



# Officers Section

South Carolina Firefighters' Association

# Bylaws

Effective: June 1st, 2018  
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## **Article I – Name and Mission**

### **Section 1. Name**

This organization shall be known as the Officers Section, herein called the "Section", of the South Carolina State Firefighters Association., herein called the "Association".

### **Section 2. Mission**

The mission of the Officers Section of the Association is to provide information, education, services and representation to both Volunteer and paid Officers. The goal of the Section is to enhance their professionalism and service to community. This will be accomplished by distributing to the Section members training and networking information such as; fire service legal aspects for volunteer and paid officers, budgeting process and procedures, legislative updates, 1% procedures and issues, recruitment and retention, diversity, grant applications, apparatus specifications and purchase, etc.

## **Article II – Membership and Dues**

### **Section 1. Membership Category**

One category of membership is established within the Officers Section, "Section membership."

- A. Section membership is available to those individuals who are at the rank of Lieutenant and above and are Regular, Affiliate or Associate members of the Association. Section members are eligible to hold office in the Section and to vote on all Section ballots. Failure to maintain Association membership will result in the loss of Section membership.
  1. Section membership is also available to Association Life members. Association Life members do not pay Officers Section dues. To receive free Section membership upon attainment of Association Life member status, the member must have been a dues-paying Section member for at least two consecutive years – at any time – prior to taking Life membership. These members of the Section are eligible to vote on all Section ballots.

### **Section 2. Dues**

Initially there shall be no dues required to be a member of this Section. If necessary dues will be established by the elected members of the Officers Section and presented to the Section members for approval. Dues for Section membership shall be payable in conjunction with the member's Association dues. Section dues for affiliate members shall be payable upon receipt of a Section invoice. Any Association member wishing to join the Section before the date of Association dues renewal shall pay the Section dues upon joining and, thereafter, when the Association membership dues are paid.

## **Article III – Section Officers**

### **Section 1. Elected Officers/ Board of Directors**

The elected Officers of the Section shall consist of the Section Chair, Vice Chair, 2nd Vice Chair, Secretary and Treasurer. Each Officer shall have a term of office of one (1) year or until his/her successor is elected. The eligibility requirements for elected officers are set forth in Article V, Section 4. The elected Officers will serve as the Section's Board of Directors.

### **Section 2. Vacancies**

In the event of a vacancy occurring in the office of the Chair, the duties of the office shall devolve upon the Vice Chair who shall serve for the unexpired term. In the event of a vacancy occurring in the office of the Vice Chair, the duties of the office shall devolve upon the 2<sup>nd</sup> vice chair who shall serve for the unexpired term. In the event of a vacancy occurring in the office of Secretary, or Treasurer, a majority vote of the Section's Board of Directors shall appoint an individual who shall serve until the next annual election, when the unexpired term shall be filled by a vote of the members.

In the event that a member retires or leaves the fire service while holding an Officer position in the Section, the member may continue to hold said office until the next annual election, at which time the unexpired term shall be filled by a vote of the members.

## **Article IV – Duties of the Officers**

### **Section 1. Duties of the Chair**

The Chair shall:

- A. Be the official representative and spokesperson for the Section.
- B. Preside at the meetings of the section and at the meetings of the Board of Directors.
- C. Appoint committees as deemed necessary to conduct the business of the Section.
- D. Call special meetings of the Section as deemed necessary to accomplish the business of the Section.

### **Section 2. Duties of the Vice Chair**

The Vice Chair shall:

- A. Assume the duties of the Chair in the absence or inability of the Chair to perform his/her duties.
- B. Assist the Chair in conducting the business of the Section.
- C. Perform such other duties as prescribed by the Board of Directors.

**Section 3. Duties of 2<sup>nd</sup> Vice Chair**

- A. Assume the duties of the Vice Chair in the absence or inability of the Vice Chair to perform his/her duties.
- B. Perform such other duties as prescribed by the Board of Directors.

**Section 4. Duties of the Secretary**

The Secretary shall:

- A. Record the minutes of the Section meetings and Board of Directors meetings.
- B. Distribute the minutes in a timely fashion to the members of the Section's Board of Directors and to the Association.
- C. Perform such other duties as prescribed by the Board of Directors.

**Section 5. Duties of the Treasurer**

The Treasurer shall:

- A. Maintain records of the monies of the section that are collected, deposited and disbursed.
- B. Prepare an annual budget for submission to the Section's Board of Directors.
- C. Perform such other duties as prescribed by the Board of Directors.

**Section 6. Duties of the Board of Directors**

The board of directors shall:

- A. Have general charge of the affairs of the Section.
- B. Review the work of the Section and develop policy for the Section.
- C. Amend or approve the budget prepared by the Treasurer.

