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SOUTHEASTERN MICHIGAN ASSOCIATION OF FIRE CHIEFS
Mission Statement

The Southeastern Michigan Association of Fire Chiefs will promote improvements in fire prevention and life safety, fire suppression, emergency medical services, and emergency related services. We will foster leadership, training, and networking opportunities; promote unity within the fire service; support a beneficial fire service legislative agenda; and elevation of ethical standards by its members.

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Adopted February 2, 1995, Revised February 1999, Revised March 2000, Revised April 2004, Revised December 2006, Revised October 2007, Revised September 2009.

SOUTHEASTERN MICHIGAN ASSOCIATION of FIRE CHIEFS

BY-LAWS

ARTICLE I

Organization

SECTION 1. Name

This organization shall be known as the Southeastern Michigan Association of Fire Chiefs.

SECTION 2. Purpose

The purpose of this Association is:

- To promote the advancement of fire prevention, fire suppression, emergency medical services, and other fire service related services for the preservation of life and property.
- To secure close official and personal relationship among fire service officials.
- To secure unity of action in fire service matters.
- To elevate the standards of fire institutions by urging the elimination of politics from their conduct.
- To secure a tenure in office for those employed in the fire service.
- To promote and support legislation for the advancement of the fire service.
- To assist in providing for the temporary relief of Association members and their families in certain emergencies.

SECTION 3. Territory

The "territory" of this Association shall be the immediate southeastern portion of the southern peninsula of the State of Michigan, and shall include all counties and/or municipalities in the geographical location south of M-55 and east of US-127/US-27. The foregoing paragraph shall not exclude any person residing in any other portion of the State of Michigan, the province of Ontario, or any adjoining state, within the category of the following membership paragraphs, from becoming a member of this Association, except that such person or persons shall not be entitled to hold elective office.

SECTION 4. Principal Office

The principal office of the Association shall be the home municipality of the duly elected Secretary/Treasurer of the Association, unless the Executive Board elects to designate a different location.

ARTICLE II

Membership

SECTION 1. Classes of Membership

The membership of this Association shall be divided into the following classes: 1) Active, 2) Retired, 3) Associate, 4) Sustaining, 5) Honorary, and 6) Life.

SECTION 2. Active

Active members shall include: 1) The Chief of the Fire Department and all Chief Officers as designated by the Chief of regularly organized public, private, governmental, or industrial fire departments. 2) Fire Commissioners/ Directors and Deputy Commissioners/Directors. 3) The State Fire Marshal and his/her principal deputies. 4) Public Safety Director, Deputy Public Safety Directors, and those Chief Officers designated by the Public Safety Director whose primary responsibility is devoted to Fire Administration and/or Operations. 5) The Executive Secretary of the Michigan Fire Fighters Training Council and Council Coordinators. (6) The Director of the Office of Fire Safety for the State of Michigan and his/her principal deputies, and Commander of the Michigan State Police Emergency Management Division and his/her principal deputies.

SECTION 3. Retired

Retired members shall include any Active members in retirement from the fire service.

SECTION 4. Associate

Associate members shall consist of the following: Fire Officers in State, County, Municipal and Township fire departments; persons affiliated with any fire investigation, fire underwriting, fire education, or fire research firm or corporation; and the staff of the State Fire Marshal's office and the Office of Fire Safety (CIS).

SECTION 5. Sustaining

Sustaining members shall consists of salespersons, representatives of fire apparatus manufacturers, fire hose, fire appliance, fire alarm systems, sprinkler systems, computers, or any other product of an allied nature that is offered for sale to the fire service.

SECTION 6. Honorary

Honorary membership may be conferred upon any person who has rendered conspicuous service to the aims and purposes of the Association. Such membership may only be conferred by the affirmative vote of a majority of the Executive Board of the Association. The Board Members eligible to vote shall be the President, Vice President, Secretary/Treasurer, Sergeant-at-Arms, and the past three presidents. Honorary members shall not be required to pay membership dues.

SECTION 7. Life

Life membership shall include Active members who have served the Association as President and have retired from the fire service. Life members shall not be required to pay membership dues.

