

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



October 22, 2021

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Amended  
February 24, 2017  
February 21, 2014  
May 18, 2012  
September 23, 2011  
December 17, 2010  
May 28, 2010  
June 26, 2009

## **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**

A     **PURPOSE:** To advance the knowledge of fire prevention, fire safety education, Community Risk Reduction, 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.

B     The IFIA shall be non-partisan, non-sectarian, non-racial, and non-political in all of its activities.

C     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 that are related to its mission.

D     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.

E     **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, municipality, or privately owned fire department, whose business is fire suppression, protection, or life safety, complying with By-Laws of the IFIA is eligible for Active Membership.

A Active membership is by organization, not individuals.

B 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

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

B An Associate 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 3 - Honorary Members

A Every person who is retired or honorably separated from an active member organization is eligible for Honorary Membership, and can apply to the Board for Honorary status. 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.

B A past president is automatically considered an honorary member.

C Honorary status may be revoked by a majority of the Board, for cause.

### 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 Operations

1. 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.

2. 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 ensure that the IFIA is reimbursed whenever possible.
3. 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.
4. A complete accounting of all chapter finances shall be forwarded to the IFIA office within 30 days of the end of the calendar year.
5. It shall be the duty of the officers of a chapter to ensure that all activities are in compliance of these By-Laws. Guidance on these matters shall be provided through the Executive Director.
6. 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 a member of their Executive Board of the chapter and shall have proxy voting rights.
7. 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
8. 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.
9. 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.
10. The IFIA Executive Director shall provide the chapter a list of the IFIA members annually.
11. 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, the chair of any standing committee, and the President of any chapter. No one person shall be qualified to hold more than one directorship during any annual term.

#### Section 2 - Executive Board

- A Voting members of the Board of Directors shall be known as the Executive Board, and shall include the President, Vice-President, Treasurer, Secretary, the past President, chapter President(s), and the Executive Director as needed.
- B A maximum of one (1) Associate member may serve on the Executive Board at one time.
- C The Executive Director shall only vote in a tie. In the absence of the Executive Director, the Deputy Executive Director shall be included.

#### Section 3 - Meetings

- A Monthly Board meetings shall precede the monthly membership meetings at a time and place to be decided by the sitting board.
- B Board of Directors meetings can be cancelled in advance.
- C Chairpersons of standing committees shall attend all Board and general membership 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 Secretary prior to the regularly scheduled Board meeting.
- D 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.
- E 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.

#### Section 4 - Executive Session

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

#### Section 5 - Duties

- A 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.
- B The Board is to govern the activities of the IFIA within the By-Laws of the organization.
- C The Board is to set policy, approve projects, and present these before the general body.
- D The Board is to represent the IFIA at outside functions as assigned, i.e., conferences, seminars and other fire service meetings.

#### Section 6 - 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 7 – Vacancies

In the event of a vacancy occurring on the Board of Directors, the remaining Board 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 8 – Electronic Voting by Board of Directors

- A When deemed appropriate by the President, members of the Board may conduct business electronically. Electronic methods may include email, video conferences, or phone conference calls. 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.
- B 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 9 - Quorum

Three members of the Executive Board shall constitute a quorum for the transaction of any business at any meeting of the Board or Directors, 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 10 – Special Meetings

- A Two Executive Board members are needed to call for a special meeting.
- B Only members of the Executive Board may attend these meetings, unless invited to attend by the Executive Board.
- C In order to conduct business at any special meeting a quorum of the Executive Board shall be present per ARTICLE IV, SECTION 8.

### **ARTICLE V - OFFICERS**

#### Section 1 - Officers

- A The elected officers of the IFIA shall consist of a President, Vice President, Secretary, and Treasurer.
- B No person shall be elected to hold more than one office during any term.
- C To be eligible to hold office as an elected officer, that person must be from an organization that has been a member of the IFIA for a minimum of one (1) year.

#### Section 2 - Term

- A When elected to the Board, the term shall be through the term of Past President.
- B 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.
- C The positions of Secretary, Vice President, and President will be automatically assumed, and not subject to floor nominations.
- D Each candidate for position of officer, must be an active or Associate 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.
- E 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 - 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 6 - Removal of Officers

Any officer may be removed from office by the Executive 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.

