

CENTRAL TEXAS FIREFIGHTERS' AND FIRE MARSHALS' ASSOCIATION

CONSTITUTION AND BYLAWS

Founded August 20, 1935 in Taylor, Texas

First Constitution and Bylaws adopted November 19, 1935 in Cameron, Texas

Revised June 28, 1942 in Llano, Texas

Further amended October 3, 1982; October 7, 1984; May 21, 1995; May 17, 2009; October 15,
2017

Adopted: June 9, 2026

"In Unity There is Strength."

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ARTICLE #1: NAME

SECTION 1: The name of this organization shall be the Central Texas Firefighters' and Fire Marshals' Association.

(Originally founded as the Central Texas District Volunteer Firemen's Association, August 20, 1935; name amended October 7, 1984 in Cameron; modernized to current name upon adoption of these bylaws.)

SECTION 1.2: This Association shall operate as a nonprofit, nonpolitical organization devoted to advancing the interests, training, and cooperation of fire and emergency service organizations within the Central Texas region.

ARTICLE #2: PURPOSE AND MOTTO

SECTION 1: The purpose of this organization is to:

- Promote the interchange of experience and new ideas beneficial to fire departments.
- Encourage cooperation between neighboring departments.
- Stimulate interest in fire prevention, protection, and public safety in both rural and urban areas.
- Develop and promote standard practices and methods of firefighting and emergency response.
- Support the organization of new fire companies in unprotected towns and communities.
- Cooperate with and further the interests of the State Firefighters' and Fire Marshals' Association of Texas (SFFMA) and the Texas A&M Engineering Extension Service (TEEX) Municipal Fire School.
- Promote public education and community engagement in fire prevention, emergency preparedness, and safety initiatives.

SECTION 2: The motto of the organization is "In Unity There is Strength."

SECTION 3: The Association shall operate exclusively for charitable, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code.

ARTICLE #3: MEMBERSHIP

SECTION 1: The classifications of membership shall consist of Active, Individual Active, Honorary, Contributing, Life, and Honorary Life.

SECTION 2: Active Membership shall consist of regularly organized fire departments, fire marshal offices, emergency services districts, rescue or first responder organizations, and 9-1-1 EMS providers within the counties of Bastrop, Bell, Blanco, Bosque, Brazos, Burleson, Burnet, Coryell, Falls, Gillespie, Hamilton, Lampasas, Lee, Limestone, Llano, McLennan, Milam, Mills, Robertson, San Saba, Travis, Washington, and Williamson. Active membership may include appointed or elected fire marshals and county associations within those counties.

SECTION 3: Individual Active Membership – Any active member of an Active Member Department may hold Individual Active Membership. Members may participate and vote if in good standing.

SECTION 4: Honorary Membership – Granted to individuals not on any Active Member Department, recognized for distinguished service. Limited to two per town. No voting or office-holding rights.

SECTION 5: Contributing Membership – Open to manufacturers, vendors, agencies, or nonprofits supporting the fire service. They may pay \$20 annually or provide in-kind or sponsorship support valued at \$20 or more, subject to Executive Board approval.

SECTION 6: Life Membership – All Past Presidents shall become Life Members upon completion of their term, with full voting rights and no dues.

SECTION 7: Honorary Life Membership – May be granted to members for distinguished or long service. No dues; voting rights as otherwise qualified.

SECTION 8: Suspension or Removal – Any member or department may be suspended or removed for conduct detrimental to the Association by a two-thirds Executive Board vote, after fair notice and opportunity to be heard.

ARTICLE #4: MEETINGS

SECTION 1: Regular Meetings – The Association shall meet semi-annually, once in the Spring and once in the Fall. The Fall meeting includes elections and the Memorial Service. Dates and hosts are determined by vote or Executive Board action.

SECTION 2: Quorum – A majority of the Executive Board constitutes a quorum for board business. Members representing at least three member departments in good standing present and registered constitute a quorum for Association business. Only members in good standing may vote.

SECTION 3: Special Meetings – May be called by the President with majority board approval, or by written request of ten members. Notice must be sent at least seven (7) days in advance. The notice requirement may be reduced or waived by a majority vote of the Executive Board when circumstances require prompt action.

SECTION 4: Executive Board Meetings – Held as needed. Called by the President or any three Board members. May be held in person or electronically. Actions are recorded in the minutes and reported at the next meeting.

