

**FIRE
COMMUNICATION
OFFICERS OF
RHODE ISLAND**

BY-LAWS

MARCH 2006

PURPOSE

1. To assist membership in maintaining high standards of personal efficiency through study and application of modern and advanced methods of fire service communications.
2. To cooperate with government agencies to promulgate and effectuate plans for all phases of Communications in which all fire departments, through fire alarm, may best serve their individual communities.
3. To help develop and expand communications of the fire service at local, state and national levels.
4. To cooperate with all agencies in promoting communications growth and improvements.
5. To enlist public support in all matters of legislation that may be relevant, pertinent and for the best interests of fire communications.
6. To seek to expand present facilities for fire communications training and to sponsor higher education for personnel in technical branches and specialties.
7. To coordinate the efforts of all engaged in the field of fire protection to the end that such concerted action shall gain the confidence of the public and achieve constant communications.

ARTICLE I OFFICERS

SECTION 1

The officers of this Association shall consist of a President, Vice-President, Secretary-Treasures and Legislative Coordinator. They shall hold offices for one (1) year or until their successors are elected: The President and the Vice-President shall be active members of this organization. All of the said officers shall be elected by ballot at the July meeting. The President and Vice President shall be actively engaged in fire communications work.

ARTICLE II – DUTIES

SECTION 1 – PRESIDENT

The president shall preside at all meetings of this organization and of the Executive Board Meetings. The President shall, during office, be a member of all committees and be accountable for the proper conduct of the officers of the organization in accordance with the by-laws. It shall be the duty of the president to preside at all meetings of the Association and perform such other duties, as may be incidental to this office.

SECTION: 2 – VICE-PRESIDENT

It shall be the duties of the Vice-President to assist the president and to perform the duties of this office in the absent of the president.

SECTION 3 – SECRETARY-TREASURER

It shall be the duty of the Secretary-Treasurer to take the minutes of the meetings of this organization and the executive committee, conduct correspondence, receives all funds, pay all bills approved, keep current records of the business and finances, submitting a report at each regular meeting. Be authorized to pay any emergency bill not to exceed \$75.00 in advance of authorization by a vote of the active membership at a regular meeting.

It shall be the duty of the Secretary-Treasurer to keep a complete record of the proceedings of all meetings of the Association. The Secretary-Treasurer shall have the custody of the funds of the Association, shall receive all monies, keep a true account of all monies received and disbursed, pay all the bills after presented and approved by the voting body of the organization.

It shall be the duty of the Secretary-Treasurer to send cards, flowers, memorials for departed members and their immediate family, (spouse, child)

SECTION 4 – LEGISLATIVE COORDINATOR

It shall be the duty of the Legislative Coordinator to submit to the State legislature any changes to the Fire Code Laws as it pertains to Public Safety and directed to do so by the body. Keep track of all legislation in the Sate House that effects fire alarm and report the status to the body. Maintain the State Fire Code so that the fire alarm section of the code stays in line with the technology of the industry. Perform any other duties as prescribed by the President or the body.

SECTION 5 – EXECUTIVE BOARD

The Executive Committee shall consist of 5 members of the organization the current officers of the organization and one vendor. In the event that one of the members are conducting the duties of two of the offices, then an active member may be elected from the floor until such time that there are 4 separate officers.

It shall be the duty of the Executive Board to seek full membership prior approval to act on any matter in behalf of the membership that concerns our stated purposes.

ARTICLE III – COMMITTEES

SECTION 1

The President upon assuming office, or soon as there after, shall appoint the following standing committee sand designate the chairman of each.

- a. Radio
- b. IMSA
- c. By Laws
- d. Fire Chiefs Representative
- e. Nomination
- f. Entertainment
- g. Legislation

The President shall have the right to appoint special committees. All committees appointed by the President shall serve from the President's installation until the succeeding installation or until replaced by the President. Each committee chairman may establish sub-committees of their committee and may appoint members on sub-committees who may not necessarily be members of the main committee, provided that the chairman of each sub-committee is a member of the main committee.

