



BYLAWS

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FIRE INSPECTORS ASSOCIATION OF INDIANA
NON-PROFIT UNINCORPORATED ASSOCIATION**

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ARTICLE I

NAME AND HEADQUARTERS

Section 1. The name of this organization shall be Fire Inspectors Association of Indiana, a not for profit unincorporated association, hereafter referenced as the “Association”.

Section 2. The principal office of the Fire Inspectors Association of Indiana shall be located in the city and county residence of the Secretary- Treasurer.

ARTICLE II

PURPOSE

The purpose of The Association shall be to foster the highest standards of Fire Prevention in the State of Indiana through progressive Fire Inspections and Public Fire and Life Safety Education. This shall be accomplished in the following ways:

A. Conduct an annual Conference devoted to improving and standardizing fire inspections throughout the State of Indiana. This Conference shall be equally devoted to enhancing and promoting life safety education and provide current safe fire prevention practices and techniques. Said Conference shall offer, but not be limited to:

1. The latest techniques applicable to conducting an effective fire inspection.
2. Updates on all applicable codes, rules, regulations and legal interpretations concerning fire inspections.
3. Provide a forum for code changes that can be forwarded to the appropriate technical code-writing group.
4. Certified instruction of courses designed for the purpose of inspector certification, degree of efficiency and effectiveness, or both.
5. Provide requested assistance, where and when practical, as may be requested by a members or attendees.
6. An Annual Business Meeting, at which time one agenda item shall be the election of officers.
7. Instructional methods and techniques to help improve communication and promote a more effective fire and unified prevention message.
8. Instructional updates on latest tools and methods used for public fire prevention education.

B. Promote the exchange of ideas and information between members of The Association and:

1. Other members of the Fire Service.
2. Municipal officials and members of governing bodies.
3. Local, state, and federal agencies.
4. All others who may possess an interest in Code Enforcement and Fire Prevention activities and education.
5. Encourage participation in Annual Conference by neighboring State Organizations.

C. Sponsor and promote legislation that improves the quality of fire and life safety protection and prevention by:

1. Utilizing resources available through the State of Indiana or its agencies.
2. Active participation in the legislative, Administrative Code and rule enactment process.
3. Communication of the ideas, goals, and forms of fire safety and prevention.
4. Actively support National Organizations that can effect positive changes on a National scale.

ARTICLE III

MEMBERSHIP

Section 1. MEMBERSHIP: There shall be five classifications of membership: CHARTER, ACTIVE, HONORARY, ASSOCIATE and COMPLIMENTARY. Members shall be assigned to a District based on where they are employed. Those who are employed in multiple districts shall be assigned to the district in which they reside, as indicated on the map found in the appendix and defined in Article IV

Section 2. CHARTER MEMBERSHIP: All members of record as of the November meeting, 1988. Such members shall be classified as Charter Members subject to the same qualifications and reservations of such membership as set forth in these by-laws

Section 3. ACTIVE MEMBERSHIP: Any person who acts as a Fire/Building Inspector or advisor to such Inspectors, and is designated, as a Fire Safety, Building Safety or Life Safety Professional within this State may become an active member of this Association during such term of his or her employment. Any active member may hold any elective office in the Association so long as the qualifications set forth in Article V are met.

Section 4. HONORARY MEMBERSHIP: On the expiration of their term of designation as an active member, a person may become an honorary member. Any other person who has provided outstanding support and assistance to this Association may also become an Honorary Member. Honorary Membership may be granted by two- thirds (2/3) vote of the members present at an annual or special meeting of the members of this Association. Honorary Members shall not hold any elective office of this Association.

Section 5. ASSOCIATE MEMBERSHIP: Any firm or person engaged in the Fire Safety Industry or related trade Association may become a member by paying the prescribed dues. An Associate Member may attend meetings, may be a member of the Advisory Committee, may not vote, may not hold elective office nor shall they be eligible to any of the benefits as herein provided.