SECTION 5: Electronic and Hybrid Meetings – Electronic participation counts as attendance for quorum and voting. The Secretary/Treasurer shall record minutes.

SECTION 6: Host Department Responsibilities – Provide meeting and memorial facilities, manage registration and meals, and ensure registration fees conform to Article #12.

SECTION 7: Order of Business – Follow Robert's Rules of Order.

ARTICLE #5: OFFICERS

SECTION 1: Officers are the President, four Vice Presidents, Immediate Past President, Secretary/Treasurer, Assistant Secretary/Treasurer, Chaplain, and Mascot.

SECTION 2: Officers must be Individual Active Members representing an Active Department in good standing and serve one-year terms.

SECTION 3: The First Vice President is elevated to President each year unless objected to from the floor. Each Vice President advances one step. The Fourth Vice President is elected from the floor. The Secretary/Treasurer, Assistant Secretary/Treasurer, Chaplain, and Mascot are elected from the floor.

SECTION 4: Officers may not succeed themselves except the Secretary/Treasurer, Assistant Secretary/Treasurer, and Chaplain, who shall be eligible for re-election at the will of the members.

SECTION 5: The Secretary/Treasurer shall serve without compensation. Any out-of-pocket expenses incurred on behalf of the Association may be submitted for reimbursement with documentation and approval of the Executive Board.

SECTION 6: Vacancies are filled by elevation or presidential appointment with board approval. Interim appointments expire at the next election.

SECTION 7: Officers may be removed for cause by a two-thirds Executive Board vote after due notice and hearing.

SECTION 8: Oath of Office –

“I, [state your name], do solemnly swear to uphold the responsibilities of the position to which I have been elected and the Constitution and Bylaws of the Central Texas Firefighters’ and Fire Marshals’ Association and the State Firefighters’ and Fire Marshals’ Association of Texas, so help me God.”

The final phrase may be omitted at the officer’s discretion.

ARTICLE #6: DUTIES OF OFFICERS

SECTION 1: President – The President shall:

- Preside over all meetings of the Association and the Executive Board.
- Enforce the Constitution and Bylaws and ensure decisions of the membership are carried out.
- Appoint all regular and special committees not otherwise provided for in these bylaws.
- Appoint the Auditing, Credentials, and Constitution and Bylaws Committees at each regular meeting.
- Represent the Association at meetings of the State Firefighters’ and Fire Marshals’ Association of Texas and other relevant organizations.
- Submit nominations for state committee positions to the SFFMA prior to the annual state convention, in accordance with SFFMA requirements.
- Perform all duties usually incumbent upon a presiding officer of a deliberative body.

(Amended May 17, 2009, Rockdale.)

Courtesy Resolutions and Recognitions: The President may prepare and present courtesy resolutions, proclamations, or letters of appreciation on behalf of the Association to honor member departments, individuals, or partner organizations for distinguished service, special contributions, or hosting district events. Such recognitions shall be reported to the membership at the next regular meeting and included in the official record.

SECTION 2: Vice Presidents – In the absence, resignation, or death of the President, the Vice Presidents shall preside in the order of election.

Each Vice President shall have the following specific duties:

- **First Vice President:** Oversee membership activities, assist with member recruitment and retention, and supervise any special recognition programs.
- **Second Vice President:** Serve as Program Chair, oversee bylaws and constitution reviews, and coordinate with committees to ensure organizational compliance.
- **Third Vice President:** Supervise training, competitions, and public education programs, and coordinate youth or community outreach efforts such as poster contests.
- **Fourth Vice President:** Manage registration and credential verification at meetings and assist the Secretary/Treasurer with member tracking and reporting.

Vice Presidents shall assist the President in performing their duties and undertake other assignments as directed by the Executive Board.

(Amended October 7, 1962, Killeen; May 17, 2009, Rockdale.)

SECTION 3: Secretary/Treasurer – The Secretary/Treasurer shall:

- Keep accurate minutes of all meetings and maintain all records of the Association.
- Receive, receipt, and deposit all monies belonging to the Association in a financial institution approved by the Executive Board.
- Pay all authorized bills and maintain accurate accounts of receipts and disbursements.
- Provide financial records to the Auditing Committee at each regular meeting, and present a formal annual financial report to the membership at the Fall meeting.
- Prepare a roll of eligible members from member departments and present it to the Credentials Committee.
- Maintain membership records, correspondence, and the Association's official archives, whether physical or electronic.
- Issue annual dues statements to member departments at the beginning of each calendar year.
- Be authorized to order flowers for deceased current or past Executive Committee members, their spouses, or state association officials, not to exceed \$100 without additional approval.
- Perform other duties as directed by the President or Executive Board.

