

BERGEN COUNTY
FIRE PREVENTION & PROTECTION ASSOCIATION, INC.



CONSTITUTION AND BYLAWS

Adoption Date: June 19, 2007

PREAMBLE

The members of the Bergen County Fire Prevention & Protection Association, in order to maintain a perfect union among themselves, establish fire prevention measures, define safety and promote fire safety education for which they are associated, do ordain and adopt the following code of laws for government of the association.

MISSION

**TO PROMOTE AND IMPROVE THE METHODS OF FIRE PREVENTION;
TO INSURE THE COOPERATION OF MEMBERS AND THE GENERAL PUBLIC IN
ESTABLISHING AND MAINTAINING PROPER SAFEGUARDS AGAINST THE
LOSS OF LIFE AND PROPERTY BY FIRE;
TO JOIN FOR THE MUTUAL BENEFIT THOSE ENGAGED PRIMARILY
IN THE PREVENTION OF FIRE,
FIRE INVESTIGATIONS AND PUBLIC FIRE SAFETY EDUCATION;
TO ACT AS A CENTRAL AGENCY FOR THE EXCHANGE OF
PROFESSIONAL INFORMATION BETWEEN MEMBERS,
AND THE GENERAL PUBLIC; BETWEEN MEMBERS AND THE DIVISION OF FIRE
SAFETY
AND THE NEW JERSEY STATE FIRE COMMISSION;
TO EDUCATE THE MEMBERSHIP IN THE OBSERVANCE OF THE CODES AND
STANDARDS
AVAILABLE FOR FIRE PREVENTION AND LIFE SAFETY.**

BERGEN COUNTY FIRE PREVENTION & PROTECTION ASSOCIATION, INC.

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ARTICLE ONE

ASSOCIATION NAME

SECTION 1: This organization shall be known as “The Bergen County Fire Prevention & Protection Association, Inc.”

ARTICLE TWO

OBJECTIVE

SECTION 1: To promote the science and improve the methods of fire prevention; to obtain and circulate information on these subjects; to insure the cooperation of members, member groups and the general public in establishing and maintaining proper safeguards against the loss of life and property by fire.

SECTION 2: To join for the mutual benefit those engaged primarily in the prevention of fire, fire investigation and public fire safety education.

SECTION 3: To act as a central agency for the exchange of professional information between members, members and the general public and between members and the Division of Fire Safety and the New Jersey State Fire Commission.

SECTION 4: To correlate the activities of its members toward the reduction of loss of life and property.

SECTION 5: To educate the membership in the observance of the codes and standards available for fire prevention and life safety.

SECTION 6: To work in cooperation with officials of the Uniform Construction Code of New Jersey and the Division of Fire Safety.

ARTICLE THREE

PARLIAMENTARY AUTHORITY

SECTION 1: The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Bergen County Fire Prevention & Protection Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Bergen County Fire Prevention & Protection Association may adopt.

ARTICLE FOUR

MEETINGS

SECTION 1: Meetings shall be held at 8:00 pm on the second Wednesday of every other month in February, April, June, August, October, and December at specified location to be determined at the first meeting of the association in February each year.

SECTION 2: QUORUM - The attendance of ten (10) members shall constitute a quorum for the transaction of association business.

SECTION 3: SPECIAL MEETINGS – The officers of the association may call a special meeting of the association.

SECTION 4: SPECIAL ELECTION MEETING - A special election meeting shall be called, every second year in order to hold nominations of officers in November.

SECTION 5: The Order of Business for each regular meeting shall be as follows:

1. Pledge of Allegiance
2. Moment of Silence
3. Identification of building exits
4. Introduction of host town and guests
 - Guest Speaker's Presentations
5. Reading of previous meeting minutes
6. Communications
7. Bills
8. Treasurer's Report
9. Report by Division of Fire Safety representative
10. Report by Bergen County Fire Marshal
11. Report by Bergen County Juvenile Prevention Program
12. Committee Reports
 - Auditing Committee (April)
 - Constitution & Bylaw Committee

