



**INTERNATIONAL FIRE BUFF ASSOCIATES, INC.  
CONSTITUTION and BY-LAWS**

(As amended September 9, 2011, 2016)

**CONSTITUTION**

**ARTICLE I – NAME**

This organization shall be known as the INTERNATIONAL FIRE BUFF ASSOCIATES, Incorporated and shall be non-sectarian, non-discriminatory, non-political and non-profit. The INTERNATIONAL FIRE BUFF ASSOCIATES, Incorporated shall herein be known as the IFBA.

(Amended 2001)

**ARTICLE II – PURPOSE**

The purpose of the IFBA is to serve as a common ground for Fire Buff Groups and individuals, active in promoting the general welfare of Fire Departments, allied emergency services, and their officers and members.

**ARTICLE III – ACTIVE MEMBERSHIP**

Active membership shall be open to those organizations, which are in accord with the aims and purposes of the IFBA.

Each Active Member Group shall have one vote, to be expressed by its authorized Delegate or Alternate at Annual Meetings.

**ARTICLE IV – ASSOCIATE MEMBERSHIP**

Associate Membership shall be open to those qualified individuals who are in accord with the aims and principles of the IFBA, subject to the following conditions:

An Applicant:

- (a) Shall be twenty-one (21) years of age or older.
- (b) Must have a genuine interest in the fire service, and fire buffing as an avocation.
- (c) Cannot hold membership in an organized fire buff or fire service group, while an associate member of the IFBA. A fire service group is not to be construed as a paid or volunteer fire department per se.
- (d) Must have the approval or sanction of the fire chief of the community in which they reside.
- (e) Must never have been refused membership in or been expelled, for cause, from a fire buff group or fire service organization of any kind.
- (f) Must reside in an area in which, for one reason or another, a fire buff group has not or could not be formed and at least twenty-five (25) miles or more from the closest organized fire buff group, whether an IFBA member group or not.
- (g) Shall be of good moral character, and shall meet the standards of good citizenship.

- (h) Shall agree that if elected to Associate Membership in the IFBA the applicant will endeavor to organize a fire buff group in their area or community.
- (i) Only one (1) Associate Membership shall be granted in a given community.
- (j) Associate Members shall have no voting privileges nor shall they be eligible to hold office in the IFBA.
- (k) None of the above revisions in Associate Membership qualification shall abrogate the right of membership of an Associate Member, in good standing, at the time that the changes are adopted.

(Amended 1973 & 2001)

#### ARTICLE V – MEMBERSHIP APPLICATIONS

Applications for Active or Associate Membership shall be submitted to the Executive Vice President for processing. Each application shall be reviewed by the Membership Committee and submitted to the Active Membership at the next Annual Meeting, along with its recommendations.

#### ARTICLE VI – DUES

Dues in the IFBA shall be fifty (\$50.00) Dollars per annum for each Active Member Group and ten (\$10.00) Dollars per annum for each Associate Member. Dues are payable January First (1<sup>st</sup>) of each year and non-payment of dues for one year shall disqualify the member until all back dues are paid.

(Amended 1987)

Active and Associate Membership dues shall be paid by April First (1<sup>st</sup>) in order to remain in good standing, and unless paid prior to the start of each Annual Meeting, shall be denied voting privileges.

#### ARTICLE VII – OFFICERS

The Officers of the IFBA shall be a Chairman of the Board, a President who, whenever possible, shall represent the Group or Groups in the city to host the next Annual Convention and have served at least one (1) year as a Regional Vice President or other officer of the IFBA. An Executive Vice President appointed by the Officers, Regional Vice Presidents, one from each region as defined in Article VIII of this Constitution, one of whom shall be designated as First (1<sup>st</sup>) Vice President, a Secretary, a Treasurer, and the immediate Past President. In the event the immediate Past President is unable to serve or is elected to another office, the title shall revert back to the next Past President not holding office who can serve.

A Second Vice President shall be appointed from the Host Group(s) of the Convention for the following year, who shall serve as the Chairperson of that convention and serve only one (1) term in office.

(Amended 1972 & 2001,2016)

## ARTICLE VIII – REGIONS

The IFBA shall be divided into Regions, representing the various geographical sections of the United States and Canada in which fire buff groups are located. Active and Associate Members shall be assigned to the various regions as established by the Executive Board.

## ARTICLE IX – MEETINGS

Regular meetings shall be held annually hosted by an Active Member Group of the IFBA or other organization, between March One (1) and November Thirtieth (30). Such meetings shall be known as the Annual Meeting and be part of the Annual Convention. The Annual Conventions, whenever possible, shall be held at the end of the week. The exact place, date and time of the Annual Convention and Meeting shall be set by the host group(s) of the Annual Convention. All IFBA Active and Associate Members shall be given no less than six (6) months advance formal notice of the Annual Convention and Meeting along with convention publicity information by the host group(s).

