

**Constitution**  
**and**  
**By-Laws**  
**OF THE**  
**Illinois**  
**Fire Inspectors**  
**Association**

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## **ARTICLE I - NAME**

The founding organization shall herein be referred to in these bylaws as the Illinois Fire Inspectors Association (IFIA), as registered and chartered under the “Not-For-Profit Corporation Act” of the State of Illinois to exist perpetually.

## **ARTICLE II – PURPOSE/MISSION**

**PURPOSE:** To advance the knowledge of fire prevention, fire safety education, and fire investigation through cooperation, legislation, and communication of information; to assist its membership in efforts to disseminate fire and life safety awareness to the public; and to train fire prevention personnel by offering training and certification courses.

The IFIA shall be non-partisan, non-sectarian, non-racial, and non-political in all of its activities. The IFIA shall not participate in any political campaign on behalf of any candidate for public office. However, this is not to prohibit the IFIA from being involved in non-partisan political activities.

This section shall not prohibit the distribution of “position statements” by candidates for political office, provided that all candidates seeking an office are afforded the same opportunity to have their “position statements” distributed.

**MISSION:** To reduce deaths and injuries from fire, and other dangers, through education, enforcement, and engineering.

**GOAL #1:** To develop and promote minimum competency standards for fire prevention personnel through:

- a. All fire prevention and suppression personnel;
- b. All fire service organizations;
- c. All education and training delivery systems; and certification programs
- d. All levels of government.

**GOAL #2:** Promote fire and life safety efforts at state and national levels.

## **ARTICLE III - MEMBERSHIP**

### **Section 1 - Active Members**

Every fire protection district, municipal fire department, or privately owned fire department, whose primary business is fire suppression and protection, complying with By-Laws of the IFIA is eligible for Active Membership.

Active membership is by organization, not individuals.

An Active Member:

- a. May attend all meetings and functions.
- b. May speak on the floor of any meeting.
- c. Is eligible to vote or hold elective office.
- d. May serve on or chair a committee.

#### Section 2 - Associate Members

Every person, partnership, corporation, building official, private company, or association interested in fire safety and complying with the By-Laws of the IFIA is eligible for Associate Membership.

An Associate Member:

- a. May attend all meetings and functions.
- b. May speak on the floor of any meeting.
- c. Is ineligible to vote or hold elective office.
- d. May serve on or chair a committee.

#### Section 3 - Honorary Members

Every person who is retired or honorably separated from an active member organization is eligible for Honorary Membership. An Honorary Member shall have the same privileges and restrictions of membership, as does an Associate Member, except that an Honorary Member shall be exempt from any collections of dues or assessments.

An Honorary Member:

- a. May attend all meetings and functions.
- b. May speak on the floor of any meeting.
- c. Is ineligible to vote or hold elective office.
- d. May serve on or chair a committee.

#### Section 4 - Chapter Organization Permitted

- A Chapter sub-structures may be created to allow for IFIA members to group together for special interest purposes, for the purpose of conducting monthly, bi-monthly, or special meetings, establishing a quorum, election of chapter officers, voting on chapter matters, and the conducting of other business of a chapter matter. The special interest groupings shall be determined by the Board of Directors as established under Article VIII.
- B The Fire Investigation Strike Force is accepted for membership in the IFIA and is designated as the Fire Investigators Strike Force Chapter as of December 14, 1984.

