

**Constitution of the  
Virginia Society of Fire Service Instructors  
As of October 2, 2008**

Article I – Name and Purpose of the organization

The name of the organization shall be the “Virginia Society of Fire Service Instructors”. Its purposes are non-profit and directed to the improvement and development of public service in the area of fire protection and safety for the citizens of the Commonwealth of Virginia.

Article II – Aims and Objectives

- A. To obtain chapter affiliation with the ISFSI, as provided by Article VII of their bylaws. We hereby agree to abide by the privileges and limitations of said Article VII as is presently formulated. Or as it shall be duly amended in the future by said ISFSI.
- B. To provide efficient, effective, and continuous leadership in providing training and education for fire service personnel.
- C. To promote better protection of life and property from the threat of fire and other related natural or man-made disaster through education.
- D. To promote acceptance and understanding of education and training in fire prevention, suppression, safety, and related fields.
- E. To encourage regional and local conferences for the study of training and educational problems, to publish papers, reports, and discussions thereof.
- F. To encourage and participate in research and special studies as related to problems in the development of training and educational materials, methodology, and delivery, and to analyze any problems arising from the application of any such developments.
- G. To provide assistance to its members in their professional development whenever possible.
- H. To cooperate with other chapters, the International, other educational officials, and/or any group with an interest in fire safety, insofar as the principles followed are in accordance with the philosophy and official position of this organization and the International.
- I. To follow and abide by the Code of Ethics as set forth and prescribed by the International.

Article III - Membership

Any individual, firm, corporation is eligible to become a member of this society subject to being first approved and accepted by a majority of the Board of Directors, and each member shall be classified as to the type of membership by the Board of Directors as set forth in the By-Laws. Only “Active Members” of this Society as set forth in the Bylaws shall have the right to vote and to hold office in this Society.

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Article IV - Officers

- A. The policies and membership of the Society shall be conducted by a Board of Directors who shall consist the President, Vice-President, Secretary, Treasurer, and the immediate past President. There shall be one (1) directors from each division as defined by the Virginia Department of Fire Programs, heretofore called Fire Programs (Board of Directors).
- B. The management of the business affairs of the Society shall be conducted by the officers of the Society, which shall consist of the President, Vice-President, Secretary, and Treasurer.

Article V – Meetings

- A. The meetings of the Society shall be called to order by the President.
- B. The annual meeting shall be at a date and location selected by the Board of Directors.
- C. Called at the discretion of the president.

Article VI – Amendments

- A. Proposals for any amendment to the existing Constitution and Bylaws shall be made in writing addressed to the President, 30 days prior to the regular meeting, such proposal (s) shall be signed by any (10) active members or by any (3) members of the board of Directors.
- B. The President shall present at the regular meeting a ballot containing a copy of the proposed amendments (s) to all active members. Such ballots shall contain the proposed amendments and shall also contain an explanation of the meaning and purpose of the amendments (s) as viewed by the Board of Directors. After sufficient explanation has been given, each active member will cast his/her ballot. A 2/3 affirmative vote of those in attendance shall be required for acceptance of the amendment.
- C. All ballots shall be counted by a balloting committee. This committee will be chosen by the President at the time of the meeting.

In witness whereof the following first duly elected officers and directors of this Society affix our signatures. We further submit that he attached list is the charter membership of the Virginia Society of Fire Service Instructors.

*President – Mike Glass*  
*Vice-President – Paul Hoyle*  
*Secretary – Bill Meador*  
*Treasurer – Bill Meador*  
*Director –David Stilwell*

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*Director –Jimmy Hickman*  
*Director –Tony Schloss*  
*Director –Greg Reese*  
*Director –Bill Meador*  
Director - vacant  
Director - vacant  
Director - vacant  
Ex-Officio – Mike Armstrong

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**By-Laws**

As of October 2, 2008

Article I – Membership

Requirements

A. Active Member

- The applicant shall be any person who participates full time or part time in Fire Service training or education, and who subscribes to and practices the Code of Ethics of the International Society of Fire Service Instructors.
- Any person desiring membership in the Virginia Society of Fire Service Instructors shall submit an application to the Board of Directors. Should no basis for challenging the applicant's credentials as specified above be presented, a vote shall be taken, and upon a favorable majority vote of the Board, the applicant will be placed on the appropriate membership roll as defined by the By-Laws of the Society.