The IFBA Executive Vice President shall notify all Active Member Groups and Associate Members of the place, date and time of the Annual Business Meeting at least sixty (60) days prior to its scheduled time.

(Amended 1970 & 2001, 2016)

## ARTICLE X – VOTING APPROVAL

All business or proposals submitted for approval at an Annual Meeting must be approved by a majority vote of the Active Members present and voting.

## ARTICLE XI – EXECUTIVE BOARD

The elected officers, the immediate Past President, the Executive Vice President and the Director of Publicity shall constitute the IFBA Executive Board. The Executive Vice President, Vice President at Large, and Director of Publicity, who are appointed by the Executive Board to indefinite terms of office, shall be ex-officio members of the Board without voting privileges.

The Second Vice President, who is named by the next year's Convention Host Group (s), shall be an ex-officio member of the Board without voting privileges.

The IFBA President, at his discretion, may appoint one (1) "Vice President at Large". The term of the Vice President at Large will be for one (1) year and may be re-appointed for up to five (5) consecutive terms. The Vice President at large will be an ex-officio member of the Executive Board without voting privileges. The IFBA President will assign the duties of the Vice President at Large.

(Paragraph three (3) added 2011, 2016)

- (a) There shall not be less than two (2) meetings of the Executive Board annually in person or by teleconference.
- (b) The meetings shall take place at a designated time and place to be set by the officers in conjunction with the host club. One of these meetings shall be held in the Convention City prior to the Annual Meeting.
- (c) The Executive Board shall not approve any financial expenditure in excess of 35% of the current cash assets of the IFBA.
- (d) A majority of the officers meeting as the Executive Board shall constitute a quorum.

(Amended 1970 & 1972, 2016)

#### ARTICLE XII – REGIONAL MEETINGS

Each of the Regions shall hold not less than one (1) Regional Meeting each year for the members of its area. The Vice President of each Region shall arrange the place, date and time of each meeting so that as many Active and Associate Members as possible can be represented. Whenever possible and practical, the location of these meetings may be rotated to the various cities of the Active Members in each respective area.

#### ARTICLE XIII – AMENDMENTS OR CHANGES

The Constitution of the IFBA may be amended or changed at any annual meeting with the procedure as follows:

- (a) The proposed amendment or change, shall be submitted to the Executive Vice President, in writing, not less than ninety (90) days prior to the Annual Meeting.
- (b) Each Active Member shall be furnished a copy of the proposed amendment or change, not less than sixty (60) days prior to the Annual Meeting.
- (c) A 2/3rds (two-thirds) majority of the Active Members present and voting shall be required for approval.

(Amended 1966 & 1970)

## BY-LAWS

### ARTICLE 1 – OFFICERS’ DUTIES

#### Section 1.

The Chairman of the Board shall preside at all Annual and Board meetings of The IFBA, enforce a rigid adherence to the Constitution and By-Laws, decide on all questions of order, appoint all Committees, be an ex-officio member, focus on long range planning police and procedure and shall perform such duties as are usually incident to the office of Chairman.

The Chairman will whenever possible, have served previously as IFBA President and/or will have received the Hank Wilwers Fire Buff of the Year Award. The Chairman will serve a three-year term of office and may not serve more than two consecutive terms. The Chairman will be elected by a majority vote of the Executive Board at the Executive Board meeting prior to the Annual Meeting of the IFBA. The Chairman will be sworn in and take office at the Annual Banquet. The Chairman election will take place at the 2016 Convention and every three years thereafter.

(Amended 2001, Amended 2016)

#### Section 2.

The President who, whenever possible, shall represent the Group or Groups in the city to host the next Annual Convention and when possible, have served at least one (1) year as a Regional Vice President or other officer of the IFBA. The Presidents duty is to facilitate the delivery of the annual convention. The President shall assume the office of Chairman, in the absence of, or in the event of death or disability of the chairman and shall perform all duties appropriate to that office.

#### Section 3.

The 1<sup>st</sup> Vice President shall assume the office of President, in the absence of, or in the event of death or disability of the President and shall perform all duties appropriate to that office.

#### Section 4.

It shall be the duty of the Executive Vice President to:

- (a) Implement the National and Regional activities of the IFBA.
- (b) Assist the Convention Host Club(s) in preparation for and the operation of the Annual and Executive Board Meetings.
- (c) Assist the Editor in administering the format of “Turn Out”.
- (d) Establish a permanent mailing address for the IFBA at a location approved by the Executive Board for the receipt of all IFBA correspondence and forward to the proper persons all mail that cannot be personally handled.
- (e) Prepare a report of the offices’ activities for presentation at each Annual and Executive Board meeting. Copies of the report shall be available to each Officer, Delegate and Associate Member at the Annual Meeting.

