

Revised April 2015

## **FFAM AUXILIARY BYLAWS**

### **ARTICLE I NAME**

The name of this organization shall be the Auxiliary to the Fire Fighters Association of Missouri, hereinafter referred to as the Auxiliary.

### **ARTICLE II OBJECTIVE AND POLICIES**

- To promote fire fighting safety
- To promote fire prevention education
- To give fire and emergency assistance
- To provide a program for spouses of the Fire Fighters at the State Fire Fighters Association Convention
- To create and maintain a fellowship among members of the Auxiliary

### **ARTICLE III MEMBERSHIP**

Membership shall consist of spouse, spouse of retiree, parents of the member, children of members and/or be sponsored by a firefighter from their local department who is in good standing with the Fire Fighters Association of Missouri

Honorary Members: Widows or widowers, who were active members of the Auxiliary at the time of their spouse's death, shall be given life membership with all privileges of members. Children of fire fighters, who have passed away, may remain active members of the Auxiliary, and will continue to pay yearly dues.

Membership Dues: Dues shall be five dollars per year, payable January 1 before the convention. The dues will be remitted to the Second Vice President.

### **ARTICLE IV OFFICERS**

The Officers of this Auxiliary shall consist of a President, First Vice-President, Second Vice-President, Secretary-Treasurer, Sergeant at Arms, and Historian. They shall be elected by nomination and majority vote of the authorized delegates at the annual convention on even years.

All officers shall be elected for a term of two years at the same time. Officers-elect must have been a member of the auxiliary in good standing the year prior to election and have attended the previous convention.

### **ARTICLE V VOTING PROCEDURES**

Delegate(s)

- Each department shall have 1 voting delegate per regular business meeting, and a majority vote rules.
- Each department may have two (2) convention delegates, who are qualified state auxiliary members, which are active members of the FFAM Auxiliary.

The selection and Duties of Auxiliary Delegates

- Delegates should be selected prior to the convention by the criteria of each individual fire auxiliary.
- Be prepared during the registration to specify which of your members will be registered as delegates.
- If there is only one qualified auxiliary member from your department that person shall serve as a delegate with only one vote.
- Delegates must be present at the convention to vote.
- The same member must serve as delegates for the entire convention
- Responsibilities for delegates of each convention are as follows: To vote on all motions presented on the floor.
  1. When voting, the delegate should always consider the desires of their auxiliary, as well as the overall objectives of the state auxiliary.
  2. Both delegates do not necessarily need to vote the same way.
  3. Keep in mind the objectives and needs of the state auxiliary, constantly striving for good relationships between all auxiliaries.

Your vote is very important to the continued success of the Auxiliary to the F.F.A.M.

## **ARTICLE VI VOTING ELECTION**

The nominees shall consent to serve before their names are placed on the ballot, and they shall be in attendance at the convention. Nominations may also be made from the floor.

Election of officers shall be conducted by secret ballot, if more than one nominee, during the second business session of the annual convention. A simple majority of delegate votes is required for election.

Officers shall be elected for a two year period. If possible, the officers shall be from different sections of the state.

The offices of President, First Vice-President, Second-Vice President, Secretary-Treasurer, Historian, and Sergeant at Arms will hold elections for said offices every two years during even number years, effective in the year 2000.

No officer may serve more than two, 2 year terms consecutively in any one office, and shall attend all board meeting unless due cause and notify the President before said meeting.

All officers, not including past presidents, are required to attend a minimum of three (3) regular bimonthly business meetings. The Annual FFAM Convention is required in addition to the three bimonthly meetings. If unable to attend any meeting, notification must be given to a current Auxiliary officer. If the requirements are not met, after your second absence of the bimonthly meetings a letter will be sent requesting your intent. After your third absence, a final letter will be sent and your office position will be filled by another Auxiliary Member for the completion of your term.

Officers' terms shall begin at the close of the annual convention.  
Any vacancy of the office shall be filled by decision of the Executive Board.

