

**BYLAWS OF THE  
CONNECTICUT CHAPTER  
OF THE  
NATIONAL FIRE SPRINKLER ASSOCIATION, INC.**

**Article I- Purpose**

To provide a structured forum where NFSA members work together on local initiatives and support national issues with all action being consistent with the goals and objectives of the NFSA. To continually promote the acceptance of competently installed and maintained fire sprinkler and other fire suppression systems in both new and existing construction, and to work towards and uphold the highest standards of professionalism.

**Article II- Territory**

The Connecticut Chapter (“the Chapter”) shall operate and serve its members in the state of Connecticut.

**Article III- Membership**

Any person, firm or corporation, trade association, or professional society engaged in the sale, design, installation, maintenance, promotion, and/or regulation of fire sprinkler systems or their components shall be eligible for membership in the Chapter, so long as their offices are located in, or they work in, or intend to work in the territory served by the Chapter.

**Section 1      Qualifications**

The following qualifications are required to obtain and maintain membership in the Chapter:

- A. Membership in good standing in NFSA (except during the Start-Up Period, as provided by the Memorandum of Understanding executed between the Chapter and NFSA on \_\_\_\_\_).
- B. The payment of the Chapter dues, as applicable.
- C. Compliance with the NFSA and Chapter Codes of Ethics, bylaws, and memoranda of understanding.
- D. Maintenance of an office in, or the recent undertaking of work in, or the immediate intent to undertake work in the territory served by the Chapter.
- E. Classification in one of the following categories:
  1. **Contractor Member-** Any person, firm, or corporation which installs, maintains, or repairs fire sprinkler systems.
  2. **Manufacturer-** A firm or corporation which manufactures and sells fire sprinkler devices.

3. **Supplier and Manufacturer Member-** A person, firm, or corporation which manufactures, sells, or distributes materials or services whose end use is intended for inclusion in fire sprinkler systems.
4. **Professional Member-** A trade or professional association, society or institute whose principal service is to the construction of fire protection industries, such as architects, engineers, consultants, insurance firms and accountants.
5. **Affiliated National Fire Sprinkler Organization, Subscriber Member, or Friend/Supporter of the Industry,** as defined in the NFSA bylaws or other NFSA policies.

## **Section 2 Termination of Membership**

- A. Any Member may withdraw from the Chapter, after fulfilling all obligations to it, by giving written notice of such intention to the Secretary.
- B. Any Member that is terminated from NFSA nationally, in accordance with NFSA by-laws, shall cease to be a member of the Chapter.
- C. A Member may be expelled or suspended from the Chapter for (a) failure to pay dues or other financial obligations or assessments, (2) failure to meet the eligibility requirements for membership, or (3) a violation of the NFSA or the Chapter Codes of Ethics, bylaws, or memoranda of understanding.

## **Article IV- Meetings**

### **Section 1 Regular Meetings**

- A. At least four (4) regular meetings of the membership shall be held each year.
- B. The time, location, and format of the meetings shall be determined from time to time by Chapter Officers.
- C. Advanced written or e-mailed notice of the meeting shall be sent by the Secretary to the last recorded address of each member. All notices of meetings shall set forth the place, date, and time and purpose of the meeting.

### **Section 2 Special Meetings**

- A. Special meetings may be called by any Officer at his or her discretion.
- B. Upon written or e-mailed request of three or more members, the Chairperson shall call a special meeting to consider a specific subject. No other business shall be transacted at any special meeting of Chapter members.
- C. Notice for any special meeting is to be given in the same manner as for regular meetings.

### **Section 3 Quorum**

The presence in person of a majority of the voting members of the Chapter, entitled to vote, shall be necessary to constitute a quorum for the transaction of business.

#### **Section 4      Voting Eligibility**

- A. Any member of a firm or an officer of a corporation may represent it at any meeting, but each firm or corporation shall be entitled to only one vote.
- B. In lieu of any prior instruction, attendance by a member of a firm or corporation shall be considered delegation of the authority to act in its behalf.

#### **Section 5      Absentee Voting**

- A. Any member of the Chapter entitled to vote, may vote by proxy in case of absence.
- B. A proxy shall be in writing or e-mailed to a Chapter officer and valid only for the specified meeting.
- C. All absentee ballots must be received before the start of the election. If any ballots are received after this time they shall be declared null and void.

#### **Section 6      Guests**

- A. Guests are permitted at the option of Chapter Officers.
- B. No guest may attend more than two meetings in a calendar year without consent of Chapter Officers.

#### **Section 7      Conduct of Meeting**

- A. The Chapter shall use a written agenda to include:
  - 1. Call to order
  - 2. Roll Call
  - 3. Secretary's Report
  - 4. Treasurer's Report
  - 5. Committee Reports
  - 6. Announcements
  - 7. Old Business
  - 8. New Business
  - 9. Program
  - 10. Adjournment
- B. Any questions as to priority of business shall be decided by the Chair without debate.
- C. The business shall be conducted according to *Robert's Rules of Order*.

## Article V- Elections

### Section 1 Nominations

- A. If a member would like to run for a position he or she must notify the Secretary of his or her intent to do so.
- B. All members shall be notified of the nominations, at least seven (7) days prior to the scheduled election.