## Section 5 - Chapter Operations

- A. In order to provide for operating expenses, a chapter may, upon the recommendation of the chapter treasurer, and approval of a majority of its members present at any regular chapter meeting, exact a chapter dues assessment.
- B. Upon approval of the IFIA Board, financial assistance for chapter events may be provided from the IFIA. Proceeds from these events shall be managed in such a way as to insure that the IFIA is reimbursed whenever possible.
- C. It shall be the duty of the chapter President to secure approval from the IFIA Board to hold any events in the name of the IFIA.
- D. A complete accounting of all chapter finances shall be forwarded to the IFIA office within 30 days of the end of a chapter event.
- E. It shall be the duty of the officers of a chapter to insure that all activities are in compliance of these By-Laws. Guidance on these matters shall be provided through the Executive Director.
- F. It shall be the duty of the president of the chapter to attend the monthly board meetings of the IFIA to report on the activities of the chapter. A proxy can be appointed by the chapter to represent the chapter, in place of the chapter president for a specified period of time by written notice to the IFIA. Such proxy representative shall be an elected officer of the chapter and shall have proxy voting rights.
- G. A chapter shall provide for a treasurer who shall, in addition to any other duties, keep an accurate accounting of all funds handled by the chapter. This accounting shall be done in a manner acceptable to the IFIA Executive Director with the goal of facilitating the IFIA annual audit. Bi-annual and annual reports are required to be sent to the IFIA, per ARTICLE VII, SECTION 2
- H. The By-Laws of the IFIA shall govern a chapter. The chapter may develop their own operating rules and regulations provided they are not in conflict with those of the IFIA.
- I. A chapter shall provide to the IFIA Executive Director a complete list of all board members not later than January 31<sup>st</sup> of each year.
- J. The IFIA Executive Director shall provide the chapter a list of the IFIA members annually.

- K. A chapter who is found to be in violation of these By-Laws, or who because of non-participation, fail to exist, may, after review of three-fourths (3/4) majority vote of the Board of Directors, have the chapter charter revoked.

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

### **Section 1 - Board of Directors**

The Board of Directors (Board) shall consist of the four (4) elected officers of the IFIA, the most recent active past president of the IFIA, the Executive Director, the Deputy Executive Director, the Legislative Liaison, and the President of any chapter. No one person shall be qualified to hold more than one directorship during any annual term.

### **Section 2 - Meetings**

Monthly board meetings shall precede the monthly membership meetings at a time and place to be decided by the sitting board.

Chairpersons of standing committees shall attend all board meetings to report on the activities of their committees. In the event that the Chairs cannot attend, a written report of their committee shall be forwarded to the President prior to the regularly scheduled Board meeting.

Any member may attend a board meeting, but they are not allowed to address the Board unless a written request to address the board has been submitted prior to the start of the meeting. Such request shall specify the topic or topics on which the member wishes to be heard.

Board Meetings shall be closed to non-members except under one of the following circumstances:

1. At least 48 hours prior to the meeting time a written request shall be submitted to a board member. Such request shall specify the topic or topics on which the non-member wishes to be heard. Such non-member may address the board and then will be excused prior to the start of the regular order of business.
2. At the Board's request, a non-member may address the board without submitting a request. Such non-member will be heard prior to the start of business and shall be excused prior to the start of the regular order of business.

Special board meetings may be called by any board member provided a notice is provided per ARTICLE XII, SECTION 2. In order to conduct business at any special meeting a quorum shall be present per ARTICLE XII, SECTION 3.

### **Section 3 - Executive Session**

A closed executive session may be called for the purpose of discussing personnel matters or matters of litigation. Any member of the board may call for executive session with approval of a majority of the board members present.

#### Section 4 - Duties

It shall be the duty of the Board to transact all business of the IFIA during the time intervening between the regular meetings of the members of the IFIA.

The Board is to govern the activities of the IFIA within the By-Laws of the organization.

The Board is to set policy, approve projects, and present these before the general body.

The Board is to represent the IFIA at outside functions as assigned, i.e., conferences, seminars and other fire service meetings.

#### Section 5 - Conflict of Interest

In any matter that is brought to the Board for action, and in which a Board member has a personal pecuniary interest or other interest which would give rise to a conflict of interest or the appearance of a conflict of interest, said Board member shall disclose that interest to the Board before discussion is held or action is taken. Upon disclosure, the Board by a simple majority shall determine whether the member with the conflict should be recused from the meeting during discussion, refrain from discussion of the items, refrain from voting on the item, or any combination thereof. Failure to disclose a conflict of interest may be cause for disciplinary action, including but not limited to removal from office.