## **ARTICLE VII VOTING PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall be used for all business and committee meetings of the Auxiliary and in all cases not provided for in the by laws and standing rules.

## **ARTICLE VIII EXECUTIVE BOARD**

The Executive Board shall consist of the all Auxiliary Officers and the immediate Past President, and shall have such powers as voted by the Auxiliary.

## **ARTICLE IX DUTIES OF THE OFFICERS**

President: It shall be the duty of the President to:

- a) Preside at all meetings of the Auxiliary and all meetings of the Executive Board
- b) Appoint all committees with the approval of the Executive Board, and shall be a voting, ex-officio member of all committees except the Nominating Committee
- c) Have the power to call special meetings of a committee, and to call special meeting of this organization subject to the approval of the Executive Board
- d) Submit a written report of Auxiliary activities at the annual convention. A copy of this report will be presented to the Secretary-Treasurer.

First Vice-President: It shall be the duties of the First Vice-President to:

- a) Perform all duties and assume all responsibilities of the President during the absence of the President
- b) Work with the Convention Committee in the Host Town at the annual convention
- c) Also perform any duties delegated by the President
- d) Shall assume the chair person of the audit committee. This duty will be performed and completed at the first Auxiliary business meeting of the year.

Second Vice-President: It shall be the duties of the Second Vice-President to:

- a) Perform all duties and assume all responsibilities of the President during the absence of the First Vice-President and President.
- b) Be the membership chairperson and shall make every effort to increase the membership of the Auxiliary
- c) Keep an up-to-dated roster of the Auxiliary membership and provide all officers and past 3 presidents with this list.
- d) Purchase and keep all badges, patches, pins, charms, round tie tacks, etc. that are needed. The pins, charms, and tie tacks are to be silver.

Secretary-Treasurer: It shall be the duties of the Secretary-Treasurer to:

- a) Keep an accurate record of all meeting of the Auxiliary and of the Executive Board. A copy of the convention minutes and Executive Board minutes shall be provided to the President and all Board members within one month post said meeting. All officers will have 10 business days to review and make any changes as deemed necessary prior to posting of minutes on website or email.
- b) Be responsible for bringing recorder and have available the prior recorded meeting minutes.
- c) Conduct the correspondence of the Auxiliary
- d) Be custodian of all funds of the Auxiliary, receiving and disbursing funds upon the authorization of the Auxiliary. The books shall be in order at all times and subject to audit at the first Auxiliary meeting of the year. For the audit the following shall be provided: a detailed list of expenditures, deposits, balanced bank statements and the checkbook.
- e) The checking account will now be required to have two signatures on the signature card the bank holds for verification of funds deposited/dispensed. (See Standing Rule #16 for further explanation)

Historian: It shall be the duty of the Historian to:

- a) Record the history and special events of the Auxiliary to include pictures, programs, etc.
- b) Make the last 2 scrapbooks available for members' viewing during the convention
- c) To keep an updated list of officers past and present, convention sites, and Auxiliary Member of the Year and to supply all Officers with the list of the same.

Sergeant at Arms: It shall be the duty of the Sergeant at Arms to:

- a) Aid the President by preserving order
- b) Distribute delegate badges
- c) Notify delegates of voting procedure
- d) Distribute and count election ballots
- e) Certify votes, if necessary
- f) Review the bylaws for updating and presenting those changes at the annual convention.
- g) The Sergeant at Arms will read Roll Call of Auxiliary Membership Departments during convention between the reading of the minutes and the treasurer's report.
- h) At the Annual Convention, present the changes that were made during the previous year to the updated by-laws since last convention.

## **ARTICLE X COMMITTEES AND THEIR DUTIES**

**Nominating Committee:** The Nominating Committee shall consist of the immediate three past presidents. This committee will be responsible for submitting a slate of officers for the election at the convention.

