

**WOMEN'S AUXILIARY
TO THE
OKLAHOMA STATE
FIREFIGHTER'S ASSOCIATION**

BY-LAWS

**JUNE 1971
REVISED MARCH 1982
REVISED JUNE 1986
REVISED JUNE 1987
REVISED JUNE 1989
REVISED JUNE 1990
REVISED JUNE 1992
REVISED JUNE 1995
REVISED JUNE 2000
REVISED JUNE 2001
REVISED JUNE 2002
REVISED JUNE 2003
REVISED JUNE 2004
REVISED JUNE 2007
REVISED JUNE 2009**

**BY-LAWS
OF
THE WOMEN'S AUXILIARY OF THE
OKLAHOMA STATE FIREFIGHTER'S ASSOCIATION**

ARTICLE 1 – NAME

The name of this organization shall be the Women's Auxiliary of the Oklahoma State Firefighter's Association.

ARTICLE 2 – OBJECT

Section 1: The purpose and object of this organization shall be to bring its members into closer communication for acquaintance, mutual helpfulness, and the promotion of higher intellectual and social ideals; to conserve life and property by teaching and encouraging fire prevention at every opportunity.

Section 2: This organization shall be non-partisan and non-sectarian.

ARTICLE 3 - MEMBERSHIP

Section 1: The wives, mothers, sisters, and daughters, and granddaughters of active or retired, volunteer or paid, members of the Oklahoma State Firefighter's Association and the widows, mothers, sisters, daughters and granddaughters of deceased members shall be eligible to active membership in this auxiliary.

Section 2: The wives, mothers, sisters and daughters, and granddaughters of the associate members of the Oklahoma Firefighter's Association shall be eligible to associate membership in this auxiliary. Associate members shall have all the privileges of the Auxiliary excepting those voting and holding office, and shall not be required to take part in the program.

Section 3: The annual dues for individual membership in the State Auxiliary shall amount to Ten Dollars (\$10.00), due May 1st of each year. Individual membership is not dependent upon membership to a local unit. If dues are not paid at convention time, membership will be dropped.

Section 4: The annual dues for local units' membership in the State Auxiliary shall amount to Ten Dollars (\$10.00) per unit. These dues must be paid prior to the opening session of the annual meeting (convention) of the State Auxiliary.

Section 5: The title of Honorary member may be conferred for life upon a woman, by two-thirds vote by ballot, of the voting members present at any annual meeting. The title of Honorary member shall carry with it none of the obligations of the Auxiliary and shall entitle the holder to no privilege except of attending the annual meetings.

Section 6: A guest must be registered as such. Registered guests shall have all the privileges of convention activities except that of entering into debate or voting.

ARTICLE 4 – OFFICERS

Section 1: The officers of this organization shall be the President, Vice-president, Secretary-Treasurer, Junior Board Member and Past President with only one officer serving on the Board from a given city or town at any one time. The city or town the officer represents shall be the firefighters department his pension will be drawn from.

Section 2: These officers shall be elected on the last day of the annual meeting and shall serve for one year, or until their successors are elected; and their term of office shall begin at the close of the annual meeting in which they are elected. These officers shall perform the duties prescribed by these by-laws and the parliamentary authority adopted by this organization.

Section 3: Elections shall be by ballot, except when there is but one candidate for office. No member shall hold more than one office at any one time, and no officer shall be eligible to more than two consecutive terms in the same office. Exceptions being allowable only on the convention floor. Each member shall serve one year in each office.

Section 4: To be elected President, a member must have served a minimum of two (2) years on the board, one of which shall be in the capacity of Vice-president. No member shall be eligible to hold office until she has been a member of the state auxiliary for two (2) consecutive years immediately preceding the present annual meeting (convention).

Section 5: Vacancies occurring in office, except that of President and Vice-president, shall be filled by the executive board.

Section 6: Vacancies occurring in the office of President or Vice-president shall be filled by the executive board until such time as the membership meets and an election can be held in accordance with Article 4, Section 4. If possible, the vacancy will be filled by a member with past experience on the executive board.

Section 7: There shall be no salaried officers, but the necessary expenses incurred by officers and committees in the service of the state organization may be refunded from the treasury, by order of the executive board, after all other bills have been presented and paid.

Section 8: An office may be declared vacant by two-thirds of the executive board if an officer willfully neglects her duty.

ARTICLE 5 - DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of the Executive Board and all Annual Conventions, and appoint all committees and perform all other duties incidental to her office, or such requirements as directed by the Annual Convention or the Executive Board.

