall be submitted in writing to the Secretary/Treasurer at least sixty (60) days prior to any annual meeting. A favorable report by the Board of Trustees and a majority vote of the association at any meeting shall be necessary to elect.

### Section 3

Any change in dues for membership to the Fire Marshals Association of Oklahoma shall be determined by the majority vote of the membership attending the annual meeting.

## ARTICLE V

### Meetings

### Section 1

There shall be two regular meetings of the Fire Marshals Association of Oklahoma: The annual meeting, as provided in the Constitution and By-Laws, and a conference meeting, which shall be held each year. The conference meeting shall be held at such time and place as the Board of Trustees shall decide. In order to transact business at any meeting of the Association, at least fifteen (15) members shall be present. A majority of the Board of Trustees shall constitute a quorum of said board.

### Section 2

The Annual Meeting of the Fire Marshals Association of Oklahoma shall be held on the date and time set by the Board of Trustees. The annual meeting is open to all members for the purpose of election of officers, election of executive board members, reports of officers and standing committees, finalization of required reports to the International Fire Marshals Association and for conducting regular business.

Other business of the Association may be conducted at any regular or special meeting of the Association.

The rules of parliamentary procedure as laid down in "Robert's Rules of order – Revised", shall govern the annual meeting of the Fire Marshals Association of Oklahoma.

### Section 3

Special meetings may be called by the President and shall be called by the President at the request of the majority of the Board of Trustees, or of twenty-five (25) members. Notice of special meetings shall be sent to each member at least ten (10) days in advance of the meeting date.

### Section 4

Regular Board meetings shall be held by the Board of Trustees in order to transact the regular business of the Association. A quorum of the Board of Trustees shall be present in order to transact any business of the Association.

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## ARTICLE VI

### Nominations and Election of Officers and Executive Board Members

#### Section 1

There shall be a Nominating Committee chaired by one of the most recently elected Executive Board Members and including two additional members at-large who shall be named by the President and from the membership and shall not be members of the Executive Board.

#### Section 2

The nominating committee shall present a slate of officers and executive board members at the final session of the Annual Meeting for the following offices:

- President
- First Vice-President
- Second Vice-President
- Secretary/Treasurer
- Seven Executive Board Members

(Of the seven Executive Board Members, one of whom shall be the Past -President)

#### Section 3

Any members of the Fire Marshals Association of Oklahoma may make additional nominations from the floor. All nominations shall be limited to regular members who have attended at least two annual meetings.

#### Section 4

Officers, shall be elected at the annual meeting of the Fire Marshals Association of Oklahoma, and shall serve for one year or until their successors are elected. Officers may serve no more than two successive terms in any one officer position. In the case of vacancy of office, the Board of Trustees shall have the power to fill the same until the next annual meeting. Anyone nominated as an officer shall have served at least two years on the Executive Board.

#### Section 5

Executive Board Members shall be elected at the annual meeting of the Fire Marshal's Association of Oklahoma. Two Executive Board Members shall be elected for a three-year term, two Executive Board Members shall be elected for a two-year term and two Executive Board Members shall be elected for a one-year term. Each year thereafter, two new Executive Board Members will be elected for a three-year term to replace the two one-year Executive Board Members. In case of a vacancy of an Executive Board position, the Board of Trustees shall have the power to fill the vacancy until the next annual meeting at which time a new Executive Board Member shall be elected to serve out the remaining term of the vacancy. Non-elected Executive Board nominees from the previous year's annual meeting shall be given first consideration when filling the vacant Executive Board position.

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### Section 6

Election shall be by ballot only when there is a contest for office. Where there is no contest for office, the Secretary/Treasurer may be directed to cast one ballot for the slated nominated.

In the event of balloting, three tellers shall be appointed by the President to receive the ballots for each officer and candidates for Executive Board Members. They shall canvass the ballots so cast and announce the results to the presiding officer, who thereupon shall declare the members receiving a plurality of the votes cast, as being elected to the respective offices.

## Article VII Standing Committees

### Section 1

The President, with concurrence of the Board of Trustees, shall establish the following standing committees:

- Education/Training Committee
- Finance Committee
- Membership Committee
- Nominating Committee
- Legislative Committee
- Advisory Committee

### Section 2

Additional committees may be authorized at any meeting of the Board of Trustees.

