

Louisiana Arson and Fire Prevention Association  
Bylaws  
2009

Name: This organization shall be known as the Louisiana Arson and Fire Prevention Association.

Objectives: The objectives and purposes of this Association shall be:

- A. To unite for mutual benefit those public and private persons engaged in the control of arson and fire prevention.
- B. To provide for exchange of technical information and developments throughout the association.
- C. To cooperate with other law enforcement agencies and associations to further fire prevention and the suppression of crimes of arson.
- D. To encourage high professional standards of conduct among arson investigators and fire prevention personnel in the suppression of crimes and fire prevention.

The Association shall be operated and known as a non-profit 501-C3 organization.

**Article I: Membership And Dues**

Section 1:

- A. Active Member -Membership is open to anyone involved with the responsibility of fire prevention, fire protection or arson investigation, or anyone interested in these objectives. Active membership will be granted after a review of qualifications by the membership committee. Active members have voting rights and may hold office.
- B. Life Member -Life membership will be bestowed, by vote of the general membership at an annual conference, on all members, in good standing, who have 20 years of continued service in the association, Life members are entitled to all rights and privileges as active members.
- C. Association Member -Individuals, businesses, organizations or firms promoting the values of the Association may be granted the title of an Association Member. Association Members do not have voting rights and cannot hold office.
- D. Honorary Member -Honorary Membership may be bestowed upon an individual that promotes the organization but does not qualify for Active Membership. Honorary Members do not have voting rights and cannot hold office. Honorary Membership shall be valid for one year.

Section 2:

Dues:

- A. Active Member: Dues for active members shall be 10.00 per year and are due at the annual conference
- B. Life Member: Life Members are exempted from paying due and may also be exempt from conference registration by majority vote of the Executive Board.
- C. Association Membership: Dues for Association Membership shall be 300.00 per year and are due at the annual conference.
- D. Honorary Member: Honorary Members are exempted from paying dues.

**Article II: Officers, Elections, Appointments and Terms of Office**

Section 1:

The officers of this organization shall be the President, 1st Vice President, 2nd Vice President, and Secretary-Treasurer. These officers shall be elected at the annual conference by a majority vote of the active members present.

Section 2:

The President shall be the Chief Executive Officer of the Association, and it shall his/her responsibility to supervise and coordinate the activities of the Association, and preside at meetings of the Association and of the Board of Directors. He/She shall appoint appropriate committees to conduct the activities of the association, and shall require reports at each annual conference, and other wise desired from the committee so appointed and from the officers of the Association. The President shall appoint and individual to the position of Chaplain of the Association.

Section 3:

The First Vice President shall, in the absence of the President, assume the duties of the President. He/She shall also act as chairman of the Finance Committee. The First Vice President shall serve as the chair of the publicity committee.

Section 4:

The Second Vice President shall, in the absence of the First Vice President, assume his/her duties. The Second Vice President shall serve as the chair of the conference committee and the membership committee.

Section 5: The Secretary shall keep the records and minutes of the Association and shall maintain a current roll of members. He/She shall maintain a copy of the by-laws, and all other important documents of value. He/She shall receive Association correspondence and reply as needed or as directed by the President or his designee.

Section 6: The Treasurer shall be custodian of all funds. He/She shall disperse checks as directed by the President. He/She shall give a report at the annual conference for the previous fiscal (June 1 to May 31) year's activity.

**Section 7:**

The officers shall hold office for one year from the time of their election or appointment until the next annual conference. District representative shall hold their positions from the time of their appointment to the date they are replaced by the Board of Directors.

**Section 8:**

In the event of a vacancy on the Board of Directors between the annual conferences, the President shall name a replacement until the next annual conference.

**Section 9:**

It shall be the responsibility of each officer and district representative to make at least half of the called or scheduled meetings.

**Section 10:**

All persons nominated for positions as association officers must be present or have a written -signed consent in order to be eligible for election to the position. Only individuals in good standing and a member for at least one year may run for a position as an officer.

**Section 11:**

Only Individuals who have been a member in good standing for at least 90 days may vote in the election.

**Section 12:**

No member may held more than one elected position at any one time.

**Section 13:**

The President shall appoint an Election Committee, consisting of three members, in good standing. No person may be a member of the Election Committee and run for an elected office. The duties of the committee shall be to nominate for each position, individuals who meet the requirements of the by-laws. The committee shall be dismissed at the close of voting at eth annual conference.

**Article III: Board of Directors**

**Section 1:**

The Board of Directors shall consist of the President, First Vice President, Second Vice President, Secretary, Treasurer, and the immediate Past President.

**Section 2:**

The governing authority of this Association shall be vested in the Board of Directors. Four members of the board shall constitute a quorum. The Board of Directors shall appoint all district representatives.

Section 3:

The Board of Directors shall have full power to initiate and transact all kinds of business necessary to the existence of this organization and the observance of its purpose. The Board shall determine the dates and location of the annual conferences and shall outline the program of activities during the conference. They shall have general powers to direct, control, and supervise the affairs of the Association.

**Article IV: Meetings**

Section 1:

The annual conference of the Association shall be held in June of each year. The exact dates, times, and location shall be fixed by the Board of Directors. Notices shall be mailed to all members in good standing, at least 30 days prior to the annual conference. The annual conference shall consist of educational classes, a meeting of the general membership, and election of officers for the coming year, and an annual banquet to install those officers.

Section 2:

When a question comes before the annual membership meeting not specifically provided for herein, the president shall be governed in his decision by the rules laid in "Robert's Rule of Order".

Section 3:

The President may call a special meeting at such a place and time as determined by him/her. All members shall have at least a thirty (30) day notice.

Section 4:

The President may call special meetings of the Board of Directors as needed to conduct the business of the Association. A thirty (30) day notice shall be given, except under an emergency situation.

Section 5:

The President shall attempt to schedule quarterly training meetings for the benefit of the membership.

**Article V: By-laws**

Section 1:

Requirements: These By-Laws may be amended at the annual conference or the organization by a vote of two-thirds (2/3) of the active membership present.

Section 2:

Proposed By-law changes shall be submitted 30 calendar days prior to the annual business meeting at the conference in writing to the President. The President shall appoint a by-law committee at the next annual business meeting. The by-law committee shall review the proposed changes and present a report at the next conference. The proposed changes shall be brought before the active membership for a vote.