

**CONSTITUTION
OF THE
ONTARIO
MUNICIPAL FIRE
PREVENTION OFFICERS'
ASSOCIATION
INCORPORATED**



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**CONSTITUTION
OF THE
ONTARIO MUNICIPAL FIRE PREVENTION OFFICERS'
ASSOCIATION INCORPORATED**

Article 1

Name:

- 1.01 The organization shall be known as "The Ontario Municipal Fire Prevention Officers' Association Incorporated" (OMFPOA).

Article 2

Objects:

- 2.01 To co-ordinate the efforts of its members in the fields of Fire Prevention, Fire Safety, Public Education and Fire Protection, and by so doing, endeavour to provide more efficient, effective and uniform Fire Prevention Programs in Ontario:
- 2.02 To distribute to its members such information pertaining to Fire Prevention, Fire Safety, Public Education and Fire Protection as may be available;
- 2.03 To present to those "authorities having jurisdiction" such regulations and recommendations which, having been agreed upon by a majority of the members are deemed necessary to good practice in regard to Fire Prevention, Fire Safety, Public Education and Fire Protection;
- 2.04 To provide information to assist its members in the solution of any problems which may arise in the fields of Fire Prevention, Fire Safety, Public Education and Fire Protection;
- 2.05 To encourage the development of Regional Chapters to assist its members in achieving uniform regional Fire Prevention, Fire Safety, Public Education and Fire Protection goals; and

- 2.06 To at all times assist and cooperate with such Associations, Industries, Government agencies or Departments which share our common interest in the prevention of fires and protection of lives and property.

Article 3

Membership Rules:

- 3.01 Application for membership in the Association may be made to the Treasurer at any time during the year, or at the Annual Meeting;
- 3.02 All memberships shall be subject to a favourable report of the Membership Committee;
- 3.03 Membership shall be cancelled for non-payment of dues after official notification in writing from the Association.

Article 4

Membership Classification:

Membership in this Association shall consist of and be classified as follows:

Active Member:

- 4.01 Persons eligible for Active Membership in this Association shall be those persons assigned to Fire Prevention duties within a Municipal Fire Department in the Province of Ontario;
- 4.02 Also eligible for Active Membership shall be those persons actively performing fire prevention duties in industry, government and institutions.

Associate Member:

- 4.03 Persons eligible for Associate Membership in this Association shall be those persons, firms, corporations, distributors, associations or manufactures of Fire Fighting or Fire Safety equipment who are not eligible for Active Membership, but are interested by vocation in the program of Fire Prevention.

Life Member:

- 4.04 Persons eligible for Life Membership in this Association shall be any member or person, who shall serve this Association with Honour or distinction, may be elected as such upon the unanimous recommendation of the Executive committee and adopted by a majority vote of the members at an Annual Meeting.

Retaining Member:

- 4.05 Persons eligible for Retaining Membership shall be those persons who retire from a position that qualified them for membership;
- 4.06 Persons eligible for Student Membership shall be those persons who are enrolled in a recognized course of study in fire prevention, fire protection, fire fighting or life safety systems and not eligible for other memberships.

Article 5

Membership Dues:

- 5.01 Dues for each category of membership shall be determined from time to time by the Association acting at its Annual Meeting upon the recommendations of the Executive Committee.

Dues are set as follows:

Active Membership	\$150.00
Associate Membership	\$200.00
Retaining Membership	\$100.00
Student Membership	\$ 50.00

- 5.02 Such dues shall become due and payable by January 1, of each calendar year.

Article 6

Membership Rights and Privileges:

Active Member:

- 6.01 Active members in good standing shall have the full membership

rights and privileges including voting on all matters at the annual meeting. Voting for election of officers shall be in accordance with Article 9:03.

Associate Member:

- 6.02 Associate membership shall be available to persons or corporations who have been proposed, in writing, for such membership and accepted in good standing and, in the opinion of a majority of the OMFPOA Executive Board, has substantially contributed to the promotion of Fire Prevention.
- 6.03 Associate Members in good standing shall have all the rights and privileges of an Active Member except limited to representation of one elected director's position on the executive board.

