



SOUTH BAY VOLUNTEER FIREFIGHTER'S ASSOCIATION

Constitution and By-Laws

2013

Article I: Title and Object

Section 1 - This organization shall be known as the South Bay Volunteer Firefighter's Association.

Section 2 - The object of the organization shall be to act as a social and recreational association for its members. In addition, the organization shall from time to time raise funds for purposes such as providing donations to charities or needy individuals, providing assistance to its members, or other such causes as may be deemed useful and worthy by the membership within the district and Thurston County.

Article II: Officers and Committees

Section 1 - The Officers of the Association shall consist of the President, Vice-President, Treasurer, and Secretary.

Section 2 - An Executive Committee shall consist of the elected officers of the Association, of which three (3) shall constitute a quorum. The duties of the committee shall be to carry out the business of the Association during any period when regular membership is not in session. All acts of said committee shall be ratified by the membership at the next regular business meeting.

Section 3 - The Association may create such standing committees as deemed necessary for the transaction of business.

Section 4 - Regular business meetings of the Association shall be held on the first Monday of each month barring any cancellation due to observance of a Holiday.

Section 5 - All meetings of the Association shall be governed by Roberts Rules of Order.

Section 6 - Up to 3 members of the Association may be appointed by the Executive Committee to work with the Executive Committee and act as Stewards of the Association. Stewards are non voting members of the Executive Committee and serve at the pleasure of the Executive Committee.

Article III: Election of Officers

Section 1 - The President, Vice-President, Treasurer, and Secretary shall be elected by the Association by secret ballot and shall hold office for two years.

Section 2 - Nominations for all offices during an election year shall be made at the regular meeting in January, and again just prior to balloting. Elections shall be held at the regular February meeting and installation at the March meeting.

Section 3 - The Executive Committee shall appoint for the unexpired term, any vacancies occurring in the elective offices, except that of the President.

Article IV: Recall of an Officer

Section 1 - An officer of the Association may be recalled by a vote of two-thirds of the entire membership.

Article V: Duties of the Officers

Section 1 - The President shall preside at all regular and special Association meetings. The President shall notify the Secretary to call all regular and special meetings.

Section 2 - The Vice-President shall assume the duties of the President in his or her absence.

Section 3 - The Treasurer shall keep a regular account of money as received and pay it out on the order of the Association and provide a monthly summary of the sums paid out and of the balance on hand or any deficiencies due, accompanied by proper vouchers. Upon request by the Association, the Treasurer shall submit his or her books to an auditing Committee, appointed by the President, to enable them to make a proper audit.

Section 4 - The Secretary shall keep a written record of all proceedings of the Association and answer all Association communications. It shall be the duty of the Secretary to maintain a copy of the Association Constitution and By-laws.

Article VI: Membership

Section 1 - Membership in the Association shall be open to all Volunteers meeting the volunteer participation requirements of the state board of volunteer firefighters (WAC 491-03-030), volunteer office staff, and Employees of the South Bay Volunteer Fire Department (Thurston County Fire Protection District 8). Prospective members shall obtain voting membership in the organization after attending three consecutive business meetings.

Section 2 - Members shall pay dues at the rate of \$20.00 per quarter. For volunteer responders this shall be automatically deducted from the volunteer stipend/reimbursement check. A deduction form shall be signed and turned into the district secretary. For career members of the department, payment may be made annually or quarterly to the Association. Office staff of the district are not required to pay membership dues.

Section 3 - After a member has reached 25 years in service to the department, is still on the active roster of the department, and is in good standing with the Association, dues responsibility shall be waived for that member.

Section 4 - For individuals outside of the membership of the department, an Honorary member status may be awarded by the Association. This membership is to recognize those individuals who have dedicated their time and efforts to assist the Association and the department. Each Honorary membership proposal shall be voted on by the attending members of a regular meeting. Upon approval, the Honorary member will be given a certificate of membership with the Association.

Section 5 - Elected Officials of the Fire District are not regular members of the Association. Participation in any and all Association events by the Elected Officials of the Fire District is highly encouraged and welcomed.

Article VII: Duties of the Members

Section 1 - Members of the Association shall support the Association's policies and promote harmony amongst the membership. Members shall endeavor to attend all regularly scheduled Association meetings and events. To be considered in good standing, a member shall maintain a minimum of 75% combined attendance of all

Association meetings and events as posted annually each April on the Association calendar.

Section 2 - Any member bringing discredit to the Association or no longer considered to be in good standing shall be subject to following a development plan; suspension; or expulsion. Accusations of improper behavior by members shall be brought to the Executive Committee for review and recommendation to the full membership. Any individual's membership may be cancelled by a vote of two-thirds of the membership attending a regular business meeting.

Article VIII: Events

Section 1 - Annually, the Department and the Association will host an Awards banquet for the membership. The Association shall pay for 1 guest's attendance for each member in good standing.

Section 2 - Each Summer the Department and the Association will host a membership picnic. The picnic is intended for immediate family or 1 guest of each member in good standing.

Section 3 - Annually, the Department and the Association will host a Holiday Dinner for all members. The Holiday dinner is intended for all members and their immediate family or 1 guest.

Section 4 - Each Fall the Association sponsors a community Bazaar. This is a three part event over two days consisting of: a) preparation of the apparatus bays Friday evening, b) supporting the vendors during the day of the event and c) clean up of the event following closure of the Bazaar.

Article IX: Association Sponsored Special Events

Section 1 - Special events shall be discussed at a regular meeting of the membership prior to the event taking place. A special event form shall be completed and turned into the Association President prior to the next regular meeting. Example, a birthday party.

Article X: Amendments

Section 1 - No alterations or amendments shall be made to this Constitution unless proposed in writing at a regular meeting, which amendments shall be referred to the Executive Committee who shall report at the next regular meeting when it may be acted upon and adopted by two-thirds of the membership present.

Section 2 - Should the Executive Committee fail to report at the proper time, the matter may be considered in committee of the whole and immediate action had thereon.

Section 3 - At least every five (5) years, the By-laws shall be reviewed, revised, and ratified by the full membership of the Association.

Article XI: Discretionary Funds

Section 1 - Up to \$100 may be spent with Executive Committee approval for discretionary items as needed without approval by the membership at a regular meeting. Receipts for such spending shall be retained and turned into the Association Secretary.

Adopted by the Executive Committee of the South Bay Volunteer Firefighter's Association on April 1st, 2013.

Adopted by the general membership of the South Bay Volunteer Firefighter's Association at the regular meeting held on April 1st, 2013.

President _____

Vice-President _____

Secretary _____

Treasurer _____