

CONSTITUTION AND BY-LAWS
OF
THE LADIES AUXILIARY TO THE
ANNE ARUNDEL COUNTY
VOLUNTEER FIREFIGHTERS ASSOCIATION

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ORDER OF BUSINESS

1. Call to Order
2. Presentation of Colors
3. Invocation
4. Pledge of Allegiance
5. Roll Call
6. Presentations of Guests and Past Presidents
7. Secretary's Report
8. Treasurer's Report
9. Reading of Communications and Bills
10. Report of Officers and Committees
11. Unfinished Business
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13. Good of the Auxiliary
14. Adjournment
15. Benediction

PREAMBLE

We, the members of the Ladies Auxiliary to the Anne Arundel County Volunteer Firefighters Association, now unite as a body to promote interest, establish harmony, cultivate a closer friendship, provide for social contact and further financial welfare, do hereby adopt the following Constitution and By-laws.

CONSTITUTION

Revised: 8 July 2008, 10 March 2009, 1 June 2011, 12 November 2013, 28 September 2017, 12 June 2020, 10 May 2022

ARTICLE I NAME

The name of this organization shall be the Ladies Auxiliary to the Anne Arundel County Volunteer Firefighters Association (hereinafter referred to as the Auxiliary).

ARTICLE II OBJECT

The object of this organization shall be to assist the Anne Arundel County Volunteer Firefighters Association socially and financially, whenever possible, and upon request.

**ARTICLE III
MEMBERSHIP**

SECTION 1. The membership shall consist of an auxiliary whose affiliated fire department is a member of the Anne Arundel County Volunteer Firefighters Association. Any existing member auxiliary that becomes separated from its fire department but continues to actively support the projects of the Ladies Auxiliary to the Anne Arundel County Volunteer Firefighters Association may retain its membership.

SECTION 2. Active membership shall consist of member auxiliaries whose annual dues have been paid not later than the May meeting, participate in County Auxiliary and/or County Association events and hold meetings. Inactive membership shall consist of member auxiliaries whose dues have not been paid.

**ARTICLE IV
OFFICERS AND ELECTION**

SECTION 1. The elected officers shall consist of a President, Vice President, Secretary, Treasurer, Chaplain, Historian, and Guard. All officers shall be elected every 2 years. The offices will be held for 2 years or until their successor is elected.

SECTION 2. The duties of the officers shall be those specified in ARTICLE IX of the By-laws.

**ARTICLE V
EXECUTIVE COMMITTEE**

The Executive Committee shall be vested with the authority to govern this Auxiliary, directing its policy and operations, in all matters relating to the objects for which it has been organized.

**ARTICLE VI
MEETINGS**

SECTION 1. The Annual Convention shall conform to the date set by the Anne Arundel County Volunteer Firefighters Association.

SECTION 2. The regular meeting of the Auxiliary shall be held bi-monthly on the second Tuesday of January, March, May, July, and November at 7:00 p.m. at a place designated by the host auxiliary. Host auxiliary shall be determined by alphabetical sequence.

SECTION 3. Special meetings may be called by the President or Vice President.

SECTION 4. Executive meetings may be called, as needed, by the Executive Committee, as referenced in Article VI, Section 1 of the By-Laws.

**ARTICLE VII
AMENDMENTS**

SECTION 1. This Constitution may be amended at any regular meeting by a vote of two-thirds of the active member auxiliaries present, providing the proposed amendments have been submitted to the active member auxiliaries 30-days prior to said meeting.

SECTION 2. A committee of three to revise this Constitution shall be appointed by the President upon a motion carried by a two-thirds vote of all active member auxiliaries present at any regular meeting. The Chairman shall read the revisions at two meetings, said revisions can be accepted after the second reading by a two-thirds vote of the delegates present.

BY-LAWS

**ARTICLE I
NAME AND MEMBERSHIP**

SECTION 1. The name of this organization shall be the Ladies Auxiliary to the Anne Arundel County Volunteer Firefighters Association (hereinafter referred to as the Auxiliary).

