

KINGSTON EAST FIREFIGHTERS' ASSOCIATION CONSTITUTION AND RULES

1. This Association to be known as Kingston East Firefighters' Association.

2. **OBJECTIVES**

- a) To promote its members socially and through fellowship.
- b) To promote morale and to assist in the welfare of its members in sickness and need. Also, to assist the community and surrounding communities through charitable efforts.

DUTIES OF THE OFFICERS

3. **OFFICERS**

a) The Officers of the Association shall consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Immediate Past-President

4. **PRESIDENT**

The President shall preside at all Annual, General, Special and Executive meetings of the Association perform all duties incidental to his/her office and be ex-officio member of all committees.

5. **VICE-PRESIDENT**

The Vice-President shall, in the absence of the President or in the case of his inability to act, perform all duties pertaining to the office of the President. He/she shall render such assistance to the President as may be required and be ex-officio member of all committees.

6. **SECRETARY**

- a) He/she shall have charge of all books pertaining to the business of the Association.
- b) He/she shall have charge of the minute book and all other books incidental to his/her office.

- c) He/she shall keep a proper record of the proceedings of all Annual, General, Special and Executive meetings in books kept especially for that purpose. He/she shall have with him/her the proper minute and record books at every such meeting and other necessary books which he/she has in his/her possession, relative to the business to be transacted at such meetings.
- d) He/she shall see that notice of all Annual, General, Special and Executive Board Meetings are posted or, if directed, that such notices are sent to each member.
- e) He/she shall perform such other duties as may be required by the Executive Board.
- f) He/she shall give an annual report of the activities of his/her office and the state of the membership.
- g) He/she shall have a copy of the constitution of the Association in the front of the minute book.

7. TREASURER

- a) He/she shall have care and custody of the funds of the Association and deposit same in the name of the Association in such bank and banks as the Executive board may direct.
- b) He/she shall keep an accurate record of all monies received and disbursed and produce same for the inspection of the auditors at any time.
- c) He/she shall pay all accounts by cheque. No cheque shall be signed in blank.
- d) He/she shall when receiving money, give a receipt therefore and keep a duplicate of such receipts.
- e) He/she shall prepare an Annual Report at the close of each fiscal year ending March 31st, giving the receipts and disbursements for that year in detail. The Annual Financial Report shall include a balance sheet of the assets and liabilities of the Association as at the close of the fiscal year and shall be certified by the auditors of the Association.
- f) He/she shall have a petty cash account and may have cash on hand on an imprest system which shall not exceed One Hundred Dollars , for any single purpose, incidental to his/her office or the Secretary's office or for any committee.
- g) He/she shall have all cheques present within one week after presentation of a bill(s).

8. EXECUTIVE BOARD

- a) The affairs of the Association shall be under the management and control of the Executive Board which may exercise all such powers and do all such acts and things as may be exercised or done by the Association which are not required by

the rules of the association to be exercised or done by the Association at General Meetings of the members.

- b) The Executive Board shall consist of the Officers of the Association which are the President, Vice-President, Immediate Past President, Treasurer and Secretary.
- c) Election of Officers will be held at the annual meeting in March. All officers and members of the Executive Board shall enter upon their duties as of April 1, and shall serve for the term of one year or until their successors have been duly elected. If qualified they shall be eligible for re-election. Any member shall be eligible for office at any time by a one half (1/2) vote of those members present at a General Meeting of the Association, providing that notice of the proposed motion has been read at the preceding general meeting by the sponsor and a signed copy of the text of such motion is given to the Secretary at such preceding meeting. Nominations may be received from the floor prior to a given time at the Annual Meeting.
- d) No person shall be eligible for election to any office unless he/she has attendance of at least fifty percent of the previous meetings or events within the year.
- e) In the event of a vacancy occurring on the Executive Board during the year, the Executive shall fill the vacancy by appointment from those qualified as members within fifteen days of such vacancy occurring.
- f) A member of the Executive Board shall cease to hold office in the Association if and when he/she ceases to be an active member of the Association or if he/she is absent from three consecutive meetings of the Executive Board without sufficient cause or excuse, of which the Executive Board shall be the sole judge, to be expressed by resolution.
- g) In the absence of the President, Vice-President and Past President, the Executive Board shall elect of their members to act as Chairman for the meeting in session.
- h) The Executive Board may appoint such Committees as it may deem necessary in the interests of the Association. The Chairman of each and every Committee shall act on and at the direction of the Executive Board and keep the Board informed of the activities of his Committees and make such other reports as may be required by the Executive Committee.

9. COMMITTEES

- a) The following shall constitute the standing committees of the Association.

- 1.**—Entertainment Committee
- 2.**—Sport's Committee
- 3.**—Sick and Welfare Committee
- 4.**—Children's Christmas Party Committee

- b) The Executive Board shall constitute the standing committee of the Association on:

1. Constitution and Rules
 2. Ways and Means
- c) The Executive Board may at any time deem necessary to constitute itself as a committee of the whole.
 - d) In the case of death of a member or a member of his/her immediate family*, flowers and/or donation, not exceeding \$200.00, are to be sent under the jurisdiction of the Sick and Welfare Committee.
 - e) In the case of joy or sorrow, a suitable remembrance will be sent to the member, not exceeding \$100.00 Also, this will be extended to include members of his/her immediate family* at the discretion of the Sick and Welfare Committee.
 - f) The Association will provide a Christmas gift, by means of the Children's Christmas Party Committee, to children of members up to ten years of age inclusive.
 - g) The association will provide reimbursement for Association sanctioned events. Any refunds must be acquired by means of a motion at a general or annual meeting and voted upon by the members present.