### Section 2 Election

- A. The regular election shall be held at the last regularly scheduled meeting of each calendar year.
- B. Voting shall be by secret ballot, only one vote per company.
- C. It shall be the duty of the Secretary to submit to NFSA a list of all officers and committee members within one month of elections, and once each calendar year.
- D. All eligible members must have attended at least one meeting in the last two years, not counting the voting meeting, in order to be eligible to vote in an election.
- E. The order of balloting for each regular election shall be:
  - 1. Chairperson
  - 2. Vice Chairperson
  - 3. Treasurer
  - 4. Secretary
- F. The candidate receiving the most votes for each position shall be declared the winner. Should any vote result in a tie, the Chairperson shall cast the deciding vote.

### Section 3 Eligibility

Only one company representative can hold office, or be on the same Committee at any given time. During the course of a term, if a representative has a change in employment which may lead to a conflict of these bylaws, that person may finish out his or her term.

In order to be eligible for office, a person must possess the following qualifications:

- A. To be eligible for the office of Chairperson or Vice-Chairperson a candidate must have attended at least three regularly scheduled Chapter meetings a year for at least five consecutive calendar years (as applicable) and be a member in good standing of NFSA.
- B. To be eligible for the office of Treasurer or Secretary, a candidate must be a member in good standing with NFSA.

**Section 4 Special Election**

- A. A special election shall be held at the next regularly scheduled meeting of the membership whenever any office is vacant.
- B. Special election candidates shall be voted upon immediately to fulfill the remainder of the term. In the event that no nominations are received, the Chairperson shall select a member to fulfill the remainder of the term.
- C. All other rules for election shall remain unchanged.

**Article VI- Officers**

**Section 1 Officers**

The Chapter Officers shall be a Chairperson, Vice Chairperson, Secretary, and Treasurer. The Secretary and Treasurer positions may be held by one individual.

**Section 2 Term of Office**

The term of office shall be two (2) years for each position.

**Section 3 Duties of Officers**

The duties and powers of the Chapter Officers shall be as follows:

A. Chairperson

The Chapter Chairperson shall preside at meetings, make such suggestions as may, in their opinion, tend to promote the prosperity and welfare and increase the usefulness of the Chapter, and shall perform such other duties as are necessarily incident to the office of the Chairperson.

The Chairperson shall be a member ex officio of all standing and ad hoc committees.

The Chairperson shall not vote at any regular meeting of the membership except that, should there be a tie vote, he or she shall cast the deciding vote.

B. Vice Chairperson

The Vice Chairperson shall act as Chairperson at meetings in the absence of the Chairperson and shall assume the position and duties of the Chairperson in the event that the Chairperson is unable to fulfill his or her duties, until a special election is held.

C. Secretary

It shall be the duty of the Secretary to give notice of and attend all meetings, maintain and distribute minutes of all regular and special meetings, keep a list of the Chapter membership, and handle all Chapter correspondence. The Secretary shall prepare any necessary reports, excluding financial reports, that are required by the Memorandum of Understanding between NFSA and the Chapter, executed on \_\_\_\_\_.

The legal address of the Chapter shall be designated by the current Secretary. In case of absence of the Secretary, the Chairperson shall appoint a Secretary pro tem.

D. Treasurer

It shall be the duty of the Treasurer to collect and disburse Chapter funds; maintain orderly and accurate records of all financial transactions; compile, maintain and forward all required financial and/or tax return information to NFSA and/or the appropriate government bodies; and report on the financial status of the Chapter at each meeting.

**Section 4 Removal**

- A. Officers may be removed by a vote of two-thirds (2/3) of the members voting.
- B. Prior to such a vote, the Officer in question shall be given an opportunity to present to the membership the reasons why he or she should not be removed as an Officer.

**Article VII- Committees**

**Section 1 Standing Committees**

- A. The Chapter Chairperson may form any committee as he or she deems in the best interest of the Chapter.
- B. The Chapter Chairperson shall appoint a Committee Chairperson from the elected members of each committee.
- C. Each committee will have a minimum of three members and a maximum of five members. The maximum number can be exceeded; this is solely at the discretion of the Chapter Officers.

**Section 2 Special Committees**

- A. The Chapter Chairperson may, at any time, appoint ad hoc committees on any subject for which there are no standing committees.
- B. The terms of these ad-hoc committees shall be for as long as the committee is standing.

- C. Should someone want to serve on an ad-hoc committee they should bring this up to the Chairperson at a Chapter meeting.

**Section 3      Committee Quorum**

A majority of any Chapter Committee shall constitute a quorum for the transaction of business.

**Section 4      Committee Vacancies**

- A. The Chapter Chairperson has the authority to fill vacancies in committee membership.
- B. If no one is seeking to fill the open position the Chapter Chairperson shall appoint someone to fill the open spot.

**Section 5      Authority**

No Committee shall act for the Chapter without specific written authorization by the Chapter Chairperson or Vice Chairperson.

**Article VIII- Finances**

**Section 1      Fiscal Year**

The fiscal year of the Chapter shall begin on the first day of January and end on the last day of December in each year.

**Section 2      Expenditures**

Only the Chairperson, Vice-Chairperson, and Treasurer shall have the authority to authorize expenditures.

**Article IX- Amendments**

- A. Subject to approval by the NFSA Board of Directors, these by-laws may be amended, repealed, or altered, in whole or in part, by a two-thirds majority vote at a regular scheduled meeting or a special meeting of the membership.
- B. The proposed change shall be e-mailed to each member at least fourteen (14) days before the time of the meeting during which the change is to be considered.

**Article X- Dissolution**

Should the Chapter charter be revoked or resigned, or if the Chapter shall dissolve or terminate for any reason, Chapter assets shall be disposed of in accordance with the Memorandum of Understanding between NFSA and the Chapter, executed on \_\_\_\_\_.