

SOUTH DAKOTA FIREFIGHTERS AUXILIARY CONSTITUTION

ARTICLE I NAME

This organization shall be known as the South Dakota Firefighters Auxiliary.

ARTICLE II PURPOSE

The purpose of this Auxiliary shall be to promote friendship among the members of the South Dakota Firefighters, to counsel local auxiliaries and to cooperate with the South Dakota Firefighter's Association and Annual State Fire School.

ARTICLE III MEMBERSHIP

Members shall be composed of all or any persons affiliated, associated or involved with active, retired or deceased firefighters.

ARTICLE IV GOVERNMENT

Section 1. The government of this Auxiliary shall be vested in the Executive Board, consisting of the Directors and Officers.

Section 2. The elective officers of this Auxiliary shall be six (6) in number: The President, Vice President, Secretary, and Treasurer; the Directors shall be two (2) in number and shall hold office three years.

Section 3. The elective officers and directors of the Auxiliary shall be elected in the manner prescribed in the by-laws, and said officers shall hold office for a period of two (2) years. The President and Secretary shall be elected on even numbered years and serve a two (2) year term. The Vice President and Treasurer shall be elected on odd numbered years and serve a two (2) year term.

ARTICLE V MEETINGS

Section 1. Meetings shall be held each year to coincide with and at the same location in the state as that designated by the South Dakota Firefighter's Association for the Annual State Fire School.

Section 2. The Executive Board shall, in addition to meeting at the time of the Annual State Fire School, meet at the time and place designated by the South Dakota Firefighter's Association for the Annual State Fire School.

Section 3. Special Meetings of the Executive Board may be called by the President upon the request of three (3) said Board members, who set forth good and reasonable cause for calling same.

ARTICLE VI AMENDMENTS

Section 1. This constitution may be amended at an Annual Meeting by a majority vote of those active members present.

SOUTH DAKOTA FIREFIGHTERS AUXILIARY BY-LAWS

ARTICLE I – MEMBERSHIP

Section 1. Active Membership to the South Dakota Firefighters Auxiliary will be granted upon payment of yearly dues, which will entitle said member to one vote.

Section 2. All applicants for Active Membership shall have reached the age of sixteen (16) years.

ARTICLE II – DUES

Section 1. The State Membership dues for the South Dakota Firefighters Auxiliary shall be \$25 per calendar year, thus entitling members to one vote at the annual meeting and the AD&D and line of duty insurance offered by the South Dakota Firefighters Association. These State Membership dues are not subject to any pro-rating schedule.

Section 2. State Membership dues shall be paid in full to register for each Annual State Fire School.

Section 3. Members not attending the annual meeting, but desirous to maintaining continuous membership in the Auxiliary, shall remit State Membership dues to the Treasurer.

Section 4. The Treasurer shall, upon receipt of State Membership dues from members, issue membership cards as receipts. The Treasurer shall mail, upon request, membership cards to members not attending the Annual Meeting.

ARTICLE III – GOVERNMENT

Section 1. The government of this Auxiliary shall be vested in the Executive Board, subject to the will of the membership.

Section 2. Funds of the Auxiliary may be drawn from the bank in which they are in deposit by signature of either the Treasurer or the President.

Section 3. Board members must attend all meetings of the Auxiliary. The President may excuse a reasonable absence, if notified prior to the meeting. An unexcused absence shall automatically result in the termination of said officer or director. Any vacancy shall be filled by a vote of the Executive Board, such appointee to serve the balance of the term of office.

Section 4. The fiscal year of the South Dakota Firefighter's Auxiliary shall be from June 1 to May 31.

ARTICLE IV – ELECTION

Section 1. A Nominating Committee of two (2) Active Members shall be selected by the President to name a slate of candidates for each elective office of the Auxiliary.

Section 2. The Nominating Committee shall be named and posted at the place of registration of the Annual State Fire School, no later than Friday at 12:00 p.m.

Section 3. The Nominating Committee shall announce the names of candidates and shall have posted same at annual meeting site.

Section 4. Nominations from the floor shall be accepted for each elective office and for Director at the Annual Meeting.

Section 5. To be eligible for election to an office, the candidate must be a paid up member of the South Dakota State Auxiliary in good standing.

Section 6. To be eligible for election to the position of President, the candidate must be a current board member in good standing for not less than two years prior to being elected to President.

Section 7. No two (2) elective Officers or Directors from the same Department or Auxiliary shall be nominated or hold office in the South Dakota Firefighters Auxiliary during the same term.

Section 8. The elective officers may be re-elected, thus holding office for more than one term.