(Amended May 21, 1967, Fredericksburg; October 8, 1978, Georgetown; May 17, 2009, Rockdale.)

SECTION 4: Assistant Secretary/Treasurer – The Assistant Secretary/Treasurer shall:

- Assist the Secretary/Treasurer in the performance of Association business.
- Assume the duties of the Secretary/Treasurer in their absence.
- Carry out other administrative or logistical duties as assigned by the President or Executive Board.

SECTION 5: Chaplain – The Chaplain shall:

- Provide spiritual guidance and moral support to the Association.
- Compile and maintain a list of deceased members from the past year.
- Plan and conduct a memorial service at the Fall meeting.
- Offer invocation and benediction at Association meetings and ceremonies.
- Work in coordination with the SFFMA State Chaplain and serve on the state memorial committee as requested.

(Amended October 7, 1962, Killeen; May 17, 2009, Rockdale.)

SECTION 6: Immediate Past President – The Immediate Past President shall:

- Preside over meetings of the Past Presidents Committee.
- Serve as liaison between the Past Presidents and the Executive Board.
- Chair the Auditing and Nominations Committees.
- Provide advice, guidance, and continuity to the incoming officers.

(Amended May 21, 1995, Georgetown; May 17, 2009, Rockdale.)

SECTION 7: Mascot – The Mascot shall:

- Serve as a goodwill ambassador for the Association.
- Assist with ceremonies, parades, and community events when called upon.
- Promote esprit de corps and represent the Association with professionalism and enthusiasm.

SECTION 8: Executive Board – The Executive Board shall consist of the President, four Vice Presidents, Secretary/Treasurer, Assistant Secretary/Treasurer, Chaplain, and Immediate Past President. The Executive Board shall:

- Conduct the affairs of the Association between regular meetings.
- Approve expenditures and oversee the fiscal management of the Association.
- Review and approve sponsorships, in-kind contributions, and membership applications as required by these bylaws.
- Meet at least once between regular meetings, in person or electronically.
- Maintain and preserve all policies and records adopted by the Association.
- Ensure at least one board member attends the SFFMA District Leaders Meeting, Conference, or Symposium each year, and any other state-level meetings, conferences, or committee obligations applicable to the district.
- Communicate and coordinate the activities and business of the SFFMA on the local level, assisting departments and their members throughout the district.
- Provide a written record or report of district activities at the SFFMA annual conference and convention each year.
- Submit a list of eligible candidates at the SFFMA annual convention each year to serve on state committees.

(Amended May 21, 1995, Georgetown.)

SECTION 9: All officers shall perform the duties assigned to their positions and such other duties as may be required by the President, the Executive Board, or the membership. Officers shall deliver all Association property and records to their successors at the conclusion of their term.

ARTICLE #7: DUTIES OF COMMITTEES

SECTION 1: The standing committees of the Association shall include:

- Executive Committee
- Credentials Committee
- Auditing Committee
- Past Presidents Committee

- Registration Committee
- Constitution and Bylaws Committee
- Competitions Committee

Standing committees shall perform their duties as described herein and make a report to the membership at each regular meeting. Additional committees may be established as needed by the President or by vote of the membership.

SECTION 2: Executive Committee – The Executive Committee shall be composed of the elected officers of the Association. It shall:

- Manage the affairs of the Association between regular meetings.
- Review financial, administrative, and operational matters referred to it by the membership.
- Make recommendations to the membership at regular meetings.
- Ensure continuity of the Association's objectives and activities.

(Amended May 17, 2009, Rockdale.)

SECTION 3: Credentials Committee – The Credentials Committee shall:

- Convene immediately after the Association meeting begins to verify members' credentials, dues status, and registration.
- Prepare and present a report to the President confirming the list of qualified members before any voting occurs.

(Amended October 6, 1957, Brenham.)