B. Honorary

- The candidate shall be an individual of outstanding prominence who is not a member of this Society and whose achievements have resulted in exemplary contribution to the betterment of the Fire Service or Fire Service Training and Education.
- A proposal for awarding of honorary membership shall be made in writing to the Board of Directors, where a 2/3 vote of those in attendance shall cause the proposal to be presented to the next regular meeting of the general membership. Final acceptance shall be established by a majority vote of the general membership in attendance and voting in favor of the proposal.
- No dues shall be levied to the honorary member.

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C. Life

- Shall be active members, who in the determination of the Board of Directors have made outstanding contributions to the advancement of this Society.
- Life members shall be conferred by the Board of Directors, with the approval of the general membership at the next business meeting.
- No dues shall be levied to a life member.
- A member of this Society who is awarded life membership by the International shall automatically become a life member in the state Society.

D. Sustaining

- Shall be individuals, firms, corporations, institutions, societies, associations, boards, bureaus, authorities, or commissions, wishing to assist in attaining the objectives of this Society.

E. Ex Officio

- The staff of Fire Programs will be ex officio members and serve as advisors to the membership at large. The Executive Director of Fire Programs will serve as an ex officio member of the Board of Directors.
- The Societies representatives to the Virginia Fire Services Board (VFSB) will serve as an ex officio member of the Board of Directors.

F. Privileges and Limitations

- Active members – Shall have a voice in all meetings, vote in all elections and matters put before the general membership; he/she shall be eligible for election to office and to be named to any and all general membership committees.
- Honorary Members – Such member shall not vote, hold office, nor serve on the nomination or membership committees.
- Life Member – Shall have all the privileges of an active member, except that of holding office.
- Sustaining Member – Shall have the privilege of submitting to the general membership business meetings, via the Board of Directors, any matter they wish the Society to consider.

G. Membership Dues

- Dues for active, associate, and sustaining members shall be established by the Board of Directors, with 2/3 approval of voting membership present at a general membership business meeting.

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- Dues shall be due and payable upon application and on July 1 of each year thereafter. Any member who fails to remit and is still in arrears for a period of 60 days shall automatically be declared off the membership rolls by the President.
- The dues of any new member on or after September 1 of any current year shall in addition be credited as dues for the following year membership year.
- In the event an annual meeting does not take place, members in good standing as of June 30 of a membership cycle, will still be considered to be in good standing until such time as a meeting can be held.

H. Suspension of Membership or Removal

- Basis for: A member may be suspended or removed from membership by reason of:
- Violation of the Code of Ethics as established by the International (Active members only).
- Conduct in Fire Service or civil pursuits which shall be judged to be detrimental to the good of this Society.

Process

- Proposal to suspend or remove a member shall be made to the Board of Directors, at which time general charges shall be aired and a vote called for, to determine further action.
- Should the Board of Directors find substance in the charges by a majority vote by those in attendance at the Board meeting at which the matter is considered, the proposal will then be put before the general membership for either suspension or removal from membership.
- Should the Board of Directors find the charges not warranting penalties by a majority vote against the proposal for suspension or removal, the action is thereby terminated.

Article II – Officers

A. Eligibility

- A. Only active members are eligible to hold executive office, be a director, serve on the nominating or membership committee or chair any committee.

B. Election Procedures

The Nominating Committee shall meet prior to the annual meeting and finalize a list of nominees for each office due for election at that annual meeting.

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- 1) The committee shall have established that each nominee is eligible and has consented to serve in the office for which nominated.
- 2) The Nominating Committee Chairman shall present the list of the committee's nominees to the Secretary prior to the call to order of the annual meeting.
- 3) Nominations to all offices open for election shall be accepted from the floor at the appropriate time in the order of business of the annual meeting. The nominator shall have ascertained prior to his submission of the nomination that his nominee is eligible and will serve the office, if elected.
- 4) The officers of this Society – President, Vice President, Secretary, and Treasurer – shall be elected for a two year term. They shall serve no more than two (2) consecutive terms in the same office.
- 5) Representatives shall be appointed for three (3) year terms with the terms staggered so that two directors from the same division will not be elected in any one year.
- 6) Votes will be cast by secret ballot and no proxy ballots will be accepted.
- 7) The President shall appoint a Board of Tellers, which members shall be active members and none of which shall be a candidate for any office at that time.
- 8) In the event of a vacancy occurring among the officers or the Board of Directors, the President may appoint an active member to fill the vacancy until the next regular meeting. At such time an election will be held to fill such office for the remainder of the term.
- 9) The administrative year shall begin and end with the election at the annual meeting and all officers shall remain in office until their successors are elected or appointed. If no one runs for an officer position, incumbent officers will be re-elected by default.