Section 6. COMPLIMENTARY MEMBERSHIP: Any person having completed the Fire Inspector I or II as set forth by the Indiana Board of Firefighting Personnel Standards and Education or having passed the Fire Inspector I or II certification test as administered by the International Code Council. This membership must be applied for at the completion of these requirements and is a one year, non-dues paying membership. Complimentary Memberships shall not have voting privileges.

Section 7. REMOVAL: Upon investigation and recommendation by the Membership Committee, a member may be removed from membership in this Association by vote of two- thirds (2/3) of the members present at an annual or special meeting of the members of this Association called for this purpose.

ARTICLE IV

Districts

North

Lake, Porter, LaPorte, St. Joseph, Elkhart, LaGrange, Steuben, Newton, Jasper, Starke, Marshall, Kosciusko, Noble, DeKalb, Pulaski, Fulton, Whitley, Allen, Benton, White, Carroll, Cass, Miami, Wabash, Huntington, Wells, Adams, Grant, Blackford, Jay, Counties

Central

Warren, Tippecanoe, Howard, Clinton, Tipton, Madison, Delaware, Randolph, Fountain, Montgomery, Boone, Hamilton, Henry, Wayne, Vermillion, Parke, Putnam, Hendricks, Marion, Hancock, Morgan, Johnson, Shelby, Rush, Fayette, Union Counties.

South

Vigo, Clay, Owen, Monroe, Brown, Bartholomew, Decatur, Franklin, Sullivan, Greene, Lawrence, Jackson, Jennings, Ripley, Dearborn, Knox, Daviess, Martin, Orange, Washington, Scott, Jefferson, Ohio, Switzerland, Gibson, Pike, Dubois, Crawford, Harrison, Floyd, Clark, Posey, Vanderburgh, Warrick, Spencer, Perry, Counties.

Article V

Board of Directors

Section 1. GENERAL POWERS: The power, authority and management of this Association shall be in its Board of Directors, hereinafter referred to as the “Board”. The Board shall be composed of the President, First Vice President, Secretary-Treasurer, Immediate Past President, and nine active members in good standing that are elected from each district, three in the north, three in the Central and three from the South. The District Directors shall be a representative of the district in which they are employed; those who are employed in multiple districts shall represent the district in which they reside, as indicated in Article IV. No more than three persons may be elected to the board from any one organization. For Organizations, whose jurisdiction covers multiple districts only one member from that organization may be elected as a director in each area.

The Board’s responsibility shall be to promote efficiency in the Association, to build a closer relationship of the various inspectors and their departments, and to provide and distribute information to the membership and the general public.

Section 2. TERM OF OFFICE: Term of office elected for the elected District Directors shall be for three years.

Section 2A. INITIAL ELECTION PROCESS: For the initial election after the acceptance of these bylaws, Seats 1A, 2A and 3A shall be for a 3-year term. Seats 1B, 2B and 3B shall be for a 2-year term. Seats 1C, 2C and 3C shall be for a 1-year term. This section shall cease to exist after the 2013 Election.

Board Seat	2010	2011	2012	2013	2014
1A- Chairman		3-year term			
1B Vice Chair		2-year term			
1C AT-Large		1- year term			
2A Chairman		3-year term			
2B Vice Chair		2-year term			
2C At-Large		1- year term			
3A Chairman		3-year term			
3B Vice Chairman		2-year term			
3C At-Large		1- year term			

Section 3. VACANCIES: Any vacancy occurring in the Board of Directors shall be filled by special election in the district.

Section 4. REMOVAL FROM OFFICE: A Director, elected by the membership of that District, may be removed by two-thirds (2/3) vote of the membership present at the special meeting whenever, in their judgment, the best interest of the Association will be served.

ARTICLE VI

EXECUTIVE OFFICERS

Section 1. EXECUTIVE OFFICERS: The Executive Officers of the Association shall be the President, Vice-President, and a Secretary-Treasurer.

