

## NEW HAMPSHIRE FIRE PREVENTION SOCIETY, INC. BY-LAWS

### **ARTICLE I**

SECTION 1 – Name: The name of the organization shall be the “New Hampshire Fire Prevention Society, Inc., hereinafter referred to as the “Society”.

SECTION 2 – Purpose: The purpose of the organization shall be to unite, for mutual benefit, the members of the Society engaged in fire prevention and code enforcement and to promote cooperation and assistance among interested groups through education and communication.

SECTION 3 – The Society shall not sponsor any product by brand name.

SECTION 4 – The Society shall be organized and operated as a non-profit organization.

### **ARTICLE II MEMBERSHIP**

SECTION 1 – Eligibility: Eligibility for Membership shall be as follows:

1. ACTIVE MEMBERSHIP: Personnel engaged in fire prevention, fire protection duties, code enforcement, fire investigation and related disciplines shall be eligible for Active Membership.
2. LIFE MEMBERSHIP: Fire prevention, fire protection, code enforcement and fire investigation personnel or persons from related disciplines (building code enforcement) who have been active members in good standing of the Society shall be eligible for Life Membership. Active members may submit names to the Board of Directors for approval.
3. STUDENT MEMBERSHIP: Any student currently enrolled in an accredited fire science or fire protection degree program shall be considered a Student Member and shall be entitled to reduced dues as determined by the Board.

SECTION 2 – Membership fees and application forms are to be determined by the Board of Directors.

SECTION 3 – TERMINATION OF MEMBERSHIP

A written notice by a member of intent to terminate shall be considered a voluntary termination. Involuntary termination of membership for cause shall require a simple majority of the Board of Directors

### **ARTICLE III ELECTIONS**

SECTION 1 – Officers: The officers of this Society will consist of active members as follows:

President  
1st Vice President  
2nd Vice President  
Secretary  
Treasurer

The officers shall be active members of the Board of Directors. Officers of this Society shall serve for one year. Election of officers shall come from the floor with the nominations made ~~thirty (30) days~~ prior to the annual meeting ~~set forth by this committee~~. Vacancy of office shall be filled until the expired term of office by the Board of Directors. Terms begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> of the same year.

SECTION 2 – Board of Directors: The Board of Directors shall consist of ~~Thirteen (13)~~ Twelve (12) active members elected by the membership of which 5 are officers. Directors shall serve for a term of three (3) years. Four (4) directors will be voted upon at each annual meeting. Nominations for directors shall be made and posted at least thirty (30) days in advance of the annual meeting. Terms begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> of the third year.

~~SECTION 3 – Terms of Office: Officers of this Society shall serve for one year. Election of officers shall come from the floor with the nominations made thirty (30) days prior to the annual meeting set forth by this committee. Vacancy of office shall be filled until the expired term of office by the Board of Directors.~~

#### **ARTICLE IV BOARD OF DIRECTORS**

SECTION 1 – ~~Board of Directors~~, Quorum: The government of the ~~New Hampshire Fire Prevention Society~~ shall be vested in the Board of Directors and five (5) members, two (2) of which shall be Officers, shall constitute a quorum.

SECTION 2 – Duties and Powers: The Board of Directors 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. They shall have general powers to direct, control and supervise the affairs of the Society and such business as conducted by the Board shall be brought forth to the general membership at the next regular scheduled business meeting.

SECTION 3 – Chairperson of the Board: The President of the Society shall be the Chairperson of the Board of Directors and shall preside at all meetings of the Board of Directors.

SECTION 4 – President: The President shall preside at all meetings and call special meetings. He/she shall appoint appropriate committees.

SECTION 5 – First Vice President: The First Vice President shall act in the absence of the President, and or the Treasurer. In the absence of the First Vice President, the Second Vice President shall act in that capacity.

SECTION 6 – Second Vice President: The Second Vice President shall oversee any other duties the President so advises of.

SECTION 7 –Secretary: The Secretary shall keep a true record of all meetings and make a report thereof and to conduct all correspondence on behalf of the Society

SECTION 8 – Treasurer: He/she shall also keep a true account of all receipts and expenditures. He/she shall be authorized to expend for a purpose authorized in advance by the Board of Directors of this Society. All other expenditures over \$3,000 must meet with the approval of the Membership.

#### **ARTICLE V – MEMBERSHIP VOTING**

SECTION 1 – Voting Privileges: Only Active Members in good standing and Life Members shall have voting privileges.

SECTION 2 – Quorum: A quorum for legal meetings shall consist of at least ~~twelve (12)~~ **ten (10)** eligible voting members present. However, if, at a regular meeting, there is not a quorum present, the Board of Directors shall be empowered to vote on all issues that shall become before the Society provided that a quorum of the Board of Directors exists as per Section 1 of Article IV.