#### Section 6 – Vacancies

In the event of a vacancy occurring on the Board of the IFIA, the remaining members, by majority vote, shall appoint a member to complete the vacated term of the position. OR in the event of a vacancy occurring on the Board, each elected position will move to the next position, and the remaining members, by majority vote, shall appoint a member to complete the open position (Treasurer).

Section 7 – Electronic Voting by Board of Directors When deemed appropriate by the President, members of the Board may conduct business electronically. All voting members of the Board of Directors, shall have the opportunity to take part in the electronic discussion and vote on the motion. A motion will be considered passed if a majority of the Board has voted in favor of the motion. All motions passed electronically will be read into the minutes at the next Board meeting.

When an electronic notice regarding a vote is sent out, Board members will have three business days to respond to the request for their vote to be counted.

#### Section 8 - Quorum

A simple majority of the Board shall constitute a quorum for the transaction of any business at any meeting of the Board, provided that, if less than a majority of Directors are present at that meeting, a majority of members who are present may reschedule the meeting to another time.

#### Section 9 – Special Meetings

The President may call for a special meeting, provided there is a minimum of three business days notice.

### **ARTICLE V - OFFICERS**

#### Section 1 - Officers

The elected officers of the IFIA shall consist of a President, Vice President, Secretary, and Treasurer.

No person shall be elected to hold more than one office during any term.

To be eligible to hold office as an elected officer, that person must be from an organization that has been member of the IFIA for a minimum of one (1) year.

#### Section 2 - Term

When elected to the Board, the term shall be for five (5) years.

The entry position to the Board shall be Treasurer. Each subsequent year the existing officers will move up to a new position. The ranking, in order, is Treasurer, Secretary, Vice President, President, and past President.

The positions of Secretary, Vice President, and President will be automatically assumed, and not subject to floor nominations.

Each candidate for position of officer, must be an active member, as defined by these By-Laws, be in good standing within their organization, and working in a position of fire prevention and/or education. In addition, he/she must furnish written evidence of support and approval of his/her Chief of the Department or CEO.

In the event that a member, during their current role, is no longer an active member of the IFIA by reason of job elimination, retirement, or other similar reasons, they shall be entitled to fill out their current role until the next election of officers, pending approval of the majority of the remaining Board members.

#### Section 3 - Executive Director

The Executive Director is appointed by the Board on an annual basis in June of each year. The Executive Director shall have no voting right except to break tie votes of the Board of Directors. The Executive Director may be an active member or an honorary member of the Association.



#### Section 4 – Deputy Executive Director

The Deputy Executive Director is appointed by the Board on an annual basis in June of each year. The Deputy Executive Director shall have no voting right except to break tie votes of the Board when acting in the role of the Executive Director. The Deputy Executive Director may be an active member or an honorary member of the Association.

#### Section 5 - Legislative Liaison

The Legislative Liaison is appointed by the Board on an annual basis in January of each year. The Legislative Liaison shall have no voting right on Board matters. The Legislative Liaison may be an active member or an honorary member of the Association.

#### Section 6 - Executive Director Emeritus

This position is an honorary position bestowed on a retired Executive Director. As an emeritus, this person may serve in any capacity as seen fit by the Board.

#### Section 7 - Removal of Officers

Any officer may be removed from office by the Board whenever, in the Board's judgment, the best interests of the IFIA would be served. Removal requires an affirmative vote of a three fourths (3/4) majority of the remaining voting members of the Board (proxies not allowed). Any officer may be disqualified for office by failing to act, or follow, the rules as defined in these by-laws. Voting on removing an officer cannot be done through electronic means.

#### Section 8 - Compensation

The offices of President, Vice President, Treasurer, Secretary, Executive Director, Deputy Executive Director, Legislative Liaison, and Past President, shall receive no compensation for their services, but nothing contained herein shall preclude reimbursement of expenditures paid on behalf of the IFIA, if approved by the Board of Directors.

