



FIRE PREVENTION ASSOCIATION OF MASSACHUSETTS INC.

Fire Prevention Association of Massachusetts By-Laws

President: Christopher Towski

Secretary: Michael Swain

Table of Contents

Article 1 – Organization Name.....	3
Article 2 – Purpose.....	3
Article 3 – Membership Classification and Eligibility.....	3
Article 4 – Officers and Directors of the Association.....	4
Article 5 – Meetings.....	6
Article 6 – Duties of the Officers of the Association.....	7
Article 7 – Committees and Appointments.....	7
Article 8 – Dues.....	8
Article 9 – Retired Members.....	9
Article 10 – Voting Privileges.....	9
Article 11 – Amendments to By-Laws.....	9
Article 12 – Quorum.....	10
Article 13 – Passage of Motions.....	10
Article 14 – Order of Business.....	10
Article 15 – Endorsements.....	10
Article 16 – Discrimination and Sexual Harassment.....	10
Article 17 – Dissolution.....	11
Annex 1 - By Law Review Committee 2000.....	12
Annex 2 - By Law Review Committee 2002.....	12
Annex 3 – Revisions.....	12

Article 1 – Organization Name

1.1. The name of the association shall be: “Fire Prevention Association of Massachusetts, Inc.”, as recorded with the Commonwealth of Massachusetts, Secretary of State Office, October 14, 1993.

Article 2 – Purpose

2.1. The purpose of the association shall be to unite for mutual benefit, members engaged in fire prevention activities as inspectors and/or officers of municipal, state, federal or institutional fire prevention bureaus, divisions or departments.

2.2. Associate members may be accepted to assist in the cooperation and assistance of the purpose.

Article 3 – Membership Classification and Eligibility

3.1. Active Members: Personnel of fire departments and fire districts of the Commonwealth of Massachusetts who perform fire prevention duties as part of their authorized activities; members of any fire department or fire district who also perform fire prevention duties; members of authorities of departments of the Commonwealth of Massachusetts who are performing fire prevention duty; fire prevention or safety officers/ inspectors of recognized institutions of any federal department engaged in fire prevention duties.

3.2. Associate Member: Other personnel interested in or involved in fire prevention activities, which are allied to our purpose, which shall include professional, corporate or industrial personnel. The membership shall be in the name of an individual of the company, corporation or partnership.

3.3. Retired Member: Retired fire prevention personnel or other approved persons who have been members of the association for a period of three years. Retired members shall have a vote in the business of the association.

3.4. Honorary Member: Honorary members shall be a person who has rendered conspicuous service to the association. Honorary members shall be approved by the Board of Directors. Honorary members shall not have a vote in the business of the association.

3.5. Applications: Application for membership shall be on a form provided by the association. All applications shall be subject to approval by the board of directors.

Article 4 – Officers and Directors of the Association

4.1. The officers of the Association shall consist of:

4.1.1. President

4.1.2. 1st Vice President

4.1.3. 2nd Vice President

4.1.4. Secretary

4.1.5. Treasurer

4.2. There shall be a Board of Directors consisting of:

4.2.1. The Officers of the Association

4.2.2. The Immediate Past President

4.2.3. The Association Representative to the Commonwealth of Massachusetts Board of Fire Prevention Regulations.

4.2.4. The Association Representative to the Massachusetts Fire Training Council

4.2.5. The Associations Legislative Representative

4.2.6. The Association Representatives to the Fire Protection Fire Prevention Board of the State Building Code Committee

4.2.7. One Retired

4.2.8. In addition, there shall be ten (10) District Directors as elected by the membership. The District Directors shall be Active Members or Retired (see 4.5.6)

4.3. The office of the secretary, the office of the treasurer, or the joint office of secretary treasurer may be held by a retired member.

4.4. The position of Secretary and treasurer may be held jointly by the same officer

4.5. Terms of office

4.5.1. Officers of the association and Retired Member Directors shall serve a two year term and shall be elected or re-elected every two years.

