

Indian Rocks Volunteer Fireman's Association Bylaws

Article I: Name & Organization

Section A: Name

This organization shall be known as the Indian Rocks Volunteer Fireman's Association of Pinellas Suncoast Fire and Rescue. (IRVFA)

Section B: Mission Statement

Indian Rocks Volunteer Fireman's Association provides and supports the mission of Pinellas Suncoast Fire & Rescue District and the community with motivated & trained Volunteers that respond in a highly professional manner.

Section C: Meetings

The IRVFA shall hold a minimum of one monthly business meeting at which time the Officers and Committee reports shall be presented and any organization business is presented to the Membership.

Section D: Drills

On selected nights as set forth in the IRVFA Policy Manual or as determined by the IRVFA President the Membership shall perform training drills.

Section E: Pinellas Suncoast Fire Rescue District

The IRVFA shall be affiliated with the Pinellas Suncoast Fire Rescue District (PSFRD).

The IRVFA service area shall include all areas served by PSFRD.

The IRVFA shall report to the PSFRD Commission at the discretion of the PSFRD Commission Chairperson.

Article II: Membership

Section A: Application for Membership

Membership shall be open to members of the general public, who are 18 years old or older, Potential Members shall complete an official IRVFA Membership application and shall submit the following:

1. Copies of any current State of Florida Emergency Medical Service (EMS) or State Fire Certifications.
2. A copy of a current Florida driver's license or ID card.
3. A set of fingerprints collected by a City, County or State Police agency.
4. A copy of their High School Diploma or GED certificate.
5. A copy of their birth certificate.
6. A copy of proof of name change certificate (if applicable).
7. A copy of their social security card or resident alien certification.

Potential Members shall be of good moral character and in good standing.

Potential Members shall not have any history of felony convictions, convictions of a crime involving moral turpitude, or have charges filed against them of the same.

Potential Members shall be placed on invest status at the monthly meeting immediately following the submission of their application and all accessory documentation.

Potential Members shall be on Temporary Status for a minimum of one month or the time required to perform a background checks.

Section B: Categories of Membership

The IRVFA shall offer the following categories of Membership.

1. Temporary.
2. Probationary.
3. Non-Combat Support.
4. Combat Status.
5. School Status.
6. Non-Combat Voting.
7. Honorary.
8. Social.

1: Temporary Members

Temporary Members shall have no voting privileges.

Temporary Members may attend but shall not be permitted to participate in any drills, training activities, or other activities of the IRVFA.

Temporary Members shall abide by all rules and regulations of the IRVFA and the PSFRD.

Temporary Members who successfully pass a background and reference checks shall be placed on Probationary status at the discretion of the IRVFA Membership at the first monthly meeting after completion of the above.

2: Probationary Members

Probationary Members shall abide by all rules and regulations of the IRVFA and the PSFRD.

Probationary Members shall have no voting privileges.

Probationary Members are to attend all drill nights and meetings.

Probationary Members shall participate in all activities of the IRVFA.

Probationary Members shall remain on probationary status for a minimum of six months and are required to complete the activity checklist as layout in the IRVFA Policy Manual.

Probationary Members who have completed the six-month probationary period and the activity check list, shall be presented to the voting Membership at the first monthly meeting after the completion of the above.

At the discretion of the voting Membership, the Probationary member shall be placed on either Non-Combat Support status or Combat status (dependant on their certifications), and be granted full voting privileges.

Probationary Membership can be revoked at any time and for any reason.

3: Non-Combat Support

Non-Combat Support (NCS) Members shall abide by all rules and regulations of the IRVFA and the PSFRD.

NCS Members shall have full voting privileges.

NCS Members are to attend all drill nights and meetings.

NCS Members shall participate in all activities of the IRVFA.

NCS Member's responsibilities are to support the personnel regularly assigned to the units, by providing the additional personnel while working within their recognized training levels.

NCS Members who have active status and completed the minimum of forty hours Basic Fire Orientation and a forty hour First Responder course will be able to ride all units of the PSFRD.

NCS Members who have active status but have not competed Basic Fire Orientation and/or First Responder will be restricted to the riding on the DC's vehicle.

4: Combat Status

Combat Status Members shall abide by all rules and regulations of the IRVFA and the PSFRD.

Combat Status Members shall have full voting privileges.

Combat Status Members are to attend all drill nights and meetings.

Combat Status Members shall participate in all activities of the IRVFA.

After completion of the probationary period those Members who hold a FA100 certification, or a State certification as FF-1 or higher and hold a First Responder course or higher, will be placed on Combat Status.

Combat Status Members will be able to ride all units of PSFRD as additional personnel performing tasks as assigned by the officer in charge.

Their activities will include all phases of fire fighting, prevention, public education and first responder activities based upon their certification.

5: School Status

Any Member who enroll full time education institution including: any college or university, any junior college, any vocational center and the Florida State Fire College, may petition the President, in writing, for a change in status to School Status.