Section 2: The Vice-president in the absence of, or the inability of the President, shall perform all the duties of the President, and when the President is presiding, she shall assist the President in every way possible, and should a vacancy occur in the office of President, she shall assume all the duties of the President. She shall take minutes during the convention and provide such reports to the Secretary-Treasurer. In addition, she shall be the Chairperson of the Membership activities. The Vice-president shall also be responsible for the encouragement of the Scholarship Fund program.

Section 3: The Secretary-Treasurer shall have custody of all money belonging to this organization and shall deposit and disburse the same in the name of the Women's Auxiliary of the Oklahoma State Firefighter's Association, as the organization or the executive board may direct. She shall give receipts for all money received, keep other reports as the executive board may direct. A report of these actions shall be presented to the Board quarterly and to the members annually. She shall also select and purchase suitable badges for use of officers and members at the annual meetings, as directed by the executive board.

Section 4: The Junior Board Member shall serve in the capacity of Publicity Chairman. She shall be in charge of all publicity before and during the Convention, serve as Historian and have charge of the State History Book and Scrapbook, acting in the name of the State Auxiliary.

Section 5: The Parliamentarian shall give the rules of procedure as defined by the bylaws on all points referred to her. The Past President shall serve as Parliamentarian. The outgoing Past President shall serve as installing officer for the state installation service. This shall be her last official act.

ARTICLE 6 – MEETINGS

Section 1: A regular meeting or meetings shall be held annually at the same time and place that the Oklahoma State Firefighter's Association holds its annual convention.

Section 2: Notice of this meeting, giving time and place shall be advertised by the Junior Board Member in Firefighters Newspaper at least thirty (30) days prior to the annual convention.

Section 3: The executive board is authorized to adopt the minutes in so far as they are not adopted before adjournment.

Section 4: Ten (10) members shall constitute a quorum.

ARTICLE 7 - EXECUTIVE BOARD

Section 1: The officers of this organization and the immediate past president shall constitute the executive board.

Section 2: The executive board shall have all power and authority of the affairs of the organization during the interim between its meetings, excepting that of modifying any policy of the organization.

Section 3: The officers of the Oklahoma State Firefighter's Association shall be the ex-officio officers of the Executive Board.

Section 4: A regular meeting of the executive board shall be held immediately before and after the annual convention.

Section 5: Special meetings may be called by the President or by request of three members of the executive board.

Section 6: It shall be the duty of the executive board to prepare the program for the convention and submit same at the opening of the annual convention.

Section 7: The executive board is authorized to adopt rules for the transaction of its business, provided they do not conflict with these by-laws.

Section 8: The executive board shall make an annual report to the auxiliary to be read by the President at its annual meeting for inclusion in the minutes.

Section 9: A majority of the executive board shall constitute a quorum.

ARTICLE 8 – COMMITTEES

Section 1: The President shall annually appoint a resolutions committee whose duty it shall be to prepare and report at the annual meetings proper resolutions of courtesy, and to consider and recommend suitable action resolutions referred to it by the organization.

Section 2: The President shall appoint such other committees as shall be authorized by the organization or executive board.

Section 3: The President shall be an ex-officio member of all committees except the auditing committee and the nominating committee.

ARTICLE 9 - PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order, Revised" shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these by-laws.

ARTICLE 10 – AMENDMENTS

These by-laws may be amended at any meeting by the two-thirds vote, provided the amendment has been submitted to the membership thirty (30) days before.

ARTICLE 11 - PRESENTATION OF MAJOR ITEMS

Major items needing the study of the Convention Body may be presented in writing to each member thirty (30) days before convention and voted on the last day of the convention.

STANDING RULES

Rule 1: A gift for the retiring President shall be standardized and it shall be a bar attached to her auxiliary pin designating the year served and only the Past President shall wear such a bar; the gift shall be the responsibility of the First Vice-president.

Rule 2: The President shall make an effort to visit any auxiliary in the state at their invitation.

Rule 3: Each auxiliary shall send a list of names, addresses of members, month officers are elected and current officers to the Secretary-Treasurer at the time dues are paid prior to convention.

Rule 4: Each Board Member will be allowed Thirty-five Dollars (\$35.00) for meals at the convention, payable on her arrival at the convention city.

Rule 5: Flowers for the state installation service shall be an expense of the state treasury unless other arrangements have been made.

Rule 6: Each officer shall be required to make a yearly written report of their activities to go to the Secretary-Treasurer for inclusion in the Annual Convention Proceedings book.

Rule 7: Expenses of an auxiliary board member should be paid in full if her husband is not a delegate or a member of the Men's Board.