4.5.2. Members appointed to their term by the Commonwealth shall serve their appointed term.

4.5.3. The immediate Past President shall serve until replaced by the reelection of a new President.

4.5.4. The Association Legislative Representative and Seminar Chairman shall serve for two years concurrent with the President's term of office.

4.5.5. The Directors shall be elected for three year terms, in Group A, B and C.

4.5.6. Retired Members can be nominated and elected by the membership, but not more than one (1) Retired Member can fill the position of a District Director from each District, excluding the Secretary, Treasurer, or Secretary/Treasurer and the Retired Member.

4.6. Nominations and Elections

4.6.1. The Nominating Committee shall consist of up to five (5) members. The Committee members shall not be made up of any member who will be seeking office.

4.6.2. The Nominating Committee appointment shall be made up of the following:

4.6.2.1. Two members shall be appointed by the president

4.6.2.2. Up to three members shall be appointed by the board of Directors

4.6.2.3. Members of the nominating committee should be from various districts of the state and shall be selected annually during the month of September

4.6.3. Nominations will consist of all the names submitted to the committee in writing and approved as able to serve. All nominees shall be presented in a nominating committee report at the Regular Educational Meeting in October.

4.6.4. Selections of the Nominating Committee shall be made known to the General membership by means of the November newsletter.

4.6.5. Nominations shall be accepted from the floor at the November meeting

4.6.6. Notice of the Election shall be made known to the general membership by means of the December newsletter

4.6.7. The election of officers shall take place at the annual meeting in December.

4.6.8 In the event of a vacancy, unforeseen circumstances or as needed the nomination process timetable can be altered as needed.

4.7. The Board of Directors shall be elected as follows;

4.7.1. One (1) director each shall be from District #1 and District #2

4.7.2. Two (2) directors shall be from District #3

4.7.3. Three (3) directors each shall be from District #4 and District #5

4.7.4. One (1) Retired Member.

4.8. Vacancies in Office or unfilled positions shall be filled by the Board of Directors and shall be for the un-expired term of such office.

4.8.1. Members Retiring from service shall be allowed to complete the term of office with all voting rights.

Article 5 – Meetings

5.1 Monthly Educational Meetings of the Association shall be held on the second Tuesday of each month. The Association will recess for the months of July and August. The Association may schedule a meeting the months of July or August by a recommendation of the Board of Directors and voted upon by the membership at the May meeting. The meetings shall commence at 10:00 A.M.

5.1.1. Notwithstanding the provisions of Article 5.1, the Board of Directors are empowered to change or cancel a meeting date and/or location by a voice vote when extenuating circumstances occur.

5.1.2 The annual educational seminar shall be held during the second week of either the month of April or May and shall consist of two consecutive days of meetings, as determined by the Training, Education and Seminar Committee and approved in accordance with section 5.2.

5.2 The Monthly Educational Meeting shall be determined by the Training and Education and Seminar Committee. The Board of Directors shall approve the locations of the monthly meetings from the list submitted by the Second Vice President, Chair of the Training, Education and Seminar Committee.

5.3. The Annual Meeting of the Association shall be held on the second Tuesday of December each year, or at the meeting scheduled to replace said meeting if the need arises.

5.4. The Board of Directors shall hold quarterly meetings to discuss the business of the association. The Board of Directors may also hold Special Meetings, called by the President to discuss any special business.

5.5. Topics discussed during monthly educational meetings of the association shall pertain to the subject of Fire Prevention, Statutes, Codes, Regulations, Departmental Fire Prevention procedures, Fire Prevention Education, Related Appliances, and

Equipment and other topics that will provide assistance to members in their Fire Prevention duties.

5.6. Guest Speakers: The subject of guest speakers shall be guided by section 5.4

5.7. Meeting Hosts:

5.7.1. The hosts of regular educational meetings shall confer with the Second Vice President, Secretary and Treasurer to assure compliance with the By-Laws of the Association.