### **ARTICLE VI - DUTIES OF OFFICERS**

#### Section 1 - President

It shall be the duty of the President to preside over all meetings of the IFIA and of the Board. He/she shall sign all orders duly granted by the IFIA or by the Board. He/she shall appoint all standing committees, with the exception of the Fire and Life Safety Committee, in January. The Fire and Life Safety committee shall be appointed in June. All appointments are subject to approval of the Board.

The President is to preside at all IFIA meetings, set the agenda, call and preside at Board meetings, and assign corresponding business to the appropriate officers and/or committees.

The President, or his/her designee, is to serve as the IFIA representative to the Illinois Fire Services Association.

The President, or his/her designee, is to serve as the IFIA representative to the International Fire Marshals' Association.

The President is to assign a chairperson to all standing committees at the annual Board's planning meeting.

#### Section 2 - Vice President

It shall be the duty of the Vice President to perform all of the duties of the President in his/her absence. Further, the Vice President shall actively attend meetings, seminars, conferences and other functions as necessary to prepare for IFIA representation as President.

The Vice-President shall serve as the liaison to the Fire Investigators Strike Force chapter.

#### Section 3 - Secretary

It shall be the duty of the Secretary to keep minutes of all proceedings of the IFIA and of the Board of Directors. He/she shall see that the minutes of the monthly IFIA meeting is presented to the administrative offices for publication by the first of the following month.

The Secretary shall serve as the liaison to the Codes and Professional Development Committee.

#### Section 4 - Treasurer

It shall be the duty of the Treasurer to handle the monetary affairs of the monthly meetings.

An annual audit shall be done of the IFIA financial records by an outside agency whose agent is a certified public accountant. The Treasurer shall review the accounting and report it to the IFIA office.

The IFIA Treasurer shall accept through the IFIA general office each chapter's bi-annual treasurer's report

The Treasurer is to work closely with the Office Manager to see that all accounts balance and special projects are reported and accounted for when completed.

The Treasurer is to report the IFIA finances to the general body at its monthly meeting.

The Treasurer is to assure that monies are available for expenditure of any new projects or appropriation before that project or appropriation can be approved by the Board.

The Treasurer shall serve as the liaison to the Fire and Life Safety Committee.

#### Section 5 - Executive Director

The Executive Director is to manage the daily affairs of the office. He/she is also to oversee financial records and inventories.

He/she is to seek grants from the private and public sector to accomplish the missions of the IFIA.

The Executive Director is to assure timely renewing of the State Corporate Status, Federal Not-For-Profit Exemption, Federal income tax reporting, not-for-profit mailing status with the United States Post Office, and to oversee the office staff and set policies for procedures.

The Executive Director is to cooperate with State and National organizations within the guidelines set by the Board.

The Executive Director during the annual planning meeting shall present a recommendation to the Board on proposed changes in rates of pay for the office staff and instructors.

#### Section 6 – Deputy Executive Director

The Deputy Executive Director shall assist the Executive Director in the execution of his/her duties, and in other jobs as directed by the Board. In the absence of the Executive Director, the Deputy Executive Director shall assume the role and have the responsibilities of the Executive Director.

#### Section 7 – Past President

The Past President will serve as chair of the nomination committee, which will consist of the Past President serving on the Board, and two other past presidents.

#### Section 8 - Legislative Liaison

The Legislative Liaison will serve as the “point person” between the IFIA, lobbyists, and any State officials for the purpose of Illinois legislation. He/she will give reports to the Board in person, and through emails, as appropriate. When necessary that person, along with other Board members, will provide testimony on pending legislation in Springfield.

He/she shall attend the Fire Advisory and Fire Services Association meeting as able.

He/she shall provide testimony at NFPA, ICC, and other national groups as appropriate.

