



## Bylaws of South Kitsap Fire & Rescue Volunteer Association

- I. NAME** – The name shall be “South Kitsap Fire & Rescue Volunteer Association”, also referred to herein simply as “Association”.
- II. PURPOSE OF ASSOCIATION** – The primary purpose of the Association shall be to lessen the financial burden to South Kitsap Fire & Rescue (“Department”) by recruiting, retaining, and training unpaid volunteers to work in conjunction with the Department’s career staff. All member of the Association shall be unpaid volunteers. The Association members will perform fire fighting duties when needed in an effort to reduce costs and provide adequate staffing on the scene of a working fire or other emergency. Association members shall also perform duties as ambulance driver/attendant and other work as assigned by the Fire Chief. The Association shall lessen the financial burden to the Department by recruiting, retaining, and training members as tender operators to shuttle in water needed at non-hydranted fire scenes. They will also recruit, retain, and train Association members to provide air support for fire fighter by changing and filling SCBA bottles at the emergency scene. The Association shall also recruit volunteer chaplains to provide emotional support and comfort to member of the Department along with member of the community who have experienced a loss.
- Adjuncts to its primary activity of providing fire fighting and rescue services for the community, the Association will also function as a social organization of the Department; providing a vehicle to allow the Association member opportunities to interact on a social level alongside the Department’s career staff, while supporting community programs and encouraging the involvement of the Association in community activities. These activities shall include installing infant car seats, participation at safety fairs, teaching first aid/CPR classes, installing smoke detectors for homeowners, and conducting home safety checks.
- The Association shall also provide a forum of volunteers within the Department to act as a one body; to voice views and opinions with respect to Department policies and procedures; to support the mission of the Department, and to give input on the direction of the volunteer programs. It is not the intention of the Association to support specific political candidates or views. However, it is the intention of the Association to support issues of importance that affect the Department volunteer, and the community served by the Department.
- III. MEMBERSHIP CLASSIFICATION** – There will be two classes of membership: voting members and auxiliary members.
- A. Voting Members** – Voting members shall be comprised of any volunteer active in a Department volunteer program. A quorum of voting members (as hereinafter defined) is required to pass any matter voted upon.

**1. Active Volunteer Members** – An active volunteer member is any person enrolled in a Department program such as Suppression Volunteer Firefighter, Support Volunteer, Intern Volunteer, and Administrative Volunteer who is maintaining an active status as defined in SOP 7-12. All these members shall be referred to as active volunteer members, and will each have the authority to vote on the business of the association (except as otherwise limited herein) and on all issues brought before the full Association. Active volunteer members shall be entitled to elect all Association officers.

**B. Auxiliary Members** –Auxiliary members include any individuals who are not enrolled in a Department volunteer program, but wishes to support the Association functions as part of any activity sponsored by the Association. Such “honorary” auxiliary members shall be non-voting members on all issues that come before the Association.

**1.** However, an auxiliary member may run for and hold the elective port of Secretary or Treasurer within the Association. Under the status of Association officer (Secretary/Treasurer), an auxiliary member acquires the power of a vote on the issues that come before the Association.

**IV. OFFICERS** – The Association shall have the following officers who shall be governed by the guidelines set forth herein:

**A. President** –The President shall serve a two year term, and oversee the overall activities of the Association for his/her elected term. Voting for the President will be on even years. The President will represent or assign representation of the Department Volunteer Association to represent the Association in participating in or attending Department functions and staff meetings. The President will serve as direct access and communication to the Chief on matters of concern or importance to the Association. The President will have the power to make and approve purchases that have been specified in an approved budget. In cases of emergency or where a budget hasn’t been approved, the President will have limited discretionary spending power of up to \$150.00 per item with the approval of the Association executive staff. The President may only exceed that monetary limited discretionary authority pursuant to a two-thirds majority approval of the active volunteer members. Any funds expended by the President shall be reported in the next available Association Treasurer’s Report. The President shall also provide a courtesy copy of the Association meeting minutes to the Department Chief for informational purposes if free access to the minutes is not available by other means. The President shall not be entitled to vote on Association matters, except as a tiebreaker.