5.7.2. The host shall be provided and comply with a guide for Hosting Meetings, as outlined by the Board of Directors.

5.8. All meal tickets and project sales shall be under the control of the Association.

5.9. Guest meals shall not exceed the quota set by the Board of Directors.

Article 6 – Duties of the Officers of the Association

6.1 President: To preside at all meetings and special meetings

6.2. First Vice President: To act in the absence of the President

6.3. Second Vice President: To act in the absence of the first vice president and shall serve as Chairman of the Training, Education and Seminar Committee.

6.4. Secretary: Keep the records of all meetings, make reports thereof, and notify members of future meetings.

6.5. Treasurer: Maintain a record of all receipts and expenditures to be approved by the President or membership.

6.5.1. The Treasurer shall make a projected budget based on the previous year's expenses, to be presented at the January Board of Directors meeting.

Article 7 – Committees and Appointments

7.1. All Committees and Appointments shall be made by the President and shall serve concurrent with the term of office of the President, or until released or disbanded by the President

- 7.1.1. The Committee Chair for each committee shall appointed by the president.
- 7.2. Retired and Associate Members may serve on committees.
- 7.3. Committees shall include, but not be limited to, as deemed needed:
 - 7.3.1 Training, Education and Seminar Committee
 - 7.3.2. Nominations Committee
 - 7.3.3 CMR/Code Committee
 - 7.3.4 By-Law Committee
 - 7.3.5 Scholarship Committee
 - 7.3.6 Elections Committee
 - 7.3.6 Other Committees as deemed necessary by the President

Article 8 – Dues

- 8.1. Dues shall be assessed annually, on a calendar year basis, payable to the Treasurer of the Association. Dues shall be based on the schedule set forth in these articles.
- 8.2. Deadline for payment of dues renewal shall be January 31 of each calendar year. A ninety (90) day grace period is permitted. Failure to pay may be cause for dismissal by a vote of the Board of Directors.
- 8.3. Dues for Active members shall be assessed in the amount of Fifty Dollars and no/100 (\$50.00)
- 8.4. Dues for Associate members shall be assessed in the amount of Seventy Five Dollars and no/100 (\$75.00).
- 8.5. Dues for Retired members shall be assessed in the amount of Twenty Dollars and no/100 (\$20.00)
- 8.6. Honorary members, duly voted by the Board of Directors shall not be assessed dues.
- 8.7. The Annual Dues for Active and Associate Members will be reduced by one half for new member's only, making application to the Fire Prevention Association of Massachusetts, Inc. after July 31st for the remainder of the current year of Application for Membership.

Article 9 – Retired Members

9.1. Active members in good standing, for at least three (3) years, shall be offered Retired Membership upon retirement from their professional position. They shall be required to pay dues as set forth in Article 8.

Article 10 – Voting Privileges

10.1. Only Active, Retired members in good standing, shall have voting privileges.

Article 11 – Amendments to By-Laws

11.1. The By-Laws may be amended as the need arises. Proposed amendments shall be presented to the membership at a regular educational meeting in writing. The amendment shall be submitted by any voting member, signed by the member and shall include reasons for the proposed change.

11.2. The amendment shall be placed before the membership and open for discussion. The amendments shall then be forwarded to the Board of Directors to be discussed, and where a recommendation shall be made as to legality and further recommendations as to substance

11.3. Upon recommendation of the Board of Directors, the proposed amendment shall be presented to the membership by means of publishing the original amendment the amendment with recommendations and comments by the Board of Directors, and a notice that the amendment will be acted upon at the next Regular Educational Meeting, may be discussed further, and shall be voted on at this Regular Educational Meeting. The vote may be by hand vote or by written ballot as determined by the Board of Directors.

Article 12 – Quorum

12.1. A quorum for a legal meeting shall consist of at least twenty (20) voting members present.

12.2. A quorum for a legal meeting of the Board of Directors shall consist of seven (7) members present.

Article 13 – Passage of Motions

13.1. Passage of any motion duly made and seconded, at any meeting of the Association, shall be so voted in the affirmative when approved by a simple majority of those in attendance and voting at any legal meeting.