C. Duties of Officers

President

1. Shall be the chief executive officer, and as such shall be the official representative and spokesman for the Society.
2. Shall preside at meetings of the Society and the Board of Directors.
3. Shall, subject to the approval of the Board, authorize and appoint such regular and special committees as are required or desirable to carry on the affairs of the Society.
4. Shall report to the Society at the regular annual business meeting in respect to the affairs of the Society.
5. Shall perform such additional duties as may be assigned from time to time by the Board of Directors.

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Vice –President

1. Shall, at the request of the President, or in the event of his/her absence or disability, perform any and all duties and shall possess all of the powers of the President.
2. Shall have such other powers and perform such other duties as the Board of Directors or the President from time to time may assign.
3. The Vice President shall serve as chairman of the program committee.

D. Secretary

1. Maintain records of meetings and business matters.

E. Treasurer

1. Receive and hold all revenues of the Society.
2. Maintain an accurate accounting of all receipts and disbursements.
3. Prepare periodic financial report to the Board and an annual financial report to the membership.
4. Disperse funds for payment as authorized by the Board of Directors and the Society.

F. Removal from Office

1. Automatic: An officer who is absent from two consecutive regularly scheduled Board meetings and who makes no effort to give evidence that his/her absence was due to circumstances beyond his/her control shall automatically forfeit his/her office. **Excuse procedure** The offending officer shall submit to the Board of Directors written explanation as to the cause of his/her absence with a request to waive this automatic expulsion provision. A majority vote of the Board in favor of there quest will cause the automatic expulsion rule to be waived for this sequence of absences (2 consecutive). The Board of Directors shall so report to the general membership in a regular meeting. Should a third consecutive absence occur, new action will be taken.
2. For Cause: By reason of personal conduct which is held to be detrimental to the good of the Society. **Procedure:** Same as for the expulsion of a member, except expulsion is from office, not membership.

Article III – Meetings

- A. Annual meeting – Shall be held during the calendar year.
- B. Special meeting & technical Problems- May be held as called for or authorized by the Board of Directors by majority vote in regular or special meeting.
- C. Board of Directors Meetings – Shall have one meeting in the second quarter of the calendar year and one in the fourth quarter of the calendar year. The second meeting shall precede the annual meeting. Other meetings may be called by the President as deemed necessary.

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D. Quorums

- General membership, annual meeting: Quorum shall consist of 10 members.
- Board of Directors: regular or special or special shall require 3 of the Board members to constitute a quorum.

E. Order of Business

- Membership meetings
- Call to order
- Reading of previous minutes
- Treasurers report
- Presidents report
- Secretary's report
- Committee reports
- Unfinished Business
- New Business
  
- Election of Officers
- Announcements
- Adjournment
- The President shall determine the order of business at special meetings of the Society.
- Roberts Rules of Order – Shall govern all meetings of the Society on all points not covered by the Constitution and By-Laws.

Article IV Committees

A. Nominating

- Chairman – Shall be the immediate past president of the Society.
- Membership – eight members, tow active members selected from each of the geographical regions following the boundaries as established by the Board of Directors and two members at large. Term of office shall be two years.
- Operation – Full committee should meet prior to annual meeting to finalize nominations. This meeting may be immediately preceding annual meeting. Other meetings may be called as deemed necessary by the Chairman.

B. Membership

- Function – to actively recruit applicants for membership.
- Chairman – appointed by President.
- Membership – (9) members – three members from each of the geographical regions as established by the Board of Directors.
- Term of Office – Two years.
- Meeting Provisions – as deemed necessary by Chairman and his committee.

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- C. Program Function – To provide educational events.
  - 1) As part of the annual meeting.
  - 2) As specially scheduled programs for fire service interests when and where feasible as approved by a majority vote of the Board of Directors.
- D. Chairman – Shall be the Vice President.
- E. Membership – (9) same basis as membership committee.
- F. Meeting – At least one regular annual meeting of the full committee, others as deemed necessary by Chairman and the committee.

Article V International Affiliation

- A. The Secretary, on the initiative of the President, shall correspond with the Secretary of the International Society with regard to the business of the State Society.

Article VI – Geographical Boundaries

- A. This Society shall function within the Commonwealth of Virginia and have service and jurisdictional boundaries for membership as defined by the geographical boundaries of said Commonwealth.

Signatures of executive officers.

- 1. President:
- 2. Vice President:
- 3. Secretary /Treasurer:
- 4. Ex Officio: