

1 **BY-LAWS DIXIE FIREFIGHTERS ASSOCIATION, INC.**

2 Revised: 07-26-2001; 09-12-2002; 01-27-2005, 11-17-2005, 02-28-2008, 05-21-2009

3 **Article – I – Name**

4 This Association will be known as the Dixie Firefighters Association, Inc.

5 **Article – II – Purpose**

6 The purpose of this Association shall be:

7 Section 1 – To promote the principles and practices of improved emergency response, fire  
8 prevention, and fire fighting methods.

9 Section 2 – To promote and foster friendly relations with each emergency response organization,  
10 and each of the communities represented by the members. To provide assistance and guidance to  
11 communities in case of emergencies and natural disasters, and provide mutual aid to other  
12 organizations in case the condition exists.

13 Section 3 – To sponsor and promote general meetings of its members, to conduct educational  
14 programs, or fire schools on emergency response methods and related subjects.

15 Section 4 – To promote a professional attitude at all times while representing the emergency  
16 services, the Association and the Department/Organization.

17 **Article – III – Membership**

18 Section 1 – Any individual acting in the capacity of Firefighter (including all ranks and grades),  
19 Fire Commissioners, Business, Industry, Rescue, EMS, Emergency Management, Law  
20 Enforcement, city/county officials, and others having connection with the fire service shall be  
21 eligible and may become an active member of this Association. Such members shall have full  
22 voting privileges. Interested individuals may be granted personal membership status.

23 Section 2 – Membership dues shall be paid annually. Dues cover a period from January 01 to  
24 December 31. This nominal sum is to be used to defray the expenses of the Association. Dues  
25 shall be Fifty Dollars (\$50.00) per department or organization per year. Where two departments  
26 are housed within the same building or firehouse, and where these two (2) departments use  
27 basically the same manpower and equipment and receive two (2) State Aid checks, their dues  
28 shall be One Hundred Dollars (\$100.00). Individual or personal membership dues shall be Ten  
29 Dollars (\$10.00) per year.

30 Section 3 – Emeritus membership status shall be granted to all retired Firefighters of member  
31 departments. This membership will not require dues, so long as the department they retired from  
32 remains a member of the Association. The following individuals may also gain emeritus status:  
33 Retired Firefighters no longer associated with a member department or if the department is  
34 disbanded. Emeritus members can serve on committees and have all rights as other membership  
35 except that of voting and holding office.

36 **Article – IV – Board of Directors**

37 Section 1 – This Association shall be governed by a Board of Directors. The duties of said  
38 Board shall be that of an advisory capacity in the policies and procedures of the Association.  
39 The Board may bring its suggestions to the membership at any regular or special meeting.

40 Section 2 – The Board of Directors of the Dixie Firefighters Association shall be composed of  
41 the Executive Board.

42

Article – V – Officers

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44 Section 1 – The Executive Board of the Association shall be one each of the following:  
45 President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer and Sergeant At  
46 Arms/Parliamentarian. The President shall appoint an acting officer when it becomes necessary.  
47 The immediate-past president shall remain as a non-voting member of the executive board in an  
48 advisory role only.

49 Section 2 – The duties of all officers shall be: the President shall preside at all meetings and  
50 conduct the business of the association at said meetings. The President shall chair the fire school  
51 and be responsible for its smooth operation. The President shall oversee the financial operation  
52 of the association in cooperation with the Treasurer. The President and the 1<sup>st</sup> Vice President  
53 shall oversee the financial operation of the Dixie Fire School. The 2<sup>nd</sup> Vice President shall serve  
54 as Logistics Officer for the fire school, shall chair the scholarship committee and compile the  
55 scholarship applications. Fire, EMS, Industrial Response, and Rescue, Branch Directors shall  
56 1) Report any changes in their field-bearing note to the membership during committee reports at  
57 meetings. 2) Keep up with legislative issues during legislative sessions that effect their branch.  
58 3) Enlist more new members for their branch. 4) Help the fire school committee set up training  
59 to meet the needs of their branch. Any officer may be assigned special duties by the President.  
60 5) The Executive Board may remove any officers for lack of participation or just cause on a  
61 simple majority vote by the Executive Board.

62 Section 3 – In and during the absence of the President, the 1<sup>st</sup> Vice President shall act for and in  
63 the capacity of the President. In and during the absence of the President, and 1<sup>st</sup> Vice President,  
64 the 2<sup>nd</sup> Vice President shall act for and in the capacity of the President.

65 Section 4 – The Secretary shall (make up) record and keep all necessary records, present minutes  
66 of last meeting at each membership meeting, maintain records of minutes of all meetings,  
67 membership roster and shall manage the correspondence of the association. The Secretary shall  
68 notify each organization and personal members at least 1 week prior to the membership meetings  
69 {by email, or mail, if requested} to include minutes of the previous membership meeting.

