

**BY-LAWS of the
ARIZONA FIRE & BURN EDUCATORS' ASSOCIATION, INCORPORATED
Life Safety Educators of Arizona**

**ARTICLE I
Name and Address**

Section 1:
This Organization shall be known as the "Arizona Fire and Burn Educators' Association" or A.F.B.E.A., and is hereinafter referred to as the Association.

Section 2:
The name or the Association shall not be used publicly by any member without express permission of the membership, or a letter of authorization signed by a minimum of two members of the Board of Directors. This shall not restrict the officers, appointees or agents of the Association in the use of the name to carry out the purpose of the Association.

Section 3:
The official mailing address shall be at an address selected by the current secretary.

**ARTICLE II
Conduct Business**

Section 1:
The Association shall conduct itself within the guidelines of the ARTICLES OF INCORPORATION.

**ARTICLE III
Membership**

Section 1:
Membership shall be open to any individual with a sincere interest in fire and life safety education and the objective and goals of this Association.

Section 2:
Dues for membership shall be determined from time to time by the Association at the annual meeting on the recommendations of the Board of Directors. Notice of renewal for membership shall be sent out in the second quarter of each calendar year.

Section 3:
In order to be considered a member in Good Standing, an individual will submit their dues for membership or renewal of membership no later than the end of the fourth quarter of the year. A member not submitting their dues for membership or renewal of membership by the end of the fourth quarter of the calendar year shall be considered a member not in Good Standing. A member not in Good Standing must submit their dues for membership or renewal of membership by the first

quarter of the calendar year following the notice of membership or renewal of membership.

Section 4:
Application for membership shall be in writing and completed on such form(s) as deemed appropriate by the Board of Directors.

**ARTICLE IV
Directors**

Section 1:
POWERS AND DUTIES: The Executive Board of Directors shall consist of a President, a Vice President, a Secretary, a Treasurer, and the immediate Past-President. The Executive Board of Directors shall, except as otherwise provided in these by-laws, the Articles of Incorporation, or required by law, have the charge of maintaining the mission and goals of the organization, implementing policy and maintaining the policy and procedures of the Organization.

The Board of Directors shall consist of the Executive Board members and the Chairperson of Standing Committee's. The Board of Directors shall, except as otherwise provided in these by-laws, the Articles of Incorporation, or required by law, have general charge of the affairs of the Association, which it may conduct through the Officers of the Association. Committees may be formed from time to time at the discretion of the Board of Directors or as prescribed by the Articles of Incorporation or these by-laws.

A Director of the Association must be a member in Good Standing for a minimum of one-year.

Section 2:
ELECTION AND QUALIFICATIONS: All Officers/Directors (President, Vice-President, Secretary, Treasurer) shall be elected the first year. By lot, two of these will be one year terms, and two will be two year terms. Thereafter all will be two terms but each year at least two offices will become vacant. No individual may hold more than one office in the Association at any one time. A member may serve no more than two (2) terms of two (2) years each in the same office. A member may be reelected to the office served after a different member fills the office.

Section 3:
VACANCIES: In the event of a vacancy occurring on the Board of Directors of the Association, the President, with the approval of the majority of the Board, shall appoint a member in Good Standing to fill that vacancy for the remainder of that term.

Section 4:

MEETINGS: The Board of Directors may hold its meeting in such place or places as the Board from time to time determine. Meetings of the Board shall be held on request by the President. The President shall chair the meeting.

Section 5:

NOTICE: The Secretary shall give Notice of all meetings of the Board of Directors at least fourteen (14) days before the meeting. Unless otherwise indicated in the notice, any and all business may be transacted at the meeting. Notice may be waived by any Director and shall be deemed waived by any Director in attendance.

Section 6:

QUORUM: A majority of the Directors shall constitute a quorum for the transaction of business and the affirmative vote of a majority of the Directors present shall be required for vote or resolution to carry at any meeting.