Life Member:

- 6.04 Life Members shall have all the rights and privileges of an Active members, except hold office; Unless appointed by the President as per Article 7:06.

Retaining Member:

- 6.05 Retaining Members shall have all the rights and privileges of an Active Member, except hold office; Unless appointed by the President as per Article 7:06;
- 6.06 The privileges of exhibiting or demonstrating equipment or accessories at an Annual Meeting shall be extended first to Members holding valid membership;
- 6.07 The daily Training and Education symposium registration fees are waived for up to two days for Life, Retaining and Retired members so that they may attend the nominations, elections and annual meeting proceedings. All other expenses including the banquet will be the member's responsibility.
- 6.08 Student members in good standing shall have all the rights and privileges of Active members except hold office, unless appointed by the President under Article 7:06.

Article 7

Officers:

7.01 Officers of the Ontario Municipal Fire Prevention Officers Association Inc. shall be:

President
Vice-President
Secretary
Treasurer
Six (6) Directors

7.02 The Executive Officer positions of the Ontario Municipal Fire Prevention Officer Association (President, Vice President, Treasure & Secretary) shall be elected biannually at the Annual General Meeting. The President and Treasurer shall be elected in every odd year and the Vice-President, Secretary shall be elected in every even year. All other officers position (Directors) shall be elected annually at the Annual General Meeting. All officers of the OMFPOA shall serve in their office until the close of business of the meeting at which their successors are elected.

7.03 The offices of Secretary and Treasurer may be combined and held by one person.

7.04 Nominees for positions of President and Vice-President shall have served for a minimum period of one (1) year as an officer of this Association.

7.05 Officers of this Association shall be limited to Active Members in good standing in the Province of Ontario. Notwithstanding, only one associate member may serve as a director.

7.06 Upon the vacancy of an elected office, the President may appoint a Member, to perform those duties for the remainder of the term.

Article 8

Nominations of Officers:

8.01 Nominations for the purpose of electing officers shall be accepted by the Nominating Committee, in the afternoon of the first day of the

Annual Meeting.

The order of nominations shall be from the top of the list (President) to the bottom of the list (Director);

8.02 The Secretary shall read the nominations from the Nominating Committee for each office in order.

8.03 The Secretary shall then ask for further nominations from the floor for each office, in order.

The nominations for each office may be closed by the Secretary when he/she feels that no other nominations will be presented for the office.

When all nominations are completed, a motion from the floor to close nominations is in order.

8.04 When there are more nominations than vacancies to be filled, the Secretary shall present the names of the nominees in order of their nomination,

The nominees, when called in reverse order of their nomination, shall answer with "stand" or "decline" to indicated their intention,

The presentation of nominees is done after all nominations are completed and closed.

8.05 A member may be nominated for more than on office, but may stand to be elected in only one office.

8.06 All persons nominated and willing to stand shall present correspondence from their Fire Chief or Supervisor stating their approval for the nomination in the current year.

8.07 The names of all qualified nominees standing for election shall be listed on one ballot.

8.08 The Secretary may appoint a designate to conduct the nominating procedure. The designate must be a non-voting member and must be approved by the Executive.

Article 9

Election of Officers

9.01 The date of the election of officers shall be determined 60 days prior to the Annual General Meeting. Notification shall be posted the OMFPOA website.

9.02 The scrutineers shall be appointed by the Executive Committee to conduct the elections.

One of the scrutineers shall be the spokesperson and shall read out the names of those standing for office to the floor, in order.

The scrutineers shall pass out the ballots to members that are eligible within the scope of this Constitution.

The Secretary shall provide a membership list to the scrutineers for this purpose.

The scrutineers shall collect and tabulate the ballots. The spokesperson shall announce the results to the floor.

9.03 Membership voting rights and privileges entitles one vote for election of officers for each paid membership in good standing and only one active member from a municipal fire department be elected to office per Article 7:05.

9.04 In the event of a tie vote for an office, it will be decided in the following manner.

If more than two candidates are involved, the candidate with the least amount of votes shall be dropped and another vote carried out with the remaining two candidates.