SECTION 2. The membership shall consist of any auxiliary whose affiliated fire department is a member of the Anne Arundel County Volunteer Firefighters Association. Any existing member auxiliary that becomes separated from its fire department but continues to actively support the projects of the Ladies Auxiliary to the Anne Arundel County Volunteer Firefighters Association may retain its membership.

SECTION 3. Active membership shall consist of member auxiliaries whose annual dues have been paid no later than the May meeting, participate in County Auxiliary and/or County Association events and hold meetings. Inactive membership shall consist of member auxiliaries whose annual dues have not been paid.

**ARTICLE II
OBJECT**

The object of this organization shall be to assist the Anne Arundel County Volunteer Firefighters Association socially and financially, whenever possible, and upon request.

**ARTICLE III
DUES AND OTHER MONIES**

SECTION 1. Annual dues of \$10.00 shall be paid by the May meeting or the member auxiliary may not nominate candidates for officers or vote in the elections.

SECTION 2. All monies due the Auxiliary must be in the hands of the Secretary on or before date of May meeting.

SECTION 3. Delinquent dues can be paid after election and if dues are not paid by Annual Convention Meeting, the auxiliary will be dropped from the membership roll.

SECTION 4. Only the solicitation of monies pertinent to the auxiliary or fire department work will be recognized by the Auxiliary.

**ARTICLE IV
OFFICERS AND COMMITTEES**

SECTION 1. The officers shall be President, Vice President, Secretary, Treasurer, Chaplain, Historian, and Guard. All officers shall be elected every 2 years. The offices will be held for 2 years or until their successor is elected. All nomination and election procedures shall remain as stated in the By-laws of the Auxiliary.

SECTION 2. The Standing Committees shall be Auditing, Constitution and By-laws, Convention, Engraving and Upkeep, Executive, Fire Prevention/Health and Safety, Hall of Fame, Joint Memorial, Membership, Nominating, Parliamentarian, Pins and Badges, Publicity, Reservations, Sunshine, and Ways and Means.

**ARTICLE V
MEETINGS**

SECTION 1. The Annual Convention shall conform to the date set by the Anne Arundel County Volunteer Firefighters Association.

SECTION 2. The regular meeting of the Auxiliary shall be held bi-monthly on the second Tuesday of January, March, May, July, and November at 7:00 p.m. at a place designated by the host auxiliary. Host auxiliary shall be determined by alphabetical sequence.

SECTION 3. Special meetings may be called by the President or Vice President.

SECTION 4. Executive meetings may be called, as needed, by the Executive Committee, as referenced in Article VI, Section 1 of the By-Laws.

**ARTICLE VI
EXECUTIVE COMMITTEE**

SECTION 1. The Executive Committee shall be comprised of the officers, all standing committee chairmen, the President or representative of each active member auxiliary, and all Past Presidents of the Auxiliary.

SECTION 2. Only members of the Executive Committee shall vote at an Executive meeting.

**ARTICLE VII
DELEGATES AND ALTERNATES**

SECTION 1. Each active member auxiliary shall be entitled to five delegates and five alternates who shall represent their respective auxiliaries for 1-year.

SECTION 2. A total registration fee of \$5.00 shall be collected from each auxiliary for delegates and alternates except when the cost of badges are covered by AACVFA.

**ARTICLE VIII
NOMINATION AND ELECTION**

SECTION 1. Nominations shall be opened at May meeting by reading of nomination forms by the Nominating Chairman and closed at July meeting after nominations have been accepted from the floor, if required.

SECTION 2. Election shall be at the July meeting. Each active member auxiliary shall be entitled to five votes. Voting shall be done by a ballot and a majority of the votes of the auxiliaries in good standing shall be required to elect.

