



OAKLAND COUNTY
ASSOCIATION OF
ARSON AND FIRE
INVESTIGATORS INC.

CONSTITUTION AND BYLAWS
Effective 19May2020

**OAKLAND COUNTY ASSOCIATION OF
ARSON AND FIRE INVESTIGATIONS, INC**
(*Serving Southeastern Michigan*)

**CONSTITUTION AND BY-LAWS
WITH AMENDMENTS**

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**OAKLAND COUNTY ASSOCIATION OF
ARSON AND FIRE INVESTIGATORS, INC.**

CONSTITUTION AND BY-LAWS

**ARTICLE 1
NAME AND OBJECT**

SECTION 1. NAME

The organization shall be known as "*Oakland County Association of Arson and Fire Investigators, Inc.*", and is hereafter referred to as the "Association".

SECTION 2. OBJECTIVES

The objectives and the purpose of this Association shall be:

- A. To unite for mutual benefit those public officials and private persons engaged in the investigation, prevention and suppression of fire or arson.
- B. To provide for exchange of technical information and the knowledge of technological developments.
- C. To cooperate with law enforcement agencies and other associations to further fire prevention and the suppression of crime.
- D. To encourage high professional standards of conduct among those who suppress arson and/or prevent, extinguish or investigate fire.

The Association shall not be operated for profit.

ARTICLE II

MEMBERSHIP

SECTION 1. ACTIVE MEMBERSHIP

Any representative of government or business who is actively engaged in some phase of the suppression of arson, fire investigation, fire prevention or fire suppression at the time they make application, or if such person possesses other qualifications for membership in the discretion of the Membership Committee, shall be eligible for Active Membership on application. Such person shall not be less than 18 years of age at the time they make application.

Application shall be made to the Chairperson of the Membership Committee, and the admission shall be by majority vote and approval of the General Membership present.

SECTION 2. HONORARY LIFE MEMBERSHIP

The Association may, by a majority vote of the Board of Directors, confer Honorary Life Membership upon any person qualified for membership who has rendered distinguished service to the Association or to its purposes. An Honorary Life Member shall have all the rights and privileges of an Active Member without paying dues. An Honorary Life Membership shall be bestowed on all Past Presidents of the Association.

SECTION 3. SUSTAINING MEMBERSHIP

Individuals or organizations interested in carrying out the purposes of the Association shall be granted Sustaining Membership upon recommendation of the Membership Committee and acceptance by majority vote of the General Membership present. Sustaining Members will submit a contribution of not less than One Hundred Dollars (\$100.00) annually. Sustaining Members will be duly recognized in publications regarding the annual seminar.

SECTION 4. LIFE MEMBERSHIP

Individuals will maintain their membership status and dues shall no longer be required of them providing they have been a member for the preceding five (5) years, and have attained at least the age of 60 years.

SECTION 5. PERSONAL QUALIFICATIONS

Prior to voting each application, the Membership Committee shall give due consideration to the following, as well as to other qualification it deems applicable:

- A. The personal character and reputation of the applicant.
- B. The nature, character and reputation of the applicants business.
- C. The character and reputation of the applicants employer and associates, and,
- D. The general nature, character and reputation of the principal business of the applicant's employer and associates.

SECTION 6. TERMINATION

Membership in the Association may be terminated by:

- A. Voluntary withdrawal
- B. Secretary or Treasurer when, after notice, such members is in arrears ninety (90) days in the payment of dues or any other obligation to the Association.

SECTION 7. CENSURE AND TERMINATION

The Board of Directors may censure a member or terminate a membership when a member has exhibited the traits of character or conduct inconsistent with the qualifications for membership in the Association, including those described in the Code of Ethics.

In the cases of censure or termination, the Board of Directors shall provide such member with a hearing before any action is taken. A quorum of the Board of Directors present in a duly constituted meeting shall be sufficient to censure or terminate for any reason above.

SECTION 8. REINSTATEMENT

Any former member may be reinstated in the Association at the discretion of and by the consent of a majority of the Board of Directors and a vote of the General Membership present. However, if such a former member shall have been in arrears in the payment of dues or any other financial obligation to the Association at the time of separation, they will be required to pay the Association all such arrears as in condition of reinstatement unless the Board of Directors, by a majority vote and for good cause, waives the payment thereof.

ARTICLE III
ELECTIONS, TERMS AND OFFICES

SECTION 1. ELIGIBILITY

All members in good standing shall be eligible to hold office.

