

The VSFA By-Laws

Article I

The organization shall known as the Vermont State Firefighter's Association Inc, and thereafter be known as the Association.

Article II

Purpose

The purpose of the Association shall be:

- A. The Association shall have as it's primary objective at all times to serve it's constituents in the best possible manner, preserving life, limb and property.
- B. To promote membership of all members of fire departments, rescue and ambulance squads, and to solicit their participation in training, public education and promote fellowship among it's members.
- C. To promote best methods and procedures of fire and rescue training for fire, emergency and comparable organizations.
- D. To cooperate with any organizations and agencies for the general improvement of safety for the public.
- E. To promote and support legislation that will make Vermont a safer place to live, through the efforts of the fire and rescue/ambulance services.

Article III

Membership

The Association shall be of active, associate, honorary and life members.

- A. Active membership shall consist of anyone in good standing of any fire organization, fire brigade, rescue/ambulance squad within the state of Vermont, upon payment of annual dues.
- B. Associate membership shall consist of any person, firm or corporation interested in the purposes and objectives of the association, but are not members of an organized fire department, rescue/ambulance squad.

- C. Honorary membership may be conferred upon the following: The Governor, Lieutenant Governor, Commissioner of Public Safety, Director of Public Safety, Director of Vermont fire service Training, or anyone so designated by the Executive Board.

Article III continued

- D. Life membership shall be conferred on all Past Presidents of the Association upon completion of the first term of office and shall become delegates at large with the voting privileges. After completion of a term of six years, a Secretary and or Treasurer may become life members and without the requirement of dues. A majority vote of those present at a meeting of the Executive Board shall be required. Other members served with outstanding service and distinction maybe honored by receiving Life Membership without the requirement of dues. This Life Membership shall retain all the privileges of active membership. A majority vote of those present at a meeting of the Executive Board shall be required.
- E. Annual dues for active and associate members will be established by vote of Association. No dues will be assessed to honorary or life members.
- F. Rescission of Membership: The Board of Review may, by a 2/3 affirmative vote, rescind any membership for any reason deemed by the Board of Review not to be in the best interest of the Association, after a hearing is requested. The member involved shall have the right of appeal to the Executive Board at its next meeting. A Board of Review appointed by the President shall consist of two Past Presidents, two representatives at large and two fire officers at large with the Association President to serve as chairperson of the Board with a vote only in the case of a tie. The Association President will be responsible for calling the Board of Review into session, for notifying all persons involved by certified mail with return receipt and for conducting the hearing. Any charge concerning rescission of membership shall be given to the Association President in writing, stating reason for concern. Should the Board of Review deliver a decision to vote affirmatively regarding the rescission for membership, annual dues for that year will be returned to the member.

Article IV

Meetings

A. Annual Meeting:

1. Requests to hold the annual meeting/conference shall be determined at the Annual meeting and should be two years in advance if at all possible.
2. Requests should be submitted in writing by departments or organizations interested in hosting the event. Dates of the meeting and conference shall be decided by the Executive Board and the host where the meeting is to be held. If no requests are received, it will be the sole responsibility of the Executive Board to solicit a site for the meeting.
3. Each department or organization will be entitled to one delegate for the 1st and succeeding 10 or fraction thereof of only certified delegates present may vote at the Annual or Special meetings of the Association. Delegates shall be active members of the Association and the fire departments, rescue/ambulance squads they represent, and must be duly elected by their respective organizations.

B. Special Meetings:

1. Upon receipt of properly signed petition by a minimum of 20 members of the Association, the President shall call a special meeting of the Executive Board. The President may call a special meeting if a real emergency exists.

C. Executive Board Meetings:

1. The Executive Board shall hold at least 4 meetings a year exclusive of the Annual Meeting.

Article IV continued

2. The President will announce the date of the Executive Board meetings at the 1st meeting of the Executive Board after the Annual Meeting.

D. Notice of Annual/Special Meetings:

1. The Secretary shall notify all member departments and others who are entitled, by mail or email, of Annual or any Special meetings, 30 days prior to the scheduled date. A shorter notice time may be used for Special Meetings if 30 days is not possible.

E. All meetings shall be conducted according to the By-Laws of the Association, or if situations arise that are not covered, Robert's Rules of Order shall prevail.

