

Taylorville Fire Department Ladies Auxiliary BY-LAWS

Taylorville Fire Department Ladies Auxiliary Mission Statement

The mission of the Taylorville Fire Department Ladies Auxiliary is to support the firefighters of the Taylorville Fire Department in their pursuit of Life Safety, Incident Stabilization, and Environmental / Property Preservation of the citizens they serve and their respective memberships.

The members of the Ladies Auxiliary will pursue their mission through activities supporting the fiscal, public service and response support needs of the Taylorville Fire Department Firefighters.

Article I Membership

- Section 1 This organization shall be known by the name “Taylorville Fire Department Ladies Auxiliary”.
- Section 2 Membership will consist of individuals whose name appears on the official Taylorville Fire Department Ladies Auxiliary Roster.
- Section 3 Requirements to consideration for membership
- Wife of a Taylorville Fire Department Fire Fighter
 - Daughter of a Taylorville Fire Department Fire Fighter
 - Must be 18 years of age
 - Wife or Daughter of a retired member of the Taylorville Fire Department. [See Honorary Membership]
 - Must complete membership “contact sheet”
- Section 6 Types of Memberships

In Good Standing Membership:

In Good Standing Membership Minimum Requirements

- Following May 1, 2005 all new members must receive a 51% vote supporting their membership status
- Any member of “Good Standing” that brings harm to the purpose, and image of the organization may have their respective membership suspended by means of a seconded motion and a 2/3 vote of the membership.
- While this organization will recognize that not all members will be available to participate equally, it is expected that all members will maintain a relatively active Ladies Auxiliary role.

Honorary Membership:

- A wife or daughter of a retired TFD Fire Fighter may request, via any member in “Good Standing”, an Honorary Membership.
- Following a seconded motion, and majority vote favoring the request, from those attending the business meeting, individual will receive an Honorary Membership.
- The Honorary Membership holds the same rights as the Good Standing Membership. - The only difference is the member no longer has a husband or father holding a position on the Taylorville Fire Department Roster.

Special Membership:

- A membership available to anyone in the community holding a desire to be an active participant towards our goal of helping the TFD Firefighters.
- Must be 18 years old or older
- Must be sponsored by a member holding a Good Standing Membership or Honorary Membership

- During a regularly scheduled business meeting a motion must be made and seconded to accept a Special Membership. This motion must carry the majority vote of approval by those attending the meeting.
- The Special Membership holds the same rights as the Good Standing Membership.
- A Special Membership may be suspended or revoked at any regularly scheduled business meeting with a motion, supported by a 2nd and majority vote favoring the motion.

Article II Business Meeting

- Section 1 The regular business meeting shall be scheduled on the first _____ of each month. A meeting may be re-scheduled, or an emergency meeting scheduled at the discretion of the Organization President.
- Section 2 Business meetings shall be at _____ PM. The location of each meeting will be established prior to the close of preceding meeting.
- Section 3 Meetings shall be conducted orderly and according to Robert’s rules of Order. Discussions and Business transactions of all meetings shall be deemed confidential.
- Section 4 All members must remember that meetings will be a time to conduct organizational business in pursuit of our mission. Regular attendance, arrival before the scheduled start time, and meetings void of any distractions are vital to a productive meeting worthy of all our time.
- Section 4 Individuals who are not members of the Taylorville Fire Department Ladies Auxiliary, with an interest in the Fire Service are welcomed. However, they may not speak unless provided the opportunity by the President or Officer conducting the meeting. These individuals may be ask to leave the meeting based upon the discretionary authority of the President or Officer conducting the meeting
- Section 5 Members of the Taylorville Fire Department may attend all meetings but hold zero voting power, and must be recognized by the officer presiding to address the membership.
- Section 6 Order of Business
 - 1. Roll Call – Officer Presiding
 - 2. Reading of minutes from previous meeting - Secretary
 - 3. Treasures Report - Treasure
 - 4. Committee Reports – Committee Representative
 - 5. Unfinished Business – Officer Presiding/Membership
 - 6. New Business – Officer Presiding/Membership
 - 7. Date/Time/Location of Next Meeting – Officer Presiding/Membership
 - 8. Adjournment

Article III Election of Officers / Officer Duties

- Section 1 Officers shall be elected by ballot at the first regular meeting in December of each year, to take office at the first regular meeting of the following January.
- Section 2 Each term shall run for one year, with no term limitation.
- Section 3 In the event of one (1) nomination for an office, the nominee shall be deemed elected, following a motion and second to the motion.
- Section 4 At the meeting following the annual election, all officers shall turn over to their successors all books, papers, keys or any other properties of the organization.

- Section 5 The following Officer Positions will be filled, as listed in descending order.
1. President
 2. Vice President
 3. Secretary
 4. Treasurer
- Section 6 All members will be entitled to one vote. Whenever there is more than one nomination or an Officer position vote will be conducted per closed ballot.
- Section 7 A member interested in holding an Officer position, but is unable to attend the December election meeting, may express her desire for nomination to any standing Officer. The Officer will submit the member's name as a nominee.
- Section 8 Any member may be nominated for an officer position
- Section 9 If an elected Officer is unable or does not fulfill the duties of his/her respective office, the position may be filled by means of an appointment of the President.
- Section 10 President
- Presides over all business meetings
 - May establish and appoint members to committees
 - Preserves order of all meetings
 - Provides the decisive vote in case of a tie
 - Approves payment of bills
 - Represents the interest of the Ladies Auxiliary to the Taylorville Fire Department Fire Chief
 - Liaison between the Taylorville Fire Department Career and Volunteer Personnel
 - Establishes a committee to audit Treasurer financial records no sooner than the first of December with a completed audit before the first of the following year.
- Section 11 Vice President
- Serves the duties of President, in absence of the President
 - Serves as appointed by the President
 - Chairs the Auditing Committee, (Vice President, Two members not holding officer positions)
- Section 12 Secretary
- Maintains accurate accounting of all meetings and proceedings
 - Preserves all papers and books of the organization
 - Conducts and records roll call of all members at business meeting
- Section 13 Treasurer
- Accepts all moneys of the organization and deposits in the organization's checking account no later than the next business day
 - Pays all debts of the organization at the direction of the President
 - Provides a full financial status report at each business meeting
 - All business checks must have a signature representing two Officers. (President, or Vice President or Secretary, and Treasurer)
- Section 14 All Officers
- All Officers are expected to attend all business meetings.
 - All Officers are expected to set the example for active membership

Article IV Committees

- Section 1 Appointed committee members shall hold at least one meeting within thirty days after their appointment or election.
- Section 2 The organization may establish, as deemed necessary, the following committees. However, the organization shall not be limited to the following list.
 - Auditing Committee: Examine and audit the accounts of the Treasurer and report in writing the results of its examination at the first regularly scheduled business meeting of the year.
 - By-Laws Committee: Formulate and present proposed changes of the By-Laws to the members.
 - Awards Committee: Receipt of the nominations and selection of the recipients of annual awards, or special recognition.
 - Recreation and Entertainment Committee: Determine events to be held for the benefit of the members' recreation, subject to approval by the membership. Any events approved shall be the responsibility of this committee to execute, with any expenditure approved by a vote of the membership.
 - Fund Raising Committee: Assess and determine annual fund raising events.
 - Membership Committee: Pursues new ideas that will provide a full roster of active members.

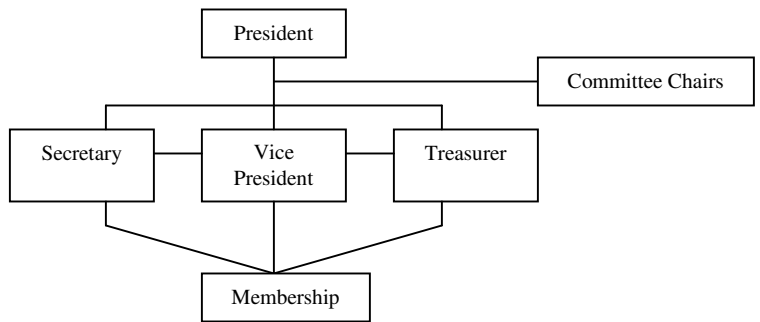
Article V Uniforms

- Section 1 SHIRT

PANTS / Misc.
- Section 2 Members will not wear worn, torn, stained, wrinkled, or dirty clothing when representing the TFD Ladies Auxiliary.
- Section 3 Members should not expect the Taylorville Fire Department budget to support are uniform needs.
- Section 4 Anytime a member is dressed in uniform, they are representative of the Taylorville Fire Department Ladies Auxiliary and the Taylorville Fire Department. Any level or nature of harm brought to the Taylorville Fire Department resulting from actions, appearance, or statements of the member will result in an investigation and report to the Taylorville Fire Department Fire Chief.
The result of the investigation and report to the Fire Chief may cause reason for the suspension of the individual's membership.
The suspension of membership may be by majority vote of membership officers, or at the discretion of the President, or a majority vote of members attending the next business meeting.

Article VI Taylorville Fire Department Ladies Auxiliary – Business Organizational Chart

Section 1



Article IX By-Laws

The By-Laws of this organization may be amended only at a regular meeting and only upon the affirmative vote of two-thirds of the members present. The proposed amendments having been presented in writing, signed by the members of the By-Laws Committee, (Organization Officers) and read at two previous meetings.

Article X Membership Conduct

- Section 1 Willful violation of By-Laws or duties of this organization, loose talk, improper behavior at response scenes, in the fire station, or during any fire department function, could be just cause for termination of membership.
- Section 2 All members are expected to conduct themselves in an ethical and legal manner.
- Section 3 No member will obligate the Organization for payment or provision of goods or services which may assume the authority of the Organization has been given, without approval by the President.
- Section 5 At no time shall any member attend meetings, or any TFD Ladies Auxiliary activity under the influence of intoxicants.
- Section 7 This organization prohibits discrimination in membership or other activities based on race, religion, sex, national origin, or physical handicap.

April 1, 2005

President TFD Ladies Auxiliary