**Auditing Committee:** Auditing Committee's responsibilities shall be to audit the financial record keeping and report this audit at the convention. This audit shall take place before the second session of the annual convention. The committee will consist of the 1<sup>st</sup> Vice-President and a volunteer as appointed by the President.

**Resolution Committee:** As appointed by the President. The duty of the Resolution Committee shall be to thank the host department of the convention for their hospitality and to make other resolutions as directed by the Auxiliary.

**Spouse of the Year Committee:** The spouse of the year committee shall consist of the immediate past three spouses of the year recipients. Their duties shall consist of:

- Obtains corsage and presents it
- Writes and reads the nomination story
- Obtain and present the plaque

All expenses need to be presented to FFAM Auxiliary Treasurer in a timely manner. The first, second, and third year past recipients will divide the jobs between them with the knowledge that the following items are met. The nominee person must be a member in good standing with the state FFAM Auxiliary.

## **ARTICLE XI AMENDMENT**

By-laws may be amended at any regular business meeting of the auxiliary by a 2/3<sup>rd</sup> majority vote of the delegates, providing the amendment has been submitted to the Auxiliary in writing and read a total of 2 times at consecutive business meetings unaltered. It may then be voted upon at the 3<sup>rd</sup> meeting. However, if any addition or changes occur during one of the 3 reading then the item will return back to the beginning of the readings at the meetings where the alterations occurred to be the first reading.

The board decided that the meaning of a Regular Business meeting should be referring to those meetings that occur every other month. Furthermore an account of changes and additions to the by-laws shall be given at the annual Convention.

## **AUXILIARY TO THE FIRE FIGHTERS ASSOCIATION OF MISSOURI**

### **Standing Rules**

1. Order of Business  
Call to order

- Presentation of colors
  - Reading of minutes the previous meeting
  - Roll call by Sergeant at Arms
  - Treasurer's Report
  - Reports of standing committees
  - Report of chartered and long-standing members
  - Report of special committees
  - Unfinished business
  - New business
  - Retiring of colors
  - Adjournment
2. Four members of the Executive Board shall constitute a quorum to transact business
  3. The time of the Auxiliary meetings shall coincide with the meeting of the Fire Fighters Association of Missouri.
  4. The Historian shall be allowed open expenses within common limits to pay for film processing used for the Auxiliary activities.
  5. The President-elect shall be presented with a President's badge at the time of installation. A year bar will be presented at the completing of term. Elected Officers shall receive a name and office title badge when they begin their term and a charm when they end their term.
  6. At the President's discretion, volunteers may be requested for presentation of colors at the next convention.
  7. At the President's discretion volunteers may be requested to prepare gadget bags for the next convention.
  8. When a motion is presented on the floor, the member must stand and state their full name and department represented.
  9. Auxiliary fund-raising activities (i.e. White elephant sales and raffles) shall be determined by the President with Executive Board approval.
  10. Door prizes for each convention may be donated by interested individuals, fire departments, auxiliaries, and merchants.
  11. The fiscal year shall run from January 1 to December 31, with the audit to be at the first business meeting of the year, and a report given at convention.
  12. The Executive Board shall have the power to spend funds for special projects not exceeding \$500.00 providing the funds are available.
  13. The FFAM Auxiliary shall have regular meetings to coincide with the FFAM Board Meetings. Executive Board meetings are the only meetings where only Executive Board members may vote.
  14. During the Convention, minutes will be read at its corresponding meeting at the next Convention. (I.E. Friday night's minutes will be read only at Friday night's meeting and Sunday morning minutes will only be read at Sunday morning's meeting.)
  15. Due to new Federal Banking Laws, the decision was made to have two signers on the signature card at the Bank in which the current association's non-profit checking

accounts is located. This ensures those monies will be secured back to this association in the event anything happens to the Officer who is currently holding the Secretary/Treasurer position. Please note that it was also decided that the officer living closest to the current Secretary/Treasurer, not including Past Presidents, will be responsible for signatures upon the election of new officers.