

Connecticut Parade Marshal Association

Constitution & Bylaws

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Connecticut Parade Marshal Association Constitution
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Whereas,

In all well regulated societies certain laws and regulations are necessary for the preservation of order and the well being thereof.

Therefore,

Be it resolved that we, the members of this association, do for the purpose of furthering the objectives for which we are united, agree to abide by and support the following code of by laws.

I. Name

This association shall be known and designated by the name of the Connecticut Parade Marshal Association Inc.

II. Purpose

The purpose of this association shall be to establish and enforce a standardized set of rules and regulations governing all fire units which may participate in any parade in the State of Connecticut. To assist member units in establishing parade dates so as not to be of a conflicting nature with other member units. To improve the image of the volunteer fireman and the fire service through the medium of parades.

III. Officers

A. Offices

The officers of this association shall consist of President, Vice President, Secretary-Treasurer and one County Vice President from each county in Connecticut.

B. Term of Offices

The term for all officers will be two years.

C. Nominations

Nominations for all elected offices will be made from the floor at the October meeting in the even numbered years.

D. Elections of Officers

All officers will be elected at the annual meeting in January in the odd numbered years. Balloting for President, Vice President and Secretary-Treasurer will be conducted by the entire membership present at the annual meeting. Balloting for County Vice President will be conducted at the county level of member units present from a given county at the annual meeting. In all cases, a majority vote of the units present is required for election. Balloting for all contested offices will be by paper ballot.

IV. Committees

There shall be appointed by the president the following standing committees: Parade Rules Committee, By-Law Committee, Trustee Audit Committee, and Parade Judges Committee. Each of these committees shall consist of three members from member units of good standing with the exception of the Parade Judges Committee which shall consist of five members.

The term of office for all committee members shall be for the same two years as the appointing president.

V. Duties of Officers

A. President's Duties

It shall be the duty of the president to preside at all meetings of the association: impartially enforce all laws adopted by the association; give the casting vote when a tie occurs; call special meetings at his own discretion, or at the written request of any five member units of good standing and appoint a secretary pro-tern at any meeting in the absence of the secretary. He may also appoint a chairman pro-tern at any meeting if he fills so disposed. He shall have the appointment of all committees whose appoint shall not otherwise be provided for by the by-laws and he shall be the chairman ex-officio of all committees.

B. Vice President's Duties

It shall be the duty of the Vice President to aid the President in the discharge of his duties and in his absence, take charge of the association.

C. Secretary- Treasurer's Duties

1. Secretarial Duties

It shall be the duty of the secretary-treasurer to keep a correct account of all proceedings of the association and read the same at the next regular meeting: to call the roll at all meetings of the association and note absences; He shall notify all member units of a special meeting of the association seven days prior to the meeting; notify every newly elected member unit of their election and present them with a copy of the by-laws and parade rules; notify all member units when they become in arrears in their dues by mail and provide all member units with at least four (4) weeks notice of forthcoming regular meetings.

2. Treasurer Duties

He shall collect all dues and moneys due the association and issue receipts for same. He shall safely keep all funds for the use and benefit of the association, subject to their order, and make a report of all receipts and expenditures at each regular meeting, or at any other time required to five said report to the trustees.

He shall report on all bills ordered paid and, if they were or not.

3. Parade Related Duties

a. Parade Dates

He shall maintain a list of parade date proposal made by the member units. A list of all parades will be sent out to the membership following the March meeting.

b. Judges Attendance

The secretary shall maintain an attendance record for judges at each parade. This shall be for the purpose of calculating attendance percentages at the end of the parade season. It shall be the responsibility of the Chief Judge to provide a list of attending judges from each parade to the secretary.

c. Parade Scores

A copy of all parade scores (Marching Unit or Apparatus) and a list of parade winners will be kept by the secretary. Scores are made available to member units upon request. It is the responsibility of the Chief Judge to turn in scores to the Secretary.

d. Convention Scores

A copy of the scores will be posted on the CPMA website and copies will be available with the Secretary.

e. Yearly Averages

The secretary will keep track of each member unit's parade scores and each unit's yearly average. These shall be used in determining the annual awards presented by the Association.

f. Stipend

The office of the Secretary-Treasurer will receive an annual stipend. Said stipend for this office will be established by the Trustee Audit Committee and any adjustments of said stipend must be approved by the Trustee Audit Committee and also by a two-thirds vote of the member units present at the annual meeting. Said stipend shall be paid after one completed year in office.