SECTION 8. Application for Membership

The Executive Board shall determine the eligibility of applicants for active membership and each candidate for membership must have their application reviewed and a recommendation shall be made to general membership by the Executive Board. Active members shall nominate those to whom membership shall be bestowed and such nominations shall be voted on by the membership.

SECTION 9. Voting Privilege

Active members shall be entitled to vote on all matters requiring a vote unless otherwise prohibited by the Constitution. Active members who become ineligible for membership as the result of the consolidation of their departments or sources of eligibility with another organization shall be allowed to maintain active membership so long as they remain in the department or organization from such consolidation.

Life, Associate, Retired, Sustaining and Honorary Members are entitled to participate fully in the affairs of the Association, with the exception they are not eligible to hold elective office or have voting privileges.

SECTION 10. Removal from Membership

Any active member(s) of the organization in good standing may request, in writing to the Executive Board, the removal of a member for just cause. Said cause must be documented in the written letter. The Executive Board shall review the request, and advise the general membership at the next regularly scheduled meeting of the Association. The person(s) who submits the request for removal, the Executive Board, and the person who is being considered for removal, will meet at the next Executive Board meeting to discuss the basis for the recommendation. The Executive Board may develop a recommendation for the general membership. A vote on the request for removal will be taken at the next regular scheduled meeting of the membership. A two-third's majority of the active members, in good standing, at the meeting will be required to remove the person from membership.

ARTICLE III

Officers and Their Election

SECTION 1. Officers and Term of Office

The elective officers of this Association shall consist of the following: A President, one Vice President, one Secretary/Treasurer, one Sergeant-at-Arms, and one Regional Director to the

Michigan Association of Fire Chiefs. All officers except the Regional Director shall hold their respective offices for the term of one (1) year, or until their successors shall be duly elected and installed. The Regional Director shall hold office for a two year period.

All elective officers of the Association shall be active members in good standing of the association and shall be Fire Chiefs, Chief Officers as designated by the Chief of a regularly organized municipal fire department, Fire Commissioner or Deputy Fire Commissioner, and/or Public Safety Director or Deputy Public Safety Director of a regularly organized municipal Public Safety Department. Maintaining geographical diversity on the Executive Board is preferred, but not required.

All of the said officers except the Regional Director shall be elected by ballot at the annual election of the Association by a majority of votes cast by Active members present. A member retiring from the fire service, while holding an elective office, may continue to hold said office until the end of that particular term. If that member chooses not to continue, the members holding elected office below the retiring member will each move up one office and the Executive Board will appoint a new Sergeant-at-Arms who will serve until the next regular election of officers.

The Regional Director shall be elected to a two year term, beginning with the election held in 1999, by ballot of Active Association members present during the election. A member holding the Regional Director's position who retires from the fire service may continue to hold said office until the end of that particular term. If the member chooses not to continue in office, the Executive Board will appoint a member who will serve the remainder of the term.

SECTION 2. Election and Installation

The annual meeting for the election of officers shall be held in the month of February of each year. A majority vote of the active members present shall be required to elect a member to office. Upon being duly elected, said officers shall be installed to their respective offices at the installation meeting, the date of which will be set by the Executive Board. If a duly elected officer becomes ineligible to hold office prior to the installation meeting, consideration shall be given to the candidate receiving the next highest number of votes. If no other candidates are running, the Executive Board shall fill the vacancy by appointment.

SECTION 3. Removal from Office

Any active member(s) of the organization, in good standing, may request, in writing to the Executive Board, the removal of an officer for just cause. Said cause must be documented in the written letter. The Executive Board shall review the request, and advise the general membership at the next regularly scheduled meeting of the Association. The person(s) who submits the request for removal, the Executive Board, and the person who is being considered for removal, will meet at the next Executive Board meeting to discuss the basis for the recommendation. The Executive Board may develop a recommendation for the general membership. A vote on the request for removal will be taken at the next regular scheduled meeting of the membership. A two-third's majority of the active members, in good standing, at the meeting will be required to remove the person from the office. Filling of any vacancy shall

be done in accordance with ARTICLE VIII of these bylaws.

ARTICLE IV

Duties of Officers

SECTION 1. President

The President shall preside at all general and special meetings of the Association.