SECTION 3. Whenever there are more than two candidates and there is a failure to elect, the candidate receiving the lowest number of votes shall be dropped and successive ballots cast until there is an election for that office.

SECTION 4. The President shall appoint two Judges and two Tellers to conduct the election. After each ballot has been cast, the Judges and Tellers shall count the votes and report the count to the assembly. In the event of an uncontested slate of nominees, the Secretary shall cast one unanimous vote for the entire slate.

SECTION 5. Ballots shall be destroyed by the Secretary immediately after election.

SECTION 6. Officers shall be installed at the Convention Meeting.

SECTION 7. No auxiliary shall be entitled to more than two elected officers. In the event that there is a vacant Officer's position to be filled, the current and/or outgoing President may appoint a Past President to the vacant Officer's position. This appointment is not counted as an elected position; therefore, it is not included in the two elected officers limit per auxiliary. The appointment will carry out until the next election.

SECTION 8. Officers shall be elected to serve for 2 years from Annual Convention to Annual Convention or until a successor is elected.

SECTION 9. A candidate for the office of President must serve once as Vice President, Secretary, and Treasurer in the Auxiliary.

SECTION 10. Candidates for office shall give serious consideration to completing and serving the chairs in succession, if possible. This procedure affords the candidates a better insight and working knowledge of the functions of the organization.

SECTION 11. Officers must attend all meetings to be eligible to run for office the following year. Absences from meetings must be for legitimate reasons only and must be approved by the President.

SECTION 12. President shall be authorized to appoint a Past President to fill any vacant office until next regular election. This process will eliminate the skipping of several chairs by officers.

SECTION 13. All officers shall take the Oath of Office and are expected to perform duties of the office to which elected. If any of the officers are delinquent in their duties, a warning will be given for the first offense. For further offenses, it will be grounds for termination of office. Any officer who is found negligent in the performance of said duties by the Executive Committee shall appear before the Committee to answer subject charges. If the Committee, by a majority vote of those present and voting, find subject charges to be valid, individual shall be removed from office immediately.

SECTION 14. Any officer who is dismissed from their sponsoring auxiliary, must resign their office immediately unless they become a member of and are sponsored by another Active Member Auxiliary.

ARTICLE IX DUTIES OF OFFICERS

SECTION 1. The President shall preside at all meetings, appoint all committees, and be a member of same, sign all orders on the Treasurer for payment of bills, countersign checks, authorize transfer of funds from savings to checking account, and perform such duties as may be required. The President, in the event an office is vacant permanently during term, must immediately appoint a Past President to fill the office until the end of the term. If a Past President is not available, then the President is to notify the Nominating Committee to send a detailed email or mail notification to all Auxiliaries of the open position, all its duties and that there will be a Special Election at the next Bi-Monthly meeting. The President shall provide a report at each bi-monthly meeting. If the President receives an invitation to a banquet or individual Fire Company or Ladies Auxiliary function and is unable to attend, she/he will send another officer to represent the County Ladies Auxiliary. If the President is unable to attend the monthly County Association meetings or any other function, he/she is invited to, she/he is to have another officer represent them and give a report. She/he shall also be responsible for the care and maintenance of the Auxiliary banner and Carrivoice P.A. System. She/he shall make an annual report at Convention meeting.

SECTION 2. The Vice President shall assume the duties of all officers in her/his absence, disability or upon the results of an unsuccessful Special Election for a vacant office. The Vice President may countersign checks, when necessary. The Vice President shall provide a report at each bi-monthly meeting. She/he shall act as Chairman of the Executive Committee and shall be empowered to call special meetings of said committee and shall order Secretary to send proper notices thereof. The Vice President shall arrange for an Officers Orientation meeting with all Officers, the Parliamentarian, and all Committee Chairmen after installation, but before the November meeting to instruct the Officers and Chairmen in carrying out their duties. She/he shall make an annual report at Convention.