Rule 8: An itemized budget of expenses from the state auxiliary board will be given to the OSFA board every year at the end of the convention for inclusion in the Annual Convention Proceedings book.

Rule 9: Officers will be paid thirty-seven cents (.37) per mile for traveling expenses.

Rule 10: At the OSFA Women's Auxiliary Annual Convention, the following competitions and awards will take place:

A. **ANNUAL REPORT**

1. Two copies of your auxiliary's annual report to be sent to the President.
2. The report given before the convention will be limited to three (3) minutes.
3. The written report may be longer than three (3) minutes and does

not have to be read (the written report will be judged, not the oral one).

4. All entries must be TYPEWRITTEN.
5. Deadline: Postmarked no later than May 15.
6. Award: Ribbon.

B. WOMAN OF THE YEAR

1. A woman from your local auxiliary.
2. No names of individuals or towns will be used.
3. Two copies of your Woman of the Year nomination to be sent to the President.
4. Report may be no longer than two (2) pages double-spaced.
5. All entries must be TYPEWRITTEN.
6. Deadline: Postmarked no later than May 15.
7. Include name of nominee in sealed envelope.
8. Award: Commemorative token.

- C. LOCAL UNIT DUES** must be paid to the OSFA Ladies Auxiliary prior to the opening session of the Annual Convention to be eligible to participate in the Annual Report and/or Woman of the Year competitions. Participation ribbons will be given.

**THE WOMEN'S AUXILIARY OF THE
OKLAHOMA STATE FIREFIGHTER'S ASSOCIATION
SCHOLARSHIP OF FIRE PROTECTION AND SAFETY ENGINEERING
TECHNOLOGY AT OKLAHOMA STATE UNIVERSITY**

- I. **STATE OF PURPOSE:** The Women's Auxiliary of the Oklahoma State Firefighter's Association sponsors an award each semester starting in September 1971, and continuing for two (2) semesters, recipient to be determined each semester by the Head of the Department of Fire Protection and Safety Engineering Technology School. It is understood that the number of scholarships and the amount of each scholarship may be increased or decreased, or the awards discontinued as the Board of Directors of the Women's Auxiliary of the Oklahoma State Firefighter's Association desires.

- II. **METHOD OF PAYMENT:** Payment of the scholarship shall be made in the following manner:
 - A. Fine money and donations collected will be deposited separately into the OSFA Women's Auxiliary checking account. A daily record of the fines and/or donations will be kept by the Treasurer of the OSFA Women's Auxiliary. The fine and/or donated money will be transferred from OSFA Women's Auxiliary checking account to the OSFA Auxiliary Scholarship CD account when the CD matures.
 - B. The OSFA Auxiliary Scholarship CD account will issue one check to the OSU Foundation for the scholarship of \$300.00 annually prior to November 1 of each year. Any other monies to be forwarded to the OSU Foundation, must have been voted on by the O.S.F.A. Auxiliary at the previous convention. If the money is to be designated for a special student, it will not be handled through the State Auxiliary.

- III. **ELIGIBILITY FOR AWARD:** All scholarship award recipients must meet the stated qualifications for enrollment. Preference will be given in the following order:
 - A. Registered at OSU in Fire Protection and Safety Engineering Technology.
 - B. Member O.S.F.A. or Member of O.S.F.A Women's Auxiliary
 - C. Son or daughter of O.S.F.A. member or O.S.F.A. Women's Auxiliary member.
Priority given to child of current O.S.F.A. Women's Auxiliary member.
 - D. Grandchild of O.S.F.A. or O.S.F.A. Women's Auxiliary member IF no member, Auxiliary member, son or daughter eligible.
 - E. The student's Legal Guardian is an O.S.F.A. or O.S.F.A. Women's Auxiliary member.

If more students are eligible than money available, selection criteria will be:

1. Complete freshman year.
2. Draw.

IV. METHOD OF SELECTION:

- A. Department head is responsible for selections based on outline of the Women's Auxiliary of the Oklahoma State Firefighter's Association Scholarship.
- B. Department head is responsible for establishing minimum award from available funds.
- C. Application in writing shall be made to the Head of the Department of Fire Protection and Safety Engineering Technology during the fall semester with a statement of qualifications, personal history, and reasons for wanting to make Fire Protection his or her life's work.
- D. Screening of scholarship award applicants shall be determined by the Head of the Department of Fire Protection and Safety Engineering Technology.
- E. Applicants are expected to go to a designated place for personal interview with the Head of the Department of Fire Protection and Safety Engineering Technology on a date selected by the Head of said Department.
- F. Final selection of scholarship award recipient and alternate shall be made by a drawing under the direction of the Department Head.