- Educational Committee
- Legislative Committee
- Fire Safety Poster Contest Committee (June)
- Merchandise Committee
- Scholarship Committee (August)
- Awards Committee (August)
- Newsletter Committee
- Safety Trailer Committee
- Annual Dinner Committee
- Special Committees (if any)

13. Association Website Report

14. President's Report

15. Nomination of Officers (November, on year of term expiration for Officers)

16. Election of Officers (December on year of term expiration for Officers)

17. Applications for Membership

18. Unfinished Business

19. New Business

20. Good & Welfare

21. Adjournment

SECTION 6: All members attending the regular meetings shall sign the association's attendance form and the Division of Fire Safety's attendance form. Once completed both forms shall be returned to the Secretary.

ARTICLE FIVE

MEMBERSHIP AND DUES

SECTION 1: REGULAR MEMBERSHIP - The following are eligible to join this association provided they live or are employed within Bergen County:

- Fire Inspector
- Fire Official
- Fire Sub-Code Official
- Fire Department
- Member of a fire department
- Member of the Prosecutor's Office Arson Squad

SECTION 2: Membership dues for individual regular membership shall be \$35.00 per year and \$150.00 per year for up to 5 members in one department.

SECTION 3: All dues payments are due by June's meeting.

SECTION 4: Regular membership in the association entitles the member to attend all association meetings, hold office, serve on committees, receive the association's newsletter, and purchase association merchandise.

SECTION 5: Membership benefits apply only to those who are listed as paid members by the Association's Treasurer.

SECTION 6: CORPORATE MEMBERSHIP – To establish and maintain a working relationship between companies and corporations and the regular members of this association, the following are eligible for corporate membership in this association:

- A) Any company or corporation located within Bergen County or who does business within Bergen County involved in providing services related to any type of fire protection systems, construction or maintenance.

SECTION 7: Membership dues for corporate membership shall be \$75.00 per year.

SECTION 8: Corporate membership in the association entitles the member to attend all association meetings, receive the association's newsletter, and purchase association merchandise. Corporate members shall not be eligible to hold office in the association.

SECTION 9: Applications for all types of membership shall be submitted to the Secretary who in turn will submit them to the association officers. It shall require a simple majority vote of the membership present at the next available association meeting.

ARTICLE SIX

OFFICERS & ELECTIONS

SECTION 1: The elected officers governing this association shall consist of the following:

- President
- Vice President
- Secretary
- Treasurer

SECTION 2: Any regular member of the association is eligible to hold any office. Each Term of Office shall be two (2) years and may succeed themselves.

SECTION 3: Any regular member wishing to run for office shall be in good standing. All dues must be paid in full prior to running for office.

SECTION 4: The nomination of officers shall take place at the November special meeting every two years. The election of officers shall take place at the December regular meeting of every second year, beginning in 2004.

SECTION 5: Each regular member shall be entitled to only one (1) vote; each municipality, which is a member, shall be entitled to only one (1) vote.

SECTION 6: Should a vacancy occur in the position of Vice President, Treasurer or Secretary, the President will appoint an active member of this Association to fill the vacancy until the next regular election of the Association.

ARTICLE SEVEN

DUTIES OF ASSOCIATION OFFICERS

SECTION 1: DUTIES OF THE PRESIDENT

- A) Shall preside at all regular and special meetings of the association.
- B) Shall appoint all committee members.

- C) Shall represent the association at all functions that the association is invited to participate.
- D) Shall represent the association with the New Jersey Fire Prevention & Protection Association.
- E) Shall represent the association with the Division of Fire Safety.
- F) Shall represent the association with the New Jersey State Fire Commission.
- G) Shall represent the association with the Bergen County Fire Academy.
- H) Shall provide all information to be included in the association's newsletter.

SECTION 2: DUTIES OF THE VICE PRESIDENT

- A) Shall assume the duties of the President when the President is unable to attend any meeting or function.

SECTION 3: DUTIES OF THE SECRETARY

- A) Shall record all association business conducted at regular and special meetings.
- B) Shall submit in writing and read the minutes from the previous regular meeting.
- C) Shall send out all required correspondence from the association.
- D) Shall maintain all association records.
- E) Shall notify in writing the winners of the scholarship, poster contest and association awards inviting them to attend the association's annual award dinner in October.