He/She shall:

- Appoint three Past Presidents to the Executive Board.
- Fill all vacancies in all committees.
- Appoint all other committees when necessary.
- Appoint an attorney for the Association when necessary.
- Be an Ex-Officio member of all committees.

SECTION 2. Vice-President

The Vice President shall perform the duties of the President during the absence of the President.

He/She shall serve as chairman of the Program Committee.

SECTION 3. Secretary/Treasurer

The Secretary/Treasurer shall receive and answer all communications and financial communications addressed to the Association, or submitted by the officers of the Association, and shall perform such duties as may be required by the Executive Board.

He/She shall:

- Receive and keep a record of all monies from dues and other sources and may be bonded in a sum determined by the Executive Board.
- Pay all orders for money drawn on the Association by vote of the membership, or during the time intervening between meetings, when ordered by the Executive Board and have been endorsed by the President.
- Make a full report of all money received and disbursed when called upon by the President.
- Perform the duties of President in the simultaneous absences of the President and Vice President.

- Keep a full report of each monthly meeting, which shall be available at the next general meeting.
- Read all reports and communications to the members when requested by the President.
- Act as Secretary/Treasurer and recorder for the Executive Board.
- Perform the duties of President in the simultaneous absence of the President, Vice President and Treasurer.
- Any or all of these duties may be performed by a management company if directed by the Executive Board.

Section 4. Consolidated into Section 3

SECTION 5. Sergeant-at-Arms

He/She shall:

- Assist the President whenever and wherever needed.
- Meet and greet members and guests at meetings of the Association.
- Assist with programs and drawings as needed.
- Assist the President in maintaining order during all meetings of the Association.
- See that the flags and banners of the Association are displayed at Association meetings.
- Be responsible for all Association property and equipment assigned to him/her.

SECTION 6. Past Presidents

Past Presidents shall assist the President and other Board members, as requested, in conducting the business of the Association to help assure continuity of operations.

SECTION 7. Regional Director

The Regional Director shall represent the SMAFC on the Michigan Association of Fire Chiefs Executive Board. The Regional Director shall assist the MAFC in transacting all business of the Association. The Regional Director shall provide the SMAFC membership continuous information on the activities of the MAFC.

ARTICLE V

Executive Board

The Executive Board shall consist of eight members composed of the President, Vice-President, Secretary/Treasurer, Sgt.-at-Arms, MAFC Regional Director, and three Past Presidents in good standing, one of whom shall be the immediate Past President. This Board shall function for the ensuing year.

They shall:

- Conduct all business of the Association.
- Consider and report at the monthly meetings all proposed measures for the benefit of the individual members and general welfare of the Association.
- Present, through appropriate sub-committees, subjects for general consideration.
- Adopt ways and means for the advancement of the purposes of the Association.
- Audit and approve, when just, all expense accounts, both monthly and annual.
- Shall establish and maintain a policy manual of Association officer responsibilities and duties.

ARTICLE VI

Committees

SECTION 1. Kinds of Committees

There shall be two kinds of Committees, Standing and House.

SECTION 2. Standing Committees

The Standing Committees shall be Legislative, Auditing, and Nominations.

SECTION 3. House Committees

The House Committees shall be The Program Committee and such other Committees as the President desires to appoint for the good of the Association.

SECTION 4. Legislative Committee

The Legislative Committee shall consist of active members in good standing who shall:

- Propose and secure, when possible, legislation for the good of the Association.

- When requested, meet with the State Legislature to foster any future legislative acts that may benefit this Association, and report to the Executive Board on their findings.

SECTION 5. Auditing Committee

The Auditing Committee shall consist of active members in good standing, appointed by the President, who shall:

- Conduct an audit of Association financial records prior to the annual installation of officers.
- Submit a report of the audit to the President for presentation at the Annual membership meeting.

SECTION 6. Nomination Committee

The Nomination Committee shall consist of active members in good standing, appointed by the President. Each member of the nomination committee shall be appointed from a separate geographical area of the Association. The Nomination Committee shall present the nominee(s) for President, Vice-President, Secretary/Treasurer, and Sergeant-at-Arms to the general membership at the January meeting. Every other year the Nominating Committee shall present to the membership the name of an active member for election to the MAFC Regional Director's position.