D. County Vice President's Duties

It shall be the duty of the county vice presidents to aid the association officers in the discharge of their duties; to assist the association officers in furthering the aims and purpose of this association; to represent their county as voting members of the executive committee of this association.

The county vice president's shall assist the host departments sponsoring a in their district to act a as a liaison to the association.

E. Vacancies

Should a vacancy occur among the offices, an election to fill the same for the remainder of the term shall take place at the next regular meeting.

F. Absenteeism

Any officer absent from two consecutive regular meetings unless a reasonable excuse is offered and accepted by the association shall be notified in writing by the secretary that if said officer does not respond by the next regularly scheduled meeting their chair will become vacant.

VI. Committee Duties

A. Executive Board

1. Members

The executive board of this association shall consist of the president, vice president, secretary-treasurer, and county vice presidents, with the president serving as chairman of this board.

2. Quorum

The Executive Board shall have a simple majority of members present to constitute a quorum for the purpose of conducting the affairs of the Association. Any less than a majority of members present will not constitute a quorum and no business will be transacted.

3. Meetings

The Executive board shall meet twice yearly. One after the State Convention and before the October meeting and one between the January and March meetings. This second meeting will be held not only to discuss the business of the association, but shall also be a joint meeting with the Parade Judges Committee for the purpose of appointing a Chief Judge and two Assistant Chief Judges for the coming year.

A meeting of the Executive Board can be called at any other time by the President at the request of 5 member units in good standing.

4. Duties

The executive board shall be the governing body of this Association between regular meetings. It is authorized and empowered to take such action and render such decisions and instructions of the association and to enforce the provisions contained in these by-laws. Between meetings, it shall have the power to direct the affairs of the association and to take such actions and render such decisions as are necessary and appropriate to safeguard and promote the best interests of this association.

B. Parade Rules Committee

It shall be the duty of the parade rules committee to establish a set of rules governing firemen's parades, subject to the approval of the association, and to maintain them. Any addition to, or deletion from the existing set of rules must be submitted to the Association Secretary on Department letterhead prior to December 1st of a given year. Said revision will then be read at the January meeting of the association, where rule changes will be discussed by the membership present. At this time the proposed rule can be amended with the consent of the Department proposing the rule change.

The secretary will cause a copy of said revision to be mailed to each member unit in February. At the March meeting of the association, the rule revision will be acted upon. At this time, there will be no further discussion the rule change (although clarification can be asked for from the Rules Committee). The members present at this time will vote either yes or no on the rule change. A two-thirds vote of the units present is required for a passage of a revision.

C. By-Law Committee

1. General Duties

It shall be the duty of the by-law committee to set forth a constitution and by-laws governing this association, its officers and member units.

2. Amendments

Amendments to this constitution and by-laws must be submitted in writing to this committee at least thirty days prior to a regular meeting of the association and voted on at the following regular meeting of the association. A copy of any proposed amendment will be mailed to each member unit prior to the meeting at which a vote on the amendment will be called for. A two thirds vote of the member units present is required for passage of an amendment.

3. By-Laws Revisions

Each five (5) years during the year which is an even multiple of five, the By-Laws Committee shall review the entire Constitution and By-Laws for the purpose of updating any portions of the Constitution and By-Laws which may be out of date, and for the purpose of providing additional clarification for sections needing same. Such revisions will be submitted as an amendment to the membership following the same rules as for amendments.

D. Trustee Audit Committee

It shall be the duty of the trustee committee to examine the books and reports of the secretary-treasurer annually and to report to the association any discrepancies; to assist the president in supplying direction and purpose within the association.

E. Parade Judges Committee

1. Members

This committee shall consist of the president and five additional members appointed from the member units by the president.

2. Quorum

The Parade Judges Committee shall have a minimum of four (4) members present to constitute a quorum for the purpose of conducting the affairs of the Committee. Any less than four (4) members will not constitute a quorum and no business will be transacted.