SECTION 4: Auditing Committee – The Auditing Committee shall consist of at least one member of the Past Presidents Committee. The committee shall:

- Review the financial records of the Association at each regular meeting.
- Report findings to the membership during that meeting.
- Ensure compliance with financial policies and proper record-keeping.

(Amended May 21, 1995, Georgetown.)

SECTION 5: Past Presidents Committee – The Past Presidents Committee shall:

- Advise and support the President and Executive Board in matters advancing the goals of the Association.
- Serve as a moral and historical advisory body, providing guidance and institutional memory.
- Review nominations and select the Firefighter of the Year and EMS Responder of the Year for the district.

(Amended May 21, 1995, Georgetown; May 17, 2009, Rockdale.)

SECTION 6: Registration Committee – The Registration Committee shall:

- Verify attendance and registration totals at all regular meetings.
- Certify registration lists for attendance and mileage awards.
- Coordinate with the host department to ensure accurate record-keeping.

(Added October 1, 1989, Cameron.)

SECTION 7: Constitution and Bylaws Committee – The Constitution and Bylaws Committee shall:

- Review, study, and edit all proposed amendments in coordination with the submitting body.
- Publish proposed amendments and provide recommendations for approval or rejection to the Executive Board.
- Present proposed amendments for final action by voting members.
- Maintain the official copy of the Association's Constitution and Bylaws, ensuring it is accurate, current, and in accordance with actions approved by the membership.
- Be authorized to make clerical corrections, update terminology, and correct spelling or formatting with Executive Board approval, provided no substantive changes are made.

(Added May 17, 2009, Rockdale.)

SECTION 8: Competitions Committee – The Competitions Committee shall plan, organize, and oversee any competitive events or contests sponsored by the Association, including but not limited to pumper races, poster contests, and other activities as determined by the membership. The committee shall be appointed by the President as needed and shall report to the membership at each regular meeting.

SECTION 9: Special Committees – The President may appoint special or ad hoc committees as necessary to accomplish specific tasks or projects. Such committees shall serve until their work is completed or until dissolved by the President or the Executive Board.

SECTION 10: Committee Conduct and Reporting –

- Each committee shall elect a chairperson from among its members unless otherwise specified.
- Committee meetings may be held in person or by electronic means.
- Each standing committee shall submit an oral or written report to the membership at each regular meeting.
- All committee records, reports, and recommendations shall be delivered to the Secretary/Treasurer for inclusion in the Association's permanent records.

ARTICLE #8: DUES

SECTION 1: Annual Dues – The dues of the Association shall be \$20.00 annually per member department. Dues statements shall be issued at the beginning of each calendar year and are due prior to the Spring meeting. Dues paid are valid through December 31 of that calendar year.

(Amended October 1984, Cameron; April 1991, Taylor.)

SECTION 2: Contributing Members – Contributing members shall pay \$20.00 annually, or provide approved sponsorship or in-kind support valued at \$20.00 or more. All contributing memberships expire on December 31 of each year and must be renewed to remain in good standing.

(Amended May 21, 1995, Georgetown.)

SECTION 3: Payment Methods – Dues may be paid by check, electronic payment, or any other method approved by the Executive Board. Departments or contributing members providing in-kind support shall submit written verification of the contribution's value to the Secretary/Treasurer for Executive Board approval.

SECTION 4: Delinquent Dues and Good Standing –

- Member departments whose dues are not paid prior to the Spring meeting shall be considered not in good standing.
- Members representing departments not in good standing shall not be entitled to make motions, vote, hold office, or receive district awards until all dues are paid.
- Member departments who fail to pay dues for two consecutive years may be removed from the membership roll by vote of the Executive Board.

SECTION 5: Reinstatement – Any member department dropped for nonpayment may be reinstated upon payment of the current year's dues and approval of the Executive Board.

SECTION 6: Allocation of Dues – The Secretary/Treasurer shall maintain accurate records of all dues received. Dues funds shall be used to support the operations, meetings, and programs of the Association, as approved by the Executive Board.

ARTICLE #9: MEMBERSHIP PARTICIPATION AND VOTING

SECTION 1: Voting Eligibility – Each Individual Active Member of an Active Member Department in good standing shall be entitled to one (1) vote on all matters brought before the Association. To be eligible to vote, a member must:

- Be present and registered at the meeting; and
- Belong to a department whose dues are current in accordance with Article #8.

