

CONSTITUTION AND BY-LAWS
OF THE
WOMEN'S AUXILIARY TO THE SALIDA FIRE DEPARTMENT
Organized 1963

ARTICLE I
NAME

This organization shall be known as the Flamettes, The Women's Auxiliary to the Salida Fire Department.

ARTICLE II
PURPOSE

SECTION 1: That the specific and primary purpose for which this organization is formed, is to raise money in order to render aid to families that have had a serious fire loss. To be of assistance to the Salida Fire Protection District and to provide food and nourishment to the firemen while on duty fighting fires.

SECTION 2: This auxiliary shall give the sum of up to \$500.00 in vouchers or in goods and services as emergency aid to any burned household in the Salida Fire Protection District. This shall be at the discretion of the executive board.

SECTION 3: This auxiliary shall render aid to the community, while financially able, through fire relief and any other community service activity such as emergency relief, scholarships, charities and sponsorships.

ARTICLE III
MEMBERSHIP

SECTION 1: Those eligible for membership shall be the spouse and/or mother of a Salida Fire Protection District fire fighter, Employee or Salida Volunteer Firemen's Association member

- A) Spouse and/or mother of fire fighters may come as guests and participate in all functions of the auxiliary as a guest until spouse or son/daughter is on the official roster of the Salida Fire Protection District.

SECTION 2: The membership of this auxiliary shall include a) active members, b) associate members, and c) honorary members.

- A) An active member constitutes a person who is in active service to the Auxiliary by serving on committees, working in the fireworks booth and attends three or more business meetings in a given year.

- B) An active member must apply to a member of the executive board no later than January of the current year to become an associate member. An associate member is for a period of one year and can not be applied for in consecutive years. She still retains the rights and privileges, which are allowed by the association if she elects to pay her annual dues. An associate member is not required to perform the duties of an active member, due to personal conflicts, but she still retains the rights and privileges, which are allowed by the association.
- C) Honorary membership shall be conferred on an active member, provided that she has served continuously and is in good standing for at least five consecutive years. Under special circumstances, an active member may receive honorary membership by a majority vote of the members present at a regular meeting. If an honorary member elects to pay membership dues, she shall have the right to vote and enter into the regular business of the auxiliary.

SECTION 3: Membership shall cease if a spouse or son/daughter of said member is no longer a fire fighter or employee with the Salida Fire Protection District or a member of the Salida Volunteer Firemen's Association.

SECTION 4: Should a member of the Salida Fire Protection District or the Salida Volunteer Firemen's Association pass away, the spouse and/or mother may continue their membership as a regular member of the auxiliary.

SECTION 5: Each member of the auxiliary shall be issued a badge and membership binder. In the event of loss, the member may obtain a new one from the President at a cost of \$5.00 each.

ARTICLE IV DUES

SECTION 1: Dues shall be \$5.00 annually for both active and associate members. Honorary members may elect to pay membership dues to retain voting privileges and to enter into the regular business of the Auxiliary Dues are payable to the Secretary at the January meeting. The Secretary will send a reminder to those members who are past due.

SECTION 2: If a member allows her dues to lapse for more than one year and then desires to reinstate her membership, she shall make her request known to a member of the executive board and a majority ballot of the membership present at a regular meeting shall be required to be readmitted into the association.

ARTICLE V
OFFICERS AND DUTIES

The officers of this association shall be President, Vice President, Secretary and Treasurer.

SECTION 1: The President shall preside at all meetings, shall appoint all committees, other than the executive, and shall serve as an ex officio member on all committees and preside over the Board of Directors. The President shall fill any vacancies. In the event of an office being vacated, the President shall appoint an active member to fill that position upon approval of the executive Board. The President shall make sure that the trustees review the books and present their compilation at the February meeting. At the September meeting, appoint a nomination committee of 3 members. At the November meeting: nomination and election of officers to take place. If it is the year to revise the bylaws, appoint committee to do revision. The outgoing President is to arrange meeting with the incoming officers and outgoing officers prior to the 2nd general meeting of the New Year to set forth activities, calendar and update membership booklet.