A copy of the petition shall be kept on file by the Secretary.

The petition shall list the date of enrollment, the date of completion and the major.

School status Membership can only be granted by the President.

Enrollment in an educational endeavor does not automatically convey School Status.

School Status shall begin on the date of enrollment and shall end one month after the date of completion.

School Status Members retain all voting and Membership rights.

6: Non-Combat Voting

Any Combat Status, Non-Combat Support or School Status member who is hire by a Fire Department and joins the International Association of Fire Fighters (IAFF) shall be eligible for a Non-Combat Voting Membership. (NCV)

The member shall petition the Membership at the next monthly meeting for a change in status.

A copy of the petition shall be kept on file by the Secretary.

NCV can only be conveyed by majority vote of the Membership.

NCV Members shall retain full voting rights.

NCV Members shall not participate in any drill or training activity as a member of the IRVFA , they may participate as a representative of their employer and with written permission of their employer.

NCV Members shall not have any ride privileges with any PSFRD vehicles.

7: Honorary Membership

Honorary Membership shall be conveyed to any person or persons who have had a significant impact on the IRVFA.

A petition for conveyance of Honorary Membership shall be filed by the President.

Honorary Membership can only be conveyed by a majority vote of the Membership.

Honorary Membership shall have no ride or voting privileges.

Honorary Members shall be presented with a plaque during the annual Fireman's Ball following their selection.

8: Social Members

Social Membership may be granted to a person who has a desire to serve and support the IRVFA in it's efforts to raise monies, promote the organization and support the activities involving the PSFRD to serve it's citizens and communities it protects.

Social Membership can only be conveyed by a majority vote of the Membership.

Social Membership shall have no ride or voting privileges.

Article III: Officers & Elections.

Section A: Officers

The Following Officers shall be elected:

- President.
- Vice-President.
- Secretary.
- Treasurer.

The Following Officers will be appointed:

- Sergeant-at-Arms.

Section B: Terms of Office

Newly elected Officers shall take office at the completion of the April business meeting.

Appointed Officers shall take office immediately after the appointment.

Section C: Executive Board

The Executive Committee shall be composed of all elected Officers.

Section D: Requirements for Office

Candidates for President and Vice-President shall:

1. Be Combat Status or Non-Combat Support member in good standing for a minimum of one year at the time of election.

Candidates for Secretary and Treasurer shall:

1. Be a Combat Status or Non-Combat Support member in good standing.

Candidates for appointed office shall:

1. Meet any requirements set forth in the IRVFA Policies.

Section E: Duties

Duties of the President shall include:

1. Preside over business and special meetings.
2. Represent the IRVFA at PSFRD Commission Meetings.
3. Preside over meetings of the Executive board (& Membership).
4. Chair the Discipline Committee.
5. Appoint Officers as necessary.
6. Represent the IRVFA as required at State, County, City and PSFRD meetings as required.

Duties of the Vice-President shall include:

1. Prepare and submit an annual budget.
2. Chair all Committee's except the Discipline Committee.
3. Perform all duties of the President in the President's absence.
4. Perform any duties as requested by the President.

Duties of the Secretary shall include:

1. Maintain an accurate record of all proceedings of the IRVFA.
2. Sit on and record the proceedings of the Discipline Committee.
3. Prepare any correspondence as required by the President.
4. Maintain personnel files on all IRVFA Members.
5. Perform any duties as requested by the President.

Duties of the Treasurer shall include:

1. Maintain an accurate log of all monetary transactions.
2. Prepare and give a report on the status of all IRVFA bank accounts and investments at each business meeting.
3. Assist the Vice-President with the preparation of the budget.
4. Perform any duties as requested by the President.

Duties of the Sergeant-at-Arms shall include:

1. Oversee the annual elections.
2. Shall collect all nominations confirm the nominee's acceptance, and prepare the ballot.
3. Prepare a report of the outcome of the election.
4. Maintain the results of the election for one calendar year.
5. Perform any duties as requested by the President.

Section F: Nominations

Nominations shall open during the March meeting.

Nominations shall remain open until the day before elections.

Nominees should be present to be nominated and they must accept the nomination.

Should the Sergeant-at-Arms not be able to confirm that the member accepts the nomination, that member shall be removed from the ballot.

Section G: Elections

Elections shall be held annually immediately prior to the April Business meeting.

Elections shall be by secret ballot.

Voting hours shall be 2 hours prior to the start of the meeting and end 30mins before the meeting starts.

The Sergeant-at-Arms shall oversee the elections to ensure secret balloting and prevent electoral fraud.

The Sergeant-at-Arms shall install the new Officers as outlined in the IRVFA Policy manual.

Should the Sergeant-at-Arms anticipate running for office a replacement shall be appointed by the President prior to the March meeting.