SECTION 2: Voting Procedures –

- Each eligible member present shall be entitled to one vote.
- Proxy or absentee voting is not permitted.
- Votes may be taken by voice, show of hands, or written ballot, at the discretion of the presiding officer.
- Electronic or hybrid meeting votes may be conducted using any digital platform approved by the Executive Board, provided that member eligibility is verified.

SECTION 3: Quorum for Voting – A quorum for the transaction of Association business shall consist of members representing at least three member departments in good standing who are present and registered at the meeting.

SECTION 4: Good Standing and Voting Rights –

- Members whose departments are not current on dues shall not be permitted to vote or hold office.
- The Secretary/Treasurer shall maintain an up-to-date record of departments and members in good standing for use at all meetings.

SECTION 5: Conduct During Voting – All members shall conduct themselves in accordance with Robert's Rules of Order (latest edition) and with respect for the presiding officer and fellow members.

SECTION 6: Member Responsibilities – Members are encouraged to participate actively in Association meetings and report back to their home departments on the actions, discussions, and decisions of the Association.

ARTICLE #10: ORDER OF BUSINESS

SECTION 1: General Procedure – All meetings of the Association shall be conducted in accordance with Robert's Rules of Order (latest edition) and follow an orderly agenda approved by the President or presiding officer.

SECTION 2: Standard Order of Business – Unless otherwise determined by the President or by vote of the membership, the general order of business shall include the following:

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Roll Call and Credentials Report
4. Reading and Approval of Minutes
5. Reports of Officers and Committees
6. Unfinished Business
7. New Business
8. Election of Officers (Fall Meeting only)
9. Selection of Next Meeting Place
10. Announcements and Recognitions
11. Memorial Service (Fall Meeting)
12. Adjournment

SECTION 3: Flexibility of Agenda – The President or presiding officer may adjust the order of business as necessary to accommodate guest speakers, training sessions, memorial ceremonies, or time-sensitive matters, provided that the essential business of the Association is completed.

SECTION 4: Special Meetings – Special meetings shall be limited to the specific purpose stated in the meeting notice, as outlined in Article #4.

ARTICLE #11: AMENDMENTS

SECTION 1: Amendment Procedure – The Constitution and Bylaws of this Association may be amended by a two-thirds (2/3) vote of the members present and voting at any regular or special meeting, provided that the proposed amendment has been properly submitted in accordance with this Article.

(Amended May 21, 1995, Georgetown.)

SECTION 2: Submission of Amendments –

- Proposed amendments must be submitted in writing to the Constitution and Bylaws Committee prior to the meeting at which they will be considered.
- Amendments may be submitted by any member in good standing, by a department in good standing, or by the Executive Board.
- The Constitution and Bylaws Committee shall review each proposal for clarity and consistency with existing bylaws and make any necessary technical or grammatical corrections with the consent of the submitter.

SECTION 3: Notice and Distribution –

- The proposed amendment shall be distributed to the membership at least seven (7) days prior to the meeting at which it will be introduced, either electronically or in print.
- The amendment shall be presented as a first reading at that meeting — whether regular or specially called — and placed on record.

SECTION 4: Adoption Process –

- The amendment shall be read a second time and voted on at a subsequent regular or specially called meeting, held no sooner than seven (7) days after the first reading.
- Adoption shall require a two-thirds (2/3) affirmative vote of the members present and voting.
- Amendments become effective immediately upon adoption unless otherwise specified in the motion.

SECTION 5: Emergency and Clerical Amendments – The Constitution and Bylaws Committee, with approval of the Executive Board, may correct typographical errors, update terminology, or clarify formatting inconsistencies that do not alter the intent of the bylaws. Such clerical changes shall be reported to the membership at the next regular meeting and recorded in the minutes.

ARTICLE #12: GENERAL

SECTION 1: Effective Date – The provisions of this Constitution and Bylaws shall be operative immediately upon adoption by the membership and shall remain in effect until duly amended or repealed.

SECTION 2: Political Activity – The Association shall remain a nonpolitical organization. No political speeches, campaign solicitations, or endorsements of candidates for public elected office shall be permitted on the floor of any Association meeting or event. Presentations from candidates for SFFMA office or other fire service leadership positions are permitted as a regular part of Association business.

