

# **By-Laws of the Illinois Fire Prevention Association**

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To Be Voted on November 11<sup>th</sup>, 2008 Meeting**

## **Article I – Name/Title/Definitions**

The name of the association is Illinois Fire Prevention Association

This Association shall be incorporated in the state of Illinois with renewals thereof as may be necessary to maintain the corporation in good standing at all times

The location of the principal office of the association shall be within the state of Illinois.

The word “Association” and/or “General Association shall mean all active members and Officers.

The word “Membership” shall mean all active members.

## **Article II – Objectives**

The association is organized for the following purposes and objectives:

- A. To promote fire prevention and fire protection
- B. To bring the matter of adequate and approved fire prevention and fire protection practices to the attention of the proper State and Municipal authorities, the industry, and the general public. The word “approved” shall mean according to the Rules and Regulations of the National Fire Protection Association.
- C. To cooperate in the enforcement of state and municipal codes and enactments for fire prevention and fire protection.
- D. To collect and disseminate information useful in the education of fire prevention and fire protection and current events in the industry.
- E. This association shall be conducted not for profit.

## **Article III - Members**

**Section 1** Classification of membership shall consist of Active Members, Associate Members, Honorary Members and Lifetime Members.

Members in Good Standing shall be defined as parties that have been dues paying members for a minimum of 1 year, are current in their payment of said dues and any other outstanding fees and have attended a minimum of 5 meetings during the previous IFPA calendar year.

## Section 2

### Eligibility and qualifications for Membership:

- A. Active – Those eligible to active membership shall be individuals, partnerships, associations and corporations who shall be of good standing and business repute in the fire protection industry.
- B. Association – Individuals employed by or associated with an active member in a junior or subordinate position may be eligible to associate membership.
- C. Honorary – The membership may nominate such persons for Honorary Membership in accordance with the following:

Honorary Membership is defined as “An individual who has had a significant impact on or in the fire prevention field, or who has shown sincere devotion to the life safety field, or an individual who would not normally join the IFPA, that the current membership would deem beneficial to the organization.

The individual shall not be affiliated with any past or current IFPA Member or Associate Member.

The Honorary Membership shall not be used as a vehicle for recruitment into the organization.

Members shall be inducted at the January IFPA Meeting. Candidates shall be nominated by a current IFPA Member or Associate Member only. Nominations shall be accepted at any regularly scheduled meeting throughout the year.

The IFPA Member or Associate Member making the nomination will be required to submit a brief but detailed written nomination for review by the Honorary/Lifetime Membership Committee as well as one of the IFPA Board of Directors/Officers. The result of the review will be presented at a regularly scheduled IFPA Meeting.

The IFPA Membership shall vote on the candidate at a regularly scheduled IFPA Meeting. A majority vote of a quorum is required. The Honorary Membership shall begin on January 1<sup>st</sup> of any given year and last for a total duration of one (1) IFPA calendar year. Honorary Members shall be inducted at the January IFPA Meeting.

The Honorary Member shall receive one (1) year membership to the OFPA free of fees as determined by the Board of Directors, as well as one (1) year subscription to the IFPA monthly newsletter.

The Honorary Member shall not be entitled to voting privileges on general IFPA business. The Honorary Member shall not be eligible to participate in or on any OFPA Committees.

- D. Lifetime – The membership may nominate such persons for Lifetime Membership in accordance with the following:

Lifetime Membership is defined as “An individual (regardless of age), who has devoted at least 25 years of continuous active service to the IFPA, and is no longer representing a Member or Associate Member of the IFPA”.

The individual does not necessarily need to be retired; however the individual eligible for Lifetime Membership cannot be representing any past or current Member or Associate Member.

Eligible candidates will be required to submit a resume' of his/her history for review by the Honorary/Lifetime Membership Committee as well as the IFPA Board of Directors/Officers. The result of the review will be presented at a regularly scheduled IFPA Meeting.

