

# **CONSTITUTION AND BY-LAWS OF THE MICHIGAN FIRE SERVICE INSTRUCTORS ASSOCIATION**

## **PREAMBLE**

We, the Fire Service Instructors of the State of Michigan, in order to secure better education, provide information, establish continuity, promote fire safety, form lasting bonds, create a good atmosphere and promote professionalism in the Fire Service, do establish this Constitution of the Michigan Fire Service Instructors Association as a vehicle of service to the people of the State of Michigan.

## **ARTICLE I TITLE**

This organization shall be known as the "Michigan Fire Service Instructors Association," and utilizes the website located at [www.mfsia.com](http://www.mfsia.com).

## **ARTICLE II OBJECTIVES OF THE ASSOCIATION To Include, but not limited to the following:**

### **Section 1**

To promote and improve the lot of the citizens of the state by improving fire protection through improved knowledge and instruction to the Fire Service.

### **Section 2**

To promote the science of fire prevention/suppression instructing and improve methods thereof.

### **Section 3**

To collect and distribute information relative to the Fire Instructors.

### **Section 4**

To cooperate with other bodies and organizations to further fire service instructors' knowledge and skills.

### **Section 5**

To promote close cooperation between members of this Association.

### **Section 6**

To promote the public image and knowledge of the fire instructors and the fire service.

### **Section 7**

To promote the standardization of training through all agencies at the federal, state, and local levels.

### **Section 8**

To promote public fire service education.

## **ARTICLE III DESCRIPTION OF OFFICERS & DUTIES, MEETINGS, AND MINUTES**

### **Section 1**

The officers of the Association, constituting the Executive Board, shall be:

- A. President
- B. Executive Vice President
- C. Regional Vice President (five in number)
- D. Secretary
- E. Treasurer
- F. Trustee (four in number)
- G. The Immediate Past President shall also serve as a member of the Board.  
This shall be considered an ex-officio membership, in a non-voting capacity.
- H. The Representative to the Michigan Fire Fighters Training Council (MFFTC) shall also serve as a member of the Board. This position shall be considered an ex-officio membership, in a non-voting capacity, and is required to attend both MFFTC meetings and MFSIA board meetings.

### **Section 2**

The Executive Board shall make all decisions regarding this association by acting upon motions brought forth from Executive Board members during an Executive Board Meeting. Association members desiring an issue be discussed and acted upon by the Executive Board must request their issue be brought forth by a minimum of one officer of the organization. The Executive Board member(s) then has the option of bring the issue forward during an Executive Board Meeting. The only exception to this section entails the election process for Executive Board positions, as stated in Article #4, Section #4 of this Constitution.

### **Section 3**

Members eligible for Executive Board positions shall be members in good standing for a minimum of six (6) months.

### **Section 4**

Duties of the Officers:

The **President** shall be Chief Executive Officer of the Association and it shall be the President's responsibility to supervise and coordinate the activities of the

Association and to preside at meetings of the Association and the Executive Board. The President shall appoint appropriate committees for the conducting of the activities of the Association and shall require reports at each meeting, and as otherwise desired from committees so appointed and from the Officers of the Association.

The **Executive Vice President** shall aid and assist the President in the performance of his/her duties and obligations. In the event the President is absent, he/she shall assume the President's duties for that meeting.

A **Regional Vice President** shall be elected from the areas as described. Candidates shall be eligible based on their place of employment or fire service activity area and not on residence. Regional Vice Presidents shall be responsible for area needs and activities, such as email updates and communications with MFSIA members within the particular region; the individual will also attend meetings conducted in their area as specified by the Executive Board, and provide a minimum of one nomination for the annual Regional or overall Instructor of the Year award. Regional Vice Presidents to serve on the Executive Board with full voting rights, and to attend such meetings that may be called by the President. Regions shall be:

Upper Peninsula    North        West        South        East  
(Areas of regions shown on accompanying map)

The **Secretary** shall keep all Association recorded minutes of the Association meetings, communications, and replies to all communications directed to the Association. The Secretary shall also approve new member applications upon receipt of an application and payment of dues, as well as report upon newly appointed members at each Executive Board meeting.

