

AUXILIARY TO THE VIRGINIA STATE FIREFIGHTER'S ASSOCIATION



BY-LAW BOOK

Revised August 3, 2017

CONSTITUTION

ARTICLE I

NAME AND MEMBERSHIP

- Section 1.** This Association shall be a non-profit organization, known as the Auxiliary to the Virginia State Firefighter's Association, Incorporated, and shall hereinafter be referred to as the Association.
- Section 2.** Each Member Auxiliary shall be patterned after the Association and the local Auxiliary shall adjust its by-laws accordingly.
- Section 3.** Any Auxiliary to a fire department or company belonging to the Virginia State Firefighter's Association, Inc. shall be entitled to membership in the Association upon payment of such dues as prescribed hereinafter. Member Auxiliaries whose fire department may secede from the Association will be permitted to retain their membership in the Association so long as they remain in good standing and dues are paid. Individuals having a bona fide interest in and expressing a desire for membership may become an individual member upon payment of dues. These individual members will be known as the Individual Auxiliary. All members must be sixteen years of age or over.
- Section 4.** Individuals shall be allowed membership in the Association through one local Auxiliary only.
- Section 5.** An active member of the Association is a dues-paying member who participates in Association activities. Active members of the Association who have reached the age of seventy (70) years may be made Life Members by presentation for recognition to the Association at any regular meeting they attend. A Life Member shall be exempt from paying dues, but shall have the status of an active member.

- Section 6.** Membership lists shall be sent in with Association dues to the Secretary; these lists will be made available to the Credentials Committee.

ARTICLE II

DUES

- Section 1.** All Auxiliaries, on becoming members of the Association, shall pay the sum of five dollars (\$5.00) yearly dues for each active member. Dues must be paid on or before June 30 to be eligible to vote in the Annual Election of Officers.

ARTICLE III

ELECTION OF OFFICERS

- Section 1.** Nomination, election and installation of a President, Vice President, Secretary, Treasurer, Chaplain, Conductress, Assistant Conductress and Historian shall be held annually, the same to be the last business of the Annual Meeting. Only the offices of Secretary and Treasurer may be held for more than two (2) consecutive years. Other exceptions on duration of term of office may be made with a unanimous vote of members present at a Zone Meeting or Annual Meeting.
- Section 2.** All elections shall be by ballot except when a nominee is running unopposed. Only delegates shall vote in the election of officers at the Annual Meeting, and no Auxiliary shall be permitted to hold more than two (2) progressive Association offices at one time.
- Section 3.** A member must be in good standing and state dues must be paid to the Secretary to be eligible to hold office.

ARTICLE IV

DUTIES OF OFFICERS

- Section 1.** It shall be the duty of the President to preside over all meetings of the Association and the Executive Committee, to appoint a Parliamentarian and all committees, to decide all points of order, and to have general supervision of all work carried on by the Association. The President shall be allowed only one thousand five hundred dollars (\$1,500.00) annually for expenses, when performing official business, such as organizing or installing officers of various Auxiliaries. Such expenses will be itemized with receipts and turned in to the Secretary at the Annual Meeting. All unused funds will also be returned at this time.
- Section 2.** The President shall, prior to the opening of the Annual Meeting, appoint the following to serve during the time that the convention is in session: Credentials and Greetings Committees, Pages, Nominating Chairperson, Judge and two (2) Tellers.
- Section 3.** The President shall appoint an Executive Committee, consisting of the immediate Past President, the Vice President, the Secretary, the Treasurer, a Parliamentarian, and members at large representing membership areas of the state, to serve for one (1) year or until their successors are appointed. Seven (7) members of the Executive Committee shall constitute a quorum for the transaction of business provided all members have been notified by the Secretary.
- Section 4.** It shall be the duty of the Vice President to preside over the meeting in the absence of the President and to assist the President in her work, with particular emphasis on extension and organization. The Vice President will chair the Scholarship Committee.
- Section 5.**
- a. The Secretary shall keep a complete record of the proceedings of the Association and all committees, and read the minutes at the following meeting.

When approved, the Secretary shall enter it in a permanent record book. The Secretary shall handle all correspondence and receive all mail and monies paid to the Association. The Secretary shall record all monies received and forward to the Treasurer. All records shall be turned over to the incoming Secretary within thirty (30) days after any election. The outgoing Secretary will be responsible for preparing minutes from the Annual Meeting in the proper form for publication in the Minutes Book of the Virginia State Firefighter's Association, Incorporated.

- b. Letters will be sent by the Secretary on or before May 15 to each local Auxiliary whose dues have not been received. This is to notify that voting privileges in the annual elections are forfeited if these dues are not paid on or before June 30.
- c. The salary of the Secretary shall be five hundred dollars (\$500.00) annually, plus expenses.

