

Fire and Rescue Association Constitution & By-Laws

By Both Associations
After the merger

This Date:	11-28-2000
Approved:	01-30-2001
Modified:	9-28-2010
Approved:	10-26-2010

The Stokes County Fire & Rescue Association

Constitution and By-Laws

The agency representatives of the various Emergency Response Agencies serving Stokes County, NC, do hereby associate themselves together for the purpose of and under the terms set forth herein, shall be subject to By-Laws which shall be enacted by a majority vote of the association.

Article 1-Name

The name of this association shall be The Stokes County Fire & Rescue Association.

Article II – Purpose

The purpose and intent of this association is:

1. To correlate the efforts of the Emergency Response Agencies serving Stokes County, NC, in order that the communities may be educated in fire & rescue, and that the fire & rescue personnel may receive uniform training that is necessary for the effective cooperation in the county wide program.,
2. To provide for and act as a liaison between each agency and county, state and federal governments.
3. To provide direction for and represent each agency to the Fire Commissioners concerning budgets.
4. To hear and make resolution or plans for the resolving grievances including, but not limited to, boundary disputes, personnel and responsibilities to each agency and communications issues.
5. To facilitate training via a representative to the NC Community College systems.

Article III – Scope

The association shall be and remain non-partisan and shall be operated on a non-profit, civic, charitable, social education, non-sectarian basis.

Article IV – Membership and Voting

The agency representatives of this association shall be limited to persons who are of good moral character, interested in the general welfare of their communities, and who are enrolled in an Emergency Response Agency. Each individual agency shall determine the eligibility of its representatives for membership in this association under this article. A current roster of eligible members must be maintained by each agency and a copy must be submitted to the secretary of the association by the July Meeting of the association.

Every qualified, chartered Emergency Response Agency shall have the same vote in the affairs of the association as every other qualified, chartered Emergency Agency.

The affairs of the association shall be carried on by its agency representatives. This association shall include three agency representatives from each active Emergency Response Agency serving Stokes County, NC, provided said agency is represented by representatives in this association. The association shall meet as necessary and shall have authority to proceed to transact business of the association at any meeting where a majority of the Emergency Response Agencies is represented. Association representatives may vote on certain issues concerning the general business of the association that do not relate specifically to the affairs of any one agency, and action may be taken as deemed wise and appropriate without polling the general membership.

Each department shall have one vote per department. You must be present to vote. Voting will be by simple majority present. (Better than fifty percent). The president shall only vote in order to break a tie.

Departments that do not have representation at two consecutive meetings will be put on the list of Inactive Departments. Inactive departments will not be part of the quorum needed for voting, and continued failure to attend meetings may result in termination and or loss of membership benefits.

Once a department returns and attends two consecutive meetings in a row they will be taken off the inactive list, and/or reinstated to the association.

Articles V – Officers and Duties

The officers of the association shall be a president, vice-president, secretary, and/or treasurer. Nominees from agency representatives present shall be elected by a majority vote at an annual meeting in May. Effective July 1st, the newly elected officers will take office and the term of office will be for one year. These officers shall henceforth be known as the Executive Board.

The Executive Board shall maintain a calendar of events for the association of training and other pertinent activities.

- A. The president shall be chairperson, and chief executive officer of the association. It shall be the president's duty and responsibility to preside at all meetings, and to represent the association whenever a representative of the association is required at public meetings. He/she shall execute contracts, agreements and other legal instruments on behalf of the association. The president shall appoint special committees from the agency representatives and others as deemed wise and appropriate.
- B. The vice-president shall assist the president and act as an executive officer in the absence of the president. He/she may also serve as an alternate treasurer to sign checks in the event that the treasurer is unavailable.
- C. The secretary will keep the pertinent documents and files, and record the minutes of all meetings. The secretary will ensure that copies of minutes are made available to all concerned parties. The secretary shall be responsible for the receiving and forwarding communication of immediate concern to the association affairs. The secretary may appoint competent assistants to carry out special duties as he/she deems wise and appropriate. The office of the secretary may be combined with the office of the treasurer if the association deems necessary due to unavailability of persons to hold an office.

- D. Financial matters of association will be handled by the treasurer according to the decisions of the association. All deposits must be with a licensed FDIC institution. Checking accounts will be maintained by the treasurer and must be held with an institution in Stokes County, NC. A report of receipts and disbursements shall be reported at each meeting. The treasurer shall be responsible for having an annual audit of the associations budget done and will provide copies of the audit to the County Managers Office, the secretary to file and a copy made accessible to the agency representatives.

The Executive Board shall be the responsible group to formulate a budget for submission to the county commissioners. The process shall start in the month of October with planning and projecting for the coming year. This budget must be finished and submitted to the association for final approval at the February Meeting, in order that same is ready for the final submission in March.

Article VI – Eligibility of Officers

No officer of the association shall hold any elected public office. Should any officer of the association become a candidate for any public office, he/she will take a leave of absence until the elections have been held. If he/she wins the election, then he/she will resign as an officer of the association effective immediately. The executive board shall call for a special vote at the next appointed meeting to fill the vacant spot.

Article VII - Meetings

Meetings of the association shall be held the last Tuesday every other month of the year, starting in January. The annual meeting will be held on the last Tuesday in May. Meetings shall be at the presiding FMO; or may be hosted by a Stokes County Fire or Rescue Department, other meetings may be held elsewhere if approved by the president or any two officers of the executive board with a forty-eight hour notice to the departments, who shall endeavor to have as many agency representatives as possible at the meeting. No other business may be conducted at a special meeting other than that for which the meeting was called.

A quorum shall consist of a majority of the Emergency Response Agencies represented. The procedure for meetings will be governed by Robert's Rules of Order.

The annual meeting shall consist of election of officers for the coming year, the recognition of outstanding performances for the current year and any other business as deemed necessary by the executive board.

Article VIII – Projects

The agency representatives shall determine what projects the association shall engage in and should the proposed project require an assessment against the agency representatives, then said project must be approved by a majority vote at a regular meeting of the agency representatives.

However, there are several on-going committees that the association has and must maintain. The list is as follows:

1. The Training Committee – to include the fall school, infection update, public education, etc.
2. The Equipment Committee – is responsible for the care, maintenance, restock, and scheduling of the air trailer, first aid trailer, fire safety house, puppet trailer, and any other equipment, etc.
3. The Executive Committee – will maintain the insurance coverage, the budget, and the Region 1 council, etc.

Article IX – Amendments

This Constitution and By-Laws may be amended by a two-thirds majority vote of the agency representatives in good standing, in attendance at a regular meeting of the association with an announcement at a previous meeting or at a special meeting with the subject of amendment has been made in the call for the meeting.

Stokes County

