

# **SOUTH BAY VOLUNTEER FIRE ASSOCIATION**

Constitution and By-laws  
May 8, 1998

## Article I: Title and Object

Section 1 - This organization shall be known as the South Bay Volunteer Fire 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.

## Article II: Officers and Committees

Section 1 - The offices of the Association shall consist of the President, Vice-President, Treasurer, Secretary, and such standing committees as may be deemed necessary for the transaction of business.

Section 2 - An Executive Committee shall consist of the elected officers of the Association and one member of the Association appointed by the President, totaling five (5), of which three (3) shall constitute a quorum. The duties of this committee shall be to carry on business of the Association during any period when regular membership is not in session and to appoint for the unexpired term, any vacancies occurring in the elective offices, except that of the President. All acts of said committee shall be ratified by the membership at the next regular business meeting.

Section 3 - Regular business meetings of the Association shall be the first Friday following the first Monday of each month.

Section 4 - All meetings of the Association shall be governed by Roberts Rules of Order.

## 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 one year.

Section 2 - Nominations for all offices 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 - On an annual basis, at the regular February meeting, the President shall entertain motions to take a vote of confidence for the fire chief of the South Bay Volunteer Fire District. If taken, results of such a vote shall be submitted for consideration to the Commissioners of the South Bay Volunteer Fire District.

#### Article IV: Duties of the Officers

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

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

Section 3 - The Treasurer is responsible to collect all money due the Association and give his or her receipt. The Treasurer shall keep a regular account of money as received and pay it out on the order of the Association and make an annual itemized report 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, answer all Association communications, and shall be responsible to call all regular and special business meetings. It shall be the duty of the Secretary to maintain a copy of the Association Constitution and By-laws and Roberts Rules of Order.

#### Article V: 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 business meetings.

Section 2 - Any member bringing discredit on the Association shall be subject to 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 canceled by a vote of two-thirds of the membership attending a regular business meeting.

#### Article VI: 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 VII: Amendments

Section 1 - No alteration 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 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 VIII: Membership

Section 1 - Membership in the Association shall be open to all active volunteers and employees of the South Bay Volunteer Fire District (Thurston County Fire District 8) and to any individual residing within the District's boundaries. Prospective members shall obtain voting membership in the organization after attending three consecutive business meetings.

Section 2 - Any member absent from three consecutive business meetings without reasonable cause may be dropped from the membership and must be reinstated.

Adopted by the Executive Committee of the South Bay Volunteer Fire Association at a special meeting on April 13, 1998.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Association Member

Adopted by the general membership of the South Bay Volunteer Fire Association at the regular meeting held on May 8, 1998.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Treasurer