- (f) At all meetings act as Parliamentarian.
- (g) Each year solicit the names and prepare a list of departed members of Member Groups and Associate Members for presentation at each Annual Meeting Memorial Service.
- (h) Attend all Annual and Executive Board Meetings of the IFBA and whenever possible represent the Executive Board in at least one (1) meeting annually in each Region.

(Amended 1970,2001, 2016)

#### Section 5.

It shall be the duty of the Regional Vice Presidents to designate one of their number as 1<sup>st</sup> Vice President. They shall also call and preside at no less than one (1) meeting annually of the Active and Associate Members in their areas.

(Amended 2001, 2016)

#### Section 6.

It shall be the duty of the Secretary to:

- (a) Keep the minutes of all Annual Business and Executive Board meetings and give each Officer, Active Member Group and Associate Member adequate advance notice of these meetings as well as a report of the proceedings.
- (b) Annually prepare and publish a listing of all Officers, Active Member Groups and Associate Members of the Association. The listing shall show their names, mailing addresses and in the case of Officers, their telephone numbers.

(Amended 1973, '76 & 2001, 2016)

#### Section 7.

It shall be the duty of the Treasurer to:

- (a) Collect all monies and keep an accurate record thereof. The Treasurer shall not pay any expenses unless prior approval has been given by the Executive Board or at the Annual Business Meetings, with the exception of the normal expenses. Normal expenses shall include the cost of operating the office of the Secretary, the publication costs of the newsletter "Turn Out", the Executive Office, the plaques presented annually to the Fire Department of the convention host city, the outgoing President, the "Henry N. Wilwers Fire Buff of the Year" award and the "Firefighter of the Year" award.
- (b) As of January 1<sup>st</sup> of each year, prepare and furnish an invoice of dues notice to each Active Member Group and Associate Member for the current year's annual dues, which might be in arrears, noting remittances be forwarded to the Office of the Treasurer.
- (c) Immediately upon receipt of a remittance for dues, record the payment and deposit it in the Association bank Account and issue to each Active Member Group and Associate Member the quantity of signed IFBA Membership Cards required.
- (d) Be responsible for the financial records of the Association, prepare an annual budget and present a financial statement at each Executive Board and Annual Business Meeting.

(Amended 1970, '71, '76 & 2001, 2016)

#### Section 8

The Chairman of the Board, President, Secretary and Treasurer shall be paid Fifty (\$50) dollars annually for their personal expenses in the performance of their duties. The Executive Vice President shall receive such compensation as the Executive Board shall authorize, but in no case shall it be less than Fifty (\$50) dollars annually. The Executive Vice President (when and as funds are provided) shall be allowed travel and hotel expenses for attending Regional and other IFBA meetings. Such expenses shall not exceed Seven Hundred Fifty (\$750) dollars per year and shall only be reimbursed upon the presentation of paid vouchers to the IFBA Treasurer.

(Amended 1970, 2016)

### ARTICLE 2 – ELECTION OF OFFICERS

#### Section 1.

The election of officers for the coming year shall take place at each Annual Meeting. The President shall appoint a Nominating Committee, which shall present a slate of candidates for the Offices of President, Secretary and Treasurer.

Candidates for the Office of Regional Vice President shall be nominated at a prior regularly scheduled and properly announced Regional Meeting at which a quorum of representatives from a majority of the Regions Active Member Groups are present. At such meeting each Active Member Group shall have but one (1) vote. Selection of the candidate shall be by means of a simple majority vote. The names of the candidates thus selected shall be forwarded, prior to the Annual Meeting, to the Executive Vice President who shall cause these names to be presented as part of the slate of candidates for Officers for the coming year.

Nomination of other candidates for any office, other than Regional Vice President, may be made from the floor of the Annual Meeting, provided that:

- 1) The candidate thus nominated has agreed, in writing, to serve if elected, and that
- 2) The nomination is made, in writing, by a Delegate and seconded, in writing, by two other Delegates, and further that
- 3) Candidates for the Office of Regional Vice President may not be nominated from the floor of the Annual Meeting.

In the event that no nomination for candidate for the Office of Regional Vice President is forwarded to the Executive Vice President and properly presented at the Annual Meeting, the incoming IFBA Executive Board shall have the power, and the responsibility, of appointing a member of one of the Active Member Groups within the Region to serve in the Office of Regional Vice President for the coming year.

(Amended 1987)

Section 2.

The term of office shall be for one year or until their successors are elected, with the exception of the Executive Vice President and Director of Publicity, and no President may serve more than two (2) consecutive years. Regional Vice Presidents shall be limited to five (5) consecutive one-year terms. The outgoing Secretary shall be responsible for completing all reports and the minutes of the last meeting before turning the records over to the new Secretary.