SECTION 2

The Radio Committee shall consist of two (2) members. It will be the responsibility of the committee to keep the members of this organization informed of matters of interest to the organization in Land/Mobile Radios.

See that the mutual aid frequency is used in a business like manner at all times and assist all fire and rescue departments in obtaining the proper frequencies needed to perform their duties.

SECTION 3

The IMSA Committee shall consist of two (2) members. It will be the responsibility of the committee to report on the events sponsored by the IMSA and any other pertinent information to our organization.

SECTION 4

The by-laws committee shall consist of three member's three (3) active members of the organization.

Receive all requests for changes in the by-laws and review them, report back to the body.

SECTION 5

The Liaison to the Fire Chief's Association will be one (1) member that actively attends their meetings.

It will be the Liaison's responsibility to report to the Chief's association pertinent information from this organization and to report any action taken by the Fire Chief's that may be of interest to the body.

SECTION 6

The Nominating committee shall consist of three (3) members. It will be the responsibility of the committee to obtain candidates for the offices of this organization and report their recommendations at the June Meeting.

SECTION 7

The Entertainment Committee shall consist of three (3) members of this organization. They will plan and set up the installation of the in coming officers.

Plan all social events, as directed by the body.

SECTION 8

The Education committee shall consist of six (6) members of the organization. It shall be their job to increase the knowledge and skill of the members through training and seminars.

SECTION 9

The Legislation Committee shall consist of five (5) members of this organization. The committee will advocate for legislation at the state level to ensure the R I Fire Alarm Code remains.

Keep abreast of all Bills pertaining to Fire Alarm and Fire Service.

ARTICLE IV -- MEETINGS

SECTION 1

The Annual Meeting of the Association shall be held each year during the month of July, at such a place as shall be selected.

SECTION 2

Regular monthly meetings shall be held on the first Thursday of each month. Time and place of meeting can be changed by a vote at a regular meeting. All members will be notified in writing and/or electronic mail of all monthly meetings.

SECTION 3

A regular meeting may be restricted to Active Members only at the direction of the President; providing it has been, made known at the previous regular meeting.

SECTION 4

Emergency meetings may be called by the President for Active Members, only after a forty-eight hours notice.

SECTION 5

The President shall appoint a Nominating Committee at the May meeting and all committees at the September Meeting.

SECTION 6

Election of officers shall take place at the July meeting, following the report of the nominating committee. Election of officers shall be by paper ballot or be by a single paper ballot from the secretary upon a motion from the floor to accept all candidates nominated and providing there is no opposing candidate for the same office.

In the event of more than one (1) candidate for office a paper ballot will be taken.

SECTION 7

Order of Business

- a. meeting called to order (new) pledge allegiance to the flag, stand for a moment of silence for our departed members
- b. Reading of the minutes of the previous meeting.
- c. Treasurers report
- d. Communications/Application for membership (voted on under new business)
- e. Reports of Committees (Nomination Committee at May Meeting)
- f. Fire Marshal's report
- g. Unfinished Business
- h. Program presentation (when one is scheduled)
- i. New Business
- j. Election of Officers (July Meeting)
- k. Good of the Order
- l. Adjournment

The above order of business may be changed for any particular meeting by the president or other presiding officer.

ARTICLE V – MEMBERSHIP

SECTION 1

- (a) Active Members: The active membership shall consist of Directors of Communications, Superintendents, Assistant Superintendents and those actively engaged in fire alarm and communications work. The Chief of Special Service in the State Fire marshal's Office may be an active member. Dues shall be \$25.00 a year for two or less and \$20.00 a year for three or more persons of the same city or town.
- (b) Life Members: Retired active members are eligible for life membership by majority vote of the active membership. Life members are no-dues paying members. Active and Life Members shall consist of the voting membership.
- (c) Honorary Membership: – Honorary membership may be conferred upon any person who has distinguished themselves by outstanding service to the Fire Communications Officers of Rhode Island.

- (d) Sustaining Membership: –Individuals who are representative of Electrical Engineering firms, or manufacturers of Municipal Fire Alarm, Communications, Traffic Control Equipment, or Fire Alarm Equipment acceptable to the Rhode Island State Fire Code, Rhode Island Fire Laws and Rules Annotated .
- (e) The membership after notification of application for membership, shall discuss said membership as it relates to the Fire Communication Officers of Rhode Island stated purpose. Dues shall be \$35.00 a year for two or less and \$30.00 a year for three or more persons of the same company.

The proposed member shall be chosen by invitation only and acceptance shall be by a majority vote of the voting membership at a regular meeting.

- (f) Associate Membership:– Associate membership shall be limited to one designated delegate representing an Association in the State of Rhode Island that is actively engaged in the support of the Rhode Island Fire Safety Code and Rhode Island Fire Laws and Rules Annotated.

Eligibility for Associate Membership shall be upon recommendation of the Membership Committee.

Acceptance will be by a majority vote of the Voting Membership at a regular meeting.

The proposed candidate must be accepted before they can attend a business meeting.

Any person voted into the organization within the first six months from when the dues are do. shall be assessed the full amount, any person voted in the last six months shall be assessed half the amount of the yearly dues. The President may also wave dues upon approval of a majority vote of the voting body at a regular meeting.

SECTION 2

All dues for non-active members shall be paid in advance. All dues for active membership shall be paid in advance or at their time of acceptance to the Association. Any applicant that is rejected and has paid dues in advance shall have the dues refunded.

Yearly dues shall be payable in the Month of May. Any dues paying member that is in arrears by September 1 shall constitute reason to be dropped from membership without further notice.

SECTION 3

No member shall be expelled from membership until they have been duly notified in writing of such action. Members shall only have membership revoked after proper notification of said impending action.

The Association shall have full power at a regular meeting on one called for this specific purpose, to revoke the membership of a member if said member acts cause one to act in contradiction to the stated purpose of the organization. The member shall have the opportunity to discuss said action at the meeting prior to any vote. The Association shall act only upon written request of a member in good standing; it being the duty of any and all members to report any such knowledge.

Membership shall be revoked only after the majority of all members present at said meeting vote for expulsion by paper ballot.

ARTICLE VI -- AMMENDMENTS OF ORDER

Section 1

The Association shall have full power at a regular meeting or a meeting called for that purpose to alter or amend these by-laws, but the same shall not be done except by a vote to two thirds (2/3) of the membership present and entitled to vote at said meeting.

ARTICLE VII -- RULES OF ORDER

SECTION 1

The presiding officer shall preserve order and decorum. All questions of order shall be decided by the presiding officer, subject to appeal by any member.

SECTION 2

In the decision of any question coming before the meeting for which no provisions are made in the by-laws of this organization, the presiding officer shall be governed by rules of Robert's Manual of Parliamentary Law.

SECTION 3

Every member, when they speak or offer a motion shall be recognized, properly identifies them self and respectfully address the presiding officer. They shall confine them self to the question under debate, avoid all improper personal references, and indecorous language. Any member posing a question or a request for a decision on the interpretation of any section of the Rhode Island Fire Safety Code / Rhode Island Fire Laws and Rules Annotated shall limit the length of discussion to ten (10) minutes per person. If in the opinion of the members present the discussion deems additional time for a resolution, a show of hands vote will be taken to allow an additional ten (10) minutes.

SECTION 4

When two or more members shall wish to be recognized at the same time, the presiding officer shall decide who shall have the floor.

SECTION 5

A member called to order by the presiding officer shall immediately ceased speaking on the question before the house, and shall not resume their remarks until the question is called.