If only two candidates are involved in a tie vote, another vote is to be held immediately.

9.05 When the election is complete, a motion is in order to file the ballots for one year. A motion is then in order to destroy the ballots from the previous year.

Article 10

Duties of Officers:

- 10.01 The "PRESIDENT" shall preside at all meetings and conduct all business.
- 10.02 The "VICE-PRESIDENT" shall assume all duties of the President upon the President's absence.
- 10.03 The "SECRETARY" shall keep a record of the attendance at all meetings, record and forward to all members the minutes of the Annual meetings. The SECRETARY shall record the minutes of all executive and special meetings and have them available on request to any member in good standing.

He/She shall be the custodian of the minute book and all records, correspondence and literature pertaining to the business of the Association.

He/She shall keep the members informed as to the progress of the Association business and shall record and answer all correspondence promptly and in an efficient manner.

He/She shall ensure that all members are notified in writing of the Annual Meetings and informed of any proposed changes to the Constitution at least thirty (30) days prior to such Annual Meeting.

He/She shall be permitted a Petty Cash Account not to exceed the sum of Fifty (\$50.00) dollars.

- 10.04 The "TREASURER" shall receive all moneys payable to the Association and shall deposit same in a chartered bank "designated" by the Executive Committee.

He/She shall pay all accounts by cheque in a timely and efficient manner. Cheques shall be signed by any two (2) of the Executive who have been authorized.

- 10.05 The "DIRECTORS" of the Association shall participate in such meetings and committees as delegated by the Executive Committee and shall further serve to promote the objectives of the Association.

- 10.06 At the termination of office, all properties and records of the Ontario Municipal Fire Prevention Officers Association Inc., pertaining to that office, will be turned over to the successor in office within thirty (30) days of his/her official term.

Article 11

Committees:

- 11.01 The "EXECUTIVE COMMITTEE" shall consist of the officers of the Association and shall deal with such business that may come before it and make recommendations regarding this business to the members: and shall be authorized to proceed with such business of the Association within the confines of the Constitution and during that period between Annual Meetings, as may be deemed necessary.
- 11.02 The Executive Committee shall appoint an "AUDITOR" to audit the books and accounts of the Treasurer and to provide a complete written report of the matters pertaining to the finances of the Association to the Annual Meeting, or at any other time as requested by the Executive Committee. The Auditor's report need only be a statement of audit and not a duplication of the Treasurer's year end report.
- 11.03 A QUORUM of the Executive Committee will consist of not less than four of its members.
- 11.04 A VACANCY may be declared by the Executive Committee if a member of the Executive Committee is Absent for three or more meetings or if a member becomes inattentive to the duties of the office.
- 11.05 SPECIAL COMMITTEES may be elected by the members or may be appointed by the President.

Each Special Committee shall elect a Chair who shall be responsible for conducting all meetings of said committees.

Each Special Committee shall submit written reports to the Executive Committee informing them of the progress of the Special Committee and details respecting meetings attended on behalf of the Association.

- 11.06 The President and Secretary shall be non-voting members of all Special Committees, excepting that the President shall cast the tie-breaking vote.

Article 12

Meetings:

- 12.01 A Training and Education Symposium of the membership shall be convened each year.
- 12.02 Times, dates and fees of the Training and Education Symposium shall be decided by a majority vote of the Executive Committee.
- 12.03 The location of the Training and Education Symposium shall be decided by a majority vote of the membership.
- 12.04 Executive committee Meetings shall be called at the discretion of the President or upon the wishes of a majority of the Executive Committee.
- 12.05 Special Committee Meetings shall be convened upon appointment or election of the Committee and shall meet at a location and time agreed upon by a majority of the Committee Members.

