

**VICTORIA VOLUNTEER FIRE DEPARTMENT
LADIES AUXILIARY BYLAWS**

1. Organization / meetings

- a. The Auxiliary will consist of 60% partners & children of active & honorary firefighters. The remaining 40% will be non-associate members. From 2019 forward.
- b. The Auxiliary Executive will consist of:
 - i. President- Overall responsible for planning & coordinating the organization.
 - ii. Vice President- Assuming the role of President when required. Assisting President
 - iii. 2nd Vice President- Assuming the role of President when required. Assisting President
 - iv. Treasure- Responsible for all financials of the organization
 - v. Secretary- MUST document all meetings in an organized system.
- c. The regular monthly meeting shall be held on the 1st Tuesday of each month.
 - i. Seven Members plus one, (1), Executive Member is required to form a quorum.
- d. Annual General Meeting shall be held in January of each year.
- e. Executive meetings will be held 30 minutes before a regular meeting.
 - i. Three Executive Members are required to form a quorum.
- f. In the event a meeting needs to be changed due to weather the executive is to consult with the Chief/Assistant Chief to obtain permission to reschedule a meeting.
- g. In the absences of the President, the Vice President automatically assumes all responsibility of the President.
- h. Members are expected to attend 50% of functions and/or meetings.
 - i. Failure to meet this bylaw without an acceptable reason will result in paying for Septembers outings themselves.
 - ii. Work and/or valid medical reasons are accepted.
- i. Any member having issues or concerns shall notify a member of the Executive. It shall then be brought to an Executive meeting.
 - i. Members not finding a suitable resolution to issues shall notify a member of the Fire Department Executive.
- j. The Fire Chief or Auxiliary Liaison can attend any meeting without notice.
- k. All members **WILL** follow the Auxiliary bylaws.
- l. All members, including the Executive, shall attend all functions and/or meetings.
- m. Up to date attendance is to be kept. Is to be presented to Fire dept executive as requested.

2. Elections

- a. The elections of Executive Members are held every two years during the annual general meeting.
- b. Two Fire Department members shall be present during election.
 - i. The Fire department members counting ballots must NOT be in relation of the members running for the position. (wife, sister (in law), mother (in law), grandmother (in law))
- c. All elected Executive positions are a 2 year term
- d. Members must pass probation period in order to be an Executive Member.

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- e. To be elected to an executive position a member must poll 50% plus 1 of the votes cast.
- f. Members running for higher ranking positions can run for lower positions on election night.
- g. All members have the right to see their count.
- h. When multiple members are running for a single position & there is a tie, members who are not tied shall be removed from the ballot. Members will then vote on the remaining members who tied.
- i. When an executive position becomes vacant, it must be filled by the Election Process only and at the next general meeting. The member must be qualified to perform the duties of that position.
- j. Position of President can only be held for a maximum of 2 two year terms (4 years total).

3. Membership Criteria:

- a. Applicants applying for membership must be 18 plus years of age.
- b. All new applicants shall reside in Victoria. Current members who move to neighbouring Salmon Cove/Perry's Cove, Carbonear & Freshwater shall be given the option to retain membership.
- c. New members will be on a 3-month probation. At the end of the 3 months, the Executive shall review the probation period.
- d. After the probation period, a member has voting rights.
- e. All applicants must submit a Criminal Record & Vulnerable Sector Check. All applicants must meet with the Executive and approved by VVFD Executive prior to being taken in as a member.
- f. Active Firefighters relations (wife, sister, mother, grandmother) are permitted to join the organization at any time given they supply a Clear Code of Conduct & Vulnerable Sector Check.

4. Discipline/Reprimanding

- a. Members behaving in an unprofessional manner will be disciplined on a 3-step basis.
 - i. 1st offence will result in a verbal warning.
 - ii. 2nd offence will result in a written warning.
 - iii. 3rd offence will result in a dismissal for a period of time decided by the executive suitable to the infraction.
- b. Attendance will be reviewed annually in January for the previous year Ex: Review in Jan 2020 for 2019 Year. Any member missing more than 50% of functions/meetings or not taking part in Auxiliary functions without legitimate reasons will have discipline action taken.
- c. The Fire Department Executive must be notified of all membership dismissals.
- d. All offences must be recorded by an Executive Member and signed by a witness including member receiving disciplinary action.
- e. No member shall post information on social media and/or any other forms of media without the permission from the Auxiliary Executive or Fire Department Executive. This includes personal social media accounts of both Current & Retired members. Violation of this bylaw will result in dismissal & or a revoked Horary/retired status.
- f. All members must agree & sign the departments Social Media policy to retain membership & or honoree/retired member status.
- g. Members are not permitted to use cell phones during a meeting.
- h. Some situations include but are not limited to; theft, vandalism, under the influence of drugs and/or alcohol, while performing their duties shall be cause for immediate dismissal

5. Changes to Bylaws

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- a. Any proposed changes to the Ladies Aux By-Laws, must be brought forward to Ladies Aux General body to be discussed and voted on (at least 75 % vote in favor). Then it is to go to VVFD Executive for approval.

6. Financials

- a. All funds raised will be used for the Fire Department and Ladies Auxiliary.
- b. The treasurer will provide a **bi annual financial statement (Feb & August)** to the Ladies Auxiliary and a copy forwarded to the Department Fire Chief.
- c. All Ladies Aux funds will be made available to the VVFD upon request.

7. Retired/Honary Members

- a. To become an honorary member of the Auxiliary, you need to have 20 years of service or have reached the age of 55.
- a. Valid medical reasons shall be considered with a valid medical note.

8. Hospital packages

- a. Any member hospitalized will receive a fruit basket once in a calendar year.
- b. Auxiliary members, Auxiliary member's parents & children shall receive platters when deemed necessary by the Auxiliary.
- c. Firefighters, Firefighters partners & children shall receive platters when deemed necessary by the Auxiliary
- d. Honorary Firefighters shall receive platters when deemed necessary by the Auxiliary.

9. Leave/Absenteeism

- a. Members are entitled to 1-year Leave of Absence & must notify the Executive via email or in writing.
- b. The member requesting the leave do not need to inform anyone of reason why the leave has been requested.
- c. Members are only permitted to take one year of leave every 5 years. Additional Leave can be issued on the discretion of the executive.

