

NORTHWEST OHIO FIRE PREVENTION ASSOCIATION CONSTITUTION & BY-LAWS

Constitution

ARTICLE 1. NAME

The name of this Association shall be Northwest Ohio Fire Prevention Association hereinafter referred to as the Association.

ARTICLE 2. PURPOSE

- 2.1 To promote education in fire protection and fire prevention;
- 2.2 To create interest among fire departments in the scope of this organization;
- 2.3 To exchange ideas and information within the Association and to pass them on to interested parties whenever possible.
- 2.4 To encourage interest in fire prevention whenever possible; and
- 2.5 To foster a discussion of common concerns and solutions at regular meetings of the Association.

ARTICLE 3. MEMBERSHIP

- 3.1 Any Ohio-certified Fire Safety Inspector, Fire Chief, Asst.Chief or Fire Prevention Officer shall be considered eligible for membership. Employees of the Ohio Fire Marshal are also eligible for membership. Fire Chiefs may request membership for other members of their departments that they deem appropriate. Other interested parties in business and industry may also apply for membership.
- 3.2 Any person wishing to become a member should go to NWOFPA.org and create a member profile.
- 3.3 Upon verification of a member profile the acceptance of a person for membership is valid with the approval of the Executive Committee and the payment of the annual dues as hereinafter prescribed.

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ARTICLE 4. DUES

- 4.1 Annual dues shall be prescribed by the membership. Dues shall be payable, in advance of the fiscal year, to the Secretary/Treasurer
- 4.2 Any member not paying his membership fee with-in 30 days after the fiscal year begins shall have their member profile deleted and stand suspended until member recreates a profile and such payment is made.

ARTICLE 5. OFFICERS

- 5.1 There shall be a President, Vice President, Immediate Past President, Secretary and Treasurer. These officers along with the Trustees shall function as the Executive Committee, shall be empowered to act upon any issues between meetings.
- 5.2 The Officers (except the Immediate Past President) shall be elected for a three (3) year term at the 11th month of the preceding fiscal year. In order to provide for effective continuity one elected for a period of one year, one elected for two years, one elected for a three year term. Thereafter vacancies shall be filled for a three year term. Officers may serve an unlimited number of terms.
- 5.3 The office of Secretary and Treasurer may be combined and held by one person. The Secretary/Treasurer may serve an unlimited number of terms.
- 5.4 No person may hold more than one office at a time.

ARTICLE 6. TRUSTEES

- 6.1 The Trustees shall consist of three (3) members in good standing elected at the last meeting of the fiscal year. In order to provide for effective continuity, of the initial three (3) members, one elected for a period of one year, one elected for two years, one elected for a three year term. Thereafter vacancies shall be filled for a three year term. Members may serve an unlimited number of terms as Trustee, however they may not be an Officer at the same time.

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- 6.2 The Immediate Past President shall serve as chairman of the Trustees with no voting power except in the case of a tie vote.
- 6.3 The Trustees shall serve as the Education Coordinator, Meeting Coordinator and a Membership Coordinator.
- 6.4 The Trustees shall conduct an audit of the Association financials annually.
- 6.5 The Trustees shall periodically review the bonding and/or insurance needs of the Treasurer and Association.

ARTICLE 7. MEETINGS

- 7.1 Meetings shall be held monthly at a time and place so prescribed by the Executive Committee.
- 7.2 Ten members of the Association shall constitute a quorum at any meeting, however at no time shall that number be less than ten (10).
- 7.3 The President shall provide a ten (10) day notification to all members, to call a special meeting as is deemed necessary.
- 7.4 Robert's Rules of Order (revised) shall be observed unless otherwise herein provided. In case of conflict, the Constitution and By-Laws shall take precedence.
- 7.5 The Executive Committee may assess additional fees to cover meeting and seminar costs.

ARTICLE 8. ELECTIONS

- 8.1 The President shall call for nominations from the floor in the 11th month of fiscal year. The President shall call for a vote on each position.
- 8.2 Mid-year vacancies may be filled by appointment of the Executive Committee and shall serve for the vacated term. .

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ARTICLE 9. AMENDMENTS

9.1 Amendments to this Constitution may be made by a three-fourths (3/4) majority vote of those voting at any meeting provided that such amendments have been presented to the membership at a prior meeting and that all members were notified.

The Association adopted this constitution in the State of Ohio on

_____.

All previous constitutions are hereby declared null and void.

Signed:

President: _____

Vice-President: _____

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Bylaws

OFFICER'S DUTIES

I.1 President

- I.1.1 The President serves as the Chief Executive Officer of the Association,
- I.1.2 The President shall preside over meetings of the membership.
- I.1.3 The President shall be an ex-officio member of all committees.
- I.1.4 The President shall serve without compensation except for the reimbursement of approved expenses.
- I.1.5 Employees of the Ohio Fire Marshal are disqualified to serve as President.

I.2 Vice-President

- I.2.1 The Vice-President serves as the Program Director for the meetings. He/She is to arrange for a guest speaker and/or continuing education for the monthly meetings.
- I.2.2 The Vice-President shall preside over the meetings in the absence of the president.
- I.2.3 The Vice-President shall serve without compensation except for the reimbursement of approved expenses.
- I.2.4 Employees of the Ohio Fire Marshal are disqualified to serve as Vice-President.

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I.3 Immediate Past President

- I.3.1 The Immediate Past President shall provide continuity for the rotation of offices.
- I.3.2 The Immediate Past President shall serve as the chairman of the Trustees as a non-voting member, except in the case of a tie.
- I.3.3 Should the Immediate Past President no longer be a member, the next previous past President will fill the position.
- I.3.4 The Immediate Past President shall serve without compensation except for the reimbursement of approved expenses.

I.4 Secretary

- I.4.1 The Secretary shall keep a complete record of the proceedings of the Association.
- I.4.2 The Secretary shall issue a meeting notice/previous meeting minutes to each member at least five days prior to the regular monthly meetings.
- I.4.3 The Secretary shall serve temporarily as President Pro-Tem in the absence of the President and Vice President. The Secretary shall call the meeting to order and cause the election of a President Pro-Tem. In as much as practical a past president should be elected.
- I.4.4 The Secretary shall be responsible for maintaining a current membership directory and have copies available on line for new members. This directory should be updated as needed after the deadline of membership dues
- I.4.5 The Secretary shall cause all records to be available to any member upon request.

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I.5 Treasurer

- I.5.1 The Treasurer shall cause all properly documented and verified bills to be promptly paid.
- I.5.2 The Treasurer shall sign all checks. The President may sign checks in the absence of the Treasurer. The names of both the Treasurer and the President shall appear on any bank account.
- I.5.3 The Treasurer's books shall be audited annually by the Trustees, and a report given at the first meeting of the fiscal year.
- I.5.4 The Treasurer shall present a financial report at each regular meeting.
- I.5.5 The Treasurer shall serve without compensation except for the reimbursement of approved expenses.

II. FISCAL YEAR

- 2.1 The fiscal year shall be January 1 through December 31.

III. COMMITTEES

3.1 Special Committees

- 3.1.1 Special or Ad-hoc committees may be appointed by the President for any worthy purpose.

IV. DISCIPLINE

- 4.1 Upon the recommendation of the Trustees, any officer or committee member found to be derelict in his/hers duties or participating in conduct unbecoming or detrimental to the Association may be dismissed by a three-fourths (3\4) majority of the membership at a regular or special meeting, provided that the members in question has been notified of said concerns at least ten (10) days prior to the meeting.

