

**MICHIGAN FIRE INSPECTORS SOCIETY  
BY-LAWS**

(Adopted September 24, 1981)  
(Revised September 14, 1983)  
(Revised September 26, 1984)  
(Revised September 10, 1986)  
(Revised September 19, 1990)  
(Revised September 14, 1994)  
(Revised September 13, 2000)  
(Revised September 12, 2001)

**NAME OF ORGANIZATION:**

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

**PURPOSE:**

- a. To exchange ideas in the field of fire prevention, education, and suppression.
- b. To encourage cooperation of state and local agencies in solving Michigan’s fire problem.
- c. To assist in formulating educational seminars for the Michigan Fire Inspectors Society.

**MEMBERSHIP:**

**a. 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.

**b. LIFE MEMBER:**

A person who has been a member of the Michigan Fire Inspectors Society for a period of not less than 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. The Executive Board shall determine eligibility for life membership. A life member has all the duties and powers of a regular member of the Michigan Fire Inspectors Society.

**c. HONARARY 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.

**d. 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.

e. CHAPTER MEMBERS:

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:

1. The purpose of the chapter shall be the same as article two of the Society by-laws.
2. The chapter shall hold regular meetings for the items outlined in article eight.
3. The chapter shall hold annual elections to elect executive officers for their chapter and a chapter representative to the Society.
4. The chapter representative shall be allowed to attend any Society and Executive Board business meeting as 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.

4. OFFICES:

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

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.

5. TERM OF OFFICE:

- a. Except as specified in Rule 6a, the President, the Vice-President, and the 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 years initially. Hereafter, one Trustee shall be elected each year for the term of four years.
- b. Except where it is so specified in these by-laws, 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.
- c. 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.

## 6. ORDER OF SUCCESSION:

- a. 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.
- b. 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.
- c. 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, the membership-at-large shall elect the necessary number of Trustees for staggering terms of not less than one nor more than four 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.

## 7. DUTIES OF THE OFFICERS:

### 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. 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.

BY-LAWS COMMITTEE whose membership shall be appointed by the President. The Committee shall review proposed changes to the by-laws 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.

7. And any other Committees which the President deems necessary.

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 the 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 shall maintain adequate records of membership in the Society, and of dues paid or owed.

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.

8. MEETINGS:

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

9. DUES:

a. Dues for the Michigan Fire Inspectors Society shall be established by a vote of the general membership at an Annual Membership Meeting.

b. Dues for the Michigan Fire Inspector Society shall be for the fiscal year, January 1 through December 31.

c. Life and Honorary members shall not be required to pay annual dues.

d. Any inspection organization with a membership exceeding 20 persons shall pay dues for the first 20 members at the regular membership rate with additional memberships at

50% of the regular membership rate.

e. Proposals for dues increase must be presented, in writing, to the Executive Board of the Society 15 days prior to the Annual Membership Meeting.

## 10. ARTICLE VIII OF IFMA BY-LAWS:

### CHAPTERS

Section 1. 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 by-laws 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.

b. Each chapter shall have at least the following officers. The Secretary and Treasurer may be one individual.

- President
- Vice President
- Secretary
- Treasurer

#### 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.

#### Chapter Representative 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 Marshal 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 By-Laws:

A chapter's Constitution and by-laws shall include the entire content of this article. The Constitution and by-laws 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. 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.

## 11. PROPOSED CHANGES TO THE BY-LAWS:

a. Proposed amendments to the by-laws 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 by-laws to the members of the Society 30 days prior to the annual Educational Seminar. The By-laws 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 by-laws.

b. Any amendments to the by-laws 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.

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

## 12. RULES OF ORDER:

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

## 13. INTERPRETATION OF BY-LAWS

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