SECTION 4: DUTIES OF THE TREASURER

- A) Shall collect annual dues from all regular and corporate members.
- B) Shall pay all bills incurred by the association.
- C) Shall submit in writing and read a financial report for the association at each regular meeting.
- D) Shall purchase the appropriate awards/plaques for the annual poster contest winners, annual scholarship winner, annual inspector and official winners.

ARTICLE EIGHT

COMMITTEES

SECTION 1: The President shall appoint regular members of the association to various Committee's between the February and April meetings.

SECTION 2: AUDITING COMMITTEE

- A) There shall be two (2) members appointed to this committee.
- B) The committee shall audit the Treasurer's and Merchandise Committee financial reports for the past year between the February and April regular meetings of the following year.
- C) The committee shall report their findings in writing to the Secretary and present it to the general membership for approval at the regular meeting in April.

SECTION 3: CONSTITUTION & BYLAW COMMITTEE

- A) There shall be one (1) member appointed to this committee.
- B) The committee shall be responsible for reviewing and updating the associations Constitution & Bylaws as the association requires.
- C) The committee shall provide in writing all proposed changes to the association for consideration as per Article Ten.

SECTION 4: EDUCATIONAL COMMITTEE

- A) There shall be one (1) member appointed to this committee.
- B) The committee shall monitor all fire safety educational developments and provide, if needed, a written report to the association.

SECTION 5: LEGISLATIVE COMMITTEE

- A) There shall be one (1) member appointed to this committee.
- B) The committee shall monitor all fire safety legislation and provide, if needed, a written report to the association.

SECTION 6: FIRE SAFETY EDUCATION POSTER CONTEST COMMITTEE

- A) There shall be two (2) members appointed to this committee.
- B) The committee shall conduct the poster contest according to rules set by the Division of Fire Safety and the New Jersey Fire Prevention & Protection Association.
- C) They shall announce the names of the poster contest winners to the general membership at the June regular meeting. The committee shall also submit in writing the names and addresses of the winners to the Secretary for notification and the Treasurer for the purchase of the awards.

SECTION 7: MERCHANDISE COMMITTEE

- A) There shall be one (1) member appointed to this committee.
- B) The committee shall provide a purchase form describing all association merchandise and have the form distributed to all members either at regular meetings or through the association's newsletter.
- C) The committee shall purchase and maintain a selection of association items, collect monies and distribute completed orders to members who have purchased these items.
- D) The committee shall provide a written report at each regular meeting regarding the sales and stock of merchandise.

SECTION 8: SCHOLARSHIP COMMITTEE

- A) There shall be three (3) members appointed to this committee.
- B) They shall accept and review all completed applications.
- C) They shall submit in writing the name and the completed and approved application of the winner to the Secretary at the August meeting.

SECTION 9: AWARDS COMMITTEE

- A) There shall be three (3) members appointed to this committee.
- B) They shall accept and review all completed applications for the following awards:
 - Fire Prevention Inspector of the Year
 - Fire Protection Inspector of the Year

- Fire Official of the Year
 - Fire Sub-Code Official of the Year
- C) They shall submit in writing the names and the completed and approved applications of the winners to the Secretary at the August meeting.

SECTION 10: NEWSLETTER COMMITTEE

- A) There shall be one (1) member appointed to this committee.
- B) The committee shall compose, print and mail a copy of the association's newsletter to each member prior to the scheduled meetings as listed in Article Four/Section 1.

SECTION 11: FIRE SAFETY TRAILER COMMITTEE

- A) There shall be two members appointed to this committee.
- B) Must coordinate with the County Fire Marshal and a representative from the Bergen County Law and Public Safety Institute, whom is in charge of the trailer program.
- C) This committee will report to the membership in all matters in reference to the fire safety trailer and the educational program it represents.

SECTION 12: ANNUAL DINNER COMMITTEE

- A) There shall be two members appointed to this committee.
- B) This committee will report to the membership in all matters in reference to the annual dinner.