SECTION 2: The Vice President shall preside in the absence of the President, serve on the Ways and Means Committee, be a member of the Board of Directors and serve as a Trustee. If the position of President becomes vacant the Vice President shall fill the position of President, be responsible with the rest of the Ways and Means Committee for the conduct and management of all money raising activities of this organization.

SECTION 3: The Secretary shall keep a record of the transactions and procedures of the organization and answer all correspondence. She shall be membership chairwoman to keep an accurate and updated list of all members. She shall send monthly meeting notices. She shall also serve as a member of the Board of Directors. She shall accept and record dues paid at the January meeting and remind the members which are past due. At elections she shall be instructed to cast the ballot for each nominee providing more than 1 nominee. She shall have ready at the January meeting committee sign ups.

SECTION 4: The Treasurer's duties shall be to collect and deposit all money in the bank and disburse same by check as approved by the membership or the executive board or as set down by the by-laws. Present all expenses to the Board or membership. She shall also serve as a member of the Board of Directors. The past and present treasurer is responsible for the consulting and filing the taxes with a Certified Financial Advisor or Accountant. The treasurer is responsible to make sure all the appropriate State and Federal forms are filed. A written financial report will be distributed to each member present at regular meetings. She shall be responsible for maintaining financial records and balancing of the bank statement. Keep record of all incoming receipts and outgoing expenses. Have financial information for previous year available at January meeting for trustees to review. Arrange to file sales tax form for sales tax income from fireworks booth. Count money at end of day for fireworks booth. She shall give a report for current year fireworks income and expenses. She shall receive incoming mail and keep and open items pertaining to expenses or financial information and forward other mail to

appropriate persons, Sec., Pres., Etc... She shall arrange for signature card at bank and update with all new officers. There shall be two signatures on any check paid that exceeds the amount of \$100.00. She shall also purchase a gift not to exceed \$50.00 for the outgoing President.

SECTION 5: The Executive Board, which is the above mentioned officers, shall meet prior to the second general meeting of the New Year to set forth the year's activities and the calendar and to update the membership booklet. This booklet is to be distributed at the February meeting.

ARTICLE VI STANDING COMMITTEES

The standing committees of this organization shall be the Ways and Means Committee, Trustees, Sunshine Chairwoman, Supply Chairwoman and Corporation Board of Directors. These committees are appointed by the President and approved by the Executive Board.

SECTION 1: The Ways and Means committee shall be responsible for the conduct and management of all money raising activities of this organization. The committee shall consist of the Vice President and at least two active members. The prime source of income for the organization shall be through the sale of fireworks, unless deemed unlawful in our county or state.

- A) This committee shall be in charge of ordering, pricing and the sale of the fireworks. At least one committee member shall attend the Fireworks promotion.
- B) All active members must help in the set-up and/or sale of the fireworks unless excused by permission of a member of the Executive Board. Working members shall be able to buy fireworks at cost, for a maximum of \$100.00 retail at auxiliary cost. Providing at least two shifts have been worked. Sales tax must be paid on total retail price. The member must work before receiving the discount
- C) Any Person who helps in the sale of fireworks shall be given a 25% discount certificate for the personal purchase to a limit of \$50.00 retail. The President or the Ways and Means Committee may issue the certificate.
- D) All discount reimbursements will be issued, after the completion of fire work sales, by the treasurer.

SECTION 2: The Trustees shall review the books annually and submit a report to the membership at the February meeting. The Trustees shall consist of the past President, the new Vice President and one active member to be appointed by the President.

SECTION 3: The Sunshine Chairwoman shall send flowers or cards in the event of an illness or death.

- A) Send flowers to any auxiliary member or fire fighter in the hospital in the event of illness.
- B) Send an appropriate card in the event of illness to an immediate family member or to any fire fighter or association member or spouse who does not belong to the auxiliary.
- C) If there is a death of a fire fighter, auxiliary member, association member or immediate family member, the auxiliary will send a plant, flowers or make a donation to a charity not to exceed \$50.00.
- D) A \$50.00 check or gift certificate and card shall be given to any newly married active fire fighter or auxiliary member.
- E) A \$50.00 check or gift certificate shall be given to an auxiliary member on the birth of a child.