Article 13

Executive Board/Meeting Expenses:

- 13.01 The executive shall have the discretionary ability to expend the necessary funds required to conduct the business of the corporation upon confirmation that funds are available. This is to include the registration cost for the annual convention with the following guidelines:
- (a) Travel costs – CRA mileage rate/ per kilometer.
 - (b) Hotel Accommodations
 - (c) Meals
 - (d) All air travel by advance booking at lowest rate available
 - (e) The Treasurer is authorized to pay such reasonable travel and other expenses of Officers, Directors, and Committee members as are approved by the executive with the submission of receipts and other documentation in

conformance with the Standard Operating Guidelines
(SOG)

- 13.02 The Executive Board shall supervise and be responsible for all affairs and property of the OMFPOA.
- 13.03 The Executive Board shall have the power to inspect with just cause, all records, books and accounts of the Executive Officers, and/or the records, books and accounts of the Chapters. It shall be the obligation of all Chapters of the OMFPOA to make their records reasonable available to the Executive Board or Association Treasurer for review. Such obligations shall include, but not be limited to furnishing copies of requested records to the Executive Board.
- 13.04 The Executive Board shall be empowered to accept or reject all applications for Chapters after investigation and review if necessary.
- 13.05 The Executive Board may employ personnel or advisors necessary to conduct business of the Executive Board and shall be empowered to authorize the payment of reasonable compensation for their services. By formal action, the Executive Board may delegate specific authority to such persons or to Committees to act on behalf of OMFPOA.
- 13.06 The Executive Board shall have the power to accept on behalf of the OMFPOA any contributions, appropriation or grants-in-aid from whatever source and in any form.
- 13.07 The Executive Board may, by a two-thirds (2/3) vote of the entire Executive Board membership require a subordinate Chapter that does not conform to the Constitution of the Association, to surrender it's Charter and all funds and property to the OMFPOA. In the event that the executive board requires a subordinate chapter to surrender it's assets it shall be done in writing to the chapter executive and shall immediately cease using the OMFPOA name.
- 13.08 The Executive Board shall not receive any stated salary for their services other than what has been approved by the general membership in conformance with section 14 of this constitution.
- 13.09 The Executive Board shall purchase and maintain Director and Officer Liability Insurance for a minimum of \$2,000,000.

Article 14

Honoraria:

- 14.01 A honorarium of \$750.00 shall be paid to the President annually.
- 14.02 A honorarium of \$450.00 shall be paid to the Secretary annually.
- 14.03 A honorarium of \$450.00 shall be paid to the Treasurer annually.

Article 15

Constitution:

- 15.01 Proposed changes to the Constitution must be submitted to the Secretary in writing **not less** than ninety (90) days prior to the Annual Meeting.

Article 16

Rules of Order:

- 16.01 All questions not herein provided for shall be decided upon the principles laid down in "Robert's Rules of Order" and when the ruling of the Chair is so based upon these Rules of Order, it cannot be against to unseat him or her.

Article 17

Chapter Government:

- 17.01 All Chapters must be established by the Executive Board in accordance with all the provisions of the Constitution, By-Laws and Rules & Regulations relating to the granting of Chapters. Each Chapter shall adopt the Constitution of the OMFPOA for the administering of its business or, if needed for the purpose of incorporation of their chapter, may develop Chapter Constitution for approval by the OMFPOA Executive.
- 17.02 A Chartered Chapter, so established, may exercise full power and authority of a Chapter business SOG (Standard Operating Guideline) to the extent that the transaction of Chapter business SOG is

consistent with the OMFPOA

- 17.03 Chapter Government is responsible for the organization of the Chapter executive for all business of the chapter is conducted in conformance with the OMFPOA Constitution including without limitations, the collection of dues if required by chapter
- 17.04 Any proposed Chapters shall be required to make application for membership to the OMFPOA executive and will be given the next consecutive number or number selected and approved by the OMFPOA Executive Board.
After a Chapter is no longer active for three (3) years, that Chapter's number may be reissued with the exception of the number, # 1.
- 17.05 Chapter Officers shall be the President, Vice-President, Secretary, Treasurer. Other positions may be established and elected or appointed as determined by the Chapter members in accordance with elections that are consistent with the OMFPOA Constitution. The only offices that may be combined and be held by one member is the office of Secretary/Treasurer.
In the absence of a Vice-President, the Secretary/Treasurer will serve as Interim President when required.
- 17.06 Active Committees may be established in accordance with procedures set forth in the OMFPOA Constitution for conducting business as required by the OMFPOA Executive or Chapter
- 17.07 Each Chapter of the OMFPOA may assess any annual membership fees as the Chapter deems necessary for the operation of the chapter in addition to membership being maintained in good standing.
It shall be the responsibility of each Chapter to collect any individual dues or fees associated with operating the chapters business.

