

LOUISIANA STATE FIREMEN'S ASSOCIATION  
BYLAWS

**ARTICLE I**

**Duties of the President**

Section 1

The President shall be the chief officer of the Association. They shall preside at all meetings, maintain order during the transaction of business, put motions to a vote, and when seconded, decide questions when votes are equal, and such other points of order. They shall appoint all committees, except in case where a vote is required by the Association. They shall grant leave of absence from meetings, when good proper excuse is given, and sign the minutes of all meetings, after they have been approved by the Executive Board.

Section 2

. They shall sign all certificates of membership and all other lawful documents that may require his/her signature. They shall be ex-officio chairman of all committees. All property of the Association shall be under their control during his/her term of office.

**ARTICLE II**

**Duties of the Vice Presidents**

Section 1

The First Vice President shall assist the President in the discharge of their duties, and in his/her absence or in case of inability or refusal to act, shall take the place of the President.

- a) In the case of death, or a disability that does not allow for the seated President to continue their term in office, the First Vice President, who has to move up to the office of President, will be allowed to run for a full term as President the following year. The Second Vice President will remain in their position for the remaining time of that year, unless they also have to move up to the office of President during that year.

Section 2

Should the President and First Vice President be absent at the same time, the Second Vice President will preside.

Section 3

The First Vice President shall be assigned duties as H.O.T. Drills Coordinator. The Second Vice President shall be assigned duties as Exhibit Coordinator. The Second Vice President shall assist the First Vice President with the H.O.T. Drills. The Senior Board Member shall assist the Second Vice President with the Exhibits.

## **ARTICLE III**

### **Duties of the Secretary**

#### **Section 1**

The Secretary shall attend all meetings of the Association, and when requested by its committees, shall they be unable to attend all meetings, they shall have the necessary books and papers conveyed thereto.

#### **Section 2**

They shall keep a correct record of the proceedings of the Association, they shall keep such books and perform such duties as may be required of them by the Executive Board, they shall have a cash book in which they shall enter all monies received by them, giving names, dates and sources whence derived, also a ledger and a receipt book, showing the receipts of all monies turned over by them to the Treasurer, a warrant book, with stub, as a check on the Treasurer.

#### **Section 3**

They shall, at each Annual Meeting, make a statement in writing, of all sums of money received by them, and warrants issued by them for payment, showing the names of all members and companies liable to suspension, with the amount due by each, and shall send all delinquent members through mail, a bill of indebtedness.

#### **Section 4**

They shall, before entering upon the discharge of their duties, give a bond and security in such amount as fixed by the Executive Board for the faithful discharge of their duties. The Association shall have the privilege of increasing the sum. They shall receive for their service such allowance as fixed by the Executive Board.

#### **Section 5**

They shall prepare an official ballot to be used for the election of officers and representatives on election day.

#### **Section 6**

Their books, vouchers, papers and property of the Association shall at all times be at the disposition of the Executive Board, to examine same, within forty-eight (48) hours after due notice. In case they should through sickness or absence, or some other unavoidable cause, be unable at any time to perform their official duties, they shall designate, in writing, some competent member to act in their stead, for the time being, subject to approval of their surety and the Executive Board. They shall be liable on their bond for any wrongful act committed by their substitute.

#### **Section 7**

They shall, on retiring from office, deliver to the auditing committee all books and papers in their possession, appertaining to their office, properly checked and balanced, and found correct, they shall approve them, and turn them over to the Executive Board, who shall cancel their bond and turn the books and papers over to their successor in office.

## **ARTICLE IV**

### **Duties of the Treasurer**

#### Section 1

The Treasurer shall keep the following books: First - a cash book, in which he/she shall enter all monies received by, them the dates and sources whence derived, as well as monies disbursed, with the dates, amounts and for what purposes paid.

#### Section 2

They shall be the custodian of all monies and values of this Association and receive all monies from the Secretary, and give receipts for same, and pay all bills.

#### Section 3

They shall keep his/her accounts accurate and correct, and in such a manner that the true condition of the funds at any time may be easily ascertained, and at every annual meeting submit to the Association a detailed statement of the receipts and expenditures, together with the balance on hand.

#### Section 4

They shall deposit, as the Executive Board may designate, in accordance with Article IX, Section 4, of the Constitution, all moneys received by them, belonging to the Association, and can only be drawn by a check against the same, by signature of the Treasurer, President, or Secretary, with the seal of the Association.

#### Section 5

Previous to being installed in office they shall furnish a bond, with good and solvent surety, or security in such amount as may be fixed by the Executive Board, to be approved by the Executive Board, in case of sickness, absence, or some other unavoidable cause, they shall be unable to perform their official duties, they shall designate, in writing, some competent member to act in their place, for the time being, subject to the approval of their bondsman, and the Executive Board. The surety, or security, shall be responsible to the Association for any loss that it may sustain through the neglect or fault of their substitute.

#### Section 6

All their books, warrants, papers and all other property of the Association, shall, at all times, be at the disposition of the Executive Board, or any committee appointed by the Association to examine same, within forty-eight (48) hours after due notice is given.

#### Section 7

The Treasurer retiring from office shall submit their books properly balanced, to the auditing committee for examination, if found correct, they shall turn same over to the Executive Board, who shall cause their bond to be canceled, and shall assist the Treasurer in making a transfer

of all monies, books, and other property belonging to the legally elected and qualified Treasurer. They shall receive such allowance as fixed by the Executive Board.