Section 6. The Treasurer shall receive all monies belonging to the Association from the Secretary. The Treasurer shall deposit these in a bank of choice, and shall disburse it by check as Treasurer upon order of the President or action of the Association. The Treasurer shall keep a detailed account of all monies taken in, disbursed, and have the books ready for audit by the Examining Committee prior to each Zone Meeting and the Annual Meeting. All books shall be turned over by the Treasurer to the incoming Treasurer within thirty (30) days after any election. The Treasurer shall be responsible for checks to be drawn on the General Fund and the Firefighter's Relief Fund until such time as the incoming Treasurer can obtain necessary bond. The salary of the Treasurer shall be five hundred dollars (\$500.00) annually, plus expenses.

Section 7. It shall be the duty of the Chaplain to give the opening and closing prayer, to be responsible for the equipment and correspondence pertaining to office, and to assist the Chaplain of the Virginia State Firefighter's Association, Incorporated in the Memorial Services.

Section 8. It shall be the duty of the Conductress to present the Flag at the opening of the meeting, and to retire the Flag at the

closing of the meeting. The Conductress shall introduce and seat the Association Officers. Conductress will complete other duties as necessary for the auxiliary.

- Section 9.** It shall be the duty of the Assistant Conductress to assist the Conductress and to act as messenger for the President.
- Section 10.** It shall be duty of the Historian to keep a record of the activities of the Association in a book provided for that purpose, to have the record book on display at all meetings, and prepare a written history of the Association annually for publication in the Convention Program when requested.
- Section 11.** The following Standing Committees shall be appointed annually, to serve until appointment of their successors: Firefighter's Relief, Ways and Means, By-laws, Legislative, Resolutions, Scholarship, Zone Meeting and Examining.
- Section 12.** Any officer or committee member being absent (except for illness or emergency) for two (2) consecutive meetings shall have the office declared vacant, and it shall be filled by election or appointment.

ARTICLE V

MEETING

- Section 1.**
- a. The meetings of the Association shall consist of the Annual Meeting and two (2) Zone Meetings. The Annual Meeting shall be held during Convention Week, dates as determined by VSFA of each year. Zone meetings shall be held with the local Auxiliaries upon invitation, one (1) in April and one (1) in November. Exceptions to the Zone Meeting months may be approved upon request to the President and Executive Committee.
 - b. Once an invitation has been issued by a local Auxiliary for a Zone Meeting and that invitation has

been accepted by the Association, the location of the meeting cannot be changed unless approved by the President and Executive Committee.

- Section 2.** Special meetings of the Association may be called by the President when, in the opinion of the Executive Committee, it is deemed necessary. Notification of the proposed date and place of any special meeting shall be mailed to the Secretary of each member Auxiliary at least thirty (30) days prior to the proposed meeting.
- Section 3.** Each person attending a Zone Meeting shall be required to register and pay a fee of fifteen (\$15.00). The amount collected for registration shall go the entertaining Auxiliary.
- Section 4.** Fifteen percent (15%) of the member Auxiliaries present shall constitute a quorum for the transaction of business at any Association meeting.

ARTICLE VI

REPRESENTATION

- Section 1.**
- a. Each member Auxiliary shall be entitled to one (1) delegate who is active in the Association with a membership of ten (10) or less members. Thereafter, any Auxiliary having six (6) or more active members over the last multiple of ten (10) shall be entitled to one (1) additional delegate.
 - b. All members of the Association shall be entitled to be present at all Association meetings, and may vote on any question before the membership except the election of officers.
 - c. Auxiliaries organized and/or joining the Association subsequent to June 30 shall have the privilege of voting at the first meeting attended.

ARTICLE VII

TRAVEL

Section 1. The Association Officers, excluding the President, shall receive an amount of money equal to the charge for the registration fee for the Annual and Zone meetings of the Association.

Section 2.

- a. The Executive Committee members, excluding the Association Officers, shall receive the same allowance for registration, when attending the Annual Meeting of the Association and the Zone Meetings, as the officers of the State Auxiliary.
- b. Standing or Special Committee members, when traveling in the interest of the Association and when authorized by the action of the Association or by the President, shall be entitled to voucher travel and lodging, when necessary.

ARTICLE VIII

FIREFIGHTER'S RELIEF

Section 1. Any active firefighter belonging to the Virginia State Firefighter's Association, Inc. or whose Auxiliary belongs to this Association, is eligible for a "Love Gift" of one hundred dollars (\$100.00) from the Firefighter's Relief Fund upon request from the President or Secretary of the member's fire department, or from the President or Secretary of the Auxiliary to the member's department, provided the illness has incapacitated the member for a period of thirty (30) days or the member has been injured in the line of duty. Firefighters are entitled to only one Love Gift per illness or injury.

