

# Vermont State Firefighters' Association Inc



## *BY-LAWS*

As Amended AUGUST 9, 2003

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### **ARTICLE 1 OFFICERS**

**A.** The officers of the Association consist of a President, First Vice President, Second Vice President, Secretary, and Treasurer or Secretary/Treasurer. The Term of Office shall be from annual meeting to annual meeting.

**B.** The TERM OF PRESIDENT shall be for one year and not more than two years, The president shall perform the following duties:

1. Be familiar with the Constitution and By-Laws and offer interpretations when necessary.
2. Preside at all meetings of the Association and shall preserve order and decorum at all times
3. Attend meetings and special functions and shall represent the Association as required of the office.

**C.** The TERM OF THE VICE PRESIDENTS shall be for one year and not more than two years. The ranking Vice President shall assume the duties of the President in his absence.

**D.** The TERM OF THE SECRETARY shall be for one year and may be a candidate for reelection on an annual basis, The Secretary' will:

1. Maintain an accurate record of all minutes of meetings
2. Maintain an inventory of all Association owned equipment
3. Notify all members of meetings by mail according to the stated time frame.
4. Answer all correspondence as directed by the President.
5. Attend meetings and functions as specified by the President.

**E.** The TERM OF THE TREASURER shall be for one year and may be a candidate for re-election on an annual basis. The Treasurer will:

1. Receive all funds for the Association and deposit in the bank.

2. Pay all bills and shall provide a statement of financial condition activity to each Executive Board meeting and the Annual Meeting.

**F.** The SALARIES OF THE SECRETARY AND TREASURER shall be established by the Budget and Finance Committee, subject to approval by the Executive Board.

**G.** The President shall appoint one or more SERGEANTS-AT-ARMS at his discretion at any meetings of the Association, to assist in maintaining order, and shall have the authority to expel any members from a meeting who create a disturbance or conduct themselves in a manner so as to distract from the orderly conduct of the meeting.

### **ARTICLE II EXECUTIVE BOARD**

**A.** The Executive Board shall consist of the President, First Vice President, Second Vice President, Secretary and Treasurer of the Association, two representatives from each county, committee chairpersons, the Past Presidents and voting Life Members.

**B.** The duties of the Executive Board shall be to transact the business of the Association between annual meetings.

**C.** The Executive Board shall meet a minimum of four times a year, exclusive of the annual meeting.

**D.** In case of any vacancy occurring on the Executive Board, it will be filled by appointment of member of the Association approved by vote of the remaining members of the Board.

## **ARTICLE III COUNTY REPRESENTATIVES**

### **A. Election of County Representatives**

1. The Association encourages, whenever possible, for the County Representatives to be elected at the County level prior to the annual meeting of the Association.

2. The results of the County election must be submitted in writing to the Association Secretary prior to the annual meeting.

**B. If not elected at the County level,** the County Representative will be elected at the annual meeting of the Association during the County Caucus by members in attendance from each respective County.

**C. If no representative is so elected,** one shall be appointed by the Executive Board at its next meeting with the concurrence of the President of the County, if one exists.

### **D. The Term of Office for County Representatives**

Will be the same as for Officers, annual meeting to annual meeting .

## **ARTICLE IV COMMITTEES**

**A.** The President shall appoint all committees and will select the members from the Officers, County Representatives, members of the Association in good standing, or others whose special qualifications might benefit the Association.

1. Service of standing committees shall be annual meeting to annual meeting . Appointments for more than one year may be made to allow alternating terms.

**B.** All proposals or classification shall be referred to the respective committee chairman for whatever action is deemed necessary. The chairman of each respective committee, or his designee, shall report to the Executive Board. All reports will be submitted in writing to the Association Secretary the day of the meeting.

**C.** The President may appoint, as the need arises, temporary committees to address special concerns of the Association.

**D.** Temporary committees shall be dissolved by the President at the completion of their specific assignment and filed report.

**E. The following will be standing committees of the Association:**

Awards  
Budget and Finance  
By-Laws  
Conference  
Heart Fund / benefits  
Judges  
Nominating  
Parliamentarian  
Public Fire Safety Education  
Newsletter  
Scholarship  
Sports  
Yearbook  
Membership Coordinator

## **ARTICLE V NOMINATING COMMITTEE**

**A.** The Nominating Committee shall consist of five members, two members from the Executive Board and three members from the Association. The Committee shall nominate a President, First Vice President, Second Vice President, Secretary and Treasurer. Other nominations may come from the floor at the annual meeting. Each office is to be voted on separately and the Presiding Officer shall call three times for additional nominations before taking a vote. If more than one nomination for an office is presented, a ballot vote must be taken. If only one candidate is presented, a motion to accept is all that is necessary.

**B.** Results shall be given in writing to the Presiding Officer, who shall announce the winner. The count shall not be announced or recorded unless requested by a two-thirds vote.

## **ARTICLE VI AMENDMENTS**

**A.** Upon receipt of a proposed amendment to the By-Laws which has been properly signed by a member, the President shall refer it to the chairman of the By-Laws Committee who will study, review and act upon a recommendation. The recommendation shall be given to the President at the next meeting of the Executive Board where it will be read. The Secretary will warn the membership of the proposed By-Law amendment at least forty-five days prior to the annual meeting of the Association. A two-thirds majority vote will be necessary to approve the proposed amendment. (Amended Aug 9, 2003)