Candidates shall be nominated by a current IFPA Member or Associate Member only. Nominations will be accepted at any regularly scheduled IFPA Meeting throughout the year.

The IFPA Membership shall vote on the candidate at a regularly scheduled IFPA Meeting. A majority vote of quorum is required. The Lifetime Membership can begin at any time during the year, regardless if the IFPA calendar year.

The Lifetime Member is entitled to receive an indefinite membership, free of fees as determined by the Board of Directors, as well as indefinite subscription to the IFPA monthly newsletter. Lifetime Members are required to pay for all IFPA social events at the same cost as the general membership. The Lifetime Member is entitled to all voting privileges on general IFPA business and is also eligible to participate in or on and IFPA Committee if elected in accordance with the IFPA By-Laws.

**Section 3** Enrollment of Members – All applications for membership shall be submitted to the Secretary with full payment of yearly dues as determined in Sections 6 and 7 of this article. Upon receipt of an application, the Secretary shall add the new member's information to the IFPA roster (database), which will begin the applicable membership, mailings, e-mails and all other correspondence.

**Section 4** Rights of Members – Only active members in good standing, or an employee of an active member holding the proxy of this active member, shall be entitled to vote on Association issues presented to the membership.

**Section 5** Resignations and Disciplinary Actions

- A. Any member may be suspended or expelled from the Association at any time by majority vote of a quorum at any regularly called meeting after such member having been advised at least 30 days previously of such intent. Any and all rights or equity in the assets of the Association shall be forfeited by an expelled member.
- B. Any member may resign at any time, but so long as such member remains indebted to the Association, the Association shall have the right to defer or reject his/her resignation.
- C. Termination of membership in the Association for any cause, including resignation, terminates all interest in the property and assets of the Association, unless otherwise provided in special cases by majority vote of a quorum at any regularly called meeting.

- Section 6** Annual Dues – Each member shall be assessed a pro-rated share as dues for the conduct of the Association. Each assessment shall be paid by March 1<sup>st</sup> of any given year before being removed from the official roster of membership. Assessments may be established, increased, reduced or discontinued by majority vote of a quorum at any regularly called meeting of the Association. Honorary Members and Lifetime Members shall be exempt from payment of dues and assessments.
- Section 7** Current Dues – The current dues for the calendar year 2009 is \$265.00 for a Single Membership and \$450.00 for a Dual Membership. A Single Membership includes one dinner at each regularly scheduled IFPA Meeting, one mailing to any address approved by the subscriber and unlimited e-mail addresses for electronic information. A Dual Membership includes two dinners at each regularly scheduled IFPA Meeting, two mailings to any address approved by the subscriber and unlimited e-mail addresses for electronic information. Additional dinners can be purchased at any IFPA Meeting at costs of \$40.00 per seating.
- Section 8** Penalty – The failure of any member to pay the dues assessed herein shall be sufficient cause for discipline at the discretion of the Board of Directors, who may suspend or expel the delinquent member and deprive him of the rights and privileges of the Association. A member will be considered to be no longer in good standing if annual dues are not received by the Association in accordance with Section 6 of this Article.
- Section 9** Liquidation – Upon dissolution or liquidation of the Association, the property or its proceeds shall be governed by the Association Administrator and IFPA Association.

## **Article IV - Officers**

- Section 1** Officers – Officers of the Association shall be a President, Vice President, Secretary, Treasurer and Association Administrator who shall be elected by the membership and serve a two (2) year term beginning in January and continuing for the next consecutive twenty four (24) months without interruption. The officers shall serve without salary.
- Section 2** Duties of the Officers
- Section 2A** President – The president shall be chief executive officer of the Association.
- The President shall preside at all meetings of the Members of the Association or of the Board of Directors.
- The President shall see that the Bylaws and Regulations of the Association are enforced, and shall perform all other duties that may be prescribed from time to time by the Board of Directors.

