



NORTH TEXAS FIRE INVESTIGATORS ASSOCIATION

CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I

NAME

- Section 1.** The name of this association shall be “THE NORTH TEXAS FIRE INVESTIGATORS ASSOCIATION”, and hereinafter referred to as the “ASSOCIATION”. The name of the association shall not be used publicly by any member without permission of the Executive Committee. This shall not restrict the officers or committee members of the Association in the use of the name when performing assigned responsibilities.

ARTICLE II

OBJECTIVE

- Section 1.** The objective and purpose of the Association shall be:
- A. To unite for mutual benefit those persons engaged primarily in the detection and control of arson and in determining the origin and cause of fires.
 - B. To act as an agency for the exchange of professional information among its members.
 - C. To assist the investigators in their professional activities

ARTICLE III

MEMBERSHIP

- Section 1.** Membership in the Association shall be open to all persons actively engaged in the investigation of fires and those assisting such persons in the investigation of fires.
- Section 2.** Election as Members – Applications for membership shall be made to the Chairperson of the Membership Committee and an appointment, as member will be determined by the committee.
- Section 3.** Personal Qualifications – Prior to voting on each application, the Membership Committee shall give consideration to the character and reputation of the applicant, the applicant’s business, employer or associates.

- Section 4.** Life Membership – Life membership may be granted to any qualified member of the Association who has met the following requirements:
1. Individual must be, or have been, an active member of the Association.
 2. Individual must be an active member in good standing for ten years.
 3. Individual must have rendered distinctive service to the Association.

A ‘life’ member shall be entitled to all the rights and privileges of any active member without having to pay any dues. Nominations for life membership may be made at any monthly meeting by any member. A majority of the attending members shall vote favorably for the appointment.

- Section 5.** Elimination – The Executive Committee may censor any member or terminate the membership of any member for reasons as follows:
1. Falsification or misrepresentation on application.
 2. Conduct inconsistent with qualifications for membership.
 3. Conduct prejudicial to the good name and best interest of the Association.

ARTICLE IV

OFFICERS

- Section 1.** Officers – The officers of the Association shall be:
- A. President
 - B. First Vice President
 - C. Second Vice President
 - D. Secretary
 - E. Treasurer
 - F. Chaplain
 - G. Parliamentarian
 - H. Sergeant-at-Arms

- Section 2.** Election of Officers – All officers shall be elected by a majority vote of the members and shall serve for one year, except the office of Chaplain, Parliamentarian and Sergeant-at-Arms, who shall be appointed by the President. Elections shall be conducted in December and new officers shall take office in January.

ARTICLE V

MEETINGS

Section 1. Meetings – Regular meetings of the Association shall be held once each month on the third Wednesday of the month at a place designated from time to time.

ARTICLE VI

DUES

Section 1. Dues – Dues shall be twenty-five dollars (\$25.00) annually per member, with a maximum two hundred fifty dollars (\$250.00) limit per department or organization. Dues are payable on or before the first day of February.

ARTICLE VII

EXPENDITURES

Section 1. Expenditures – All expenditures, except those necessary for clerical work not exceeding one hundred dollars (\$100.00) shall be approved by majority vote of the membership or Executive Committee. No funds shall be used for political purposes.

BY-LAWS

ARTICLE I

OFFICERS

- Section 1. President** – It shall be the duty of the President to preside at all meetings and to enforce the regulations related to the administration of the Association. He/she shall call special meetings of the Association or Executive Committee when he/she deems it necessary for the efficient operations of the Association. He/she shall appoint the Chairperson of the Nominating Committee and all Special Committees not included in these by-laws.
- Section 2. Vice-Presidents** – In the absence of the President, the First Vice President, or in his absence, the Second Vice President shall have all the powers of the President.
- Section 3. Secretary** – It shall be the duty of the Secretary to record proceedings of all meetings and shall distribute or read a summary of the minutes of all regular and special meetings of the Association. The Secretary shall keep a register of all members of the Association.
- Section 4. Treasurer** – It shall be the duty of the Treasurer to collect all dues of the Association, to keep a record of same, and to pay all bills due. The Treasurer shall be authorized to withdraw from the Associations account, by check only. The Treasurer shall make a report of all monies collected and disbursed at each meeting. The Treasurer shall turn the books over to the Executive Committee at any time called for by the President, but not less than one time each year, for the purpose of auditing. Members of the Executive Committee, appointed by the President, shall audit the books and reports to the members at the next meeting. The Treasurer shall issue statements of dues to all members on or before the first day of January, annually. The Treasurer shall also serve as the Chairperson of the Membership Committee.
- Section 5. Chaplain** – It shall be the duty of the Chaplain to invoke the divine guidance of Deity in the opening of all meetings.

Section 6. Parliamentarian – It shall be the duty of the Parliamentarian to be in attendance at all meetings and shall be responsible to counsel and direct the procedures of each meeting.

Section 7. Sergeant-at-Arms – The Sergeant-at-Arms shall be present at all meetings, and it shall be his duty to maintain order and decorum in the meetings and perform any other duties as directed by the President.

ARTICLE II

STANDING COMMITTEES

Section 1. Nominating Committee – It shall be the duty of the Nominating Committee to nominate the Association Officers, and to appoint Chairpersons to the standing committees that are listed in these by-laws when the appointment is not otherwise provided here within. The Chairperson of the Nominating Committee shall be appointed by the President. The Chairperson shall then appoint a minimum of two committee members. Appointments to committees shall be completed prior to the end of the first month of the new year.

Section 2. Executive Committee – It shall be the duty of the Executive Committee to direct, control and supervise the affairs of the Association. It shall have full power to initiate and transact all kinds of business necessary to the existence of the organization and the observance of its purposes. The President of the Association shall serve as Chairperson of this committee. Membership on this committee shall be the elected officers and two other members who shall be appointed by the President.

Section 3. Membership Committee – It shall be the responsibility of the Membership Committee to determine eligibility of membership and to recruit prospective members. The Membership Committee shall also be responsible to organize, publish and distribute the membership roster each year. The Chairperson of the committee shall be the Treasurer of the Association, and he/she shall appoint a minimum of four additional members to his committee. Meetings shall be as determined by the Chairperson.

Section 4. Activities Committee – It shall be the duties of the Activities Committee to create, organize and conduct activities beneficial to the quality and development of the Association. Activities may include, but shall not be limited to Schools, Seminars, Socials and Benefits. The Association involvement in activities shall be by majority vote by the Association membership following a motion made by a member of the committee. The Chairperson of the committee shall be appointed by the Nominating

Committee, and the Chairperson shall then appoint a minimum of four additional committee members. Meetings shall be as directed by the Chairperson.

Section 5. Fire Prevention Committee – It shall be the responsibility of this committee to compile information resulting from fire investigations and to take such actions as necessary to prevent the occurrence of similar fires. Actions may include, but shall not be limited to official warnings, amendment requests to code committees, public education and association schools. The Chairperson of the committee shall be appointed by the Nominating Committee and the Chairperson shall then appoint a minimum of four additional committee members. Care shall be exercised to insure that an excessive amount of time is not spent on fire prevention during the monthly Association meeting.

ARTICLE III

NOMINATION AND ELECTION OF OFFICERS

Section 1. In addition to the nominations by the Nominating Committee, any member of the Association may make nominations from the floor. All nominations shall be limited to members who have attended at least six meetings annually. Only dues paying members shall hold office.

ARTICLE IV

RULES OF ORDER

Section 1. The rules of parliamentary procedure as laid down in “Roberts Rules of Order – Revised” shall govern all meetings of the Association.