## **ARTICLE V**

### **Duties of the Executive Board**

#### Section 1

All power and authority of the Association, when not in session, shall be vested in the Executive Board, except as herein provided.

#### Section 2

They shall examine the books of the Secretary and Treasurer, as often as they deem necessary, and report their condition in writing, to the Association at its annual meeting, with such suggestions for the improvement of their systems as they may deem proper, and at the end of the terms of said officers, or in case of death, resignation or removal from office, they shall cause all books and accounts to be given to the auditing committee for examination, and receive a report from them, in writing, at its first meeting thereafter.

#### Section 3

They shall make a careful examination into the character and other qualifications of applicants for membership, and if found worthy, the applicants shall be recommended for election to membership.

#### Section 4

The Senior Board Member wishing to become a candidate for Second Vice President for the upcoming year shall assist the Second Vice President with the Exhibits.

## **ARTICLE VI**

### **Standing Committees**

#### Section 1

The President, at the annual meeting of the Association shall appoint the following standing committees, which shall consist of not less than five (5) members each to-wit: Governmental & Public Affairs, Credentials, Auditing Committee, Resolution, Election Committees, and Training & Education.

#### Section 2

The member first appointed on each committee shall act as Chairperson, and shall designate the place and time of meeting. They shall give an explicit account in writing, of the proceedings of their committee to the Association.

### Section 3:

The training committee will assist the President with the scheduling and topics of his conference. It will be the responsibility of the training committee to make sure that the classes being scheduled were not previously scheduled at an in-state conference over the last two (2) years. The committee will also have available to the incoming 2<sup>nd</sup> Vice President at the annual conference a list of topics that the committee received from the members feels are the top priority subjects in the fire service at the time.

### Section4:

The training committee will be responsible for accounting for all members that attend a training session sponsored by the LSFA and assist the Secretary in issuing certificates to all that attended the entire training sessions.

### Section 5:

The training committee will assist the President and 2<sup>nd</sup> Vice President with scheduling some type of H.O.T. Drill; hands on training sessions rather it be offered as a part of the Annual Conference or in the future to offer a separate event from the Annual Conference to offer our members a higher quality training.

## **ARTICLE VII**

### **Membership**

#### Section 1

All members of the Association shall be required to pay such annual fees as is fixed by the Constitution.

#### Section 2

The Secretary shall not register, give a badge, or extend any of the courtesies of the conference to anyone, except on the payment of all dues and such registration fees as fixed by the Association, and payable by the members.

#### Section 3

All current members who in the past were removed from membership and desire to pay arrear dues, in order to provide continuous membership, may appeal to the Executive Board providing due proof is furnished that said member complies with Article VI, Section 2, of the Constitution, for the years that said member is appealing. The member must pay current year's dues in order to be reinstated. Back dues will be paid at the current rate of Annual dues. No member shall be allowed to appeal for years prior to the joining date into the Association.

## **ARTICLE VIII**

### **Memorial Service**

#### **Section 1**

At each Annual Conference, immediately following the Opening Ceremonies there shall be held a Memorial Service in memory of all firefighters in the State of Louisiana who have died since the previous conference.

## **ARTICLE IX**

### **Rules of Order**

#### **Section 1**

All business of the Annual Conference of the Association shall be conducted under the provisions of Robert's Rules of Order.

#### **Section 2**

Order of Business:

1. Opening Ceremonies (Dress Uniform or Coat and Tie):
  - A) Call to Order by the President
  - B) Invocation
  - C) Presentation of Fire Safety Exits
  - D) Presentation of Colors
  - E) National Anthem
  - F) Pledge of Allegiance
  - G) Presentation of Fire Department Colors
  - H) Welcome by Area Official
  - I) Response by 1<sup>st</sup> Vice President
  - J) Dedication of Conference by the President
  - K) Keynote Speaker
  - L) Introduction of Vendors
  - M) Memorial Service in Accordance with By-Laws Article VIII
  - N) Benediction
  
2. Business Meeting (To Be Held Last Day of Conference)
  - A) Approval of minutes from previous conference
  - B) Topics and Contributed papers
  - C) Report of Officers
  - D) Report of Standing Committees
  - E) Report of Conference Committees
  - F) Unfinished or Old Business
  - G) New Business
  - H) Selection of Conference City
  - I) Election of Officers
  - J) Final Adjournment

Section 3

Installation of Officers shall be conducted at the Annual Banquet on the last night, in which the newly appointed officers will take office.

**ARTICLE X**  
**Amendments**

Section 1

The Association shall have full power at any Annual Meeting to alter, amend, or revise this Constitution, provided that notice of such alteration, amendment, or revision shall have been given in writing to the Secretary of the Association at least sixty (60) days prior to any Annual Meeting date. The Secretary shall see that every fire company or department shall have at least thirty (30) days clear notice of such proposed alteration, amendment, or revision to the date set for the opening of the Annual Meeting. A two-thirds (2/3) vote of the members entitled to vote who are present and voting shall be necessary for the adoption of any such alteration, amendment, or revision.

Section 2

The Constitution and By-Laws Committee may propose, and the Board of Directors approve, grammatical,-non-substantive changes, and to any legal issues which may arise, thereto, provided that such changes shall be published in a manner that provides for members to review prior to the Annual Meeting.