SECTION 3. The Secretary shall record the minutes of all meetings in a book provided for that purpose and keep a current roll of membership. She/he shall receive all monies due to the Auxiliary and turn same over to the Treasurer taking receipt, therefore. She/he shall receive all correspondence, answer same, and attend to any other correspondence requested by the President. She/he must turn over all books and records to the Auditing Committee for the annual audit, to be held after the September bi-monthly meeting, but before the November bi-monthly meeting of the Auxiliary, with the date to be decided by the Auditing Committee. The Secretary shall provide a report at each bi-monthly meeting. She/he shall prepare a printed report for distribution at Convention meeting.

SECTION 4. The Treasurer shall receive all monies from the Secretary and give a receipt thereof. She/he may pay all bills voted and approved by the Auxiliary. She/he shall countersign checks as required. Treasurer shall be authorized to transfer funds from the savings account to the checking account when required to pay bills without waiting for approval by the body to do so, however, approval by the President will be required. The signatures on the bank accounts must be changed within 30 days after installation. She/he shall secure the blanket bond annually to cover the Officers and the Ways and Means Chairman of the Auxiliary. She/he shall turn over all Treasurers' books and records to the Auditing Committee for the annual audit, to be held after the September bi-monthly meeting, but before the November bi-monthly meeting of the Auxiliary, with the date to be decided by the Auditing Committee. The Treasurer must attend the annual audit. The Treasurer shall provide a report at each bi-monthly meeting. She/he shall prepare a printed report for distribution at Convention Meeting.

SECTION 5. The Chaplain shall open and close all meetings with a prayer. She/he shall be responsible for conducting the Memorial Service, including procurement of necessary flowers and materials needed for same. No flaming candles shall be used during Memorial Service. Chaplain shall prepare Memorial Certificates, in duplicate, providing one copy for the deceased member's family and one copy for deceased member's auxiliary. The Memorial Certificates are to be signed by the President, Secretary, and Chaplain. Chaplain shall maintain a Memorial Ledger entering deceased member's name, auxiliary's name, and date of death. The Chaplain shall be responsible for sending appropriate flowers or gifts to Auxiliary Officers or Past Presidents when notified of their hospitalization or illness at the Auxiliaries expense. The Chaplain shall serve as the Joint Memorial Chairman. The Chaplain shall provide a report at each bi-monthly meeting. She/he shall make an annual report at Convention.

SECTION 6. The Historian shall maintain the history of the Auxiliary in a book secured for that purpose, which shall be displayed at the Convention Meeting. She/he shall add any pertinent historical data deemed essential, with updated pictures including a list of the Auxiliary Officers. The Historian shall provide a report at each bi-monthly meeting. She/he shall make an annual report at Convention.

SECTION 7. The Guard shall keep the door, receive, escort, and introduce visitors to the President and act as messenger at all meetings. She/he shall be responsible for the placement of flags at each meeting. The Guard shall provide a report at each bi-monthly meeting. She/he shall make an annual report at Convention.

SECTION 8. At the expiration of her/his term of office, each Officer shall immediately turn over to her/his successor, all Auxiliary properties in her/his possession.

SECTION 9. All officers representing the Ladies Auxiliary to the Anne Arundel County Volunteer Firefighters Association must wear attire appropriate for the occasion – i.e. business meetings, convention meetings, state conferences, or memorial services.

ARTICLE X DUTIES OF COMMITTEES

SECTION 1. President shall appoint an Auditing Committee consisting of three members, of which two must be Past Presidents, and the Treasurer who shall audit the books, bank statements, proof of receipts, disbursements, and other pertinent papers of the Secretary and Treasurer, after the September bi-monthly meeting of the Auxiliary, but before the November bi-monthly meeting, with the date to be decided by the Auditing Committee. The Treasurer must be present at the time of audit. The

Auditing Committee shall provide a report at each bi-monthly meeting. A written report shall be given after each audit.