Section 7:

REMOVAL: An Officer may be removed from office by a majority vote of the full membership of the Association present and voting at a quarterly meeting provided that such business is contained in the notice of such meeting. An Officer may also be removed from office for cause by a vote of two-thirds of the Board of Directors.

ARTICLE V Meetings

Section 1:

The annual meeting of the membership shall be called by the President in the second quarter of each year and notice of such meeting shall be mailed, hand delivered or electronically forwarded to each member at their last known address at least fourteen (14) days prior to the annual meeting. The business at the annual meeting shall include the election of new officers and directors and a State of the Membership Report by the President.

Section 2:

The membership shall hold quarterly meetings as announced by the President and notice of such meeting shall be mailed, hand delivered or electronically forwarded to all member(s) at their last known address at least fourteen (14) days prior to the quarterly meeting. The fiscal year shall commence July 1 and run through June 30.

Section 3:

The officers shall, at the option of the President or at the call of the majority of the membership present, hold membership meetings more frequently than as specified in Article V, Sections 1 and 2. Notice of such meeting(s) shall be mailed, hand delivered or electronically forwarded to each member(s) last known address at least fourteen (14) days prior to such meeting(s).

Section 4:

A quorum shall be deemed necessary to conduct the business of the membership and shall consist of a simple majority of the members present, including two members of the Board of Directors with one (1) being an officer.

Section 5:

The chairperson of any meeting of the membership or the Board of Directors shall be the highest-ranking officer present. Robert's Rules of Order shall apply at the discretion of such chairperson.

ARTICLE VI Voting

Section 1:

Members, as defined as in Good Standing, are entitled to cast one (1) vote each on any and all matters brought before any membership meeting.

Section 2:

Members of the Board of Directors are entitled to cast one (1) vote each on any and all matters brought before any Board of Directors meeting.

Section 3:

Guests may speak, upon recognition of the chair, but are not allowed to vote.

ARTICLE VII Elections

Section 1:

At least sixty (60) days prior to the annual meeting, the President shall appoint a committee of three (3) members in Good Standing who shall seek and submit the names of at least one (1) candidate for each Officer position up for election. The list of names shall be submitted in writing to an officer not up for election at least thirty (30) days prior to the annual meeting. If more than one candidate is nominated, then a ballot shall be mailed out to the membership.

Section 2:

Members in Good Standing shall be eligible to hold any position and to cast one (1) vote for each position. If the nominee is unopposed, the Board of Directors shall proclaim that position filled and ballots are not necessary.

ARTICLE VIII

Duties

Section 1:

THE PRESIDENT: The President shall be the Chief Executive Officer, and such is the official representative and spokesperson for the Association. The President shall preside at meetings of the Association and the Board of Directors. The President shall, subject to the approval of the Board, authorize and appoint such standing and ad hoc committees as are required or desirable to carry on the affairs of the Association. The President shall report to the Association at the Annual Meeting and quarterly meetings in respect to the affairs of the Association and shall perform such additional duties as may be assigned from time to time by the Board of Directors. The President shall be the official representative at all official functions and in their absence will appoint a member in good standing to be their designated representative, upon unavailability of the Vice President. He/She will initiate the Election Process by appointing a member in good standing to oversee the Election of Officers.

Section 2:

VICE-PRESIDENT: At the request of the President or in the event of the President's absence or disability, the Vice-President may possess and perform any and all the duties of the President. The Vice President shall be in charge of all meeting arrangements including the date, time, location, agenda, and training session with the approval of the Board of Directors. The Vice President shall be in charge of the approval of all Press Releases and public relations with the Board of Directors approval for all Association Activities, Events and Life Safety Messages.

Section 3:

THE SECRETARY: The Secretary shall have charge of such books, documents, and papers, as the Board of Directors shall determine. The Secretary shall perform all the duties incident to the Office of Secretary, subject to the control of the Board of Directors and shall perform other duties as assigned to them from time to time by the Board of Directors. The Secretary shall publish, or cause to be published, the minutes of the events of the last meeting in conjunction with the host of that meeting, along with a preview of the next meeting.