The President should sign all written contracts and obligations of the Association, however, any officer may sign such documents with the consent of the President.

With the consent of the Association, the President shall make appointments to new and/or established committees as the Association may authorize.

The President shall be an ex-officio member of all committees.

The President is expected to perform other duties which include, but is not limited to; preside over the monthly IFPA meetings, selection of the monthly meeting location(s) and menu(s), schedule and chair officers meetings, initiate, schedule and chair mid-summer yearly budgeting meeting, forward any and all information and documentation of official IFPA business to the Secretary for permanent file and provide for the storage of all IFPA inventory (files, apparel, supplies, etc.).

**Section 2B** Vice President – In the absence of the President, the Vice President shall have the powers and duties of the President, and such other duties as may be prescribed by the Board of Directors.

**Section 2C** Secretary – The Secretary shall keep record of the proceedings of the Association and of the Board of Directors.

In the absence of both the President and the Vice President, the Secretary shall have the powers and duties of the President.

The Secretary is expected to perform other duties which include, but is not limited to; keep accurate meeting minutes of each regularly scheduled meeting (and Officers meetings), publish the aforementioned minutes in a timely manner (not later than two (2) weeks prior to the next meeting), mail, fax, post on the IFPA website and/or e-mail meeting minutes and invitations to the membership (or Officers), keep an accurate record of attendees at all IFPA meetings, receive all membership applications for processing, keep an updated and accurate roster of the IFPA membership, receive and distribute all official IFPA business to the appropriate Officer(s) or Committee Chairperson(s), assist the Treasurer with invoicing members for dues, dinners, golfing and special events and, if necessary, assist the Treasurer with the balancing of the checkbook and tracking late payments from invoices. The current secretary shall also be designated as the IFPA Website Administrator. The Website Administrator is responsible for managing website changes and working with internal web development procedures in order to support new or changing website efforts. The secretary is involved in website page development, design and providing new lay-outs, when applicable.

The current Secretary must be able, willing and available to assist the newly elected Secretary to perform the duties described herein, including assistance in software applications and transferring of all recorded information.

**Section 2D** Treasurer – The Treasurer shall receive and disburse the monies of the Association.

The Treasurer shall deposit all monies in the name of the Association in a bank approved by the Board of Directors.

The Treasurer shall pay all bills of the Association upon the signature of the officer or committee having authority to make such expenditures.

The Treasurer shall keep the accounts of the Association balanced and accurate, showing all receipts and disbursements current within a thirty (30) day period. This account balance shall be forwarded to each current IFPA Officer every thirty (30) days. These records shall be open to the inspection of members of the Association at all times.

The Treasurer is expected to perform other duties which include, but is not limited to; Take meeting minutes at regularly scheduled meetings in the absence of the Secretary, provide and publish monthly Treasurer's Report, invoice IFPA Members for dues, dinners, golf, and/or any other IFPA events requiring special costs, keep track and follow up on such invoices and work closely with the Secretary on all financial issues concerning receipt and disbursement of funds.

The current Treasurer must be able, willing and available to assist the newly elected Treasurer to perform the duties described herein, including assistance in software applications and transferring of all recorded information.

**Section 2E** Association Administrator – The Association Administrator is solely responsible to keep an updated and accurate record of:

Insurance Policies

Tax Records

Federal, State, County and Local Association filing and charter information

The Association Administrator is responsible to keep updated and accurate record of all past and current IFPA Committee members and Officers.

**Section 3** Removal – Any officer may be removed by majority vote or a quorum at any regularly called meeting of the Association, after such officer having been advised at least thirty (30) days previously of such intent.

## **Article V - Committees**

**Section 1** The President may with the approval of the Board of Directors, establish, initiate and/or create a special committee with a motion from the membership, as deemed necessary to enhance, assist or continue official IFPA business in excess of normal operations.