SECTION 2. OFFICERS

The officers of the Association shall be a President, Vice-President, Secretary, and Treasurer.

SECTION 3. BOARD OF DIRECTORS

The officers, immediate past President, and three other members of the organization, duly elected, shall constitute the Board of Directors.

SECTION 4. TERMS OF OFFICE

Officers shall hold office from the time of their election for the term of one (1) year or until the election and installation of their respective successors.

Members of the Board of Directors shall hold office from the time of their election for the term of three (3) years. Their terms shall be so arranged that one (1) retires each year.

SECTION 5. VACANCIES

If a member is unable to fulfill the term of office, the following provisions shall apply:

- A. The President shall be succeeded by the Vice-President.
- B. The Vice-President's office shall be filled by an individual selected by the Board of Directors with the approval of the General Membership present.
- C. The Secretary's office shall be filled by an individual selected by the Board of Directors with the approval of the General Membership present.
- D. The Treasurer's office shall be filled by an individual selected by the Board of Directors with the approval of the General Membership present.
- E. Board of Directors vacancies shall be filled by an individual selected by the remaining Board of Directors members with the approval of the General Membership present.

SECTION 6. EX-OFFICIO MEMBERS OF THE BOARD OF DIRECTORS

The President and/or Chairperson of the Board, with the approval of the Board of Directors, may appoint such ex-officio members to serve as required. Sustaining members may have one (1) ex-officio member on the Board of Directors. Committee Vice-Chairpersons shall have automatic ex-officio membership on the Board of Directors.

SECTION 7. ELECTIONS AND INSTALLATIONS

Officers and other members of the Board of Directors shall be elected at the Annual Meeting of the organization, to fill the terms soon to expire, unless otherwise ordered by resolution or motion duly approved by the membership.

- A. A member may be nominated for more than one position.
- B. The President and Vice-President shall hold no other elected office concurrently.
- C. One member may be elected to and hold the offices of Secretary and Treasurer concurrently.
- D. Installation of newly elected officers will occur during the next meeting of the Association following elections, regardless of whether the meeting is a regular monthly meeting or a specially scheduled meeting of the membership.

SECTION 8. REMOVAL OR RESIGNATION OF OFFICERS OR DIRECTORS

Any officer or director may be removed for a violation of Article II, section 7 of this document by a majority vote of the membership present at any regular or specially-scheduled meeting. Notice of removal election shall be published by special notice not less than two (2) weeks in advance of the election. Any officer or director shall be removed by a vote of the Board after accumulating three (3) absences within a one-year period from regularly scheduled meetings. A one-year cycle starts in May and ends the following May. The officer or director subject to removal may request an appeal of said removal by requesting a hearing before the Board. The removed officer or director cannot run or hold office for a period of one year.

Any officer or director may resign at any time by giving written notice to the Chairperson of the Board of Directors, the President, or the Secretary. Unless otherwise specified in the written notice, a resignation shall take effect upon delivery of the notice to the

designated director or officer. It shall not be necessary for the resignation to be accepted before it becomes effective.

Any vacancy occurring in any office by reason of death, resignation, and removal or otherwise shall be filled in accordance with Article III, Section 5 or, at the discretion of the Board of Directors, by special election held upon two weeks' notice to the General Membership.

ARTICLE IV

GOVERNMENT

SECTION 1. BOARD OF DIRECTORS

The government of this Association shall be vested in the Board of Directors, herein after referred to as the "Board". Four (4) members of the Board shall constitute a quorum.

The immediate Past President shall be the Chairperson of the Board and then become an ex-officio member of the Board upon election of the new President.

SECTION 2. DUTIES AND POWERS

The Board shall have the full power to initiate and transact all Association business. The Secretary shall act as Secretary of the Board.

SECTION 3. PRESIDENT

The President shall be the Chief Executive Officer of the Association. It shall be the President's responsibility to supervise and coordinate the activities of the Association; to preside at meetings of the Association; to appoint appropriate committees; to require and hear reports from the appointed committees and the officers of the Association.

SECTION 4. VICE-PRESIDENT

In the absence of the President, the Vice-President shall assume the duties of the Chief Executive Officer. The Vice-President shall also be the Chairperson of the Finance Committee.

