

Constitution and By – Laws

Amended and Updated April 1, 2012

Article 1 Name Of The Organization.

Section 1.01 This organization shall be known as the Vancouver Island Fire-Fighters "Association" hereinafter referred to as the "Association or V.I.F.F.A.

Article 2 Purpose.

The purpose of this Association shall be;

Section 2.01 For the stimulation and encouragement of an active interest in all matters Concerning Education, Health, and Welfare of the Vancouver Island Fire Fighters.

Article 3 Officers.

Section 3.01 The Officers of this Association shall consist of a President. Vice President, a Secretary, a Treasurer, and three Directors. These Officers shall form the Executive Board.

Section 3.02 President and Vice President will be elected to serve a three year term.

Section 3.03 Secretary and Treasurer will be elected to serve a three year term.

Section 3.04 The three Directors will be elected to serve a two year term, with no yearly automatic progression to a higher position within the Executive.

Section 3.05 Immediate Past President shall be an ex - officio officer for the following year.

Article 4 Board of Auditors.

Section 4.01 There shall be a Board of Auditors consisting of the Vice President, one Director, and two members of the Association appointed by the President before the annual Spring meeting.

Article 5. Duties of the Officers.

Section 5.01 President.

The President shall preside at all general meetings of this Association, preserve order and decorum; enforce the Constitution, rules, and By-laws of this Association, and exercise supervision of its affairs generally. He/she shall decide all questions of law and order subject to the appeal to the Association by any two members, he/she shall not be able to vote except as follows:

- 1) at the election of Officers
- 2) in the event of a tie vote on any resolution before the chair.

He/she shall be a member of all committees of this Association. He/she shall be the first delegate to any and all conventions or deputation's where this Association is represented. He/she shall require all officers to make their reports to this Association in conformity with its laws and regulations. He/she shall authorize orders on the Treasury, cheques and all other documents that require proper authentication. He/she shall see that the officers of this Association perform such duties as are required of them by the Constitution and by-laws of this Association.

Section 5.02 Vice President.

In the absence or inability of the President, he/she shall perform all the duties of the office, and when president is presiding, shall assist the officer in every way possible. Should a vacancy occur in the office of President, he/she shall, at once, assume all duties and responsibilities of the office.

Section 5.03 Executive Members' Primary Area of Responsibility.

Section 5.03.1 Preamble: This section provides:

- 1) Specific responsibilities that each Executive officer can contribute to the Association.
- 2) Training and experience prior to becoming President who is ultimately responsible for the successful operation of the Association.
- 3) Sharing of the work load amongst the Directors that should result in a closer knit executive and dynamic Association.

- Section 5.03.2 Vice President - Shall be responsible for:
1. Co-ordination of all Meetings with host Departments.
 2. Co-ordination of Annual Field Days with host Department.
- Section 5.03.3 First Director - Shall be responsible for;
1. Education and Training Programs which would be of interest to Member Departments.
- Section 5.03.4 Second Director - Shall be responsible for;
1. Newsletter.
 2. Secretary's assistant.
 3. Changes or revisions to the Constitution.
- Section 5.03.5 Trade Director - Shall be responsible for;
1. Co-ordination with host Departments for trade participation in all events.
 2. Assist Vice President with co-ordination of the Field Days.
- Section 5.03.6 Secretary;
1. Provide adequate and permanent records of V.I.F.F.A. affairs.
- Section 5.03.7 Treasurer;
1. Provide adequate and permanent record and safekeeping of V.I.F.F.A. funds.
- Section 5.03.8 Immediate Past President;
1. Assist First Director with Education and Training Programs.
- Section 5.04.1 Secretary;
- The Secretary shall keep a true and complete record of all proceedings; receive communications, conduct the correspondence, notify all applicants for membership of their acceptance or rejection. He/she shall keep a true and complete record of the membership of the Association, including Honorary and Honorary Life Members. He/she shall notify all officers and committee members of their election or appointment. He/she shall act as Secretary of and keep a true record of the proceedings

of the Executive Committee in session. He/she shall attend all meetings of the Executive Committee and perform such other duties as may be required of him/her.

Section 5.04.2 The record keeping shall be essentially in accordance with Schedule "A" which includes guidelines for record keeping of Field Days.

Section 5.04.3 Schedule "A" can be modified by majority vote of the Executive and such modification to be endorsed at the next general meeting under section 11.05 Reports.

Section 5.04.4 No officer of the Association shall incur any expense in the name of the Association without the authority of the President or members, except the Secretary, for the necessary expenses of his/her office.

Section 5.04.5 A yearly honorarium shall be paid to the Secretary in an amount determined by the membership.