### **ARTICLE VII OFFICE STAFF**

#### Section 1 – Office Staff

The Executive Director, with the approval of the Board, shall hire an office manager and other support personnel as needed to continue the ongoing operation of the IFIA. They shall be compensated at an hourly rate as approved by the Board.

#### Section 2 - Office Manager

The Office Manager shall keep an accurate accounting of funds received, funds dispersed, the balance of the funds on hand and monies due, to make a summary report through the Treasurer for each meeting and a complete report at least once annually. These summaries shall be in written form.

A financial review will be conducted annually. The people conducting the review must not be current or past members of the Board of Directors. The Office Manager will collect all chapter records and submit them for audit with the permanent records of the IFIA.

The Office Manager shall countersign all orders granted, maintain a record of all Active Members, Associate Members, and Honorary Members.

The Office Manager is to receive and respond to business communications received by the IFIA. This shall be done in conjunction with, and with approval of the President of the IFIA.

Other duties include, but are not limited to:

- Handle all requests for books, audio/video materials, manuals, and shall inventory, record, and ship and bill for these accounts.
- Work with the special events chairperson for notification, registration, accounting of funds and participants, scheduling of participants, and programs for monthly meetings and events.
- Assist the Fire and Life Safety, Codes and Professional Development, Certification Committee, and Social Committee Chairpersons in mailing notification of events and projects, scheduling of participants, and accounting for any funds.
- To schedule printing, answer correspondence, handle across the counter sales, telephone requests, and maintain records of transactions.
- To print and mail IFIA monthly meeting notices (notes, minutes, and appropriate correspondence) to all members of the IFIA.
- Notify and register participants for IFIA courses, keep records, registration, and collect funds.

## **ARTICLE VIII - COMMITTEES**

### **Section 1 - Standing Committees**

The Standing Committees of this Association shall be as follows:

- A. Codes and Professional Development - duties shall be to become knowledgeable of existing as well as proposed or pending laws of Federal and State agencies.

They shall arrange for the dates, location, sponsors, and programs for the mini-seminars, including all related functions and details. They shall also provide a list of potential speakers for the annual Combined Conference.

- B. Fire and Life Safety Education - Duties shall be to assist in obtaining speakers for the Annual Combined Conference, mini-seminars, and to arrange for the program for the Fire Prevention Awards meeting.

Representative job functions include, but are not limited to the Annual Conference and Fire Prevention Awards ceremony.

This committee shall plan and provide quality control for special seminars, programs, campaigns, and Statewide events related to the topic. The Committee may designate such subcommittees to handle various projects as needed.

The Committee shall provide a list of potential speakers for the Annual Combined Conference. They shall also coordinate the Fire Prevention Awards luncheon, represent the IFIA on the State Fair project, and represent the IFIA on various committees dealing with fire safety education projects.

- C. Certification - duties shall be to work with all SCAC committees dealing with certification of Inspectors, Educators, and Investigators. This committee shall serve as liaison with the Division of Personnel Standards and Education of the Office of the State Fire Marshal, or any other certification agency.
- D. Social – The group shall manage the social events for the general good and welfare of the membership, such as the golf outing and the December holiday meeting
- E. Nominating - whose duty it shall be to nominate a candidate for the office of Treasurer of the IFIA.

The committee shall consist of the immediate active past President of the IFIA. If an immediate active past President is not available, the President shall appoint other members to make up the committee.

They shall convene in October to prepare a candidate for the office of Treasurer, to be presented at the November general membership meeting. The committee shall assure that each nominee is eligible, and has the support of his/her Chief or CEO.

Announcement of their selection shall be posted in easy view of all delegates. Nominations may also be made from the floor at the November or December

meetings. All nominees must show eligibility and written support from his/her Chief or CEO.