SECTION 2. The Constitution and By-laws Committee shall receive all proposed amendments in writing. The Committee will study carefully and submit them to the active member Auxiliaries 30-days prior to the next bi-monthly meeting. The Chairman shall read the revisions at two meetings. The proposed amendments can be accepted after the second reading, by a two-thirds vote of the delegates present. The Constitution and By-Laws Committee shall provide a report at each bi-monthly meeting. An annual report shall be made at Convention.

SECTION 3. The Convention Committee shall make all arrangements for Annual Convention in conjunction with the Convention Committee of the Anne Arundel County Volunteer Firefighters Association Convention Agenda. Printed agendas should be distributed to each auxiliary at the July meeting. The Convention Committee shall provide a report at each bi-monthly meeting.

SECTION 4. The Engraving and Upkeep Committee shall be responsible for ensuring the Hall of Fame and Past President's plaques are kept updated. Shall also be responsible for purchasing any new plaques and maintaining same that the Auxiliary deems necessary. All costs to be paid for by the Ladies Auxiliary to the Anne Arundel County Volunteer Firefighters Association. The Engraving and Upkeep Committee shall provide a report at each bi-monthly meeting. An annual report shall be made at Convention.

SECTION 5. The Executive Committee shall be empowered with the authority to govern the Auxiliary by making recommendations to the body concerning policy and operations on all matters related to the purpose for which the Auxiliary was organized. Committee shall have the power to call special meetings through the President whenever deemed necessary. They shall have control and supervision over all property belonging to the Auxiliary. A majority of members of the committee shall constitute a quorum and a majority of those present shall decide all questions.

SECTION 6. The Fire Prevention/Health and Safety Committee shall promote an active Fire Prevention, Health and Safety Program for and among the auxiliaries of the Association, supplying material and suggestions throughout the year, make arrangements for speakers, films, and hand-out type literature for each meeting. The Fire Prevention/Health and Safety Committee shall provide a report at each bi-monthly meeting. An annual report shall be given at Convention.

SECTION 7. The Hall of Fame Committee shall consist of three members appointed by the President. At least one Past President must be a member of the committee. Selections to the Hall of Fame shall be based upon the individual's distinguished service to their home Auxiliary and/or Fire Company and any other service or support given to the Ladies Auxiliary to the Anne Arundel County Volunteer Firefighters Association, with a minimum of 5 years as an active member. The committee shall review and approve the resumes submitted by any auxiliary in good standing and/or the Past President's Club of the Ladies Auxiliary to the Anne Arundel County Volunteer Firefighters Association. The resumes must be received by a member of the committee no later than 45-days prior to the date of the Joint Annual Convention as set by the Anne Arundel County Volunteer Firefighters Association (Article 6 Section 1). The Chairman shall maintain, in a permanent book, a list of selected candidates accompanied by the applicable resumes. The committee will conduct an induction ceremony, for no more than ten nominees, at the Convention meeting. Inductees will be given a certificate noting their selection as well as a copy of their resume and any other token the committee feels appropriate. The resumes will be filed in the records

of the Ladies Auxiliary to the Anne Arundel County Volunteer Firefighters Association noting their selection into the Hall of Fame. The listing shall become a permanent record of the Association. The Hall of Fame Committee shall provide a report at each bi-monthly meeting.

SECTION 8. The Joint Memorial Committee shall be chaired by the Chaplain and two active members. This committee shall support the Anne Arundel County Volunteer Firefighters Association in organizing and planning the Joint Memorial Service for the annual convention and help with refreshments following the service as may be requested. The Joint Memorial Committee shall provide a report at each bi-monthly meeting. She/he shall give a report at the annual convention.

SECTION 9. The Membership Committee shall organize and enroll any auxiliary interested in joining the Auxiliary. The Membership Committee shall provide a report at each bi-monthly meeting. An annual report shall be made at Convention.