Section 5.05 Treasurer;

Section 5.05.1 He/she shall collect all monies due to the Association from all sources and shall have the custody of the funds of the Association and all sources in his/her possession belonging to the Association shall be deposited in a Chartered Bank, Credit Union, or Trust Company, the deposit being in the name of the Association. He/she shall keep a true record of all monies received and disbursed, pay no money except on proper warrant drawn on him/her, and payments of accounts shall be by Association cheques, duly signed by the President and the Treasurer and/or one other.

Section 5.05.2 He/she will present a complete financial statement at the Annual meeting and any other time as ordered by the Executive Board.

Section 5.05.3 He/she shall report to the Executive Committee the names of the members who are in arrears in dues or otherwise financially indebted to the Association and make all reports as are required of him/her.

Section 5.05.4 The record keeping shall essentially in accordance with Schedule "B" guidelines.

Section 5.05.5 Schedule "B" can be modified by majority vote of the Executive with such modification to be endorsed at the next General Meeting under section 11.05 Reports.

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- Section 5.05.6 A yearly honorarium shall be paid to the Treasurer in an amount to be determined by the Membership.
- Section 5.06. All officers shall be elected from active membership only. Other than the Trade Director, if a member of the executive fails to remain an active member of a fire department in good standing, he/she will be required to resign.
- Section 5.07. The Executive Board shall conduct the affairs of the Association during the time intervening between the annual Spring Meetings and shall be responsible for the transaction of all business. They shall make all arrangements for the annual Spring Meeting, the Field Day and the Fall Meeting.

Article 6 Meetings And Field Days.

- Section 6.01 The three official meetings shall be;
- 1) Spring Meeting (in April)
 - 2) Field Day / Evolutions (July or August)
 - 3) Fall Meeting (November)
- Section 6.02 An annual meeting, to be known as the Spring Meeting, shall be held on a weekend in April, (except on Easter Sunday) the purpose of the meeting to be the receiving of reports, completion of unfinished business, receiving of new business, accepting invitations to host the Field Day / Evolutions for the following year and the Fall Meetings, election of officers, and when possible, the presentation of a technical subject.
- Section 6.03 An annual Field Day / Evolutions shall be held in the month of July or August for the purpose of holding approved competitions and awarding trophies. Regulations for the Field Day shall be in accordance with "Standard Requirements for hosting a Field Day / Evolutions" and "Details, Rules, Penalties Covering Evolutions" as stated in the By-Laws.
- Section 6.04 The annual meeting, to be known as the Fall Meeting, shall be held in November before the purpose of conducting business of the Association, accepting of the Field Day bids of the following year, technical discussions, exhibits, or demonstrations.
- Section 6.05 Departments wishing to host a Spring Meeting, Field Day / Evolutions or Fall Meeting shall submit a written invitation. Such letter of invitation shall indicate the ability and willingness to abide by the "Standard Requirements" as prescribed by the By-Laws of the Association.

- Section 6.06 Quorum:
- Section 6.06.1 A quorum for Spring and Fall Meetings shall be five Departments.
- Section 6.06.2 A quorum for Executive Meetings shall be four officers.
- Article 7 Voting Procedures.**
- Section 7.01 Each member Department is limited to six ballots for voting of the Executive.
- Section 7.02 Only one person from a member fire department can be represented on the Executive at one time, (excluding the Secretary or Treasurer positions.)
- Article 8 Membership.**
- Section 8.01 Members of the Association shall consist of;
- 1) Active
 2) Associate
 3) Active Life
 4) Honorary
 5) Honorary Life
- Section 8.01.1 Active Membership
- Available to all members of any Vancouver Island Volunteer Fire department paying dues or fees as determined from time to time by the membership at an annual Spring or Fall Meeting. Fees are \$30.00 per Department plus two Dollars (\$2.00) per member on the basis of their membership roll at the time of receiving their assessment notice.
- Section 8.01.2 Individual Members may become members upon payment of ten dollars (\$10.00), but only those departments having paid dues for the entire membership shall be eligible to participate in any of the Field Day
- Section 8.01.3 VIFFA Functions Eligibility (March 18, 2006).
- Annual fees shall be due and payable March 1 of each year and those memberships not paid by the Annual Spring Meeting (in April) shall not be entitled to a vote or to participate in any V.I.F.F.A. functions.

