

## **Life Safety Education Section By-Laws**

### **LSE**

#### Mission

To save the lives of South Carolinians through education and risk reduction.

#### Values

To be cutting edge in prevention message content and delivery

To be the leader in Public Life Safety Education in South Carolina

To constantly strive to publish the mission and prevention messages

#### Methodology

To bring together the best persons in South Carolina and the nation in producing and portraying the sections mission on a frequent and regular basis

To train state and local educators to be the best and most current service providers  
To establish for South Carolina, regular proactive messaging of education and risk reduction concepts and materials

To network and utilize existing programs and methodology in ensuring the mission

To create and utilize a network of media outlets for cohesive mission portrayal

#### Operations

1) The Public Education Section will operate under and adhere to all regulations of the parent SC State Firefighters' Association guidelines.

2) Finances

##### A. Budgeting

The members of the Public Education Section will formulate its own budget of expenditures and submit those items to the Executive Director of the Association in August of each year. The proposed expenditures must balance with proposed lines of income. Escrow accounts for projects such as capital items can be utilized and will be pre-planned by the section officers and the Executive Director. The annual budget is zero based but unexpended accumulated funds are held in account for the Section's use in following budget cycles and will be treated as potential income for the next budget cycle or held in escrow for capital items.

If expenditures exceed revenues in the established budget during a particular year, the section will first repay SCSFA in the next budget.

##### B. Maintenance of Funds

The parties will comply with all standard business financial management procedures and SCSFA policies and procedures in conducting fiscal business. Receipts and reimbursement forms will be required. The SCSFA will provide regular financial updates to the Section's leadership as designated and will assure full disclosure of financial status and maintenance condition of the Section's funds.

##### C. Credit Card

A Section Credit Card can be issued to the Section's designee with strict expectations, as outlined in credit card issuance form, of at least monthly accumulation by the SCSFA bookkeeping of all receipts. The SCSFA reverses the right to cancel any credit cards issued that the holder does not comply with the receipts requirement, as not doing so would endanger the entire fiscal auditing of the Association.

D. Financial Liaison

The section shall designate a Financial Liaison (Individual or Committee) with which SCSFA bookkeeping can directly interface on a frequent basis.

E. The fiscal year of the Section shall be the same as the Association.

3) Section Dues

A. SCSFA Dues

The SCSFA has an expectation that all members of any Sections would as an overarching policy, be first a member of the SC SFA. As such, the base amount of the current dues structure would be expected of any Section Member. For most current or potential Section members, this will have already been done for compliance with state statutes. However, times may arise that individuals that could be SCSFA Associate or Affiliate members are not SCSFA dues paying members. In those cases, the SCSFA would request that those individual persons pay both SCSFA and Section dues for full membership. In doing so, full member benefits packages, including insurance programs, are insured of all Section members.

B. Section Dues

The section will establish by its by-law's described methodology, the dues which are to be assessed to all section members. The SCSFA will each year, on or around the first of October, assess all member departments and Section Member Individuals for the annual dues payment. Upon receipt, the full amount of those section dues will be accounted for, deposited, and credited to the Section's income budget.

4) Administrative Support

A. Bookkeeping

The SCSFA will maintain the accounts for the Section. Auditing, filing for taxes, filing for charitable organization status with the State of SC, and any other standard financial requirements will be met as a part of this arrangement. For such efforts, the SCSFA pays for a bookkeeper to manage all accounts. This accounting is charged to the SCSFA at an hourly rate. The SCSFA will in turn invoice the Section on an hourly basis for work done for, and on, Section financial management at the same rate charged to the SCSFA. Billed hourly review is welcomed by the SCSFA who will produce and present for payment a detailed invoice to the Section.

B. Marketing

The SCSFA will assist the Section in its needs for marketing the operation and efforts of the Section. That may come in the form of mail outs,

electronic means of communication, social media, etc.. If and when the Section asks for marketing assistance, the SCSFA will designate the appropriate employee to the task requested. Planning and scheduling will be key to this function. Sharing of SCSFA resources will be attempted, but dependent on the requested project scope, expense sharing will be expected.

#### C. Events

The SCSFA is available to assist in events planning and logistics and offer our experience in events planning. The Section would need to delineate in advance of any needs and expectations that the section requires and cost sharing for services rendered would be expected.

1. The Association encourages regular Section meetings and SCSFA staff will attend those meetings as scheduling allows and or as the Section requests.
2. The SCSFA encourages organized training events catered to the specific needs of the Section's membership.
3. The SCSFA is willing to explore the possibility of the formation of a "Track" of programs at the SC Fire-Rescue conference.

#### D. Use of SCSFA Facilities

The Sections are encouraged to utilize the SCSFA Board Room for meetings at no charge to the Section. The facilities will be booked on a first come first serve basis with the SCSFA President or Executive Director holding the right to reschedule the room due to unexpected conflicts as needed. Temporary office workspace may also be available.

#### 5) Dissolution of Assets

Should such time as the Section become ineffective due to level of activity or membership numbers; or should the Section wish to break away from the association with the SCSFA, SCSFA By-Laws will govern the Section dissolution with the expectation of the need for both parties to deliberate any capital accumulations and allocation of resources to other functions, groups, or charitable entities or recognized chartered organizations.

#### 6) Operational Year

The Section shall utilize the same operational year of officer progression and transfer of command as does the Association and shall utilize the annual Section meeting held during the Association's annual conference as the time of the Section's transfer of command.

#### Officers/Management

- 1) The Section shall have a President which shall preside over all meetings, and serve as the chief executive for the Section in all capacities. The President shall attend the Association Executive Committee meetings and represent the section in official functions.

- 2) The Section shall elect each year from its members a Vice President that shall serve the 12-month operational period of the Section and shall progress to the role of President automatically. The Vice President shall preside in the event of the President's absence at functions of the Section. The Vice President shall assume the term of the President should the President be unable to fulfill his/her term and in this case also be allowed to fulfill his or her natural term.
- 3) The Section shall elect from its membership a recording Secretary that shall maintain documentation of section meeting activities.
- 4) The Section shall elect a Financial Liaison from its membership to communicate and ensure proper coordination of budget and finances of the Section. To ensure separation of duties and fiduciary accountability, the Financial Liaison shall not be one of the other elected officers.
- 5) The President may assign committees and committee members as needed to fulfill the mission.
- 6) During the initial institution of this section, the SCSFA Executive Committee shall appoint the officers of this section who will hold office until the June of 2017 at which time the above items will begin.

#### Meetings/ Functions

- 1) The Section shall establish and hold regular member meetings which shall be at least quarterly. The meetings shall be published in advance and in accordance with best practice for public meetings.
- 2) An annual meeting for election of officers and annual reporting shall be held in conjunction with the Association's annual meeting.
- 3) The Section shall plan and hold special training events to fulfill the goals and missions of the section.
- 4) The Section President, or their designee, shall be present at Association Executive Committee meetings to give a report of Section activities and shall have voice at those meetings.