SECTION 3: Registration and Fees –

- **Registration Fees:** Registration fees for regular meetings shall be determined by the host department, not to exceed \$15.00 per person, unless otherwise approved by the Executive Board.
- **Revenue Distribution:** Of each registration fee, \$2.00 shall be remitted to the district, with the remainder retained by the host department to offset event expenses.
- **Eligibility for Awards:** Only members registered by 10:00 a.m. on the day of the meeting shall be eligible for attendance or mileage awards.
- **Digital Registration:** Electronic registration and payment may be used if approved by the Executive Board and verified by the Secretary/Treasurer.
- **Memorial and Meeting Supplies:** The district shall provide name tags, registration cards, and flowers for the memorial service.
- **Children's Meal Fees:** Ages 0–6: No charge. Ages 7–12: Host department may establish a nominal meal fee sufficient to cover meal costs, subject to approval prior to the meeting. Children shall not be counted toward mileage or attendance award totals.

(Amended May 21, 1995, Georgetown; May 17, 2009, Rockdale.)

SECTION 4: Conduct and Liability –

- Members and guests attending Association events are expected to conduct themselves with professionalism and respect consistent with the values of the fire service.
- The Association shall not be responsible for personal injury, loss, or damage incurred during participation in any meeting, event, or competition.
- No officer, member, or committee shall be personally liable for actions taken in good faith on behalf of the Association.

SECTION 5: Dissolution – In the event of dissolution of the Association, any remaining assets shall be distributed to a nonprofit organization or charitable cause supporting fire service education or training, as determined by the Executive Board.

APPENDIX A – DEFINITIONS, ADMINISTRATIVE PROCEDURES, AND GOVERNANCE PROVISIONS

SECTION 1: Purpose – This Appendix establishes administrative policies and definitions to support consistent interpretation and application of the Constitution and Bylaws of the Central Texas Firefighters' and Fire Marshals' Association.

SECTION 2: Definitions –

- **Association** – Refers to the Central Texas Firefighters' and Fire Marshals' Association.
- **Executive Board** – The governing body consisting of the President, four Vice Presidents, Immediate Past President, Secretary/Treasurer, Assistant Secretary/Treasurer, and Chaplain.
- **Member in Good Standing** – Any member or department whose dues are current and who is not under disciplinary action.
- **Active Member Department** – A regularly organized fire department, fire marshal's office, or emergency services organization accepted by the Executive Board.
- **Fiscal Year** – The Association's fiscal year shall run from January 1 to December 31.
- **Quorum** – As defined in Article #4, a majority of the Executive Board for Board business, and members representing at least three member departments in good standing for Association business.
- **Electronic Meeting** – Any meeting held using digital communication platforms that allow members to hear, speak, and vote contemporaneously.

SECTION 3: Financial Management and Records –

- The Secretary/Treasurer shall maintain accurate records of all receipts, disbursements, and assets of the Association.
- All funds shall be deposited in a federally insured financial institution in the name of the Association.
- The Auditing Committee shall review the financial records at each regular meeting and report findings to the membership during that meeting.
- No expenditure shall be made without the approval of the Executive Board, except for recurring expenses such as printing, postage, or memorial flowers authorized by the President.
- Financial statements and bank balances shall be preserved as part of the Association's permanent record for at least five (5) years.
- The Executive Board shall ensure the Association maintains all required federal and state nonprofit filings, registrations, and reporting requirements necessary to preserve the Association's legal and tax-exempt status.

SECTION 4: Administrative Authority –

- The Executive Board shall have full power to interpret these bylaws between meetings and take such actions as may be necessary for the welfare of the Association.
- Decisions of the Executive Board shall be reported to the membership at the next regular meeting for ratification.
- The President may issue directives or standing policies consistent with the bylaws to improve efficiency and continuity.

SECTION 5: Records and Publications –

- The official record of the Association includes the minutes, correspondence, rosters, financial reports, adopted resolutions, and standing rules.
- Records may be kept in either printed or electronic form, provided they are properly backed up and accessible to officers of the Association.
- The Secretary/Treasurer shall ensure that adopted amendments and historical records are transmitted to each new administration.

SECTION 6: Disciplinary Procedures –

- Members or departments accused of conduct detrimental to the Association may be subject to suspension or removal as outlined in Article #3, Section 8.
- The President may appoint a Review Committee to investigate and provide recommendations to the Executive Board.
- The accused shall be notified in writing of the charges and given an opportunity to respond before final action.
- A two-thirds vote of the Executive Board is required for suspension or removal.
- The decision of the Executive Board may be appealed at the next regular meeting of the Association, where the membership may uphold or overturn the decision by majority vote.