10. ELECTION OF OFFICERS AND EXECUTIVE BOARD

- a) The secretary shall prepare a voters list for the Annual General Meeting to be held in March of each year. The list shall contain the names, in alphabetical order, of all members of the Association who are eligible to stand for election to the executive and the list shall be signed by the President and open to inspection by the members of the Association.
- b) An Active, honorary or associate member is to be allowed to vote in the General election.
- c) The President, the Vice-President, the Secretary and the Treasurer shall be elected by the members at the Annual General Meeting. A majority vote upon a written ballot shall be necessary to elect. In the case of a tie between any candidates, a second vote shall be taken.
- d) Each candidate must be nominated orally and the nomination of any member absent from the meeting shall not be received except by the proposer or seconder, producing to the Chairman a letter from the candidate signed in his own handwriting stating that he consents to his candidature.
- e) After all the nominations have been closed, any person who has been nominated may withdraw by announcing his withdrawal to the Chairman who shall there instruct the Secretary to strike the name from the list.
- f) Should there be only one candidate for any office or only sufficient candidates to fill the Executive Board, the Chairman shall declare all such candidates elected by acclamation.
- g) No member of the Association shall be permitted to vote by proxy.
- h) The Officers and Executive Board shall hold office for the fiscal year (April to March).

11. MEETINGS

a) The following business shall be transacted at the Annual General Meeting.

1. Reports of Committees.
2. Secretary and Treasurers' Report.
3. Presidents Address.
4. Election of Officers.

b) GENERAL MEETINGS

General Meetings shall be quarterly, or as required.

c) SPECIAL GENERAL MEETINGS

The Executive Board may at any time and shall, upon requisition made in writing by five or more members convene a Special General Meeting. The requisition shall express the object of the proposed Special General Meeting and shall be left with the Secretary of the Association. Upon the receipt of such requisition, the Executive Board shall forthwith convene a Special General Meeting. Notice of any Special General Meeting shall state the business, which is to be transacted at such meeting, and the place, day and hour of the Meeting and shall be posted for members at least ten days previous to the meeting.

d) EXECUTIVE BOARD MEETING

Executive Board Meetings may be formally called by the President or by the Secretary at the direction of the President. Executive Board Meetings may be held at any time without formal notice if all the Board members are present or those absent have signified their consent to such meeting being held. A notice of an Executive board Meeting shall be given to the members' thereof at least three days before the meeting is to take place.

12. QUORUM

- a) At any Annual Meeting, General Meeting or Special Meeting, two officers plus at least five members must be present. At an Executive Meeting, three members of the Executive shall constitute a quorum.
- b) At any meeting, questions arising shall be decided by a majority of those present and in the case of an equality of votes, the chairman shall cast the deciding vote but otherwise he shall not vote.

~~5.~~ NOTICE

The notice of any meeting of the Associations shall, in the discretion of the President, either be posted at Kingston Fire & Rescue (KFR) Stations 1 & 2 or emailed to each member and shall be deemed to be good and sufficient notice.

6. MEMBERSHIP

a) The Membership of the Association shall be classified as Active, Associate or Honorary members.

b) ACTIVE MEMBERS

Any member of Kingston Fire & Rescue (KFR) Stations 1 and 2 is an Active Member.

c) ASSOCIATE MEMBERS

Any resident of former Pittsburgh Township who supports the objectives of the Associations and who has submitted an application to the Executive and voted on at a general meeting with majority may be an Associate Member.

d) HONOURARY MEMBERS

Past active members of the former Pittsburgh Township Fire Department or Kingston Fire & Rescue (KFR) Stations 1 and 2 must submit in writing and must have a majority vote at a general meeting to be an Honorary Member.

e) CONDITIONS

- 1) All members shall have the right to attend any Annual, General or Special Meeting of the Association.
- 2) All Active Members shall have the right to hold office, vote for offices, vote on all motions or move or second motions.
- 3) All Members may work on any committee.

f) RULES

- 1) Acceptance of membership in the Association shall bind the member accepting to abide by the Constitution and Rules of the Association.
- 2) Any member contravening the Constitution or the Rules of the Association shall be dealt with as stipulated in the said Constitution and Rules.

- 3) In cases unprovided for the contravening member shall be dealt with by the Executive Board whose findings shall be confirmed by the next Meeting of the Association.

15. REVENUE

- a) All Association dues, in the amount of \$20.00 per month, shall be paid by way of automatic deduction administered by Human Resources.
- b) Any Committee may be given permission by the Executive Board to handle its own funds and set up its own bank account for any special or seasonal activity, but at the completion of such activity, a financial statement shall be provided to the Board and the surplus funds, after expenses, shall be paid to the Treasurer for deposit in the account of the Association.

16. EXPENDITURES

The Association's bank account shall be kept in such bank as the Executive Board shall from time to time determine and subject to the provision of Section 7(e). All payment of monies shall be made by cheque, signed by the President and the Treasurer, and no such payment shall be made except upon the authority of the executive as expressed in the minutes of said board and not more than the sum of One Hundred dollars be expended by the Board at any one time without the consent of the general body as decided upon at a meeting of the Association.

* Defined as spouse, children, parents and siblings

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