Section 2. QUALIFICATION, TERM OF OFFICE: In order for any member to be elected President or Vice-President of this association, he must first be an active member in good standing, and have been a member of the Board of Directors for one full year. In order for any member to be elected Secretary-Treasurer he must be an active member in good standing of this Association and have some skill background in this field. The term of office of the President, Vice-President, and Secretary-Treasurer shall be from January 1st to December 31st. Officers shall be eligible for re-election at the expiration of their term unless otherwise specified in these by-laws.

Section 3. VACANIES: Shall be filled in the following manner.

1. PRESIDENT - Shall be filled by normal succession for the remainder of the un-expired term.
2. VICE-PRESIDENT - Shall be filled by appointment by the President, such

appointment being confirmed by the Board of Directors, for the remainder of the un-expired term.

3. SECRETARY / TREASURER- Shall be filled by appointment by the President, such appointment being confirmed by the Board of Directors, for the remainder of the un-expired term.

4. PAST-PRESIDENT - Shall be filled by Presidential appointment of the most immediate Past-President for the remainder of the un-expired term.

Section 4. PRESIDENT: A regular member in good standing, elected to a one (1) year term with a maximum of two consecutive years. The President shall

- a. Preside at all meetings.
- b. Cast deciding vote in the event of a tie.
- c. Establish all necessary committees and appoint a Chair person(s) of said committees.
- d. Call for special meetings, or issue such call as might be necessary.
- e. Carry out directives issued by a majority of the Executive Board, Board of Directors or General Membership.
- f. Serve as an Ex-Officio member of all committees.
- g. Represent the interests of the Association on all matters.

Section 5. VICE-PRESIDENT: A regular member in good standing, elected to a one (1) year term with a maximum of two consecutive years. The Vice-President shall:

- a. In the absence of the President, assume and perform the duties of the President.
- b. Accompany the President at meetings of statewide concern.
- c. Perform any duties assigned by the President on behalf of the Association
- d. Serve on the Conference Committee and help facilitate the Annual Conference

Section 6. SECRETARY / TREASURER: A regular member in good standing appointed to an indeterminate term by the President and confirmed by the Board of Directors. The Executive Secretary / Treasurer shall:

- a. Receive all dues and moneys received by The Association, and keep and maintain accurate records of said dues and moneys.
- b. Record and maintain a complete list of all members, regular, contributing, and associate, and other pertinent information, in such order as determined by the President.
- c. Establish and maintain a checking account, using recorded receipts of the Association, for the purpose of paying outstanding debts incurred by the Association.
- d. Establish and maintain an interest bearing account for deposit of Association funds not required to be on balance in The Association checking account.
- e. Take minutes of all meetings, including but not limited to, Board of Directors Meetings, Regular Membership Meetings, and Special Meetings or as directed by the President.
- f. Keep files of minutes of all meetings, keep general files of the association and perform correspondence duties
- g. The Secretary-Treasurer shall give this Association a surety bond in the sum to be fixed by the Regional Board of Directors, but not less than the estimated amount to be handled in any year nor greater than one and one-half (1 ½) times the amount, for the faithful performance of his duties and the turning over of all monies, records, funds and securities to his successor, such bond to be approved by the Regional Board of Directors, and the premium paid by the Association.

Section 7. PAST-PRESIDENT: A regular member in good standing who was most recently President will become Past-President. The Past President shall:

- a. Assist the incoming President with the transition of office or in any other way necessary to ensure smooth continuity for the benefit of the Association.
- b. Perform any duties assigned by the President on behalf of The Association.

Section 8. EXPENSES: The President and/or Secretary-Treasurer shall be authorized to pay all necessary expenses for operation of the association. Such expenses shall be submitted to the next meeting of the Executive & Regional Board of Directors for review.

Section 9. TRANSFER OF RECORDS, FUNDS & ACCOUNTS:

The outgoing Secretary-Treasurer shall turn over to the newly elected Secretary-Treasurer all records, funds, accounts and other properties of the Association maintained by him at the time the term of office begins.