- F. Annual Combined Conference – This shall be comprised of members of the Board, the FLSE and Code and Professional Development committees. They shall present to the Board of Directors, for approval, the dates, location, sponsors, and programs for the Annual conference including related functions and details.
- G. Membership – Members of standing committees shall be members of the IFIA as defined by ARTICLE III

### Section 2– Reports

The chairpersons of each committee shall submit a written report of their activities to the Board of Directors prior to their regular monthly meetings.

### Section 3- Ad-Hoc Committees

Ad-Hoc committees may be appointed by the President with the approval of the Board from time to time.

## **ARTICLE IX - ELECTION OF OFFICERS**

### Section 1 - Nominations

In addition to candidates nominated each October by the Nominating Committee, candidates may be nominated from the floor during the regular meeting in October and November. Any candidate nominated from the floor must furnish written evidence of support and approval of their Chief of the Department or privately owned fire department CEO within 10 days of the nomination. Failure to do so will void the floor nomination. If the member was nominated in November, and elected to the position, the next eligible member with the highest votes will then assume the position.

### Section 2 - Election

The officers of the IFIA shall be elected during the regular meeting held each November. If more than one person is running for Treasurer, voting for that office shall be by paper ballot of the voting member organizations. Only one vote shall be cast by each voting member organization.

### Section 3 - Assuming Office

The newly elected officers shall be qualified to take office from their predecessors following the Oath of Office at the December general meeting.

## **ARTICLE X - FISCAL YEAR**

The fiscal year of the IFIA shall begin on the first day of January and shall end on the last day of December each year.

## **ARTICLE XI - ASSESSMENTS AND DUES**

### Section 1 - Dues Set

By-Laws of the IFIA provide for annual membership fees or dues. Active Members and Associate Members are obligated to remit dues each January. Special assessments may also be provided in the Association By-Laws.

#### Section 2 - Delinquent Dues

Whenever any Active Member or any Associate Member is delinquent and in default on remittance of annual dues for a period of more than 120 days, that membership may be suspended or terminated by the Board of Directors. Resumption of such membership shall require the payment of annual dues.

### **ARTICLE XII – VOTING/MEETINGS**

#### Section 1 - Maximum Votes

For each matter brought to the floor of any regular or special general membership meeting of the IFIA, an individual present as the voting representative of an active member organization shall be entitled to cast one vote. No single member organization shall be entitled to more than one (1) total vote. No individual may vote representing more than one organization. There shall be no proxy voting.

#### Section 2 - Notice of Meeting

Regular monthly meetings and special meetings of the IFIA shall be held as provided in the By-Laws preceded by a written or electronic notice sent at least ten (10) working days in advance of the date called.

#### Section 3 – Regular Membership Meeting Quorum

A quorum of two (2) Board members and ten (10) active members shall constitute a quorum for any meeting of the IFIA provided that if less than a quorum is present at that meeting the majority of the members who are present may reschedule the meeting to another time.

#### Section 4 - Simple Majority

With the exceptions provided in ARTICLE XII, SECTION 5, the IFIA shall be empowered to transact its affairs on matters brought to the floor on any regular or special meeting by a simple majority vote of the individuals present as representatives of active member organizations at that meeting.

#### Section 5 - Amendments to the By-Laws

The IFIA, by a two-thirds (2/3) roll call vote of the individuals present as representatives of active member organizations at any regular or special meeting, shall have full power to alter, amend, repeal, or adopt new By-Laws of the IFIA, provided that all members organizations of the IFIA have been given at least thirty (30) days advanced notice of such change.

### **ARTICLE XIII – DISSOLUTION OF THE IFIA**

The IFIA shall not be dissolved except by a  $\frac{3}{4}$  vote by the Board, in person, which would then require a majority vote by the members present at a membership meeting. The membership

meeting for this action would require a minimum 30 day prior notice.