Article 14 – Order of Business

14.1. All business shall be conducted in accordance with the provisions outlined in Roberts Rules of Order.

Article 15 – Endorsements

15.1. Brand and product endorsement shall be specifically prohibited by any member, in the name of the Association, and shall be further noted that the association shall not endorse any product by brand name. This shall not inhibit the notification to members of new or existing products, which will benefit the purpose of the Association or education of its members.

Article 16 – Discrimination and Sexual Harassment

16.1. The membership of the Fire Prevention Association has adopted a strict policy of no tolerance regards any act in regards to any discriminatory practice or sexual harassment.

16.2. The President of the Association shall form a committee to investigate any complaints and allegations regards discrimination.

16.2.1. The committee shall investigate and determine if the complaint of allegation has merit and if so can take action that will be in the best interest of all parties involved.

16.2.2. The aggrieved party may accept the findings of the committee or ask for open floor time at a Regular Educational Meeting of the Association during “New Business” to ask for a review of the committee’s findings and action by the membership. The action taken by the membership shall supersede the action of the committee and be final.

16.2.3. The aggrieved party, the committee or the Association may seek advice or help.

16.2.3.1. The United States Equal Opportunity Commission at 617-565- 3200

16.2.3.2. The Massachusetts Commission Against Discrimination at 617- 727-3990

Article 17 – Dissolution

17.1. The Association may be dissolved in the following manner:

17.1.1. The membership must determine that the purpose of the Association is no longer of value to the membership. This request shall be submitted at a Regular Educational Meeting.

17.1.2. The Board of Directors after due consideration shall notify the membership by the monthly newsletter that the Dissolution of the Association will be considered at the next Regular Educational Meeting.

17.1.3. The specific subject of Dissolution of the Association shall be presented to the membership at two consecutive regular monthly meetings.

17.1.4. Following a two thirds (2/3) affirmative vote taken at each meeting, the Board of Directors shall be delegated to pay all outstanding debts, arrange for a legal all legal filings to be made and subsequently arrange for any balance of funds available to be paid to the Shriner’s Burn Center, Boston, MA or any other nonprofit charitable organization within the meaning of Section 501 (C – 6) of the Internal Revenue Code and within the meaning of Chapter 180, section 4 as amended, as a charitable gift.

Annex 1 - By Law Review Committee 2000

Committee Review at UMASS Amherst Seminar 4/25/00 f

Steve Edwards; Orleans f

Bill Klauer; Acton f

Sheldon Hamblin; Mashpee f

Bill Greene; Yarmouth f

Bill Cusson; Auburn f

Mike Swain; University of Massachusetts at Amherst f

Robert Tucker: Dennis

Committee Review 2nd Draft at Peabody FPAM meeting 5/9/00

Committee and Board of Directors given 3rd Draft at Danvers FPAM meeting 7/11/00

Presented to the Membership for acceptance, after notice at the Fall River FPAM meeting 9/12/00

Annex 2 - By Law Review Committee 2002

Revised and presented to the membership, after notice at the FPAM meeting Boston 8/13/02

Article 4.5.6 and Article 16 replaced with Discrimination and Sexual Harassment Article and original Article 16- Dissolution, re numbered to Article 17 • By Law Review Committee August 2004

Recommended by the Board of Directors and Published in the July 2004 Newsletter the By Laws, were amended o Section 8.7 to Article 8 after being voted on favorably at the August 10, 2004 Regular Monthly Meeting at Harvard University.

Annex 3 – Revisions

By Law Revision June 14, 2005

Recommended by the Board of Directors and Published in the June 2005 Newsletter

The By Laws were amended by adding Section 4.7 to Article 4 after being voted on favorably at the June 14, 2005 Regular Educational Meeting at the Yarmouth House Restaurant, West Yarmouth.