SECTION 7: Indemnification and Protection of Officers –

- The Association shall indemnify and hold harmless any officer, member, or committee acting in good faith on behalf of the Association against claims, liabilities, or expenses incurred in connection with authorized duties.
- This protection does not apply to acts of gross negligence, fraud, or intentional misconduct.

SECTION 8: Conflict of Interest –

- Officers and committee members must avoid any actual or perceived conflict between personal interests and Association duties.
- Any officer with a potential conflict shall disclose it to the Executive Board and abstain from voting on related matters.
- The Secretary/Treasurer shall record such disclosures in the minutes.

SECTION 9: Amendments to the Appendix – This Appendix may be amended in the same manner as other bylaws, following the process in Article #11. Clerical updates or corrections may be made by the Constitution and Bylaws Committee with approval of the Executive Board.

OTHER STANDING RULES ADOPTED

October 4, 1953 – Chief Vernon Rucker donated a Rucker Attendance Trophy. Rules and regulations governing this trophy are attached to that meeting's records.

May 6, 1956 – All racing teams participating in contests must pay registration fees. Contestants must be registered by 10:00 a.m. on contest day. Host cities shall offer Three-Man and Three-Ladies races or Water Polo events for both men and ladies for departments with fewer than six members.

October 7, 1962, Killeen – The President shall appoint a Nominations Committee of three members at the Spring Convention to present candidates for Fourth Vice President and Mascot.

May 3, 1964, Llano – Vernon and Bernice Rucker donated two Consolation Trophies for men's and ladies' pumper teams.

October 1, 1967, Lampasas – The outgoing President's town shall have priority in hosting the Fall convention if desired.

October 3, 1971, Hearne – Hearne Fire Department donated a Mileage Trophy, which must be won three consecutive times for permanent possession.

October 5, 1975, Gatesville – The Executive Board has authority to appoint Sergeants-at-Arms at all meetings.

May 15, 1977, Fredericksburg – Mr. Joe Mikolaj, Charter Member and Secretary Emeritus, was granted Lifetime Membership with voting privileges.

October 4, 1981, Fredericksburg – The Executive Board may vote on State Resolutions prior to the May 15 deadline. City resolutions must reach the Board by March 1.

October 7, 1984, Cameron – Trophies will be given for fire prevention poster winners instead of cash and ribbons. Distributors must hold membership and be registered at the convention.

May 5, 1985, Stonewall – Past Presidents shall become lifetime members with voting privileges.

May 17, 1987, Burton – An annual scholarship was established for attendance at the Texas A&M Engineering Extension Service (TEEX) Municipal Fire School. Rules governing this award are recorded in that convention's minutes.

October 4, 1987, Georgetown – The Dale Sarter Memorial Fund was established to assist in covering scholarship costs for training school attendance.

April 30, 1989, Elgin – The Elgin Fire Department donated a First Place Trophy for the Three-Man Races, to remain a traveling trophy.

October 1, 1989, Cameron – The Registration Committee was created to oversee registration and attendance tracking.

May 1, 1993, Thorndale – Any six-person men's or ladies' pumper team winning first place at three consecutive conventions shall receive a permanent trophy purchased by the district.

October 2, 1994, Elgin – The Elgin Fire Department donated a First Place Trophy for the Three-Ladies Races, to remain a traveling trophy.

May 21, 1995, Georgetown – The Auditing Committee was formally established as a standing committee.

October 2, 2011, College Station – Voted to discontinue the Miss Flame Contest.

October 15, 2017, Leander – The amendment process was transferred from the Resolutions Committee to the Constitution and Bylaws Committee.

October 15, 2017, Leander – The meeting schedule was changed from quarterly to semi-annual Spring and Fall meetings.

ADOPTION SIGNATURE PAGE



Rick Isaacks (Jul 1, 2026 14:01:52 CDT)

President, Central Texas Firefighters' and Fire Marshals' Association



Alvin Fall (Jul 1, 2026 18:20:00 CDT)

Secretary/Treasurer, Central Texas Firefighters' and Fire Marshals' Association

Date of Adoption: June 9, 2026

Location of Adoption: Lexington, TX