SECTION 4: In case of vacancy on the Executive Board, the President shall appoint an active member to fill the seat upon the approval of the Executive Board.

SECTION 5: The Board of Directors of the Corporation shall consist of eight members.

- A) The Executive Board shall constitute four of the board seats. The Immediate past President will fill the fifth seat. The two active members who serve on the Ways and Means Committee and the active member that is a trustee will fill the remaining three seats. Any unfilled seats will be appointed by the President.
- B) The Board of Directors shall oversee the corporation and will meet at least once a year in January.

SECTION 6: All committees shall meet and review topics and bring their recommendation to the next general meeting.

ARTICLE VII ELECTIONS

SECTION 1: A nominating committee consisting of three active members shall be appointed by the President in October.

SECTION 2: Elections shall be by ballot except when there is but one nominee for each office. The Secretary shall be instructed to cast the ballot for each nominee. A majority vote of members present shall constitute an election.

SECTION 3: The nomination and election of officers shall take place at the regular November meeting. New officers shall be installed and assume duties at the regular January meeting.

SECTION 4: Term of office shall be one year.

A) All Offices shall not exceed three consecutive terms.

ARTICLE VIII MEETINGS

The Business meetings shall be on the First Tuesday of the month.

SECTION 1: Rules of Order

A) “Robert’s Rules of Order” shall be a guide for information on parliamentary procedure pertaining to this organization.

SECTION 2: The meeting date may be changed by two-third (2/3) majority vote of the membership present at any regular business meeting. Those members that are not present are to be duly notified of the change.

SECTION 3: Special meetings

A) A special meeting may be called by the President or at the request of five active members.

B) The membership must be duly notified at least one week prior to the date of the special meeting.

C) The meeting shall be held to discuss a specified subject.

SECTION 4: Invitation to the annual Christmas Dinner shall be extended to members of the Auxiliary, Salida Volunteer Fireman’s Association, Salida Fire Protection District and the Board of Directors of the Salida Fire Protection District. Any other special guest the Auxiliary wishes to invite will be included. All who attend will be asked to donate food or money for the Christmas baskets.

SECTION 5: The legal “quorum” for conducting business must be ten (10) active members including officers to vote and conduct business of this organization.

- A) A lesser number is only able to adjourn a meeting until such time as a quorum may be obtained; including, adjournment “sine die” in special sessions.

SECTION 6: At any meeting the majority of members present shall decide all questions if there is a quorum, except to amend or annul the by-laws either in part or in full. In this case, it is required that two-thirds (2/3) vote of voting membership approve changes provided that at least one month notice shall have been given the membership. This may be done by mail or attending the meeting.

ARTICLE IX PROCEDURES AND EXPENDITURES

This auxiliary shall follow all procedures set down in the papers of Incorporation or as set down by the constitution and by-laws in effect for the year. If conflicts between both documents occur, the constitution and by-laws shall take precedence.

SECTION 1: Aid to burned-out families as set forth elsewhere in these by-laws.

- A) This auxiliary shall give the sum up to \$500.00 in vouchers or in goods and services as emergency aid to any burned-out household in the Salida Fire Protection District. This shall be given at the discretion of the executive board.
- B) The definition of a “burned-out household”, shall be one in which their clothing and food supply were destroyed by fire or consequences thereof; or the household is otherwise uninhabitable because of extensive damage.

SECTION 2: Scholarships

- A) The scholarships shall be awarded according to the Scholarship Guidelines that are in effect for the current year. Guidelines may be changed by a 2/3 vote of members present at the meeting where such requests are duly presented and discussed.
- B) High School Scholarships: This auxiliary shall have available an annual High School Scholarship Fund of up to \$1,500.00 to be given to graduating seniors. The sum of up to \$500.00 shall be given to a maximum of three (3) graduating seniors. All eligible graduating seniors must submit an application to the Auxiliary by April 1.
- C) MJC Nursing Scholarship: Up to 2 scholarships in the amount of up to \$500.00 each shall be provided to be awarded to a Modesto Junior College nursing student who has successfully completed his/her first

year in the nursing program. All eligible nursing students must submit an application to the Auxiliary. This scholarship can be awarded to an individual only once.

