



Constitution and By-Laws

2001

CONSTITUTION AND BY-LAWS

ARTICLE I NAME AND OBJECTIVES

- Section 1. NAME: This organization shall be known as the "Central Virginia Fire and Arson Association" and is hereafter referred to as the CVFAA.
- Section 2. OBJECTIVES: The objectives of the Association shall be:
- a. To unite for mutual benefit those public officials and private persons engaged in fire prevention and arson investigation.
 - b. To provide for exchange of technical information and developments and training of members.
 - c. To cooperate with other law enforcement agencies and associations to further fire prevention, deter arson, and the suppression of related crimes.

ARTICLE II MEMBERSHIP

- Section 1. ACTIVE MEMBERSHIP: Those persons whom are actively engaged in some phase of the suppression of arson related crimes, and who promote the goals of fire prevention may be considered for membership in the CVFAA. This may include, but not be limited to the following:
- a. City, County and volunteer fire department members.
 - b. City and County law enforcement and fire marshal personnel.
 - c. State arson investigators.
 - d. Insurance investigators.
- Section 2. APPLICATION OF MEMBERSHIP: All prospective members may attend a maximum of two (2) meetings annually as a visitor. Application may then be made to the treasurer, either in person or as noted on the membership application. Copies of the application shall be forwarded to the membership committee who will then investigate the background of each applicant. Prospective applicants must present verification (certificates or credentials) if requested by the membership committee. The Committee shall report its findings at the next regular meeting, at which time the body shall consider each applicant separately. A two-thirds majority vote of a quorum shall be required for acceptance into the CVFAA.
- Section 3. TERMINATION: Membership in the CVFAA may be terminated by:
- a. Voluntary withdrawal
 - b. Two-thirds vote of a quorum for conduct that does not promote the ideas or goals of the CVFAA.

- v. Delegate duties to other officers, committee members and regular members as needed.
- b. It is the responsibility of the Vice-President to:
 - i. Preside at the regular monthly meetings in the absence of the President.
 - ii. Call Committee meetings as needed.
 - iii. Serve as a member of the training committee.
- c. It is the responsibility of the Secretary to:
 - i. Maintain complete and accurate records of the minutes of monthly meetings, correspondence, calendars, agendas, and memos of the CVFAA in a chronological order.
 - ii. Maintain a file of all members' addresses and telephone numbers.
 - iii. Notify members and interested parties of meetings and seminars.
 - iv. Provide class certificates to attendee's and submit required documentation to Department of Fire Programs.
- d. It is the responsibility of the treasurer to:
 - i. Maintain complete and accurate records of all financial transactions on behalf of the CVFAA. This may include, but not be limited to, maintaining balanced checking account (s), issuing checks for debts incurred by the CVFAA, and accepting and depositing monies due the CVFAA.
 - ii. Present monthly financial statements and/or report to the membership at meetings.
 - iii. Serve as a member of the Ways and Means committee.

ARTICLE IV COMMITTEES

Section 1. COMMITTEES: These standing committees shall encourage, solicit and assist the membership in furthering the development of the CVFAA.

- a. EDUCATION & TRAINING. The duties of this committee shall be to submit an annual schedule of classes, at the November meeting, for the upcoming year.
 - i. Secure a suitable location for each class.
 - ii. Secure appropriate instructors for each class.
- b. MEMBERSHIP. The duties of this committee shall be to:
 - i. Receive all applications for membership.
 - ii. Review and investigation all applicants.
 - iii. Make recommendation on all applications to general membership for consideration.

- c. Being in arrears by six (6) months or more in dues.

Section 4. REINSTATEMENT:

- a. Any member who drops out voluntarily may reapply at any time. Reinstatement in the CVFAA will be effective upon payment of dues.
- b. Any member, who is terminated by the body for the reason of non-payment of dues, may only be reinstated after all back dues are paid. Membership will be contingent upon a two-thirds majority vote of a quorum.

Section 5. LIFETIME MEMBERSHIP: Lifetime membership carries all privileges of regular membership, save those dues are waived. Lifetime membership may be awarded to a member of the CVFAA upon the member's retirement contingent upon:

- a. Two-thirds majority vote of a quorum.
- b. Five (5) years previous membership in good standing and active participation in the CVFAA.

**ARTICLE III
OFFICERS, TERMS AND ELECTIONS**

Section 1. OFFICERS: The officers of CVFAA shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section 2. TERMS OF OFFICE: The officers shall hold office from the time of their election for terms of two (2) years.

- a. At the end of the term, the President shall call for election of new officers.
- b. The President and Secretary shall be elected in even years, the Vice-President and Treasurer in off years.

Section 3. VACANCIES: In the event of a vacancy occurring during the term of office of any officer, a special election shall be held to fill said vacancy for the duration of the preceding officer's term. The special election shall be held at the next regular monthly meeting. A two-thirds majority vote of quorum is necessary to win an election.

Section 4. DUTIES: The duties of the elected officers of CVFAA shall be:

- a. It is the responsibility of the President to:
 - i. Supervise and coordinate the activities of the CVFAA
 - ii. Preside at regular monthly meetings.
 - iii. Appoint Education & Training, Membership, and Ways and Means committee members and chairpersons.
 - iv. Appoint special committees.

- c. **WAYS & MEANS.** The duties of this committee shall be to:
 - i. Procure and provide breaks and beverages for meetings and training classes.
 - ii. Research and develop items for sale or use CVFAA.
 - iii. Procure all plaques and awards as directed by the membership.

Section 2. **SPECIAL COMMITTEES:** Additional committees can be created or established by the president as may be deemed necessary to the efficient and effective operation of the CVFAA.

Section 3. **APPOINTMENTS:** Each committee shall consist of a chairperson and one (1) to five (5) members in good standing of the CVFAA“.

- a. The chairperson shall oversee the activities of the committee and report back to the Vice-President as needed or the CVFAA at regular meetings.
- b. Special committees shall dissolve at the conclusion of their project and/or assignment.

ARTICLE V FINANCE

Section 1. **FISCAL YEAR:** The fiscal year shall be the calendar year from January 1 to December 31.

Section 2. **DUES AND FEES:** Dues for membership shall be set at twenty dollars (\$20.00) per calendar year, and shall be collected by the treasurer during the period from January 1 to March 1 of each year. The form of payment shall be by check, cash or money order. New members shall forward their annual dues with their application for membership. If a new application is received during the months of November and December, the annual dues will be credited toward the next fiscal years' membership:

ARTICLE VI AMENDMENTS

Section 1. **REQUIREMENTS:** This constitution may be amended at any regular or special meeting of the CVFAA by a two-thirds majority vote of a quorum. Notice of a special meeting shall be sent out to all members, allowing enough time for them to make arrangements to attend.

REGULATIONS GOVERNING MEETINGS OF THIS ASSOCIATION

1. Meetings shall be held concurrently with training sessions or seminars, generally on the second Wednesday of each month. The time of the meeting may vary according to the needs of the CVFAA. Seminars may take the place of a regular monthly meeting.
2. The CVFAA will hold approximately ten training sessions, two (2) of which will be multi-day seminars. The training sessions and seminars shall alternate between inspection and investigation topics.
3. Official Order of Business (Robert's Rules of Order)
 1. Call of meeting to order
 2. Reading and approval of minutes of previous meeting.
 3. Reading and approval of financial report.
 4. Report of Officers
 5. Report of Committees:
 - a. Standing Committees
 - b. Special Committees
 6. Unfinished business
 7. New business
 8. Election of Officer (December meeting)
 9. Adjournment
4. A quorum shall be made up of not less than nine (9) members. A two-thirds majority shall be needed to carry a motion.

This version of the Constitution and By-Laws for the Central Virginia Fire and Arson Association amended the 1995 edition, and was adopted on the 11th day of April 2001, by a majority vote of the members present.