ARTICLE VII

ELECTIONS

Annually the President shall appoint an Election Committee; the Committee shall consist of at least two active members from each District. Elections shall be held on an annual basis to fill expiring terms; elections shall be by mail in ballot. To be elected President, Vice President and Secretary-Treasurer a nominee must receive a simple majority of the members voting to be elected. To be elected as a District Director a nominee must receive a majority of the members voting in that District to be elected.

Election Procedures

1. The Election Committee shall solicit by the Declaration of Candidacy Form, the required number of candidates to hold office for the ensuing terms.
2. Prior to September 1st a list of offices up for election and a Declaration of Candidacy form will be posted on the Association Website. The Declaration of Candidacy shall include the qualifications of the candidate and assist to ensure the candidate meets in prerequisites for the office.
3. Any active member interested in running for office shall complete a Declaration of Candidacy form, place it in a sealed envelope marked "NOMINEE FOR OFFICE" and return it to the Executive Secretary by hand or mail by October 1st of each year. If returning by mail the envelope must be postmarked prior to October 1st.
4. The Election Committee shall set a meeting after October 1st but prior to November 1st at which time the envelopes will be opened and an official ballot developed. Each candidate's Declaration of Candidacy form will be placed on the Association Website for review by the membership.
5. Each eligible voting member will be mailed an official ballot and return envelope prior to November 15th. Each member wishing to vote shall mark and return their original ballot in the original envelope provided prior to December 1st.
6. Only original ballots returned in the original envelope postmarked by December 1st will be counted.
7. The election committee shall meet after December 1st but prior to December 15th where all envelopes will be opened and checked for original ballots. No other markings on the ballot shall be allowed except those marking the vote of the member. Any ballot containing information that

identifies the member voting shall be destroyed. Envelopes shall be destroyed after the ballots are removed so that voters are not identified.

8. The Election Committee shall count the votes for each nominee. The ballots shall be counted and tallied at least twice; if the results are different they shall be counted again until the results match. Ballots shall be destroyed 90 days after the election if there are no contested results; in the event that results are contested then the ballots will be maintained by the Executive Secretary until such time as the contest is brought to a conclusion. The Election Committee will provide the members with the election results on the Association Website after the count is completed.
9. The Association President shall not vote in the election during his/her term; however the President shall cast the deciding vote for any office resulting in a tie.

ARTICLE VIII

CONTRACTS, CHECKS, & DEPOSITS

Section 1. The Board of Directors shall approve contracts entered into by this Association, shall approve the bank or banks in which the Secretary-Treasurer deposits the Association funds, shall order and approve all investments of surplus funds by the Secretary-Treasurer in government bonds or bonds of the State of Indiana or in such other investments and financial institutions as the Board of Directors shall direct and otherwise order and shall regulate the expenditures for the convention features of the annual meeting. The Board of Directors shall review, approve and/or ratify all expenses requested by the Officers or the Committee appointed by the President.

ARTICLE IX

MEETINGS

MEETINGS. The following shall govern the calling and conducting of all meetings of The Association.

Section 1. Board of Directors Meeting - shall:

- a. Be held as often as is necessary at least quarterly including telephonic or web based means.
- b. A quorum is necessary to conduct business and shall consist of at least one-thirds (1/3) members of the Board present.
- c. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.
- d. Notice of meeting shall be given at least ten (10) days prior to and also posted on the associations website, Notice of meeting may be delivered personally, by mail, or via electronic technology to the Member's business or home address or electronic mail address. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of any meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 2. Annual Membership Meetings - shall be governed by the following:

- a. The Annual Meeting shall be conducted as part of the Annual Conference.
- b. A quorum is necessary to conduct business and shall consist of a majority of the Active members present.