Section 3.

Installation of Officers shall take place as soon as practical after each Annual Election.

Section 4.

Any Office vacated by death or resignation shall be filled for the balance of the term by the appointment of the President.

### ARTICLE 3 – SUSPENSION OR LOSS OF MEMBERSHIP

Any active or Associate Member may be suspended from the IFBA for actions contrary to or detrimental to the aims and purposes of this Association on a four-fifths (4/5ths) vote of the Executive Board. They may be dropped from membership rolls, upon the recommendation of the Executive Board, on a vote of two-thirds (2/3rds) of the Active Membership present and voting at the Annual Meeting.

(Amended 2001)

### ARTICLE 4 – COMMITTEES

The President is authorized to appoint such standing or special committees as may be required for the operation of the IFBA.

### ARTICLE 5 – AMENDING THE BY-LAWS

These By-Laws may be amended at any Annual Meeting under the following provisions:

- (a) The proposed amendment shall be presented to the Executive Vice President, in writing, who shall present it to the Officers at the next Executive Board Meeting.
- (b) Each Convention Delegate must be furnished with a copy of the proposed amendment.
- (c) That approval is voted as outlined in Article X of the Constitution.

(Amended 1966 & '70)



## ARTICLE 6 – OPENING CEREMONY

All Annual Meetings shall be opened with a non-sectarian invocation, followed by the Pledge of Allegiance to the American Flag and appropriate recognition of other countries having representatives in attendance.

If and when the Annual Meetings are held outside of the United States the ceremony customary in that country will take precedence.

A Memorial Service honoring the memory of all members of who have passed away since the last Annual Meeting shall be held at each Annual Meeting as part of the opening ceremony.

(Amended 1970 & 2001)

## ARTICLE 7 – RULES OF ORDER

Robert’s Rules of Order shall be the parliamentary authority on all matters not covered by this Constitution and By-Laws.

## ARTICLE 8 – ANNUAL AWARDS

### Section 1.

Each year a member of a Member Group or an Associate Member of the IFBA shall be honored with the award of “HENRY N. WILWERS FIRE BUFF OF THE YEAR”.

The Executive Vice President shall solicit all Member Groups and Associate Members during the month of January for their candidates. Names shall be submitted with a resume stating the reason for the person’s nomination. Such nominations shall be forwarded to the Executive Vice President no later than March First (1<sup>st</sup>).

The President of the IFBA shall appoint a three (3) member screening committee to receive the names from the Executive Vice President for review. The screening committee shall discuss the candidates and prepare for an announcement of their selection at the Annual Banquet. They shall not reveal the name of the honoree in advance of their announcement.

The award shall be a Pewter Speaking Trumpet, properly engraved, which shall be presented at the Annual Banquet, if the recipient is present. If the recipient is not present at the Annual Banquet, the award shall be announced at the Banquet and presented locally by the Regional Vice President.

### Section 2.

Each year, based on the discretion of the Host Club, the IFBA shall present a “Ira Rubin Firefighter of the Year’ award. This award shall be in the form of a suitable plaque and a One Hundred (\$100) dollar United States Savings Bond and shall be presented at the Annual Banquet.

(Article 8 added 1971, amended 1976 & 2001, 2016)

#### ARTICLE 9 – CONVENTION REPORT

The Host Group(s) of each Annual Convention shall furnish the IFBA Executive Office with a Summary Report of the Convention within ninety (90) days following its closing. The report shall contain the following:

- Financial receipts and expenditures.
- How the convention was financed.
- The number of registrations, by men, women and children.
- Any other pertinent information (or advice) that would be of assistance to other Member Groups planning and financing future conventions.

Satisfactory completion, within the time frame noted, of the above requirements will entitle the Host Group to a One Hundred (\$100) dollar reimbursement from the IFBA.

(Amended 2001)

#### ARTICLE 10 – MEMBERSHIP ROSTER

All Active Member Groups shall furnish the IFBA Executive Office, as of January 1st of each year, an up-to-date Membership Roster, showing the official mailing address of the Group and the names and addresses of all its officers. These Membership Rosters are intended only for Association business and shall not be made available outside the Association for solicitation or any other purposes.

(Added 1972, Amended 1997)

#### ARTICLE 11 – VOTING PRIVILEGES OF OFFICERS

All elected officers of the IFBA (namely President, Secretary, Treasurer and Immediate Past President) and Regional Vice Presidents shall be entitled to vote at the Annual Business Meeting. No Officer or Delegate of the IFBA shall have more than one vote at the Annual Business Meeting.

(Added 1976)

These documents adopted at the 14<sup>th</sup> Annual Convention in Detroit, Michigan July 8, 1967, and amended as indicated above.