SECTION 7. Program Committee

The program Committee shall assist the Vice President in arranging for all monthly meetings and a program of interest or benefit to the Association.

They shall also assist the Officers and other Committees of the Association when called upon, for the good of the Association.

SECTION 8. Committee Responsibilities

All committees shall, upon request of the President and/or Executive Board, provide a written report to the Executive Board with-in seven (7) calendar days after the committee meeting.

ARTICLE VII

Dues of the Association

SECTION 1. Amount

The annual Membership Dues of the Association, for Active, Associate and Sustaining members shall be established by resolution of the general membership.

SECTION 2. Payable-Rejected

Dues shall be due and payable in January of each year. Dues of new members shall be payable with their "Application for Membership". However should any application be rejected, the money received shall be returned to the applicant immediately. Dues received after October 31 of the current year shall be credited to the next calendar year.

SECTION 3. Delinquent

Any member of this Association who has not paid his/her dues by March 1st of the year in which they are due shall be considered delinquent and shall be notified by the Secretary/Treasurer. Such member not paying dues by May 1st of the year in which they are due shall be removed from the membership roll.

SECTION 4. Leaving Territory of Association /Leave of Absence

Any member in good standing may, upon notification in writing to the Secretary/Treasurer, request a leave of absence, or if moving from the area, take a leave of absence. He/She may be reinstated at a later date by the payment of current dues.

SECTION 5. Assessments

There shall be no assessment, special or otherwise, unless voted upon at a general meeting of the Association. A minimum of 75% of any such vote shall be affirmative to approve such assessment.

ARTICLE VIII

Filling of Vacancies

SECTION 1. President

The President shall fill, by appointment, any vacancy occurring in any Committees.

SECTION 2. Executive

The Executive Board shall fill, by appointment, any vacancy occurring in the offices of this Association (Reference-Article III, Section 1.).

ARTICLE IX

Meetings

SECTION 1. Rules

All meetings shall be conducted according to the Roberts Rules of Order.

SECTION 2. Date

Meetings shall be held the second Thursday of each month unless otherwise directed by the Executive Board.

**ARTICLE X
Amendments**

SECTION 1. Alteration of Amendments

These articles of the Association may be amended, altered or revised by the Active membership of the Association in good standing. Such alteration or amendments shall first be proposed at a regular meeting and a copy of such amendments shall be filed with the Secretary/Treasurer. It shall then be referred to the Executive Board by the President.

It shall be the duty of the Executive Board to consider the proposed amendments and make a report of same for consideration by the membership at the next regular meeting of the Association.

A majority of the Active members present at the regular meeting, where duly announced amendments, alterations or revisions of these Articles are considered, must vote affirmatively on proposed changes.

**ARTICLE XI
Distributions**

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to members, officers, or other persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I hereof.

Notwithstanding any other provisions of these Articles, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation or association exempt from Federal income tax under Section 501(C)(6) of the Internal Revenue Code of 1954.

**ARTICLE XII
Dissolution**

Upon dissolution of this Association, the Executive Board shall, after paying or making provision for the payment of all liabilities of the Association, dispose of all assets of the Association, exclusively for the purposes of the Association in such a manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall qualify as an exempt organization or organizations under Section 501(A) of the Internal Revenue Code of 1954, as amended, as the Executive Board shall determine.

CODE OF ETHICS

The purpose of the Southeastern Michigan Association of Fire Chiefs is to actively support the advancement of the fire service. The SMAFC is dedicated to the protection and preservation of life and property against fire and other emergencies. Towards this endeavor, every member of the SMAFC shall with due deliberation, live according to ethical principles consistent with professional conduct and shall:

Recognize that we serve in a position of public trust that imposes responsibility to use publicly owned resources effectively and judiciously.

Remember our obligation not to seek advantages or favors for ourselves, friends or family.

Use information gained by virtue of our position for the benefit of those we are entrusted to serve.

Conduct our personal affairs in such a manner that we cannot be improperly influenced in the performance of our duties.

Recognize and avoid situations wherein our decisions or recommendations may have an impact on our personal financial interests.

Seek no favor and accept no form of personal reward for influence or official action.

Handle all personnel matters on the basis of merit.

Refrain from financial investments or business that conflicts with, or is enhanced by, our official positions.