70 Section 5 – The Treasurer shall collect and handle all money, make all disbursements and present  
71 a financial report at each membership meeting. Each May the Treasurer shall submit a budget  
72 for approval by the membership. Each April there shall be an internal audit conducted by a  
73 committee appointed by the incoming President. The Treasurer shall be bonded and insured.

74 Section 6 - The Sergeant At Arms/Parliamentarian, following Roberts Rule of Order, will be  
75 responsible to ensure all meetings of the association are conducted in an ethical manner.

76 Section 7 – The President and Treasurer shall be authorized to approve expenditures of  
77 unbudgeted funds of up to \$500. The Executive Board shall be authorized to approve  
78 expenditures of unbudgeted funds of \$500.01 to \$1000. All other unbudgeted expenditures will  
79 be brought before the membership for approval.

80 Article – VI – Executive Board

81 Section 1 – The Election of Officers shall be conducted annually at the February meeting in the  
82 following method: the 1<sup>st</sup> Vice President shall automatically assume the office of President, the  
83 2<sup>nd</sup> Vice President shall automatically assume the office of 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice  
84 President, Secretary, Treasurer, and Sergeant of Arms/Parliamentarian shall be newly elected  
85 from the active general membership. Those officers elected shall take office at the regular  
86 March membership meeting.

87 Section 2 – The term of all offices shall be for a period of one (1) year.

88 Section 3 – In the event of a vacancy, all presidential positions shall move up. The then current  
89 President shall appoint the now newly opened 2<sup>nd</sup> Vice President Position for the remainder of  
90 the term. In the event the position of Secretary or Treasurer becomes vacant, the President shall  
91 appoint that position for the remainder of the term.

92 Section 4 – Upon request of any member, a secret ballot vote shall be required.

93 Article – VII – Committees

94 Section 1 – All committees, including the branch directors, shall be appointed by the President  
95 and he/she may appoint a Chairperson.

96 Section 2 – The Public Education Committee shall consist of one member of the Executive  
97 Board and five (5) members at large appointed by the President. This committee will promote  
98 programs such as ‘Learn Not to Burn’, ‘DARE’, ‘Risk Watch’, etc.

99 Section 3 – Educational Committee shall consist of The Executive Board one member shall be  
100 the State Fire/Rescue Training Coordinator, and the remaining members will consist of members  
101 of the association. The duties of the committee shall be assigned by the Chairperson.

102 Section 4 – The Scholarship Committee shall consist of the Executive Board, and two (2)  
103 members at large appointed by the President. The 2<sup>nd</sup> Vice President shall chair the scholarship  
104 committee, compile the scholarship applications and will not have a vote in the proceedings.

105 Section 5 – Special committees shall be appointed by the President as the need arises

106 Section 6 – Meetings of committees shall be as required to conduct the business of that  
107 committee, or shall meet on the call of the President or the Chairperson of that committee. The  
108 quorum required at a committee meeting shall be fifty-one percent (51%) of the members of that  
109 committee.

110

111 Article – VIII – Association Meetings

112 Section 1 – There will be seven (7) regular membership meetings of this Association. They shall  
113 be held on the 4<sup>th</sup> Thursday of each of the following months: January, February, March, May,  
114 July, and September at 7:00 PM Eastern Time unless otherwise notified by the President. The  
115 November meeting will be held the 3<sup>rd</sup> Thursday of the month. The annual memorial service and  
116 recognition banquet shall be held on the 4<sup>th</sup> Thursday of October at 6:00 PM Eastern shall  
117 constitute a quorum for the transaction of business of the Association.

118 Section 3 – At all meetings of the Association, the Officer in charge shall prescribe the order of  
119 business.

120 Section 4 – Special meetings may be called by the Executive Board, the President or written  
121 request of five member organizations, at such time and place as may be determined by said  
122 Committee or President with a minimum of one week prior notification.

123 Section 5 - Any individual member may request a secret ballot vote.

124 Article – IX – Amendments

125 Section 1 – These by-laws may be altered or amended by submitting the proposed changes to the  
126 membership. The President shall appoint a By-laws Committee consisting of the Executive  
127 Board and two (2) members at large. Notification of a vote on by-law changes shall be part of  
128 the membership meeting notification (see Article V, Section 4). Said changes shall be read at the  
129 next meeting. The second (2<sup>nd</sup>) reading and vote shall be at the following meeting.

130 Section 2 – Any changes voted on and approved by the general membership shall be attached to,  
131 and become a part of the by-laws of the Dixie Firefighters Association, Inc. Any member  
132 department may request copies of the current by-laws annually at any regularly scheduled  
133 meeting.