3. Meetings

The Parade Judges Committee shall meet at least twice annually. The first shall be held between the March meeting and the first parade of the season. The second meeting shall be held following the State Convention and before the October meeting. Other meetings can be scheduled as deemed necessary by the Committee.

4. Duties

It shall be the duty of the Parade Judges Committee to establish a panel of parade judges from the membership of this association; to establish a set of rules governing said judges as pertains to their conduct and mode of judging parades; to recommend to the Executive Board one of the members of the judges panel as chief judge and two of the members of the judges panel as assistant chief judges.

The association shall furnish this committee with uniforms for said judges which will remain the property of the association and shall be replaced, if lost or damaged, by the member to whom it was assigned.

F. Judges Panel

1. Membership

Judges will be selected from member units. They can request either full time or part time status. If full time, a judge will have a one year probationary term. If part time status, a judge will remain on probation for two years. At the end of a parade season, probationary judges will be evaluated by the three chief judges and reviewed by the Parade Judges Panel. The panel can move to have said judge placed on the permanent judges list. Any probationary judge who attended more than 50% of the parades in a season can be placed on the permanent list regardless of full time or part time status.

2. Disciplinary Action

If any part of the code of conduct is violated by a judge during a parade, it will be the responsibility of the chief judge or assistant in charge of said parade to remove the judge from the parade for that day. Said judge will then be subject to a review of his actions by a quorum of the Judges Panel to determine any disciplinary actions needed.

VII. Admission of Members

Any fire department, fire company or rescue squad within the State of Connecticut or adjacent states may apply for membership at any regular meeting of the association. Application forms will be made available by the secretary-treasurer. The annual dues must accompany each application and will be applied to current dues upon admission. A two-thirds vote of the member units present at a meeting is required for admission. Applications will be presented and voted upon at the same meeting.

VIII. Meetings and Quorums

There will be three regular meetings of this association in one year. Said meetings will be held on the third Thursday of the months of January, March and October for the purpose of collecting dues, paying bills and doing such other business as the association may deem proper. The January meeting shall be known as the annual meeting. Six member units and an officer shall constitute a quorum. Any member unit voting on any association business must be in good standing, that is, their current dues must be paid. Each member unit shall have one vote.

IX. Members Duties

A. General Duties

It shall be the duty of each member of every member unit to assist the officers in furthering the aims and purpose of this association. It shall also be the duty of each member to conduct himself or herself in such a manner as to be a credit to their department, their company and this association.

B. Dues

All dues payable to the association shall be paid by the end of the annual meeting in January. Each unit shall be notified in December as to the unit's status. Dues not paid in January shall be considered delinquent and a final notice shall be sent out in February. If said dues remain unpaid at the close of the March meeting, said unit shall lose its right to vote in association matters until all dues and fines in arrears are paid to the secretary. Such units will be dropped from the association rolls at the start of the next March meeting.

X. Precedence of Rulings

All laws heretofore recognized by this association inconsistent with this code are hereby repealed. Pleading ignorance of these laws shall be no excuse against their enforcement.

Conduct of all meetings will follow Robert's Rules of Order except as specifically stated herein.

XI. Order of Business

Call to Order
Pledge of Allegiance
Roll Call
Minutes
New Members
Officers Reports
Committee Reports
Unfinished Business
New Business
Good and Welfare
Parade Dates
Adjourn

XII. Annual Awards

The following awards shall be given annually by the Association. A member unit must qualify in three (3) parades to be eligible for these awards.

A. CPMA flag and plaques

The CPMA Flag and plaques are to be awarded at the Connecticut State Firemen's Association Convention. If there is no convention parade in a given year, the company will retain the flag and plaques for the ensuing year.

B. Seasonal awards

The seasonal awards may be modified by a majority vote of the Executive Board for bona fide reasons.

1. Most Improved Unit in Coats
2. Most Improved Unit in Shirts
3. Most Improved Auxiliary
4. Most Improved Juniors
5. Highest Season Averages Coats
6. Highest Season Averages Shirts
7. Highest Season Averages Auxiliary
8. Highest Season Averages Junior

Revised copy of the By-Laws submitted to the Association on December 11, 1991 by:
By-Law Committee James O'Neil, Thomaston
David Collings, Pine Rock Park
Dina Perugini, Prospect Approved by Association on March 19, 1991