SECTION 13: SPECIAL COMMITTEES

- A) The President or Vice President shall appoint any special committees for any special purposes that the membership requests.
- B) The number of members of these committees shall depend on the project or task that the committees have been assigned to do.

ARTICLE NINE

EXECUTIVE BOARD

SECTION 1: There shall be an Executive Board consisting of the following members:

- All current officers (President, Vice President, Secretary, & Treasurer).
- One (1) regular member by the membership by voting ballot.
- The previous past Ex-President.

SECTION 2: The Executive Board shall select one (1) of its members to serve as Chairperson and one (1) member to serve as Secretary.

SECTION 3: The Executive Board shall meet at the request of the President or at the written request of a regular member.

SECTION 4: Three (3) members of the Executive Board shall constitute a quorum.

SECTION 5: The duties of the Executive Board shall be as follows:

- A) Hear all charges brought against a member and determine whether these charges merit being brought before the general membership of the association.
- B) Discuss any business that they feel necessary prior to the presentation to the general membership of the association.

ARTICLE TEN

AMENDMENTS & CHANGES TO THE CONSTITUTION & BYLAWS

SECTION 1: Any regular member, officer or committee member may propose an amendment or change to this document.

SECTION 2: Proposed amendments or changes can be made either in writing or verbally and must be presented to the association at a regular meeting and requires a two-thirds (2/3) majority vote of the members entitled to vote present at a regular meeting.

SECTION 3: Once a proposal to amend or change this document has been approved at a regular meeting, the proposed amendment or change shall be prepared by the Constitution & Bylaw Committee who shall have it published in the next newsletter.

SECTION 4: A formal vote to approve or disapprove the proposed amend or change shall be required at the next association meeting by two-thirds (2/3) majority vote of the members present.

SECTION 5: The Constitution & Bylaws may be suspended for no longer than the duration of a regular meeting by a two-thirds (2/3) majority vote of the members present.

ARTICLE ELEVEN

WILLIAM GRIFFITH SCHOLARSHIP

SECTION 1: This association shall award one (1) \$500.00 educational scholarship annually which shall be used for the next semester at an accredited two (2) or four (4) year college, university or institute of higher learning of the applicant's choice. Failure to do so will require the immediate return of the scholarship.

SECTION 2: The scholarship shall be awarded to those seeking a higher education in the field of fire science or other fields related to the fire service.

SECTION 3: A current member of the association must sponsor applicant.

SECTION 4: Completed applications shall be submitted to the Scholarship Committee no later than the associations June meeting. Applications not completed as per instructions shall be rejected.

SECTION 5: The applicant must provide the following information along with the completed application:

- Certified transcripts from high school including senior grades and course studies. If attending college, certified transcripts from the college including grades and courses studied are required.
- An original essay of 500 words or less providing background information and future plans which include the use of education sought in the fire service and related fields. The essay must be typed on 8 ½" x 11" plain white paper.

SECTION 6: The Scholarship Committee shall submit the names of the selected recipients to the association at the August meeting for approval.

SECTION 7: The recipients shall be notified by the association's Secretary with a request to attend the association's annual awards dinner in October.

ARTICLE TWELVE

FIRE SAFETY EDUCATION POSTER CONTEST

SECTION 1: This association shall conduct an annual poster contest in conjunction with the Division of Fire Safety and the New Jersey Fire Prevention & Protection Association.

SECTION 2: Based on the rules and regulations for the contest as provided by the Division of Fire Safety and the New Jersey Fire Prevention & Protection Association, this association shall award a \$50.00 gift check and an award chosen by the committee to the winner of each division submitted.

SECTION 3: The awards will be given to each winner at the association's annual awards dinner each October.

ARTICLE THIRTEEN

CODE ENFORCEMENT AWARDS

SECTION 1: This association shall award the following Code Enforcement Awards to members of the association:

- Fire Prevention Inspector of the Year
- Fire Protection Inspector of the Year
- Fire Official of the Year
- Fire Sub-Code Official of the Year

SECTION 2: Any member of the association or a member of a recognized fire department or a recognized fire service organization may nominate a member of the association for these awards.