All requests will be made to the Chairman of the Firefighter's Relief Committee. Retired firefighters will not be eligible for the Love Gift.

- Section 2.** A penny collection will be made at all Association meetings for the benefit of the Firefighter's Relief Fund.
- Section 3.** The Treasurer shall be custodian of the Firefighter's Relief Fund.
- Section 4.** The Treasurer is authorized to send checks from this fund during the time that the books are closed for audit, and until such time as the incoming Treasurer can obtain necessary bond.

ARTICLE IX

OTHER COMMITTEES

- Section 1.** The Ways and Means Committee shall be in charge of soliciting contributions to the General Fund.
- Section 2.** The By-laws Committee shall be responsible for receiving, and making written recommendation on all proposed changes to this Constitution and by-laws. Before the Association accepts any change or revision, the by-laws Committee shall be responsible for its reproduction and distribution to all member Auxiliaries.
- Section 3.** The Legislative Committee shall be responsible for keeping the Association informed on all pending State and Federal legislation affecting firefighters, their activities, and their well being, and for recommending official action of the Association as deemed necessary and desirable.
- Section 4.** The Resolutions Committee shall be in charge of forwarding written resolutions of sympathy to the next of kin of all deceased members of the Association. It shall also be charged with the responsibility of formulating

resolutions as needed for other matters during meetings of the Association.

- Section 5.** The Executive Committee shall be representatives of the State Association for member Auxiliaries in their assigned area of the state and encourage membership and participation of new Auxiliaries formed in their area.
- Section 6.** The Examining Committee shall be responsible for examining the books, including all supporting documents (bank statements, checkbooks, etc.) of the Secretary and Treasurer prior to each Zone Meeting as an assurance of thorough and proper recordkeeping.
- Section 7.** The Zone Meeting Committee shall be responsible for securing a host auxiliary for zone meetings of the Association.
- Section 8.** The Scholarship Committee shall be responsible for reviewing scholarship applications and selecting deserving recipients for the Scholarship Award as funds permit.

BY-LAWS

ARTICLE I

PENALTIES AND SUSPENSION

- Section 1.** Any auxiliary failing to pay its annual dues to the Secretary of the Association for two (2) consecutive years shall stand suspended and shall forfeit all rights of membership until dues are paid in full.
- Section 2.** Any member of the Association who may sever their connections with the local Auxiliary, or be honorably discharged, may retain membership in the Association and be entitled to all benefits so long as they remain an active member and comply with all rules governing the Association.

ARTICLE II

RECOGNITION AND IDENTIFICATION

- Section 1.** Each Auxiliary becoming a member of the Association shall be furnished a Certificate of Membership. The Secretary shall issue individual membership cards to each member whose annual dues have been paid.

ARTICLE III

RULES OF ORDER

- Section 1.** Every member, when desiring to speak, shall stand, address the presiding officer, and state their name and the Auxiliary to which they belong.
- Section 2.** When two (2) or more members rise at once, the presiding officer shall name the one who shall speak first.
- Section 3.** A member called to order shall sit down immediately, unless permitted to explain by the presiding officer. If there is no appeal, the decision shall stand.
- Section 4.** It shall be the imperative duty of every member to conduct themselves so as to reflect credit on the Association.
- Section 5.** All parliamentary procedures not provided for in these by-laws shall be transacted in accordance with Roberts' Rules of Order, Revised.

ARTICLE IV

AMENDMENTS

The Association shall have the power to amend this Constitution and by-laws by a two-thirds (2/3) vote of the member Auxiliaries present at any regular meeting of the Association, provided that the proposed amendment(s):

1. Be presented by a member Auxiliary to the By-laws Committee in writing, be signed by the President or Secretary of that Auxiliary, or be presented by the State Executive Committee or the State By-laws Committee.
2. Be discussed by the By-laws Committee, read at the current meeting, and a copy of the changes be sent to each member Auxiliary at least (30) days before the next scheduled meeting of the Association, be read at that meeting and a vote taken on adoption or rejection.

The Constitution and By-laws of the Auxiliary to the Virginia State Firefighter's Association, Incorporated were rewritten for correction, additions, and/or omissions by the By-laws Committee and were approved and adopted at Hampton, Virginia, on August 15, 2013 and became effective as of that date.

BY-LAWS COMMITTEE: Carolyn Landis, Chairperson; Dianna Reed, and Lisa Saul

Proofing, formatting, printing and re-print by: Phyllis Williams, Tina Puffenbarger, Joan Dempsey, and Lisa Saul

Revised August 2017