SECTION 5. SECRETARY

The Secretary shall keep the records and minutes of the organization, and shall maintain a current roll of membership, the Constitution and all other documents of value. The Secretary shall receive and acknowledge all communications of the Association and perform other such duties as assigned by the President.

SECTION 6. TREASURER

The Treasurer shall be the custodian and sole depositor of the funds of the Association. The Treasurer shall render a complete summary of all income, disbursements and balances whenever requested by the Board, as well as to members at each regular meeting. A written copy of this report shall be made available to any member upon request.

SECTION 7 ALL EX-OFFICIO MEMBERS

Ex-officio members of the Board shall have the privilege of attending and participating in all meetings of the Board but shall not have voting powers in such meetings.

SECTION 8 – INDEMNIFICATION

Every Director, Principal Officer, or agent of the Association shall be indemnified by the Association against all expenses and liabilities, including attorney fees reasonably incurred or imposed in connection with any legal proceeding to which they may be made a part of, or become involved in by reason of their position past or present, except in such cases wherein they are adjudged guilty of willful misfeasance or malfeasance in the performance of duties of their office.

ARTICLE V

MEETINGS

SECTION 1. ANNUAL

The annual meeting shall be held in May at such place and time as may be fixed by the Board. The annual meeting shall consist of, but not be limited to, the annual meeting of the Board and the annual meeting of the Association. The annual meeting shall begin at the time the Board convenes and shall end upon adjournment of the annual meeting of the members of the Association. Notice thereof shall be mailed to the last known address of each member not less than thirty (30) days in advance. Elections shall be held, and other business may be presented at the annual meeting.

SECTION 2. MONTHLY

Meetings shall be held monthly at a time and place directed by the Board. Notices shall be mailed by the Secretary at least one (1) week prior to the meeting.

SECTION 3. SPECIAL

Special meetings may be called by order of the Board at such places and times as fixed by the board, giving due notice to all members at least two (2) weeks in advance.

SECTION 4. BOARD OF DIRECTORS

The Board of Directors shall meet at any time or place upon call of the Chairperson, Chief Executive Officer, or any four (4) members of the Board, but at least once annually.

SECTION 5. RECORDING DEVICES

The Association will not allow any audio or video recording of its meetings and/or training sessions.

SECTION 6. RULES OF ORDER

When any question comes before any meeting not specifically provided for herein, the Chief Executive Officer shall be governed in his decision by the rules laid down in Roberts Rules of Order, as revised. (NOTE: This was formerly the last sentence of Article V, Section 1).

ARTICLE VI

FINANCE

SECTION 1. FEES AND DUES

Dues for the membership shall be fixed by a majority of the members present and shall be payable on May 1st in the manner prescribed by the Secretary. The fiscal year for the Association shall be July 1 through June 30. Failure to pay membership dues within ninety (90) days of the due date may forfeit membership in the Association.

Reinstatements are conditioned on approval of the Board and General Membership in accordance with Article II, Section 8.

There shall be no other fees or assessments except as provided by these articles.

All applications for membership shall include a payment of not less than \$25.00, which shall be for a three-year period. All renewal dues will be collected for three (3) years at a time.

SECTION 2. AUDIT

The Finance Committee shall conduct an audit of the Association's finances and shall verify all assets and liabilities of the Association, not less than once a year at the discretion of the Board.

ARTICLE VII

COMMITTEES

SECTION 1. COMMITTEE MAKE-UP

Unless stated otherwise herein, committees shall consist of a Board Member appointed by the President to be Chairperson. The Chairperson shall oversee the Committees assigned. Each committee shall elect a Vice-Chairperson from within the committee. The Vice-Chairperson will be responsible for the day to day operations of said committee. The Chairperson or Vice-Chairperson may assign as many members as necessary to carry out the duties of the committee. The committee shall meet as often as the Chairperson or Vice-Chairperson deems necessary.

- A. Committee members will be for an indefinite period. Individual members will be replaced at their request.
- B. Special committees may be formed by the Board as required.
- C. Quorum constitutes a simple majority of a committee.

SECTION 2. STANDING COMMITTEES

The following committees shall be standing full-time Committees of the Association. Others may be added by the Board.

