



## CONSTITUTION

### **Article I – Name:**

The organization shall be known as the Southeastern Firefighters Association.

### **Article II – Object:**

1. To promote closer Inter-departmental relations
2. To assist the fire departments in their efforts to reduce fire losses
3. To assist fire departments in their overall improvement

### **Article III – Membership:**

Membership shall be open to any duly organized fire department in Westmorland, Albert and Kent Counties on payment of such fee as may be prescribed by the constitution.

### **Article IV – Dues:**

Subscriptions shall in all cases accompany applications for membership. The annual dues for each department and member shall be \$100.00, payable on or before the first day of September each year.

### **Article V – Officers:**

Officers of the Association shall be elected annually.

1. President
2. Vice President of Albert County
3. Vice President of Kent County
4. Vice President of Westmorland County
5. Secretary
6. Treasurer

An executive committee shall consist of the above officers.

## **Article VI – Duties of the President:**

The duties of the President shall:

1. preside meetings
2. sign official documents
3. may countersign cheques issued by the treasurer on behalf of the Association.
4. have a casting vote at all divisions
5. maintain order at meetings
6. enforce adherence to the rules of procedure as provided for in this constitution.

## **Article VII – Duties of the Vice-Presidents:**

The Vice-Presidents shall;

1. assist the President in the performance of his duties
2. shall assume the president's duties in his absence
3. represent the departments within their County

## **Article VIII – Duties of the Treasurer:**

The Treasurer shall;

1. have custody of all monies, deeds, bonds, title deeds and other securities belonging to the Association
2. collect membership dues
3. pay all bills contracted by the Association by cheques, same to be countersigned by the President or secretary
4. keep accounts of the receipts and the disbursements of the Association and shall furnish statements of the annual meeting

## **Article IX – Duties of the Secretary:**

The Secretary shall:

1. keep an accurate record of the proceedings
2. notify members of meetings
3. send and receive any correspondence
4. may countersign cheques issued by the treasurer on behalf of the Association.
5. perform such other duties in connection with the Association as the executive committee may direct

## **Article X – Duties of the Directors and Executive Committee:**

The Executive Committee shall meet at the order of the President. Four members shall constitute a quorum. The Executive Committee shall, in addition to powers allotted to them elsewhere in this constitution, have power:

1. To impose and enforce penalties for any violation of the constitution, by-laws and rules of this Association
2. To move or remit by a majority vote, any suspension or penalty that has been imposed
3. To appoint sub-committees from among their members for the handling of any special or specified business
4. To collect dues and funds of this Association and expend same
5. To interpret, define and explain the provisions of this constitution.
6. To adjudicate any dispute between members of the Association, which may arise between annual meetings
7. It shall be the bounden duty of each executive member to promptly reply to all notices of meetings, signifying his attendance or non-attendance, and also to register his vote on all questions passed for his direction or decision.

#### **Article XI – Voting:**

When a member makes a motion and a second member seconds that motion, a general vote will be held. Each department shall be entitled to one vote. A motion will be considered passed if two-thirds or more of the present departments vote in favor of the motion.

#### **Article XII – Meetings:**

The annual meeting shall be held at a place and time fixed by the President. Quarterly meetings shall be held at a time, date and place set at the previous meeting. Special meetings may be called by the President or upon the favorable vote of the executive committee or upon written request of any three members.

#### **Article XIII – Special Committees:**

Special committees may be named by the President at each annual meeting.

#### **Article XIV – Amendments:**

No alterations or amendments shall be made in this Constitution except by a vote at a regular called meeting and notice of such alteration or amendment must be given in writing at a previous regular meeting.

#### **Article XV – Order of Business:**

1. Approval of the Minutes
2. Report of Officers
3. Report of Committees
4. Unfinished business
5. New Business
6. Adjournment