- B. Vice President** – The Vice President shall serve a two-year term. Voting for the Vice President will be on odd years. The Vice President shall assume the duties of the President: in his/her absence; when the President is incapacitated; or when the President is unable to perform his/her duties. The Vice President may run for the office of President during the even year. If elected to the office of President, a special election will be held at a later Volunteer Association meeting to elect a new Vice President to fill the remainder of the Vice Presidents term. The Vice President shall have an active member vote in all Association matters.
- C. Secretary** – The Secretary shall serve a two-year term. Voting for the Secretary will be on even years. The Secretary shall keep accurate records of all proceedings during meetings of the Association, and to keep track of attendance at all Association meetings. The Secretary will be responsible to receive and answer all communications and/or correspondence with approval of the President. The Secretary will prepare all the Association meeting minutes. The Secretary will be responsible to provide monthly reports and copies of meeting minutes to all Association members. The Secretary shall have an active member vote in all Association matters.
- D. Treasurer** – The Treasurer shall serve a two-year term. Voting for the Treasurer will be on odd years. He or she shall be responsible for collecting and taking receipt of all monies for the Association, and for keeping an accurate accounting of all monies received, held, and/or disbursed. The Treasurer shall also be responsible for providing and retaining a monthly financial report to the active volunteer members. The Treasurer shall have an active member vote in all Association matters.
- E. Elections** - Elections shall be concluded by the end of November each year, with the elected officers taking office on January 1<sup>st</sup>.
- A person may only accept nominations for one open position per election. A person holding any position may run for any open position. If any position is left vacant due to actions such as resignation, death, retirement, or new appointment, a person may be appointed, by the remaining executive board, to fill the vacancy until such time that a regular or membership option election is held.
- Election procedure shall conform to the following:
- Open nominations during September meeting and utilize common forms of department communication to announce election proceedings to membership . Close nominations during October meeting and initiate online vote for a period of 30 days. Appoint a minimum of two members to count the ballots. At the conclusion of vote deadline, appointed members will tally the votes collected. Person receiving the highest number of votes wins the elected

position. In the event of a tie, candidates shall campaign with present members prior to an on-site revote.

- V. QUORUM** –A quorum of the Association shall consist of at least five voting volunteer members which may include up to two auxiliary members in an officer position of the Association. The minimum of five members may be a collection of varied proportion.
- VI. DUES** – There will be no dues, assessment, or fees to become a member or remain a member of the Association. However, future assessments, fees, an agreed upon levy, or dues may be established by the Association officers. Any such fees, assessments, or dues then must be approved by a two-thirds majority vote of the active volunteer members in attendance at the pertinent scheduled meeting.
- Incentive Funds** – Association will invoice the District to transfer any unspent incentive line item funds to the volunteer association at the end of each calendar year.
- VII. COMMUNITY FUND RAISERS** – Association arranged fund raiser proceeds are to be designated for a specific purpose or cause. Examples include: Fire House Spaghetti Feed; proceeds go to local youth sports sponsorships, HotFoot 5K; proceeds supports the scholarship program, and the Olalla Easter Breakfast; proceeds support local donations. Proceeds from any Association arranged and conducted fund raiser will be defined as 85% of the profits generated from the event. The Association will absorb the remaining 15% of the profits to cover annual administrative and function expenses.
- VIII. MEETINGS** –
- A.** A monthly meeting will be held after the last Tuesday drill of each month. Notice will be given in advance of each meeting as to the date, time, and location.
  - B.** Special meetings may be called by the Association officers where all members of the Association may vote on changes to the bylaws and issues brought before the full Association by the association officers. A majority vote of the membership present shall be required to enact any measure.
  - C.** Meetings will be held according to a pre-set agenda, and any cancellations or changes must be voted upon by a quorum of the present active volunteer members.
  - D.** When the conduct of a meeting is in question and the membership chooses to not follow the direction of the president, "Robert's Rules of Order" will be used to make a final determination on the conduct of the meeting.
- IX. CHANGES TO THE BYLAWS** - The bylaws may be changed by a majority vote of the active volunteer members at an association meeting or at a designated special meeting. Changes to the bylaws shall be submitted to all volunteer

groups, and to as many members as possible at least thirty (30) days prior to meeting when the bylaw amendment vote will be taken. Changes shall be enacted as amendments.

**X. FISCAL PERIOD** - The association fiscal period shall be the first of October through the thirtieth of September.

**XI. AUDIT –**

- A.** An annual audit will be conducted by a committee consisting of at least two members of the Association not currently serving as officers or one representative from Department administrative office staff, and the outgoing and incoming treasurer (as applicable). The annual audit shall be scheduled in advance and completed during the month of January each year. The audit shall consist of a reconciliation of all funds received and disbursed, a verification that all procedures were correct, and that the accounting is accurate.
- B.** An audit will also take place upon the selection of a new treasurer outside of a normal election.
- C.** An event audit should take place within one month of any Association controlled fund raising activity. The event audit shall be conducted, at a minimum, by the event director and the treasurer to establish the total balance of the fund raiser’s profits and proceeds. The account findings for that event shall be documented and presented in the treasurer’s report at the next scheduled Association meeting for review by the active volunteer members.
- D.** When a discrepancy in the Association treasury or monthly financial report cannot be resolved by the treasurer, an audit may be requested by a two-thirds-majority vote of the present active volunteer membership.

**XII. DISSOLUTION** – If the Association is disbanded or dissolved for any reason, all funds and other assets will be distributed to a charitable organization(s) in Washington State as determined by a vote of the voting membership.

**AMENDED BY VOTE, THIS 24<sup>TH</sup> DAY OF February, 2015**

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**Kenneth Maples /s/**  
President

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**Mike Nottingham /s/**  
Vice-President

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**Debby Oliver /s/**  
Secretary

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**Debi Smith /s/**  
Treasurer