SECTION 3: Applications can be obtained through the association.

SECTION 4: Completed applications shall be submitted to the Awards Committee no later than the association's June meeting.

SECTION 5: The Awards Committee shall submit the names of the selected recipients to the association at the August meeting for approval.

SECTION 6: The recipients shall be notified by the association's Secretary with a request to attend the association's annual awards dinner in October.

ARTICLE FOURTEEN

FUNERAL GIFT POLICY

SECTION 1: ACTIVE MEMBER

- A) Upon notification of the death of an active member of our Association, the President or in his absence the Vice President) will authorize the purchase of a \$50.00 floral piece to be delivered to the funeral home.
- B) If the family requests a donation to a particular charity in lieu of flowers, the President (or Vice President) will authorize the Treasurer, to issue a check for \$50.00 to that charity, in the deceased's name.

SECTION 2: FAMILY MEMBER

- A) Upon notification of the death of an active member's Spouse, Mother, Father, Sister, Brother, or child, the President or Vice President will send a card (in the amount of \$3.00 to \$5.00 range) on behalf of the association to the bereaved member's family.

SECTION 3: NON-ACTIVE MEMBER

- A) Upon notification of the death of a non-active member of this association or a past member of this association, the President or Vice President will have the option of sending a card (in the amount of \$3.00 to \$5.00) to the bereaved member's family.

ARTICLE FIFTEEN

SOLICITATIONS OF DONATIONS

SECTION 1: Any solicitations of donations, funds or any other donated items on behalf of the Bergen County Fire Prevention and Protection Association shall be approved by the Association's Executive Board, before requesting or receiving such donations.

ARTICLE SIXTEEN

DISSOLUTION OF ORGANIZATION

SECTION 1: The Bergen County Fire Prevention & Protection Association may be dissolved at any meeting by written or printed ballots of two-thirds of the members present voting in favor provided that notice and purpose of such meeting is signed by at least fifty (50) percent of the active members of this Organization. Notice shall have been mailed to each person entitled to vote at least twenty (20) days previous thereto, and shall have been published three (3) weeks successively; once each week in a newspaper circulating in Bergen County. Notice of dissolution shall forthwith be

filed with the Secretary of the State of New Jersey.

SECTION 2: Upon dissolution of the Bergen County Fire Prevention & Protection Association, the Executive Board shall satisfy the liabilities and distribute the assets of the Organization in accordance with the following priority:

- (1) Payment and discharge of all liabilities and obligations of the corporation.
- (2) Compliance with all conditions of any tax exemption applicable to the Organization.
- (3) Return, transfer, or conveyance of all assets received and held by the Organization upon condition that the assets be returned, transferred or conveyed upon dissolution of the corporation.
- (4) Transfer or conveyance of all assets received and held by the Organization subject to limitations permitting their use only for charitable, religious, eleemosynary, benevolent, educational or similar purpose, but not held upon condition set forth in paragraph three (3) above, to one or more domestic or foreign corporations engaged in activities substantially similar to those of the dissolving corporation, or if applicable, to a receiver to be held for the benefit of the public and for use in accordance with the limitations, or pursuant to a Court Order.
- (5) Distribution of all assets required by the Organization's certificate of incorporation or by-laws to be distributed to the members in the manner so specified.
- (6) Disposition of all other assets.

ARTICLE SEVENTEEN

BYLAW CERTIFICATION

SECTION 1: BYLAW CERTIFICATION AUTHORITY

- A)** The first reading of these new bylaws was held on April 11, 2007. The second reading and final passage of the new bylaws was held on June 19, 2007.
- B)** These bylaws have been certified and adopted by the members of this Association (with all corrections) on June 19, 2007.

C) The Bylaw Committee Chairman and President (listed below) hereby authorize that these bylaws are hereby in effect as of June 19, 2007.

D) Signatures:

Ronald Svrcek

RONALD SVRCHEK – PRESIDENT

Thomas J. Dillion

THOMAS J. DILLON – BYLAWS COMMITTEE
CHAIRMAN