Article V

Quorum:

- A. A quorum at the Annual Meeting or at a Special Meeting of the Association, shall consist of a minimum of fifty eligible voting delegates
- B. A quorum at an Executive Board Meeting shall consist of 15 eligible voting members.
- C. Quorum requirements for committee Meetings shall be 50 percent of the appointed committee.

Article VI

Voting:

- A. Each office shall be voted on separately and following the nominating committee's recommendations for President, 1st and 2nd Vice Presidents, Secretary and Treasurer, the chair shall call 3 times for additional nominations before taking the vote.
- B. If more than one nomination for office is presented, a ballot must be taken. If only one candidate is presented, a vote to accept is all that is necessary.
- C. The presiding officer shall vote only when a tie occurs.

Article VII

Officers:

- A. The Officers of the Association shall consist of a President, First Vice President, Second Vice President, Secretary and Treasurer, which may be one and the same person. The term of Office shall be from Annual Meeting to Annual Meeting.
- B. The term shall be for 1 year and not more then 2 years. The president shall Perform the following duties.
 - 1. Be familiar with the By-Laws and offer interpretation 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 by the office.
- C. The term of Vice Presidents shall be for 1 year and not more then 2 years. The ranking Vice President shall assume the duties of the President In his/her absence.
- D. The term of the Secretary shall be for 1 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 or e-mail according to state time frame.
 - 4. Answer all corresponding as directed by the President.
 - 5. Attend meetings and functions specified by the President.
- E. The term of the treasurer shall be for 1 year and may be a candidate for reelection on an annual basis. The Treasurer shall:
 - 1. Receive all funds for the Association and deposit them in the bank
 - 2. Pay all bills and shall provide a statement of financial condition and activity at each Executive Board Meeting and the Annual Meeting
- F. The expenses of the Secretary and Treasurer shall be established by the budget and finance committee, subject to approval by the Executive Board

Article VII continued

- G. The President shall appoint one or more sergeants-at-arms at their discretion at any Meeting 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 to distract from the orderly conduct of the Meeting.

Article VIII:

Executive Board

- A. The executive Board shall consist of the President, First Vice President, Second Vice President, Secretary and Treasurer of the Association, 2 Representatives from each County, the past Presidents, voting life members and committee Chairs.
- 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 4 times a year, exclusive of the Annual Meeting.
- D. In case of any vacancy occurring on the Executive Board, it may be filled by appointment of a member of the Association approved by vote of the remaining members on the Board.

Article IX

County Representatives

- A. Election of county Representatives
 - 1. The Association encourages, whenever possible, for the County Representatives to be nominated at the County Level prior to the Annual Meeting of the Association.
 - 2. The results of the County level, 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 Representatives may 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 selected, one shall be appointed by the Executive Board at it's next Meeting with the concurrence of the County Association President, if one exists.

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- D. The term of office for County Representatives will be the same as for officers, from Annual Meeting to Annual Meeting.

Article X:

Committees

- A. The President shall appoint all committees and will select the members from Officers, County Representatives, members of the Association in good standing and 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 for alternating terms.
- B. All proposals and classifications shall be referred to the respective committee chairperson for whatever action is deemed necessary: The chairperson or his/her designee of each respective committee 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 committee 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, By-Laws, Conference, Judges, Nominating, Budget and Finance, Public Fire Safety Education, Publicity, Scholarship, Sports, Parliamentarian, Membership coordinator, Technology, Vermont Fire Service Training Council, VSFA cadet program, Gov. Emergency Preparedness, EMS, Coalition, E-911, Governmental.

Article XI:

Nominating committee

- A. The nominating committee shall consist of 5 members, 2 members from the Executive Board and 3 members from the Association. The
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- 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 shall be voted on separately and the Presiding Officer shall call 3 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 vote 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 2/3 vote of the eligible voters.

Article XII:

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 By-Laws committee who will study. Review, and act upon the Recommendation. The recommendation shall be given to the President at the next meeting of the Executive Board where it will be read. After approval of the Executive Board, the Secretary will warn the membership at least 30 day prior to voting. Voting may take place at Annual Meeting or a warned Special Meeting called for that purpose. A 2/3 majority is required to approve the amendment.