- c. Every regular member in good standing may cast one (1) vote; by voice, show of hands, or written ballot; on all questions brought to the floor.
- d. Notice of meeting shall be given at least ten (10) days prior to and also posted on the associations website, Notice of meeting may be delivered personally, by mail, or via electronic technology to the Member's business or home address or electronic mail address. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of any meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 3. District Meetings-Shall be governed by the following:

- a. District meetings shall be held within each of the three (3) districts at least quarterly.
- b. Notice of meeting shall be given at least ten (10) days prior to and also posted on the associations website, Notice of meeting may be delivered personally, by mail, or via electronic technology to the Member's business or home address or electronic mail address. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid.
- c. No quorum is required for a District Meeting.

Section 4. Special Meetings - shall be governed by the following:

- a. A special meeting may be called by the Executive Board, or by a majority of the Board of Directors.
- b. A quorum is necessary to conduct business and shall consist of a majority of the Active members present.
- c. Notice of a Special Meeting, stating time, place and purpose shall be sent to all regular members in good standing at least two (2) weeks prior to the date of said special meeting and also posted on the associations website, Notice of meeting may be delivered personally, by mail, or via electronic technology to the Member's business or home address or electronic mail address. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of any meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.
- d. Article VIII (3)(b) may be disregarded if the President declares the Purpose of said meeting is an emergency, and notice is posted in a conspicuous place at least two (2) hours prior to said meeting, and, the declared emergency purpose is the only item on the agenda.

Section 5. Robert's Rules of Orders (Most Current Printed Edition) shall be the authority on all questions not specifically addressed by these By-Laws.

ARTICLE X

DUES

Section 1. DUES: An initiation fee for Active members shall be \$35.00. An initiation fee for Associate membership shall be \$125.00. Dues each active and associate membership shall be set by the Board of Directors at the Annual meeting for the ensuing year. There shall be no special assessment of any kind at any time. Dues for the current year shall be collected by the Secretary-Treasurer and by May 1st of each

year; no member in arrears shall be entitled to any privileges or benefits of membership. Upon application, accompanied by the delinquent dues made within three (3) months after default, to the membership Committee, the Board of Directors, at its discretion, may restore the default member to good standing. The fiscal year of the Association shall begin the first day of January of each year and end on the thirty-first day of December.

Section 2. VOTING ELIGIBILITY: To be eligible to vote or elected to hold office at the annual meeting, a member must be in good standing with the Association.

ARTICLE XI

COMMITTEES

Section 1. COMPOSITION: All committee members shall be appointed by the President to serve until the next annual election. The make up of the committee shall be a minimum of one member from each district and one member of the Board of Directors. Each committee shall elect a chairman from its members. The President shall be an ex-officio member of all committees, and may not vote with the committee upon matters before said committee. However, in case of deadlock in the vote of any committee, the vote of the President shall be the deciding vote. A quorum of any committee shall be a majority of its members present. Meetings of any committee may be called at the discretion of its chairman. The Secretary-Treasurer of the Association shall be the secretary of the Nominating, Resolution and Award Committees. All other committees shall appoint their own secretary to record minutes of their meetings, if required by the Chairman.

Section 2. DYSFUNCTION of COMMITTEE: If the Committee or Committee Chair fails to act on its responsibility and/or assignment within a reasonable length of time, as directed by the President the Board of Directors shall undertake the assignment as to move forward for the best interest of the Association.

Section 3 LEGISLATIVE /CODE COMMITTEE: The Legislative Committee shall monitor the business and actions of the Fire Prevention and Building Safety Commission for issues involving items affecting the Association, develop an interactive relationship with the Indiana Department of Homeland Security that will allow the Association to receive and respond as an Association to issues that affect this Association.

Section 4 MEMBERSHIP & CREDENTIALS COMMITTEE: The Membership and Credential Committee shall attempt to enlarge the membership of the Association. They shall hear all evidence for and against any member in the matter pertaining to the revoking of his/her membership and they shall submit their recommendation to the Board for their final action on the matter. It shall be the duty of the Membership & Credentials Committee to direct published and other media information representing the Association.