SECTION 10. The Nominating Committee shall prepare a list of candidates for office and shall be responsible for providing printed ballots for the annual election. The Nominating Committee shall send a detailed email or mail notification to all Auxiliaries, upon the request of the President, that a Special Election will be held at the next bi-monthly meeting for a vacant office. Auxiliaries must notify the Nominating Committee of all nominees prior to the bi-monthly meeting the Special Election is to take place. The term of the office will be until the end of the office term or the next regular election. If no nominees are received, nominations may be taken from the floor the night of the Special Election. In the event a Special Election is unable to occur, or the election was unsuccessful, the Vice President shall assume the duties of the vacant office until the end of the office term or the next regular election. The Nominating Committee shall provide a report at each bi-monthly meeting.

SECTION 11. An elected officer shall not serve as Parliamentarian. The Parliamentarian's principle duty is to advise the President on questions of parliamentary procedure and practice. The Parliamentarian shall provide a report at each bi-monthly meeting.

SECTION 12. The Pins and Badges Committee shall be responsible for all pins and badges needed by the Auxiliary, order the Past President's Pin, and have it available for Convention Meeting. The Pins and Badges Committee shall provide a report at each bi-monthly meeting. An annual report shall be made at Convention.

SECTION 13. The Publicity Committee shall see that announcements of meetings and other activities of the Auxiliary are put in the local media. She/he shall also send e-mail notifications to the auxiliaries on health, death, good news, and any information they need to be aware of. She/he shall also notify the Anne Arundel County Volunteer Firefighters Association webmaster of any changes to the ladies part of the website. The Publicity Committee shall provide a report at each bi-monthly meeting.

SECTION 14. The Reservations Chairman shall be responsible for handling all invitations to the County Meetings and maintain and update the mailing list of Presidents and Secretaries of the local auxiliaries. She/he shall have a working fund, if needed. The Reservations Chairman shall provide a report at each bi-monthly meeting. She/he shall make an annual report at Convention.

SECTION 15. The Sunshine Committee shall send appropriate remembrances when deemed necessary. The Sunshine Committee shall provide a report at each bi-monthly meeting. She/he will make an annual report at Convention.

SECTION 16. The Ways and Means Committee shall carry out a program of activities which shall bring in substantial revenue. The Committee, at the discretion of the President, shall make all arrangements and initiate one large fundraising event to be held each year. This event should be held in Anne Arundel County, but the exact location and date is up to the discretion of the Committee. Approximately \$100.00 of the total profit realized shall be given to the Bessie Marshall Fund unless a greater amount is voted for by the Auxiliary. An amount to be given to the Anne Arundel County Volunteer Firefighters Association shall be voted on by the assembled members at the July meeting. The President will present the check to the Volunteer Firefighters Association at their August meeting. One quarter of the remaining profits will be deposited into the savings account of the Auxiliary with the remainder added to the General Treasury. The Ways and Means Committee shall provide a report at each bi-monthly meeting. She/he will make an annual report at convention.

ARTICLE XI PARLIAMENTARY PROCEDURE

SECTION 1. A quorum shall consist of one-half of the Active Membership.

SECTION 2. Robert's Rules of Order, Revised, are the basis of this Constitution and By-laws and shall govern on any questions not specifically covered by this Constitution and By-laws.

SECTION 3. No member shall speak longer than 5-minutes on any one subject.

ARTICLE XII AMENDMENTS

SECTION 1. These By-laws may be amended at any regular meeting by a vote of two-thirds of the Active Member Auxiliaries present providing the proposed amendment has been submitted to the Active Member Auxiliaries 30-days prior to said meeting.

SECTION 2. A committee of three to revise these By-laws shall be appointed by the President, upon motion carried by a two-thirds vote of all active Member Auxiliaries present at any regular meeting. The Committee shall be responsible for distributing a revised copy to each Active Member Auxiliary. The Chairman shall read the revisions at two meetings, said revisions can be accepted after the second reading by a two-thirds vote of the delegates present.