Section 7 - Compensation

The offices of President, Vice President, Treasurer, Secretary, Executive Director, Deputy Executive Director, 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

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

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

#### 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. Further, the Secretary shall actively attend meetings, seminars, conferences and other functions as necessary to prepare for future IFIA roles.

#### Section 4 - Treasurer

- A It shall be the duty of the Treasurer to handle the monetary affairs of the monthly meetings. Further, the Treasurer shall actively attend meetings, seminars, conferences and other functions as necessary to prepare for future IFIA roles.
- B An annual financial review shall be done of the IFIA financial records by the end of February by personnel who are not currently on the Board. The Treasurer shall review the findings and report it to the Board.
- C The IFIA Treasurer shall accept through the IFIA general office each chapter's annual treasurer's report
- D 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.
- E The Treasurer is to report the IFIA finances to the general body at its monthly meeting.
- F 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.

#### Section 5 - Executive Director

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

- B He/she is to seek grants from the private and public sector to accomplish the missions of the IFIA.
- C 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.
- D The Executive Director is to cooperate with State and National organizations within the guidelines set by the Board.
- E 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

- A 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.
- B Shall actively assist the Executive Director
- C Shall serve as Membership Chair

Section 7 – Past President

- A The Past President will Find candidates for the position of Treasurer, and shall assure that each nominee is eligible, and has the support of his/her Chief or CEO.
- B He/she will assume other jobs as assigned

Section 8 - Legislative Liaison

- A 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.
- B He/she may attend the Fire Advisory and Fire Services Association meeting as able.
- C He/she may 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

- A 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.
- B 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.
- C The Office Manager shall countersign all orders granted, maintain a record of all Active Members, Associate Members, and Honorary Members.
- D 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.
- E Other duties include, but are not limited to:
  - 1. Handle all requests for books, audio/video materials, manuals, and shall inventory, record, and ship and bill for these accounts.
  - 2. Work with the special events chairperson for notification, registration, accounting of funds and participants, scheduling of participants, and programs for monthly meetings and events.
  - 3. 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.
  - 4. To schedule printing, answer correspondence, handle across the counter sales, telephone requests, and maintain records of transactions.
  - 5. To send out Association monthly meeting notices (notes, minutes, and appropriate correspondence) to all members of the IFIA.
  - 6. Notify and register participants for IFIA courses, keep records, registration, and collect funds.

### **ARTICLE VIII - COMMITTEES**

## Section 1 - Standing Committees

Members of standing committees shall be members of the IFIA as defined by ARTICLE III

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 Fire and Life Safety Conference.

B. Fire and Life Safety Education

Duties shall be to assist in obtaining speakers for the Annual Fire and Life Safety 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 Fire and Life Safety 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 any OSFM 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. Annual Fire and Life Safety Conference

This shall be comprised of members of the Board, the FLSE committee, and Code and Professional Development committee. 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.

F. Legislative Liaison

The Legislative Liaison is appointed by the Board on an annual basis in January of each year. This person will report on any legislation that is relevant to the IFIA.

G. Fireworks

This committee, appointed by the Board, shall monitor legislation and activities dealing with fireworks within the State of Illinois. They may be needed to provide testimony to Illinois legislators and other officials.

H. Public School Advisory Committee

This committee, appointed by the Board, shall meet as necessary with representatives of the OSFM and the Illinois State Board of Education to deal with issues related to school safety.

Section 2- 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, when the IFIA slate is presented, and November, when elections are held. 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, or employer within 10 days of the nomination. Failure to do so will void the floor nomination. If said 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 their oaths of office in December.

**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**

A The IFIA shall not be dissolved except by a  $\frac{3}{4}$  vote by the Executive Board, in person. The

vote would then require a simple majority vote by the members present at a membership meeting. The membership meeting for this action would require a minimum 30-day prior notice.

- B Upon the dissolution of the IFIA, the Board shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association in such manner or to such organizations that meets the mission of the Association, and are a Section 501(c)(3) organization.

#### **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 Fire and Life Safety 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 month of the Fire and Life Safety Conference, and July and August, there will be no monthly membership meetings.

## **ARTICLE XVIII - 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 Reports
  - 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
  - F. Legislative
  - G. Fireworks
- 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.
  - K. NIFSI
- 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 \*\***