**Section 2** Membership of Committees – Any current IFPA Member or Associate Member shall be eligible to perform on any given committee. All committees shall act under the general direction of the Association, and unless otherwise provided, shall report in writing to the

**General Membership when called upon to do so by the President or the Membership. Any committee may make a special report to the Association at any time on its own motion.**

**Section 3 NFPA Committee Members and Reports – The IFPA currently holds several seats on NFPA Standard Committees. Only current IFPA Members, Associate Members and/or Lifetime Members may hold seats on NFPA Committees. The representative must be nominated, reviewed by the membership and voted on at a regularly scheduled meeting. These representatives shall serve on the NFPA Committee(s) until it is deemed necessary to remove, replace or eliminate the representative by the representative himself/herself, a motion by the Membership or dissolution of the NFPA Standard. This representative understands that the position is strictly volunteered and the duties are performed without salary.**

**The Representative is responsible to attend Committee meetings as called by the NFPA. The Representative must also make regular reports to the IFPA Membership and Officers on a quarterly basis, even if no action has taken place on behalf of the NFPA Standard. This report must be submitted to the current Secretary for publication in the IFPA Newsletter. The Representative should attend IFPA meetings regularly to give verbal reports. Article IV, Section 3 applies to any and all NFPA Standard Committee Representatives.**

## **Article VI – Meetings and Voting**

**Section 1 Regular Meetings – A regular meeting of the Association shall be held on the second Tuesday of each of the following months; January, February, March, April, May, September, October and November unless circumstances dictate otherwise.**

**Section 2 Special Meetings – A special meeting of the Association shall be held at any time upon written call of the President. Notice of such special meeting shall be mailed (e-mailed, Faxed, etc.) to all members at least one (1) week prior to the date thereof.**

**Section 3 Place of Meeting – The Association shall establish meeting locations with due notice to members on a regular basis.**

**Section 4 Voting – Each Member or Associate Member in good standing shall be entitled to one (1) vote, either in person or by proxy.**

**Section 5 Quorum – At least 10 active Members in attendance shall constitute a quorum for the conduct of official business of the Association including motions, nominations and elections of officers.**

## **Article VII – Elections**

- Section 1** Procedure – A nominating committee consisting of at least three (3) active members shall be chaired by the Vice President throughout his/her term. This committee shall present to the Membership at the October meeting a list of nominations for all officers and vacancies to be filled. Additional floor nominations may be made at this meeting by any Member or Associate Member provided a second to the nomination is received, the nominee is a “Member in Good Standing” and the nominee is agreeable to accepting the position. Nominations will be accepted via US Mail, Fax, Phone or e-Mail as long as the nomination is received by the IFPA nominating committee, is given adequate notice if such correspondence, and it can be presented at the October meeting for discussion on the floor. **ALL NOMINATED CANDIDATES MUST BE PRESENTED WITH THESE BY-LAWS UPON NOMINATION, READ AND UNDERSTAND THESE BY-LAWS AND AGREE IN WRITING TO UPHOLD THESE BY-LAWS IF ELECTED TO OFFICE.**
- Section 2** Time of Election – The nomination of Officers shall be held at each regularly scheduled October meeting of an even numbered year. The election of Officers of the Association shall be held at the regularly scheduled November meeting of the same year.
- Section 3** Election Procedure – All voting for Officers at an election shall be by a “show of hands, motion to accept, second and all those in favor – all those opposed”
- Section 4** Taking Office – New Officers elected shall be inducted at the close of business and before adjournment of the January meeting following each election.

## **Article VIII – Rules of Procedure**

- Section 1** Requirements – The Association requires that all Officers of the IFPA be familiar with the latest edition of “Robert’s Rules of Order”
- Section 2** Procedure – “Robert’s Rules of Order” shall govern all meetings.

## **Article IX – Amendments**

These Bylaws may be repealed, modified, altered, amended or new Bylaws adopted, at any regularly called meeting of the Association by majority vote of a quorum.