## **Article V – Meetings and Elections**

### **Section 1. Meetings**

The annual business meeting of the Section shall be conducted at the annual conference of the Association. Other meetings may be held at the call of the chair or a majority of the Board of Directors of the Section provided that at least ten (10) business days' notice of such meeting has been given to all members of the Section.

### **Section 2. Voting**

A simple majority of the eligible voting members who are present shall constitute a quorum for the transaction of business at all meetings of the Section.

### **Section 3. Election Committee**

Not later than one hundred and twenty (120) calendar days prior to the annual meeting of the Section, the Section chair shall appoint an election committee of three (3) members, all of whom shall be members in good standing of the Section and none of whom shall be seeking a position in the election for which they are officiating. No member of the sitting board of directors may be appointed to the election committee. The chair of the election committee should be selected from the prior year's election committee to maintain continuity and he/she may serve as chair no more than two consecutive years.

Members wishing to be placed in nomination for the upcoming Vice Chair, 2<sup>nd</sup> Vice Chair, Secretary, or Treasurer, shall submit their name to the election committee no later than ninety (90) days prior to the annual Section meeting. The current Vice Chair will be considered the Chair elect and will advance to the position of Chair for the coming year. The election committee shall verify candidate eligibility and forthwith submit the list of nominations to the Section Chair.

### **Section 4. Eligibility for Office**

Members of the Section's Board of Directors must be current Section and Association members at the time of their candidacy and, if elected, must maintain Association and Section membership for the duration of their term.

Any member of the Section's board who retires while in office shall be permitted to remain in office until the next regular annual meeting of the Section, when a new officer shall be elected by the membership.

### **Section 5. Elections**

The officers shall be elected by secret ballot from eligible section members at the annual meeting.

## **Article VI – Compatibility with SCSFFA**

### **Section 1. Inconsistencies of Bylaws**

If any inconsistency is found between these bylaws and the constitution and bylaws or policies of the Association, the latter shall apply. If such inconsistency is in question, the matter shall be referred to the Bylaws Committee of the Association and if necessary, to the Association Executive Committee for a final resolution.

### **Section 2. Position Statements**

Any position statements prepared by the Board of Directors must be submitted to and receive approval from the Association Executive Committee before the position can be released outside the Association.

### **Section 3. Setting Policy**

The Section shall adopt procedures for the conduct of its business, which must be consistent with, and not in conflict with policies established by the Association. Otherwise the Board of Directors of the Officer Section shall have the sole authority for implementing all Section policies, procedures, staff assignments and expenditures.

## Article VII – Amendments

### Section 1. Amendments to the Bylaws

The section shall have the power to alter, amend or revise these bylaws, provided:

- A. The amendment has been presented in writing by the Board of Directors of the Section or by a member of the Section and filed with the Secretary at least one hundred and twenty (120) days prior to the annual Section meeting.
- B. The amendment has been sent to the Chair of the Association Bylaws Committee at least ninety (90) days prior to the annual Section meeting.
- C. The Secretary, or his/her designee, shall arrange to prepare and send a mail ballot or electronic ballot notification to all members eligible to vote.
- D. The ballot shall be sent at least sixty (60) days prior to the annual Section meeting.
- E. The ballots shall be returned, as directed, at least fifteen (15) days prior to the annual Section meeting to be tabulated by the Chair of the election committee, or his/her designee, and certified by all members of the election committee at the annual Section meeting.
- F. After the votes have been tabulated, the preliminary results of the vote shall be emailed to Section members and then presented at the annual Section meeting.
- G. Two-thirds (2/3) majority of the eligible voting members who submit ballots within the designated time period shall be necessary for the adoption of any such alteration, amendment, or revision.
- H. All changes will become effective upon adoption, unless otherwise provided.
- I. All amendments to these bylaws must comply with Article VI, Section 1.



### Article VIII – Section Operations

#### Section 1. Order of Business

The following order of business shall govern all meetings of the section unless the order is suspended by majority vote of those members present and voting:

- A. Call to order
- B. Invocation
- C. Officers reports
- D. Committee reports
- E. Old business
- F. Elections (if necessary)
- G. New business
- H. Good and welfare of the Section
- I. Adjournment

#### Section 2. Rules of Order

The rules contained in the current Robert's Rules of Order shall govern the Section in all cases to which they are not inconsistent with the bylaws of the Section or the Constitution and Bylaws of the South Carolina State Firefighters' Association

Passed: X

Signed:

[Signature]  
Chair, O Section

[Signature]  
Vice Chair, O Section

Amended: \_\_\_\_\_

[Signature]  
Executive Director, SCSFFA

[Signature]  
Chair, Bylaws Committee SCSFFA