- Section 8.02 Associate Member.
- Municipal officials, Industrial executives, Fire Equipment representatives and other persons whose business brings them in personal contact with the fire service shall be eligible for Associate Membership upon payment of Thirty Dollars (\$30.00) annual dues.
- Section 8.03 Active Life Member.
- Such membership may be conferred on Active Members upon retirement from their department, provided that they have been members of their department for ten (10) years immediately preceding their retirement. Active Life Members carries with it all the privileges of Active Membership without payment of dues.
- Section 8.04 Honorary Life Membership.
- Such membership may be conferred upon a person who rendered conspicuous service to this Association provided that such membership shall be recommended by the Executive and receive a majority vote of the Association. Honorary Life Membership carries with it all the privileges of Active Membership without payment of dues.
- Section 8.04.1 Criteria (approved April, 1987)
- 1) At least ten (10) years membership.
 - 2) Attendance at majority of V.I.F.F.A. meetings
 - 3) Served in an active manner in the affairs of the Association.
 - 4) Served on the Executive. (approved Feb. 1997)
 - 5) Served on a department which hosted a Field Day / Evolutions.
 - 6) Contributed to the good and welfare Of the Association in some material way.
- Section 8.04.2 Criteria for Honorary Life Membership shall include any three of Section 8.04.1
- Article 9** **Rules Of Order.**
- Section 9.01 The Chairman or presiding Officer shall have the right to call a recess of not more than 15 minutes when, in his/her judgment, such is needed. Only one such recess may be called during a meeting.
- Section 9.02 Every member, when he/she speaks or offers a motion, shall rise in their place, clearly state their name, name of department, and

- respectfully address the presiding officer, clearly state their subject, and when finished speaking, shall at once resume their seat. When speaking he/she shall confine himself to the question at hand, avoid all personal or indecorous language and, if making a motion, shall put it in writing if so required.
- Section 9.03 When two or more members shall rise to speak at the same time the presiding officer shall decide who is entitled to the floor.
- Section 9.04 A member may speak once to a motion after which all other members who wish to do so shall speak to the motion before a member may speak to it a second time.
- Section 9.05 A member called upon to order shall immediately cease speaking and resume their seat until the point of order in question has been decided, when he/she should be entitled to the floor.
- Section 9.06 Subject to the limits of the specific motions in subsections of section 9 a motion shall always be in order except when a member is in possession of the floor or when a vote is being decided or being taken.
- Section 9.07 A motion to adjourn at once is not debatable, but a motion to adjourn at a given time is subject to debate.
- Section 9.08 The motion "to reconsider and have entered on the minutes" shall not be in order during any meeting of V.I.F.F.A.
- Section 9.09 The motion to reconsider is a main motion and without priority and must be made only when no other motion is before the meeting.
- Section 9.10 The reading of the minutes may be dispensed, and the minutes approved when a motion to this effect is carried by two-thirds majority.
- Section 9.11 Election to special committees shall be by plurality vote. (A plurality is the excess in favour of the candidate having the highest number of votes and the number obtained by the candidate having the next highest number. A majority is over one half of the total number of votes cast.
- Section 9.12 A Chairman of Standing Committees shall report on the activities of their committees at each regular meeting.
- Section 9.13 A standing rule may be suspended by two-thirds vote at any regular meeting.

Section 9.14 This Association shall be governed in all other cases by "Roberts Rules Of Order" Revised in which they are not inconsistent with the Constitution, Bylaws, or rules of the Association.

Article 10 Constitution Amendment.

Section 10.01 Any proposed amendment to the Constitution must be submitted writing to the Secretary at least sixty days prior to the Annual Spring Meeting and such proposed amendment shall be published in the "Notice Of Meeting "which shall be emailed and mailed to all member departments at least thirty days prior to the Annual Spring Meeting. It will also be posted on the website of the Association.

Section 10.02 The Constitution of this Association can only be amended at the annual Spring Meeting.

Section 10.03 The Bylaws can be amended at either the Spring or Fall Meetings.

Section 10.04 Constitutional and Bylaw amendments require a two-thirds majority vote to pass.

Section 10.05 Notwithstanding the Seconds Directors responsibility for changes or revisions to the Constitution (Section 5.03 4-3) the president shall ensure that the Executive conduct a review and update of the Constitution and Bylaws of V.I.F.F.A. every five years or deemed necessary.

Article 11 Order Of Business.

Section 11.01.01 Call to order.

Section 11.01.02 Guest speaker or demonstrations (if on agenda).

Section 11.02 Reading and approving of the minutes.

Section 11.03 Business arising from minutes.

Section 11.04 Treasurer's Report.

Section 11.05 Reports from Directors and Standing Committees.

Section 11.06 Correspondence, (Letters received and filed or transferred to New Business.)

Section 11.07 Reports from special Committees i.e. Field Day / Evolutions, Constitution, etc.

Section 11.08	Unfinished Business.
Section 11.09	New Business.
Section 11.10	Good Of The Association.
Section 11.11	Election Of Officers.
Section 11.12	Adjournment.