## ARTICLE VIII Chapter

### Section 1

The Fire Marshals Association of Oklahoma Chapter shall be an approved chapter of the International Fire Marshals Association.

### Section 2

Membership:

(a) Chapter Member: Any member or associate member of the International Fire Marshals Association or any person who meets the requirements to be a Member or Associate Member of the International Fire Marshals Association.

(b) Chapter Associate Member: Any member meeting the qualifications of the Chapter.

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### Section 3

The President or Chapter Representative shall be members of the International Fire Marshals Association.

### Section 4

Chapter Representative – The President of the Fire Marshals Association of Oklahoma shall act as the chapter representative and will represent the Oklahoma Chapter at regular International Fire Marshals Association meeting. The Oklahoma Chapter representative shall be a regular member or associate member of the International Fire Marshals Association. When the chapter representative is unable to attend the International Fire Marshals Association meeting, the Board of Trustees may designate an alternate to carry out those duties.

### Section 5

The Secretary/Treasurer shall submit to the International Fire Marshals Association Executive Secretary, prior to February 1st of each year, the following reports.

- a. Chapter activities
- b. Other information as requested

### Section 6

Chapter Identification and Letterhead - Letterhead of the Fire Marshals Association of Oklahoma may carry the name of the Chapter, however, the following shall also be included:

- a. Chapter number (Number 7)
- b. International Fire Marshals Association
- c. International Fire Marshals Association logo
- d. Geographical location

The International Fire Marshals Association Executive Committee may grant exceptions to this.

### Section 7

Chapter Review - The International Fire Marshals Association Executive Committee shall review the Fire Marshals Association of Oklahoma's reports and activities at least annually. The Executive Committee may suspend or terminate chapter charters for cause or 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 8

This adopted Constitution by the Fire Marshals Association of Oklahoma Hereby affirms that the Fire Marshals Association of Oklahoma and its Board of Trustees, is totally responsible for its own financial obligations and financial responsibilities. It is further agreed that the Fire Marshals Association of Oklahoma Chapter will in no way hold the

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International Fire Marshals Association or the National Fire Protection Association responsible for any or part of its financial obligations.

### ARTICLE IX

#### Ratification

##### Section 1

The Constitution and By-Laws shall be submitted to all members and shall be ratified by a majority of the members voting.

### ARTICLE X

#### Amendments

##### Section 1

Amendments to the Constitution and By-Laws of the Fire Marshals Association of Oklahoma shall be made only at an annual meeting by a two-thirds vote of the members present, with the voting limited to regular members. No proposition to amend shall be acted upon unless written notice thereof has been given to the Secretary/Treasurer at least sixty ((60) days prior to the meeting. A copy or summary of such a proposition shall be sent to every member of the Association at least thirty (30) days before the date of the next annual meeting at which time the amendment is to be voted upon.

### ARTICLE XI

#### Dissolution

##### Section 1

The Fire Marshals Association of Oklahoma may be dissolved only by action of the Executive Committee of the International Fire Marshals Association and the Board of Directors of the National Fire Protection Association. Action may be initiated by said Executive Committee or in response to a petition from the Fire Marshal Association of Oklahoma. Dissolution shall be made only at an Annual Meeting of the International Fire Marshals Association.

##### Section 2

A petition for dissolution to be voted on by the members of the Fire Marshals Association Oklahoma shall be made only at an Annual Meeting by a two-thirds vote of the members present. No proposition for dissolution shall be acted upon unless written notice thereof has been given to the Secretary/Treasurer at least sixty (60) days prior to the meeting. A copy or summary of such proposition shall be sent to every member of the Fire Marshals Association of Oklahoma at least thirty (30) days before the date of the next annual meeting at which time the petition is to be voted upon.



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## Article XII Use of Name & Logo

### Section 1

The Fire Marshals Association of Oklahoma does not grant permission to any Person, organization or member to use the Fire Marshals Association of Oklahoma name and/or logo on any business card, stationary, advertisement or on any product without the written approval of the Executive Board.