By Law Revision August 14, 2007

Recommended by the Board of Directors and Published in the August 2007 Newsletter the By Laws were amended by a change of wording by deletion and addition to Article 5, Section 5.2 after being favorably voted on at the August 14, 2007 Regular Educational Meeting at the Auburn Lodge of Elks, Auburn, MA

By Law Revision, January, 2010

Robert Tucker

Sheldon Hamblin

By Law Revision, July 2011

Recommended by the Board of Directors and Published in the June 2011 Newsletter

The By Laws were amended by:

General – Wherever the word “Life” appears with regard to membership it shall be struck and replaced with the word “Retired” provided that the word “Retired” is not already present

Insert the words “or Retired” in the last line of section 4.2.9

Article 5.0 Meetings

Section 5.2 in the first line insert the words “Training and Education Committee”. In the second line delete the word “determine” and replace with “approve” and insert at the end of the line the words “from the list submitted from the Second Vice-President, Chair of the Training and Education Committee”

The Board of Directors proposed this amendment. At the June Board of Directors meeting a motion was made and seconded to recess for the months of July and August. Following discussion the motion passed on voice vote.

Article 5 Meetings

Article 5 Meetings

Section 5.1 Following the word month insert the following line “The Association may recess for the months of July and August by a recommendation of the Board of Directors and voted upon by the membership at the May meeting.” Delete the word “and” and insert the following words “The meetings”

These amendments were approved at the June 2015 monthly educational meeting.

Article 8

Section 8.3 - Dues for Active members shall be assessed in the amount of Fifty Dollars and no/100 (\$50.00)

Section 8.4 – Dues for Associate members shall be assessed in the amount of Seventy-five Dollars and no/100 (\$75.00)

By-Law Revision – 5/26/2021

Add the following

4.2.6. Remove the following “The Chairman of the Seminar Committee”

Add the following:

4.2.6 ~~4.2.7~~. The Association Representatives to the Fire Protection Fire Prevention Board of the State Building Code Committee

4.2.7 ~~4.2.8~~. One Retired

4.2.8 ~~4.2.9~~. In addition, there shall be ten (10) District Directors as elected by the membership. The District Directors shall be Active Members or Retired (see 4.5.6)

4.6.8 In the event of a vacancy, unforeseen circumstances or as needed the nomination process timetable can be altered as needed.

5.1

Add the following “Monthly” remove the following “Regular” for all occurrences.

Add the following wording “The Association will recess for the months of July and August. The Association may schedule a meeting the months of July or August by a recommendation of the Board of Directors and voted upon by the membership at the May meeting.”

Delete the following wording “The Association may recess for the months of July and August by a recommendation of the Board of Directors and voted upon by the membership at the May meeting.”

5.1.1. Notwithstanding the provisions of Article 5.1, the Board of Directors are empowered to change or Add the following wording “cancel” a meeting date and/or location by a voice vote when extenuating circumstances occur.

5.1.2 Add the following “5.1.2 The annual educational seminar shall be held during the second week of either the month of April or May and shall consist of two consecutive days of meetings, as determined by the Training, Education and Seminar Committee and approved in accordance with section 5.2.”

5.2 Add the following wording and Seminar.

Remove the following wording Training and Education Committee- add the following wording "Training, Education and Seminar Committee."

5.7.1 Add the following "Second Vice President" remove the following "Program Chairman"

6.3 Remove the following "Training/Education Committee", add the following "Training, Education and Seminar Committee" and remove the following "and monthly education meetings".

7.3

Add the Following

7.3.1 Training, Education and Seminar Committee

Delete and Renumber the following

~~7.3.1. Training and Education Committee~~

7.3.2. Nominations Committee

~~7.3.3. Seminar Committee~~

7.3.3 ~~7.3.4.~~ CMR/Code Committee

7.3.4 ~~7.3.5.~~ By-Law Committee

7.3.5 ~~7.3.6.~~ Scholarship Committee

7.3.6 ~~7.3.7.~~ Elections Committee

7.3.6 ~~7.3.8.~~ Other Committees as deemed necessary by the President

17.1.4

Add the following "nonprofit" delete the following "non profit"