- A. **Membership:** The duties of the Committee shall be to promote membership in this Association as provided for in this document.
- B. **Finance:** The Chairperson shall be the person prescribed in *Article IV, Section 4*. The Committee shall not include the Secretary or the Treasurer. The Committee shall be responsible for establishing financial guidelines for the Association.
- C. **Public Relations and Awards:** The Committee shall be responsible for advising the President, Board and General Membership of appropriate means of enhancing the image of the Association. They shall prepare awards for presentation at a suitable ceremony during the annual seminar. Qualifications and requirements for awards shall be established by the Committee. A final review shall be conducted, and approval of awards must be given by the Board. Awards shall be signed by the Association President, Board Chairperson, and the Public Awareness Committee Chairperson. The Committee shall also be responsible for overseeing the office of Quartermaster. This office shall be used to promote the Association through

the acquisition, distribution, and sale of appropriate public relations materials and merchandise.

- D. **Nominating Committee:** The Committee shall nominate officers and the appropriate number of members of the Board to hold office for the ensuing term. Such Nominating Committee shall consist of a Chairperson, and as many members as necessary. Such Nominating Committee shall begin its task not later than one monthly meeting before the Annual Meeting; and, shall report all nominations to the membership present at the Annual Meeting of the Association. Nothing in this section shall preclude any member from being nominated from the floor as an officer or member of the Board at the appropriate time(s).
- E. **Seminar and Training;** The Committee shall be responsible for the implementation and carrying out of the educational objectives and purposes of the Association; for the non-business portion of the monthly meetings; and for keeping the Association current of court rulings and pending legislation affecting the objectives of the Association.
- F. **Constitution and By-Laws:** The Committee shall have the responsibility to review and make recommendations on all proposed changes and/or amendments to the *Constitution and By-Laws* of the Association. All recommendations by the Committee shall be presented back to the General Membership as soon as possible for action as listed in *Article XI*.

SECTION 3. ANNUAL REPORTS

All standing committees shall prepare an annual report to be presented at the Annual Meeting.

ARTICLE VIII
CODE OF ETHICS

SECTION 1. POLICY

The Code of Ethics for the Association follows:

I will regard myself as a member of an important and honorable profession.

I will conduct both my personal and professional life so as to inspire the confidence of the public.

I will not use my profession and my position of trust for personal advantage or profit.

I will never betray confidences nor jeopardize any investigations.

I will regard it my duty to know my work thoroughly. It is my further duty to avail myself of every opportunity to learn more about my profession.

I will avoid alliances with those whose goals are biased and inconsistent with honesty.

I will make no claim to professional qualifications, which I do not possess.

I will be loyal to my superiors, to my subordinates, and to the organization I represent.

I will bear in mind always that I am a truth-seeker, not a case maker, and that it is more important to protect the innocent than convict the guilty.

ARTICLE IX
GOVERNING REGULATIONS

- 1.** Active members of the Association at the time of ratification of this Constitution shall remain active members, regardless of any other provision listed herein.
- 2.** All officers and members of the Association are expected to encourage, aid and assist, in every possible way, in the development and activities of the Association. Success depends upon active, willing participation by the membership.
- 3.** Spokespersons for the Association shall be only the President, Chairperson of the Board of Directors, and Chairperson of the Public Relations and Awards Committee.
- 4.** Each member is encouraged to become a member of the I.A.A.I and Michigan Chapter I.A.A.I. This shall not be a requirement for Association membership. However, should the Association become a recognized affiliate of either of the organizations, membership in that organization will then become a requirement.
- 5.** A new membership roster is to be printed annually.
- 6.** The Secretary shall keep the records and minutes of the Board; maintain and file annually the papers of incorporation for the Association; and prepare the agenda for the monthly business meetings and the annual General Membership meeting.
- 7.** Association members shall be surveyed as to trades, services, hobbies and training that may be useful to furthering the purposes and objectives of the Association.
- 8.** At the monthly business meeting, a vote on Association business shall be carried by a majority of members present.

ARTICLE X
INCORPORATION

SECTION 1. INCORPORATION

The Board, through the Secretary, shall seek incorporation as a nonprofit organization in accordance with Act 327 of the Public Acts of 1931, through the Michigan Department of Treasury, Corporate Division, P.O. Drawer C, Lansing, MI 48904.

ARTICLE XI
AMENDMENT

SECTION 1. REQUIREMENTS

This Constitution may be amended at any regular or special meeting of the Association by a majority vote of members present, provided however, that prior to any such vote, notice is published in a regular newsletter or a special notice, stating that changes to the Constitution are pending vote and the date such vote is scheduled.

[END OF DOCUMENT]