Upon the dissolution of the IFIA, the Board shall, after paying or making provision for the payment of all of the liabilities of the IFIA, dispose of all of the assets of the IFIA in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of a future United States Internal Revenue Law) as the Board of Directors shall determine. Any such assets not so disposed of by the Court of Common Pleas of the County in which the principal offices of the Association is then located, exclusively for such purpose or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

#### **Article XIV – INUREMENT OF INCOME**

No part of the net earnings of the IFIA shall inure to the benefit of, or be distributable to, its members, trustee, officers, or other private persons, except that the IFIA shall be authorized and empowered to pay reasonable compensation for expenditures paid on behalf of the IFIA

#### **ARTICLE XV – MEMBERSHIP WITH OTHER ORGANIZATIONS**

##### **Section 1 – International Fire Marshals Association**

The Illinois Fire Inspectors Association has established itself as Chapter 15 of the International Fire Marshals Association (IFMA) a membership section of the National Fire Protection Association (NFPA).

##### **Section 2 – International Code Council**

The Illinois Fire Inspectors Association has established itself as Chapter 43 of the International Code Council (ICC).

##### **Section 3 – National Fire Protection Association**

The IFIA has established itself as a member with the National Fire Protection Association (NFPA).

##### **Section 4 – Operation**

When the IFIA conducts business related to membership of other organizations, they shall comply with Constitution and By-Laws of those organizations.

##### **Section 5 – Liability**

The International Fire Marshals Association, the National Fire Protection Association, or the International Code Council shall not be held liable for any financial obligations or financial responsibilities being incurred or assumed by IFIA.

#### **ARTICLE XVI - DUES**

##### **Section 1 - Active Members**



Annual dues for active member organizations shall be established by the Board as authorized in ARTICLE XI, SECTION 1 of the By-Laws of the Association without regard for the number of persons representing that active member. New member organizations that join on the dates of, or following the Annual Combined Conference, pay annual dues immediately to be applied to the next following fiscal year. No dues shall be payable for the balance of the current year.

#### Section 2 - Associate Members

Annual dues for Associate Members shall be established in ARTICLE XI, SECTION 1 of the By-Laws of the Association without regard to the number of persons representing that member. New member organizations that join on the dates of, or following the Annual Combined Conference, shall pay annual dues immediately to be applicable to the following fiscal year. No dues shall be payable for the balance of the current year.

#### Section 3 - Office of the State Fire Marshal

The Office of the State Fire Marshal shall have the same status as an Active Member.

#### Section 4 - Invoicing

An invoice for dues assessed each Active and Associate Member shall be mailed during each November.

### **ARTICLE XVII - MEETING DATES**

A monthly meeting shall be held on the fourth Friday of each calendar month; however, upon proper notification as provided for in ARTICLE XII, SECTION 2 of the By-Laws, the Board may elect to change any monthly meeting date.

During the months of April, July, and August there will be no monthly membership meetings.

### **ARTICLE XIII - MEETING AGENDA**

The regular monthly meeting shall be conducted as close as reasonably possible according to the following succession:

- 1) Meeting called to order.
- 2) Pledge of Allegiance
- 3) Introduction of Chiefs and Guests
- 4) Communications and Announcements
- 5) Affirmation of Minutes from Previous Meeting
- 6) Affirmation of Treasurer's Report
- 7) Executive Director
- 8) Chapter Report
  - A. Illinois Fire Investigators Strike Force
- 9) Standing Committee Reports
  - A. Codes and Professional Development
  - B. Fire and Life Safety
  - C. Certification
  - D. Social
  - E. Public School Advisory Committee
- 10) Representative Reports
  - A. NFPA
  - B. AFAA
  - C. NW BOCA
  - D. SW BOCA
  - E. ICC
  - F. Vision 20/20
  - G. NFSA
  - H. SFPE
  - I. NIFSAB
  - J. Northern Illinois Fire Inspectors Assoc.
- 11) Old Business
- 12) New Business
- 13) Code Enforcement Problems
- 14) Examples of Things That Went Right Thanks to the Codes/Education
- 15) Announcement of Date and Location of Next Meeting
- 16) Adjournment

**\*\* END \*\***