Section 5 RESOLUTIONS COMMITTEE: The Resolutions Committee shall consider any and all resolutions presented for their consideration and to prepare, in proper form, and present same to Secretary-Treasurer at the opening of the Annual Business Meeting, if, in their judgment, such resolution merits the consideration of the meeting. If, in the judgment of the Resolutions Committee such resolution is not worthy of the consideration of the meeting, the member presenting same may appeal to the Board, which shall consider said resolution and recommend their decision to the Resolutions Committee, in which case the Resolutions committee shall act as recommended.

Section 6 FINANCE COMMITTEE: The Finance Committee shall examine the Association's books and records at least annually not less than 30 days prior to the Annual Business Meeting and provide this information to the members at the Annual Meeting.

Section 7 EDUCATION COMMITTEE: The education Committee shall develop and administer programs, schools, and functions that provide education, information, and training for the succeeding calendar year to further the goals of the Association as stated in these Bylaws. The Chairman of the Education committee shall report to the President and the Board at least quarterly.

Section 8 ELECTION COMMITTEE: The Election Committee shall solicit nominations for office, develop a ballot and tally the results of the returned ballots on an annual basis.

Section 9 ANNUAL BUSINESS MEETING COMMITTEE: The chairman of the Annual Business Committee shall be appointed by the Board for a term commencing when the Annual Business Meeting site selection commences, and expiring at the close of the Annual Business Meeting for which he/she was appointed. The Annual Business Meeting Committee shall have the responsibility of submitting proposed locations to the Board for selection and approval.

Section 10 BYLAWS COMMITTEE: The Bylaws committee shall review and recommend necessary amendments to the Bylaws as needed and/or rewrite the Bylaws as needed.

Section 11 AWARDS COMMITTEE: An Awards Committee shall be established for the purpose of reviewing nominees in consideration for Fire Inspector of the Year and Fire Prevention Division/Bureau of the Year. The Awards Committee shall select one individual annually for the Fire Inspector of the Year Award and one Fire Prevention Division/Bureau for the Fire Prevention Division/Bureau of the Year Award.

Section 12 OTHER COMMITTEES: Other Committees may be appointed by the President at any time for any specific purpose. They shall serve until they have accomplished the purpose for which they were appointed. Other Committees shall also be appointed by the President upon a request of a majority of members of the Board for a specific purpose.

Section 13. CHAIRMAN: The Chairman of each committee shall, at the annual meeting of the Association each year, give to the members a report of the activities of the committee during the past year.

ARTICLE XII

LETTERS OF RECOMMENDATION

Section 1. LETTERS: No Officer or Member of this Association shall use the name of the Fire Inspectors Association of Indiana, or the official Stationary of this Association to endorse or recommend any product, or any activity of any individuals, without the full knowledge and approval of the Board of Directors.

ARTICLE XIII

SEAL

Section 1. SEAL: The Board of Directors may provide an Association Seal, which shall have inscribed thereon the words "Fire Inspectors Association of Indiana." But, the use of said seal shall not be required by the Association in the conducting of any of its activities.

Article XIV

AMENDMENTS

Section 1 AMENDMENTS: The Board of Directors shall cause proposed amendments to these bylaws to be printed in the Annual or General Membership Meeting notice and shall present its recommendations, if any, at the meeting. These proposed amendments may be discussed and amended at the meeting, and will be considered adopted if passed by a two-thirds vote of those active members present and voting.

ARTICLE XV

EFFECTIVE DATE

Section 1. EFFECTIVE DATE: These By-laws and any amendments thereto, unless otherwise provided, shall become effective July 1, 2010.

ARTICLE XVI

DISSOLUTION

Section 1. Upon dissolution of this Association, all assets shall be distributed to an organization described in the Section 501 (C) (3) Of the Internal Revenue Code.

Section 2. The Board of Directors of this Association shall determine the specific organization, to which assets will be distributed.