All called votes shall be by a show of hands and the results of such shall be determined by the President. If he/she declares an impasse or a member moves and seconds a recall of vote, then the vote shall be by ballot.

#### **ARTICLE VI COMMITTEES**

SECTION 1 – Standing Committees: The following committees shall be appointed by the President, subject to the approval of the voting membership:

1. Membership Committee – To update the membership roster and actively pursue new members.
2. Training Committee – To create and present meaningful training and education forums to the Membership. There shall be a special bank account for Training Committee use for developing training sessions. The chairman of the Training Committee shall be responsible for managing the account and shall report all transactions to the Treasurer on a monthly basis.
3. By-Law Committee – To review and suggest periodic amendments to the bylaws and present to membership for approval and
4. Legislative Committee – To proactively pursue legislation that affects the fire and life safety of people and buildings through writing, sponsoring, testifying at legislative hearings and draft
5. Nominating Committee – Shall comprise of at least 2 members of the Board, This committee shall request nominations from the membership 3 months before the annual meeting. If no members come forward the Committee shall seek and search out interested members.

SECTION 2 – Special Committees (Ad Hoc): The president shall have the authority to appoint any Ad Hoc committee as the need arises to carry out a specified task, at the completion of which, and upon presentation of its final report to the Society, shall automatically cease to exist. A special committee shall not be appointed to perform a task which falls within the scope or function of an existing standing committee.

#### **ARTICLE VII MEETINGS**

## MEETINGS

SECTION 1 – Rules of Order: For any and all meetings of the Society, Roberts Rules of Order, Revised Edition shall govern the conduct of same. Roberts Rule of Order may suspended with a simple majority vote.

SECTION 2 – Annual: The annual meeting shall be set by the Board of Directors. Each member shall be notified not less than thirty (30) days in advance. Elections shall occur and other business may be presented at the Annual Meeting.

SECTION 3 – Special: Special meetings may be called by order of the Board of Directors or by written petition of at least twenty (20) percent of the active members and shall be at such time and place as fixed by the Board of Directors, giving due notice hereof to all members at least ten (10) days in advance.

SECTION 4 – Attendance: Any member making reservations to attend any meeting and/or function shall be responsible for any costs incurred by the Society resulting from that reservation.

## ARTICLE VIII DUES

### FINANCE

SECTION 1 – Dues: Dues shall be determined by the Board and approved by the general membership at a meeting. Dues shall be payable to the Society. No dues shall be charged to Life members. Student membership dues shall be determined by the Board and approved by the general membership at a meeting. .

## ARTICLE IX AMENDMENTS

### AMENDMENTS

SECTION 1 – Requirements: The By-Laws of the Society may be amended at any regular meeting the Annual Meeting by a two-thirds (2/3) majority vote of the eligible voting members present. The following procedure shall be followed for submitting a proposed by-law amendment:

The proposed amendment shall be submitted in writing at least 60 days prior to the Annual Meeting to the By-Laws Committee who shall review the proposal for language content, legal impact, and/or conflict with Robert's Rules of Order, Revised Edition. The By-Laws Committee shall issue a report to the Board of Director regarding language, legal impacts, and conflicts at least 30 days prior to the Annual Meeting.

Upon approval by the Board of Directors, the proposal shall be posted for at least 30 days prior to the Annual Meeting. The Chair of the By-Laws Committee will presented the proposed changes to the membership at the following Annual Meeting. for a

## **ARTICLE X OFFICIAL ORDER OF BUSINESS**

### **OFFICIAL ORDER OF BUSINESS**

SECTION 1 – Order of Business: The Order of Business shall be as follows:

- A. Call to Order
- B. Moment of Silence
- C. Introduction of New Members and Guests
- ~~D. Reading of Minutes~~
- ~~D. E. Financial Officer Reports~~
- ~~F. Presentation of Bills~~
- ~~G. Communications~~
- ~~E. H. Report of Committees~~
- ~~F. Old Business~~
- ~~G. New Business~~
- ~~H. Approval of Minutes~~
- I. Good and Welfare of the Society
- ~~J. Old Business~~
- ~~K. New Business~~
- ~~J. L. Adjournment~~
- ~~M. Guest Speaker, Program~~

ARTICLE XI – Dissolution of Society:

SECTION 1- Upon the dissolution or termination of this Society, no officer, director, or member shall receive any profit from or share in any of the assets of the Society. All property, assets, or surplus of the Society shall be delivered to an existing Society, Association or corporation organized for purposes as nearly similar to this Society's.

Amended Bylaws accepted at ~~October 18, 2016 Annual Meeting~~