Section 4:

THE TREASURER: The Treasurer shall see to the custody of all the funds, securities, and books of the account(s) of the Association as well as the financial records subject to such regulations as may be imposed by the Board of Directors. When deemed necessary, convenient, or proper, the Treasurer may endorse on behalf of the Association for collection, checks, notes, and other like obligations. The Treasurer may deposit the same and all funds received to credit the account(s) of the Association in any bank the Board of Directors may designate as a depositor of the funds of the Association. The Treasurer may sign all receipts, vouchers and checks of the Association and accept drafts and shall make such payments up to \$499.99 inclusive as he/she may deem necessary, convenient or proper to make on behalf of the Association. Any expenditure of \$500.00 to \$999.99 inclusive shall require prior approval of the Board of Directors. Any expenditure of \$1000.00 or more shall require prior approval of the membership of the Association. All

expenditures of \$1000.00 or more require the signatures of the Treasurer and one of the members of the Board of Directors, with exception of approved conferences. The Treasurer shall cause to be entered regularly on the books of the Association to be kept by them for that purpose or incurred on account(s) of the Association and shall exhibit such books at all reasonable times to any Director or the President on application to the Secretary. The Treasurer shall provide a written formal report to the Members at all quarterly meetings thereof with respect to the detailed financial affairs and conditions of the Association for the previous quarter. The Treasurer shall present to the Board of Directors annually during the September quarterly meeting all state and federal forms verifying AFBEA's status with the Corporation Commission and the 501-3c. The Treasurer shall give such bond for the faithful performance of their duties in such sum and with such sureties, if any, as the Board of Directors may require. The Association will pay for the bond. The Treasurer shall perform all duties incident to the office of Treasurer subject to the directions of the Board of Directors. Within thirty (30) days of the new fiscal year, which begins July 1, when a new Treasurer has been voted into office, a licensed external auditor appointed by the Board of Directors shall conduct an internal audit of all financial matters of the Association.

ARTICLE IX COMMITTEES

Section 1:

Standing and Ad Hoc committees may be formed by the President or as a result of duly deliberated business brought before the membership to fulfill a primary purpose as assigned.

Section 2:

All committees shall keep minutes and submit written reports to the President and Secretary within seven (7) days of the completion of each meeting.

Section 3:

The President shall appoint a Chairperson when necessary, to the following standing committees, the objectives of which are outlined below.

A. Training

The Training Committee is responsible for developing and delivering fire and life safety education courses, and coordinating regional programs. This committee can involve fire and non-fire service individuals in public education.

B. Educational Characterization Camp

The Educational Characterization Camp committee is responsible for the development and delivery of the Educational Characterization Through Clowning and Puppetry Camp each year.

C. Fire and Life Safety Education Conference

The Fire and Life Safety Education Conference committee is responsible for the development and delivery of the a Fire and Life Safety Education Conference.

D. Public Relations

The Public Relations is responsible for representing the Association to the community; enhancing the Associations image, including communications with the press. They are also responsible for producing and disseminating public service announcements and media programs.

E Resource Management

The Resource Management Committee is responsible for reviewing new resources that are available and then forward that information on to the general members, and the editors of both the Website and Newsletter.

F. Merchandise Management

The Merchandise Management Committee is responsible for product sales and distribution.

Section 4:

Ad Hoc committees can be any committee that is needed but is not a standing or permanent committee. Examples of a Ad Hoc committee are:

- Nomination/Election Committee
- Scholarship Fund Committee
- By-Laws Committee
- Grant Committee
- Awards Committee

Section 5:

The President of the Association shall serve as an ex-officio member of each committee.

ARTICLE X

Amendments

Section 1:

These by-laws may be amended by a vote of two-thirds (2/3) of the membership in Good Standing present at any membership meeting. Provided that written notice of the proposed amendments shall have been hand delivered, mailed or electronically forwarded to the last known address of each member in good standing at least fourteen (14) days prior to the date of such meeting.