- D) Memorial Scholarship: A Memorial Scholarship shall be offered to upper division college students and Post Graduates. The Scholarship shall be in the amount of up to \$1,000.00. The number of scholarships shall be determined by the available funds, with a maximum of 2 scholarships available. Application must be submitted to Auxiliary by September 15. A Student can apply for the scholarship each year they qualify, although only able to receive it once.
- E) Procedure for payment: The Scholarship shall be paid upon receipt of verification of full-time enrollment. The Scholarship shall be paid to the college after being voted upon by the membership and the check shall be made payable to the College enrolled in and in reference to the student.
- F) Recipient shall have until the end of the calendar year in which scholarship is awarded to submit required verification information.

SECTION 3: Educational/Enrichment Fund

- A) A fund of up to \$500.00 shall be set aside each year for the sole purpose of encouraging education travel. The sum of up to \$100.00 shall be donated to help cover costs for travel for an eligible student.
- B) An eligible student is one that resides within the Salida Fire Protection District or is a child of an Auxiliary, Fire Department or Association member in grades seven through twelve (7-12).

SECTION 4: Future Fire Fighters

- A) An amount up to \$1,000.00 shall be available each year for the sole purpose of education and training of Salida Fire Explorer Post 904.

SECTION 5: Sponsorships

- A) The auxiliary shall have available an annual sponsorship fund of up to \$1,500.00 Sponsorships may include but are not restricted to the following:

- The Special Olympics
- Scouting – Boys/Girls
- Soccer/MYSA
- Softball

B) Sponsorships may not exceed \$250.00 per organization per year.

SECTION 6: Christmas Charity

- A) Gifts shall be purchased and presented during the Christmas season to rest homes in the Salida Fire Protection District.
- B) A food basket shall be given to at least one needy family at Christmas time from the donations of the annual Christmas Dinner.
- C) This auxiliary shall adopt a needy family residing in the Salida Fire Protection District. Total expenditures will not exceed \$50.00 x the number of persons in the family.

SECTION 7: Any other donations to any person, group or organization as deemed appropriate on a one time basis shall be approved by a majority vote of the membership present a regular business meeting. Special circumstances are allowed when approved by the executive board.

SECTION 8: No single expenditure of over \$1,500.00 may be approved by less than a two-thirds (2/3) majority vote of total voting membership.

ARTICLE X
BY-LAWS

Revoked by-laws and by-laws in force.

SECTION 1: These by-laws may be amended or revised by a two-thirds (2/3) vote of the total voting membership. Provided that at least one months notice shall have been given the membership.

SECTION 2: All By-laws and amendments that were in force at the time of adoption of the present Constitution and by-laws are revoked.

SECTION 3: The officers and members of this corporation, Women's Auxiliary to the Salida Fire Department, approve the orders executed by the present Constitution and by-laws. To this Constitution and by-laws all officers and members are subject, and it shall be in force and take effect immediately upon approval of the membership as noted as above.

These by-laws shall be reviewed every five (5) years.

ARTICLE XI
DISSOLUTION

The Women's Auxiliary to the Salida Fire Department shall use its funds only to accomplish objectives and purposes specified in the Constitution and By-Laws and no part of said funds shall inure, or be distributed, to the members of the Association. In the event of dissolution of the Auxiliary any funds remaining shall be distributed to the Salida Firefighters Association. If said association is no longer in existence, then said funds will be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic fire service organizations to be selected by the membership.

The By-laws committee met and revised the said By-laws. The said By-laws were approved by the membership March 2008. The committee consisted of Judy Walker, Kathleen Barton, Syd Reyes, and Sue Brubaker