Article 18

Student Bursary:

- 18.01 A student bursary of \$500.00 may be granted to a student, who is furthering their education at a recognized post secondary institution and enrolled in a full time course relating to fire prevention and life safety, and meet the following requirements,

- (1) Applicant must be enrolled in a full time course relating to fire prevention and life safety.
- (2) Applicant must have a recent "B" grade average or GPA equivalent. Copies of grade standing must be included with the bursary application.
- (3) A personal letter is to be addressed to the Executive Committee explaining the applicant's goals and career plans.
- (4) Bursary recipient to be announced at the annual meeting.
- (5) Deadline for the application will be February 20 of the year bursary is awarded.
- (6) Previous recipients of the bursary are not eligible.

Article 19

Awards

- 19.01 Only the OMFPOA executive on a 2/3 majority vote shall have the authority to issue recognition awards as defined by article 20 & 21
- 19.02 The executive board shall be authorized to issue awards and other items of recognition to persons, corporations or organizations in conformance with the awards SOG

Article 20

Chief of the Year Award:

- 20.01 An award may be granted to a Fire Chief.
Purpose:
To recognize the significant contribution made by a Fire Chief to the prevention of fire and the public education of life safety in the community.
- (1) The Fire Chief must be able to demonstrate support of all fire prevention activities undertaken by the fire department, and promote fire and life safety skills in the community.
 - (2) The application forms are attached as appendix 18
 - (3) The application forms must be completed as a minimum.
 - (4) The completed application must be submitted to secretary no later than 4 weeks prior to the start of the Annual Training and

Educational Symposium

- (5) The award recipient is to be announced at the annual meeting.

Article 21

Jim Copeland Award:

21.01 An award may be granted to a individual or group.

Purpose:

To recognize the significant contribution made by a individual or group, to the Prevention of fire and the public education of life safety in the community.

- (1) The nominee must be able to demonstrate support of fire prevention activities and the promotion of fire and life safety in the community.
- (2) The application forms are attached as appendium 19
- (3) The application forms must be completed as a minimum.
- (4) The completed application must be submitted to secretary no later than 4 weeks prior to the start of the Annual Training and Educational Symposium
- (5) The award recipient is to be announced at the annual meeting.

The foregoing was unanimously adopted at the ninth Annual Conference of the Municipal Fire Prevention Officers Association (South-Western Ontario Region) in session in Chatham, Ontario on April 7, 1965, adopted as amended on occasion of our 1970 Annual Conference, Windsor, Ontario,

further amended at our 1976 Annual Conference in Oshawa, Ontario;
further amended at our 1979 Annual Conference in Kitchener, Ontario;
further amended at our 1980 Annual Conference in London, Ontario;
further amended at our 1984 Annual Conference in Stratford, Ontario;
further amended at our 1986 Annual Conference in North Bay, Ontario;
further amended at our 1988 Annual Conference in Guelph, Ontario;
further amended at our 1989 Annual Conference in Brockville, Ontario;
further amended at our 1990 Annual Conference in Elliot Lake, Ontario;
further amended at our 1991 Annual Conference in Scarborough, Ontario;

further amended at our 1994 Annual Conference in Welland, Ontario;
further amended at our 1997 Annual Conference in Orangeville, Ontario;
further amended at our 2000 Annual Conference in London, Ontario;
further amended at our 2001 Annual Conference in Waterloo, Ontario;
further amended at our 2003 Annual Conference in Orangeville, Ontario;
further amended at our 2006 Annual General Meeting in Barrie, Ontario;
further amended at our 2007 Annual General Meeting in Richmond Hill,
Ontario;
further amended at our 2010 Annual General Meeting in Niagara Falls,
Ontario;
further amended at our 2014 Annual General Meeting in Brantford, Ontario