

**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  
REVISED JUNE 2013  
REVISED JUNE 2014  
REVISED JUNE 2019**

**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: Relatives of active or retired, volunteer or paid, members of the Oklahoma State Firefighter's Association and the Relatives of deceased members shall be eligible to active membership in this auxiliary.

Section 2: Relatives 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 except 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 Twenty Dollars (\$20.00), due May 1st of each year or can be paid at convention. 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 Twenty Dollars (\$20.00) 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 preferably 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. Candidates must have the following:

- In a paid Active Member status of State Auxiliary for last 2 years.
- Be an Active participant by attending meetings and functions, not just dues paying member.

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 (if the Board is complete). 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 Past President of 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 if Board member obligations are met in accordance with Article 5.

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

Section 9: All officers are required to pay their own Registration Costs for Convention.

## **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. In addition, she shall be the Chairperson of the Membership activities, for example OSFA Functions where Auxiliary members are needed. Other duties include the following:

Pre-Convention:

- a. Coordinate chair gifts for meetings.
- b. Coordinate a Ladies Luncheon (working with the OSFA President Spouse) and acquiring thank you gifts for Luncheon Speaker if necessary
- c. Coordinate a Past President Gathering to include sending out invitations 30 days prior to convention and acquiring Past President gifts.
- d. Coordinate and acquire Silent and Live Auction Items
- e. Finalize agenda for the Convention Program
- f. Attend All planning meetings for upcoming convention
- g. Coordinate and acquire Executive Board Annual Reports

At-Convention:

- a. Help with Registration every day.
- b. Give Welcome at Thursday Men's Meeting
- c. Conduct Ladies Meetings
- d. Present approved By-Law Changes from previous year
- e. Present Woman of the Year and Annual Reports
- f. Appoint Committees (Resolution, Nominating, By-Law)
- g. Announce winners of Silent Auction at banquet on Friday evening
- h. Give President's Moment on Saturday

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. Other duties include:

Pre-Convention:

- a. Purchase President Gift.

At Convention:

- a. Help with Registration every day.
- b. Sell state pins and copies of By-Laws at Registration Table.
- c. Take minutes during convention meetings
- d. Give "Greeting as New President" on Saturday
- e. Welcome New Junior Board Member on Saturday

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. Other duties include:

Pre-Convention:

- a. If Women of the Year is submitted, responsible for acquiring the Gift.
- b. Print name badges of members and have ready for convention, for Past Presidents put their year on their badges.
- c. Have blank name badges for convention.
- d. Have Badge Holders
- e. Have plenty of receipt books (Membership Receipt Book, Silent and Live Auction Receipts, Luncheon Receipt Book, Ballots, etc)
- f. Contact OSFA to find out Hotel Costs
- g. Bring \$375.00 in cash. \$200 for change and \$175 for Board Member expenses (\$35 each)

At-Convention:

- a. Take money and give receipts for membership dues.
- b. Prepare and give Treasurer's report at each day's meetings. Keep each day separately.
- c. Responsible for fine monies and report the amount for each day.
- d. Responsible for accounting for Silent Auction proceeds, writing receipts, and giving a report on Saturday morning.
- e. Do roll call before we vote for the new Jr Board Member on Saturday morning

Post-Convention:

- a. Make a typed list with contact information of auxiliary members (keeping last 3 years in books at all times)
- b. Email minutes of the meetings to Executive Board as well as minutes and Executive Board Annual Reports to OSFA by August 1<sup>st</sup>.
- c. Update Bylaws if applicable and send to Executive Board and OSFA to have website updated.
- d. Take book to be audited to the OSFA CPA by August 1<sup>st</sup>.

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. Other duties include:

Pre-Convention:

- a. Write monthly newsletter article and send to OSFA.
- b. Take pictures throughout the year at events and keep for scrapbook.
- c. Publish bylaw amendments 30 days prior to convention in OSFA paper.

At-Convention:

- a. Assist at registration by finding badges and making name tags.
- b. Take pictures of various events during convention
- c. Gather mementos from convention for scrapbook
- d. Call out names for door prizes
- e. Distribute Nominated Junior Board Meeting ballots

Post-Convention:

- a. Put together Scrapbook and present at next convention.

Section 5: The Parliamentarian shall give the rules of procedure in accordance with Article 9 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. Other duties include:

Before Convention:

- a. Inquire if any past members of the auxiliary have deceased and get obituary to read at convention.

At Convention:

- a. Assist every day at Registration.
- b. Assists Junior Board Member in drawing door prize slips.
- c. Shall install new officers at the State Installation Services on Saturday.
- d. Shall present Memorial Service for members who have deceased since last convention.

Section 6: Executive board members are required to attend the following OSFA events:

- a. Memorial held at OSFA in October
- b. Legislative Reception at OSFA held in March-April timeframe
- c. Ride to Remember gathering at OSFA held in April
- d. Memorial Golf Tournament dinner (if requested) held in September
- e. Christmas Party hosted by OSFA (if invited) held in December
- f. All other OSFA invitations
- g. If cannot attend reason must be presented to the Executive Board

## **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 convention minutes in so far as they are not adopted before adjournment during Mandatory Post Convention Executive Board Meeting

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. All books and/or materials shall be in order, complete, and transferred to the new officers at the meeting directly following the close of convention. The previous Secretary/Treasurer will record the last deposit to be made from Convention receipts in the checkbook before transferring it to the new Secretary/Treasurer. The previous Secretary/Treasurer will be responsible for deposits into the Oklahoma State Firefighters Associations Women's Auxiliary checking account following convention and will be responsible to present the Treasurers book to the OSFA CPA for an annual audit by August 1st. After the completion of the audit, the books will immediately be handed over to the new Secretary/Treasurer.

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 President with inputs from 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: 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 Vice-president. If unable to give a bar then gift shall be given.

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 and Scrapbook.

Rule 7: Hotel 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 or whose expenses are not paid by the city. These expenses shall not exceed a 3-night stay.

Rule 8: If Executive Board cannot agree upon discipline issues than the Past Presidents should be included in the decision.

Rule 9: With the death of a Past President, a \$25.00 donation to the Oklahoma State Firefighters Memorial will be made in their name.

Rule 10: Fine money and designated donations collected will be deposited separately into the OSFA Women's Auxiliary checking account. A daily record of the funds and designated contributions will be kept by the Treasurer of the OSFA Women's Auxiliary. The fine and designated donations will be transferred via check to the Pete and Lela Stavros Scholarship Fund at the close of convention.

Rule 11: 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.

Rule 12: No vendor shall be allowed to make a presentation at the Women's meetings or Luncheon in regards to promoting their products unless included in Luncheon Activity.