Section 9. There will, at the Annual Meeting, be no voting by proxy. Members must be present at the meeting to cast a vote.

Section 10. The Officers and Directors shall be elected by a plurality of Active Members present at the Annual Meeting.

Section 11. The New Officers and Directors shall take over their duties for the term for which elected on the first day of July following each Annual election.

ARTICLE V – DUTIES OF OFFICERS

Section 1. The duties of the President shall be:

- A. To reside at all meetings, including those of the Executive Board.
- B. To provide for an annual audit.
- C. To appoint the Parliamentarian and any committees as may be necessary to carry out the business of the Auxiliary.
- D. To call special meetings including those of the Executive Board.
- E. To make a yearly report at the Annual Meeting.
- F. To sign with the Treasurer contracts, vouchers, warrants and all legal documents of the Auxiliary.

Section 2. The duties of the Vice President shall be:

- A. To acquaint herself with the duties of the President, thus being able to preside in the absence of the President.
- B. To assist the President in any work so designated.

Section 3. The duties of the Secretary shall be:

- A. To keep an accurate record of all the proceedings of the Annual, Fall and any special meetings, including electronic, of the organization of the Executive Board.
- B. To keep all records of the Auxiliary properly filed.
- C. To do all the necessary correspondence of the Auxiliary.
- D. To keep a true and correct record of all transactions.
- E. To keep a correct list of all members of the South Dakota Firefighters Auxiliary.
- F. To make a report at the Annual Meeting.
- G. To perform such duties as maybe imposed upon her office.

Section 4. The duties of the Treasurer shall be:

- A. To receive and collect all dues and assessments.
- B. To give receipts for all moneys received.
- C. To pay out money only upon the orders of the Executive Board.
- D. To keep a true and correct record of all money received and disbursed, and of all business transactions pertaining to the office.
- E. To make an itemized statement of all receipts to the Executive Board.
- F. To make a report at the Annual Meeting.
- G. To sign in conjunction with the President any and all contracts, vouchers, warrants and legal documents of the Auxiliary.

Section 5. The duties of the Executive Board shall be:

- A. To meet before each Annual Meeting or at the call of the President.
- B. To attend the Mid-Winter Meeting to assist in the making of plans for the Annual Meeting, not to exceed more than 2 days.
- C. To transact all business of the Auxiliary during the time intervening between Annual Meetings.
- D. To assist the President in making appointments and to approve the same.
- E. To approve or reject all bills of the Auxiliary.

Section 6. The duties of the Parliamentarian shall be:

- A. To acquaint herself with Robert's Rules of Order prior to the Meetings, thus to advise the Auxiliary on proper procedure whenever necessary.
- B. To assist the President or Officer-in-charge in keeping order at the meetings.

ARTICLE VI - RULES OF ORDER

This Auxiliary shall be governed by its Constitution and By-laws.

ARTICLE VII – QUORUM

Four (4) members of the Executive Board shall constitute a quorum of that body to transact any business that may properly come before them.

ARTICLE VIII – COMMITTEES

Auditing Committee: The Executive Board shall, on the first day of the Annual Fire School, appoint an Auditing Committee of two (2) Active Members of the Auxiliary, to properly audit the books and business transactions of the Auxiliary's Treasurer and if necessary to be supported by the Secretary's minutes. This committee shall report to the Annual Meeting the results of their audit.

By-Law Committee: The Executive Board shall, on the first day of the Annual Fire School, appoint a By-Law Committee of the Vice President of the Executive Board, a Board Member at Large and an Active Member of the Auxiliary, to review the By-Laws. This committee shall report at the Annual Meeting the results of their review.

ARTICLE IX – AMENDMENTS

The By-Laws may be amended by a majority vote of the members present at the Annual Meeting, provided that the proposed amendments which may have been submitted to the Executive Board prior to the start of State Fire School.

STANDING RULES

The Standing Rules pertaining to the By-Laws may be adopted or suspended without previous notice by a majority vote at the Annual Meeting. They may be amended or rescinded without previous notice by majority vote at any Annual Meeting.

1. Any member may attend any of the meetings of the Executive Board.
2. The President shall write and mail to all members of the State Newsletter annually, during her term of office, including any and all items of interest to create a further interest in the Auxiliary.
3. All bills are to be presented in writing at either the Annual Meeting or at a meeting of the Executive Board and allowed for payment by formal motion.
4. Copies of the constitution, by-laws and standing rules shall be furnished to each member of the Auxiliary upon request.
5. The Executive Board may conduct business of the Board either by conference call or by other electronic means when conditions would not permit a physical meeting.

Revised 6/2018