

NEBRASKA SOCIETY OF FIRE SERVICE INSTRUCTORS

BY-LAWS

ARTICLE I **MEMBERSHIP**

Section I Members of the Society may be enrolled when meeting requirements of membership and being recommended in writing by a member in good standing of the Society and payment of dues.

- A. Active Member shall be any person who is actively involved in the education or training of emergency response personnel and subscribes to and practices the code of ethics of the Nebraska Society of Fire Service Instructors.

- B. Honorary Member shall be any person of outstanding prominence who has made significant contributions to the field of emergency response training and shall continue until the death of said member. Honorary members shall also include the spouse of a deceased active member for a period of two (2) years after the death of said member.

- C. Sustaining Member shall be any person, firm, or corporation wishing to assist in attaining the objectives of the Society.

Only active members shall have the right to vote and hold office in the Society. Any member may voluntarily withdraw from the Society and terminate his membership at any time. In order to be in good standing, members shall not be delinquent more than 60 days in their dues after January 1 of each year.

ARTICLE II **DUES**

Section I The membership year shall be from January 1 through December 31. Annual dues for active and sustaining memberships shall be \$7.00. There shall be no dues charged to Honorary members.

Section II Termination for non-payment of dues. Memberships shall be terminated when the dues of any member are unpaid prior to the annual meeting. Terminated members may be reinstated by payment of dues for the current year.

ARTICLE III **MEMBERSHIP PRIVELEGES**

- Section I All members shall receive a membership card.

- Section II All members shall be on the mailing list to receive such materials as the officers of the Society shall from time to time see fit to distribute.

- Section III Only active members shall vote and hold office.

- Section IV Expulsion from the Society membership. Members may be expelled for cause:
 - A. Grievance must be in writing to President of Society or Chairman of the Board of Directors and signed by an active member in good standing.

 - B. Action will be taken by President and Board if permanent expulsion is considered, it must be ratified by membership vote.

ARTICLE IV **MEETINGS**

- Section I The annual meeting shall be held for the election of officers and the transaction of other business of the Society.

- Section II The President may, with the approval of the majority of the Board, call a special meeting. The majority of the Board may also call a special meeting under the same conditions above.

- Section III There shall be no voting by proxy.

- Section IV Quorum
 - A. A simple majority of those present at the annual meeting of the Society shall govern for the election of officers.

 - B. A simple majority of those present at the annual meeting shall constitute a quorum for the purpose of amending the Constitution and/or By-Laws

 - C. A quorum of the Board of Directors shall consist of four (4) members.

- Section I Voting by mail may be authorized by a majority vote of the Board, directing the Secretary to poll membership.

- Section II The annual meeting of the Society shall be held in conjunction with the Les

Lukert Conference. The Board shall meet prior to each annual meeting to discuss the provisions for the meeting for the following or subsequent year. The membership shall be informed of the meeting for the subsequent year at the annual meeting. The final date, time and location shall be published to the membership no later than thirty (30) days prior to the Les Lukert Conference through publication and distribution of the registration brochure and/or by special mailing.

ARTICLE V **DUTIES OF THE OFFICERS AND BOARD OF DIRECTORS**

Section I Elections shall be held at the annual meeting of the Society. The President shall appoint an election committee comprised of three (3) active members of the society.

Section II PRESIDENT. The President shall:

- A. Be the official representative and spokesperson for the Society.
- B. Preside at the meetings of the Society.
- C. Appoint all committee not otherwise provided for in the Constitution and By-Laws.
- D. Perform such other duties as prescribed by the Board.

Section III VICE-PRESIDENT. The Vice-President shall:

- A. Assume the duties of the President in his/her absence or disability.
- B. Assist the President with his/her regular duties in every way possible.

Section IV SECRETARY. The Secretary shall:

- A. Keep a record of all proceedings of business meetings.
- B. Forward the minutes of all Board meetings to the officers and directors within thirty (30) days of the meeting.
- C. Prepare and read at meetings the minutes of the previous meeting.

Section V BOARD OF DIRECTORS. The Board of Directors shall:

- A. Develop broad policies for the operation of the Society.
- B. Cause to be made an annual audit of all books and accounts of the Society prior to the annual meeting.

- C. Meet at least four (4) times per year.
- D. Elect a Chairman of The Board at the first meeting after the annual meeting. The President of the Society shall not serve as the Chairman of the Board.

Section VI

TREASURER/PUBLICATIONS COORDINATOR. The Treasurer/Publications Coordinator shall:

- A. Be appointed by the Board of Directors. Such appointment shall be reviewed annually. The holder of this position shall not be eligible to cast vote toward the execution of the initial appointment or subsequent reappointments to this position of financial responsibility.
- B. Be the official representative of the Society for the marketing and sales of the IFSTA products, and all other retail endeavors of the Society.
- C. Be held accountable and subject to audit by the Board at any time regarding the financial responsibilities of this position.
- D. Be responsible for the annual report of sales to the membership at the annual meeting.
- E. Be eligible to receive reimbursement for expenditures upon approval of the Board.
- F. Be responsible for the custody of all assets of the Society.
- G. Deposit all moneys of the Society in a chartered bank in the name of the Society.
- H. Supervise the collections and disbursements of all funds in accordance with the By-Laws.
- I. Report at the annual meeting the financial condition of the Society.

ARTICLE VI

AMENDMENTS

Section I

The By-Laws may be amended at the annual meeting or special meetings and may be adopted by a majority vote at that meeting if a quorum is present, as set forth in Article IV, Section IV. B. of these By-Laws.

ARTICLE VII

ORDER OF BUSINESS

Section I The order of business at the annual meeting of the Society shall be as follows:

1. Call to Order
2. Reading of Minute's
3. Treasurer's Report
4. President's Report
5. Secretary's Report
6. Committee Reports
7. Unfinished Business
8. New Business
9. Election
10. Announcements
11. Adjournment

The President of the Society shall determine the order of business at special meetings of the Society.

Section II Roberts Rules of Order shall govern the Society on all points of business not governed by the Constitution and By-Laws.