A candidate should be present to be elected to office.

Article IV: Committees

Section A: Standing Committee's

The following shall be Standing Committee's:

1. Fireman's Ball Committee.
2. Discipline Committee.

Other Committee's shall be created as needed by the President and chaired by the Vice-President or a member appointed by the President.

Section B: Fireman's Ball Committee.

The Fireman's Ball Committee shall be chaired by the Vice-President.

There shall be five Members of the Fireman's Ball Committee including the Chair.

Fireman's Ball Committee Members shall be selected by the Executive Board from among the Volunteers from the Membership.

Fireman's Ball Committee shall be responsible for all the Fireman's Ball preparations, including but not limited to:

1. Preparing the Fireman's Ball letter.
2. Printing and delivery of the Fireman's Ball letters.

3. Reservation of an appropriate facility.
4. Coordinating the entertainment.
5. Preparation of the menu.
6. Food preparation.
7. Advertising.
8. Facility set-up.
9. Facility clean up.

The Fireman's Ball Committee shall be able to use any resources of the IRVFA including all IRVFA Members not on the Committee.

The Fireman's Ball Committee shall be formed during the September business meeting each year and shall remain active until the Fireman's Ball is complete.

The Fireman's Ball Committee shall report to the Membership at each monthly business meeting until the Fireman's Ball.

Fireman's Ball Committee requirements shall override any other IRVFA activities for the specified time.

Section C: Discipline Committee

All Discipline Committee proceedings shall be confidential.

The Discipline Committee shall be chaired by the President.

The Discipline Committee shall be composed of the President, the Secretary, and three-at-large Members who are not Officers in the IRVFA.

New Discipline Committee Members shall be selected each year.

New Discipline Committee shall be selected during the second week of May.

IRVFA Members interested in being on the Discipline Committee shall submit an application to the newly elected Executive Board by the first week in May.

At-large Members shall be selected by the Executive Board.

There shall be no term limits for the Discipline Committee.

The Discipline Committee shall meet as per the IRVFA Policy manual.

The Secretary shall be responsible for contacting the member in question by registered mail three weeks prior to the hearing.

The Secretary shall maintain a confidential record of all Discipline Committee proceedings.

The accused member shall be informed of the date of the hearing and the charge(s).

Should the violation involve another member of the IRVFA, that member may testify before the Committee in private prior to the hearing.

Hearing Proceedings:

The accused shall have the charges read to him/her.

The accused shall have an opportunity to answer the charges.

Following the accused answers, the Discipline Committee Members shall have the opportunity to cross-examine the accused.

The accused shall leave the office prior to any Discipline Committee discussions.

The Discipline Committee shall discuss the recommended actions but shall not have the power to enact any disciplinary action. Disciplinary action may only be enacted by a majority vote of the Membership at the next monthly business meeting.

Should the Discipline Committee decide against any action the accused shall be notified and a record maintained, but all Committee Members are prohibited from discussing the hearing.

Should the Discipline Committee determine a need for disciplinary action they shall present their recommendations at the next business meeting.

Article V: Meetings

Section A: Quorum

The voting Membership shall be defined as those Members with voting privileges.
Quorum shall be defined as 50%+1 of the voting Membership present at the meeting.
No business shall be conducted without a quorum present.

Section B: Business Meetings

The IRVFA shall hold a minimum of one monthly business meeting at which time the Officers and Committee reports shall be presented and organizational business is presented to the Membership.

Any new or old business and any spending expenditure's shall be brought before the Membership at this time.

Spending shall only be authorized during business meetings.

The President shall be able to authorize spending up to \$50 between meetings, but those expenditures shall be presented to the Membership at the next meeting.

Meetings shall be conducted according to Robert's Rules of Order.

Meeting attendance shall be mandatory for Probationary, Non-Combat Support and Combat Status Members.

Section C: Training

Training drills shall be held on selected nights as set forth in the IRVFA Policy manual or as determined by the IRVFA President.

The Vice-President shall be responsible for preparing a training schedule as directed by the President.

Drill attendance shall be mandatory for Probationary, Non-Combat Support and Combat Status Members.

Section D: Special Meetings

Special Meetings may be called by the President or by five voting Members.

Special Meetings may be called for the purpose of discussing urgent business facing the organization, which cannot wait for a regular business meeting.

The President shall preside over all Special Meetings.

Notice of a Special Meeting must be prominently posted at each PSFRD station a minimum of two weeks prior to the meeting.

Spending expenditures may not be authorized at a Special Meeting.

Article VI: Amendments

Section A: Submission

Amendments may only be submitted to the Membership by the Executive Committee.

Amendments must be presented to the Membership one month before the vote for comment.

The Amendment shall be posted in the IRFVA office for one month for comment.

Section B: Voting

An Amendment that has not been available for comment may not be voted on.

Passage of an Amendment requires a two-thirds yea vote by the Membership.