The **Treasurer** shall collect all monies due the Association, pay all monies upon order of the President and keep accurate and correct records thereof. The treasurer will also provide a year end report at the Executive Board meeting held at the Annual Conference.

The **Trustees** shall assist, guide and counsel the Officers in all Association business and activities. The Trustees shall conduct an annual audit of the Association records, monies and activities.

**Charge Cards** will be held by the President, Treasurer, and Secretary; they are limited to \$500.00 without Executive Board approval.

## Section 5

The term "Executive Board meeting" shall constitute the bi-monthly meeting by the President held with the Executive Board. Unless a specific reason is necessary for a closed session, all Executive Board meetings shall be open to all members.

## **Section 6**

### Meeting Schedule:

- A. Executive Board meetings of the Association will be held at least bi-monthly and rotated around the State. The President, at the December meeting, will poll Executive Board members to availability and ability to host the regular business meetings.
- B. Reasonable notice of all meetings shall be given to the entire Association. The Secretary shall post the meeting times and places on the Association website. A change in venue, date, or time of such meetings made be made within 5 days of the posted meeting schedule, of which the association is to be notified by website change and email.
- C. Executive Board meetings shall be held during the even months (i.e. February, April, etc.) with dates and times for the following year set by the Board at the December meeting.
- D. There shall be a minimum of one Executive Board meeting during the annual conference.

## **Section 7**

Five voting members of the executive board shall constitute a quorum for an regular or special meeting of the executive board when all members have been notified by regular mail or email five (5) days before the meeting date.

## **Section 8**

All minutes will be approved at the following regularly scheduled Executive Board meeting, providing the fact a quorum of Executive Board members is present.

## **Section 9**

The President may call an emergency Executive Board meeting when circumstances dictate discussion and the decision making process by Executive Board members. If an emergency board meeting is called, the President must hold the meeting no less than 48 hours after the notification by telephone and/or email is promulgated to all Executive Board members. Quorum to conduct business, as well as all other rules stipulated in this Constitution, shall apply during the meeting.

# **ARTICLE IV**

## **TERM OF OFFICE, ELECTION AND APPOINTMENT OF OFFICERS**

### **Section 1**

Election of officers shall be held at the Executive Board meeting held during the annual conference gathering.

## Section 2

A. All Executive Board positions, except for Trustee positions, shall be elected in even-numbered years; trustees shall be elected in odd-numbered years. The term of office for all officers shall be two (2) years.

B. Any Executive Board member with unexcused absences from three (3) regularly scheduled Executive Board meetings within a twelve (12) month period will forfeit his/her office, and shall be notified of such action by certified mail.

C. The President shall determine whether an absence is to be considered excused or unexcused.

## Section 3

An Election Committee shall be appointed by the President. This committee will be comprised of two board members and one member-at-large that are not seeking election for the upcoming term. The said committee shall present a slate of officers for election at the Executive Board meeting during the Annual Conference as per sections 1 and 2.

## Section 4

The Election Process:

1. The chairperson of the Election Committee shall conduct the business of the election of officers at the Executive Board meeting during the Annual Conference.
2. Only members in “good standing” will be permitted to nominate members, be nominated for Executive Board positions, and vote during the election. “Good standing” will be determined by the Secretary (or his designee, if the Secretary is involved with the election process), who will cross-reference the sign-in list to the Executive Board meeting with the current list of “good standing” members.
3. The chairperson shall open the election with nominations from the floor for all vacant offices by saying, “Are there any nominations for the office of (position)?” The chairperson will repeat that phrase until there are no other nominations and declare them closed for that office. The chairperson will utilize this same manner to and through the offices of President, Executive Vice President, Secretary, Treasurer, Trustees, and Regional Vice Presidents, if applicable for the election year.
4. Nominations do not require a second. The nominee must accept nominations before his/her name can be placed in nomination for only one office.
5. After all nominations have been closed, the chairperson shall offer each candidate, in the order they were nominated, the opportunity to address the meeting. The candidates may speak only to the election at hand. Each candidate shall have up to one (1) minute of time. A member of the election committee will strictly enforce the time limit.

6. The Election Committee will then administer the election by secret ballot. After the ballots are prepared and distributed to the voting body, the election will take place. Any member present and in good standing can vote by marking the ballot with the appropriate symbol. The candidate receiving more than half of the total votes cast for that office is the winner.
7. In the event there are more than two candidates for an office and no one candidate receives more than half of the total votes cast, the election for that office is considered a primary election. The two candidates receiving the highest number of votes in the primary election are the candidates in a final election. Candidates receiving over half of the necessary votes are considered to have won the election for the intended position and need not participate in the next election.
8. Immediately following the primary, the remaining candidates shall be granted a one (1) minute address to the voting body.
9. After the second set of secret ballots are prepared, the election between the remaining candidates will be held.
10. Each candidate receiving more than half the total votes for the remaining positions in the second election is the winner.
11. After the final results of balloting have been approved and announced by the Election Committee and approved by the membership, the committee chairperson shall destroy the ballots and step down from the position; the Executive Board officers leaving office shall also follow suit.

### **Section 5**

Members wishing to be nominated for the position of representative on the Michigan Fire Fighters Training Council must have the following qualifications:

1. Must be a member in good standing.
2. Must have been a member of the Executive Board for 3 years.
3. Must be able to meet the necessary requirements stated by the State of Michigan Office of Appointments.

### **Section 6**

Upon meeting these qualifications, and accepting requests and paperwork for the position, the President shall submit a list of names to the Governor for consideration. The candidate selected by the Governor shall fill the role a representative of the MFSIA Executive Board on the Michigan Fire Fighters Training Council.

**Section 7**

The President will consult for feedback from the Executive Board before making the final recommendations to the State of Michigan Office of Appointments, using this feedback as assistance with the ranking of potential candidates.

**ARTICLE V  
OFFICER VACANCIES**

**Section 1**

Should a vacancy occur in any elective office, it shall be filled by appointment by the President and a majority vote of the Executive Board. The selected person shall hold this appointment until the expiration of the term so filled.

**ARTICLE VI  
AMENDMENTS AND REVISIONS OF THE CONSTITUTION AND BY-LAWS**

**Section 1**

Constitutional changes must be proposed by an Executive Board member; an affirmative majority vote by the Executive Board allows the proposed change to be documented and posted for review by the membership of the organization.

**Section 2**

Notice, via website or electronic mail, shall be presented to all members in good standing of all proposed changes not less than 30 days prior to the meeting in which the vote will be taken. The proposed change shall appear on the website and by email, exactly as it will appear in the Constitution and By-laws.

**Section 3**

Constitutional changes may be ratified by a 3/4 affirmative vote of the Executive Board in attendance at the next Executive Board meeting, provided 30 days has passed after the proposed change(s) have been announced.

**Section 4**

By-Law Changes may be ratified by a 2/3 vote affirmative vote of the Executive Board in attendance at the next Executive Board meeting, provided 30 days after the proposed change(s) have been announced.

## **ARTICLE VII MEMBERSHIP IN THE ASSOCIATION**

### **Section 1**

Members shall be fire service instructors actively engaged in fire service instruction, and or persons and firms interested in the fire service instructional field.

### **Section 2**

An "Instructor of the Year" award will be presented to one individual annually at the MFSIA Conference. Any person honored by the Association as "Instructor of the Year" shall be declared a Lifetime Member of the Association. A Lifetime Member of the Association shall be exempt from paying annual dues while retaining all the benefits of active membership until such time as he/she elects to accept Honorary Member status due to retirement from the fire service and/or active instruction. This individual need not be a current member of the MFSIA at the time of the award.

All Lifetime Members designated as such prior to the effective date of this section shall remain Lifetime Members as described herein.

### **Section 3**

The statewide "Instructor of the Year" award may only be awarded to any one certain individual once in his/her lifetime.

## **ARTICLE VIII AFFILIATES**

### **Section 1**

Instructor Sections (i.e. Michigan Chiefs) may be formed which shall abide by the Michigan Fire Service Instructors Association Constitution and By-Laws.

### **Section 2**

Sections shall provide reports of their activities to the Executive Board during regular business meetings.

## **ARTICLE IX MEETING PROCEEDINGS**

### **Section 1**

Rules of Order: Roberts Rules of Order shall govern all transactions of business of all Association meetings. Where this constitution and by-laws conflict with Robert's Rules of Order, the constitution and by-laws shall take precedence. A copy of such rules shall be made available to all officers and trustees.

## **ARTICLE X BY-LAWS**

### **Section 1**

By-Laws shall provide the guidelines for operation of the Association.

## **ASSOCIATION BY-LAWS**

1. Membership in the Association shall cease at the end of the calendar year when a member resigns or fails to pay dues, as outlined in By-Law 3.
2. New member applications that have been properly processed, shall be approved by the Membership Chair and reported at each Executive Board meeting.
3. Dues of the Association shall be established by Executive Board and shall be due in January each year.
  - A. All voting members of the MFSIA are subject to yearly dues.
  - B. Any Executive Board member who shall have let dues lapse shall pay the dues prior to voting at any regular business meeting.
  - C. New members are required to pay dues with application. New member dues received after November 1 shall be applied as payment in full for the following calendar year.
3. The Secretary shall inform all Association members on record of all the Executive Board meetings, times, and places. He/she shall also report to the membership the business conducted at Executive Board meetings and special meetings as called by the President or Executive Board.
4. Order of Business
  - A. Roll call of officers
  - B. Reading of minutes of previous meetings
  - C. Reading of bills and communications
  - D. Report of the Treasurer
  - E. Report of standing committees
  - F. Report of special committees
  - G. Unfinished business and/or old business
  - H. New business
  - I. Election and installation of officers (Annual Conference)
  - J. Location and program of next meeting
  - K. Good of the Order & Audience Forum
  - L. Call for adjournment

As part of the Order of Business, the chairperson of the Executive Board Meeting reserves the right to set a time limit during the audience forum portion of the meeting.

5. Fiscal Year: The fiscal year of the Association shall end on September 30<sup>th</sup>; the Trustees shall audit the books during the Annual Conference and report the results of the audit at the Executive Board meeting.

6. Standing Committees: The Chairman of each committee shall be appointed by the President.

- A. Constitution and By-Laws Committee shall be responsible for reviewing, updating, and making recommendations for changes of the Association.
- B. Public Relations Committee shall promote this organization by following the code of ethics of the International Society of Fire Service Instructors and the promotion of the image of the Fire Service.
- C. Membership Committee shall promote the Association through contact of potential members urging their joining, assist the Treasurer in collection and filing of membership applications and dues. Also assist in contacting of lapsed members.
- D. Education, Research and Development Committee shall pursue and report on the highlights of ongoing, new ideas, curriculum, and techniques in our field.
- E. Conference Committee shall develop the program for the annual conference of the Michigan Fire Service Instructors Association and make arrangements for this conference.
- F. Instructor of the Year Committee shall be responsible for selection of the recipient of this award and set forth by the guidelines of this Association. Likewise, this committee will also select Regional Instructor of the Year award recipients.

The President has the right to create a committee in order to assist with a particular topic or issue of the organization.

7. Affiliates

- A. Sections may be formed by three or more active members, and shall have no fixed boundaries.
- B. Sections status shall be granted after approvals by a favorable majority vote of the membership upon recommendation of the Sections Committee.

8. Code of Ethics

The Code of Ethics for this Association shall be the Code of Ethics of the International Society of Fire Service Instructors.

9. Awards

Besides the Instructor of the Year award, other awards to be given annually include the following:

Regional Instructor of the Year award: Individuals from all five MFSIA regions may be nominated for recognition as a Regional Instructor of the Year. Individuals receiving this award need not be a current member of the MFSIA.

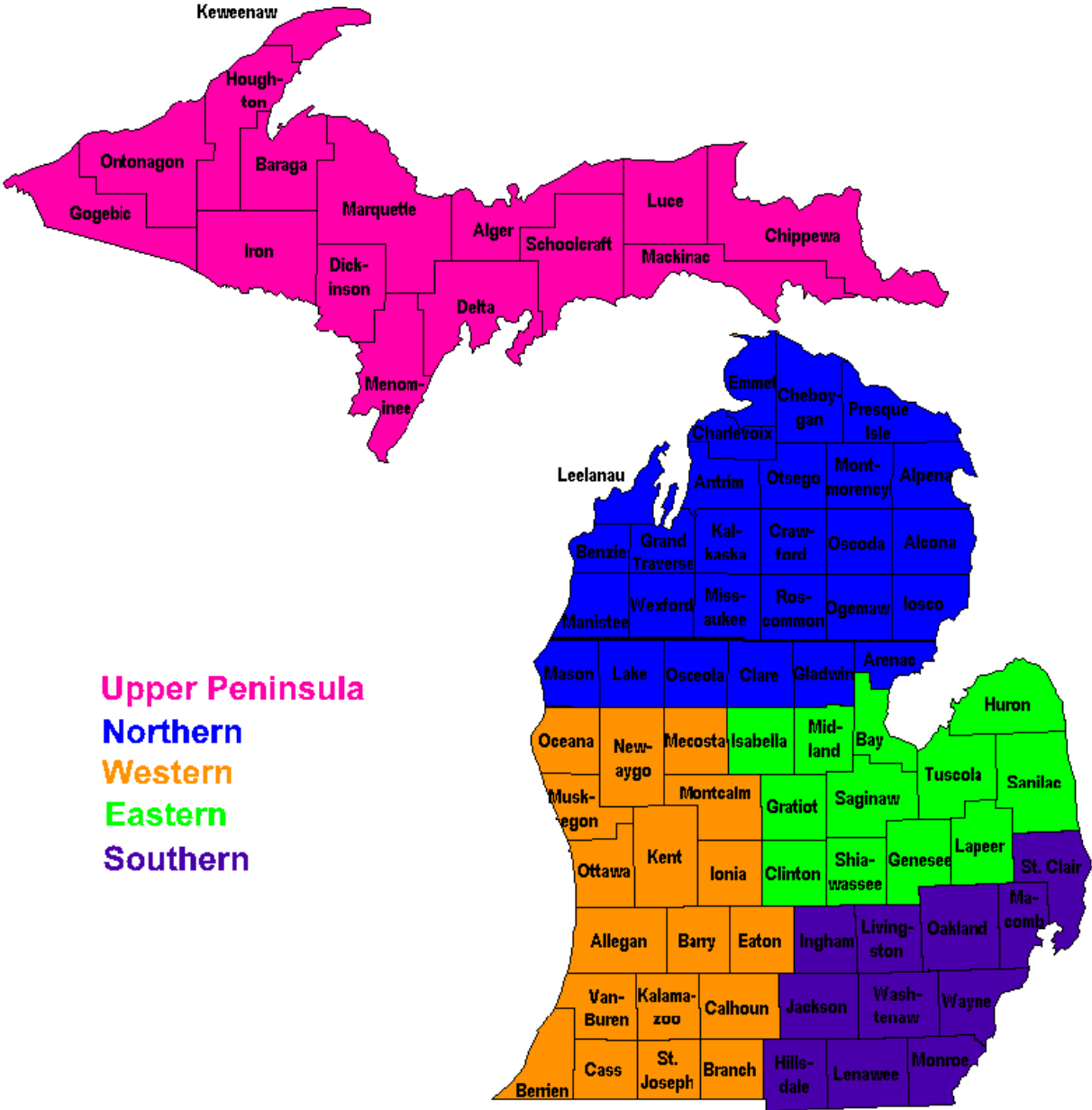
President's Award (if applicable): The President of the Association may present an award to an individual or organization who has furthered the interests of the MFSIA or has performed actions resulting in recognition. If a new President is elected during the Annual Conference, the previous President reserves the right to distribute this award the following year.

10. Corporate Sponsorships: Corporations or businesses wishing to become associate members of the MFSIA may do so upon paying dues to the MFSIA. These corporations or businesses will not have voting rights during meetings; their annual dues payment and associate membership will be acknowledged with a plaque each year. There will be three tiers of membership possibilities, with different rates of dues, as follows:

Bronze: \$100.00 per year  
Silver: \$500.00 per year  
Gold: \$1000.00 per year

*February, 1992; March 24, 1996; February 14, 1999; April 29, 2001; August 10, 2004; August 14, 2006; June 11, 2007; August 13, 2007; April 13, 2009, June 8, 2009.*

**DISTRICTS FOR MFSIA REGIONAL VICE-PRESIDENTS**



As amended on August 14, 2006.