

WESTERN NORTH CAROLINA FIRE & LIFE SAFETY EDUCATION ASSOCIATION

BY-LAWS

ARTICLE I – NAME

The organization shall be known as “**WESTERN NORTH CAROLINA FIRE AND LIFE SAFETY EDUCATION ASSOCIATION.**”(WNCFLSEA)

ARTICLE II – OBJECTIVES

- (A) To coordinate the efforts of its members in the fields of Fire Education, Injury Prevention and Burn Safety and by doing so, endeavor to provide an efficient and uniform Fire and Life Safety Education Program in North Carolina.
- (B) To distribute to its members such information pertaining to Fire and Life Safety Education as may be available; and to assist its members in the solution of any problems which may arise in these fields.
- (C) To at all times, assist and cooperate with this Association and Organizations, Industries, Government Agencies or Departments which share our common interest in fire and life safety education.

ARTICLE III – MEMBERSHIP

- (A) Eligibility:
Any person engaged in promoting the prevention of fires and injuries through fire and life safety education may become a member of this organization
- (B) ACTIVE MEMBER
Any legally designated official of a county, municipality, township, fire district or other persons located in the Western region of North Carolina in the following counties: Alexander, Alleghany, Anson, Ashe, Avery, Buncombe, Burke, Cabarrus, Caldwell, Catawba, Cherokee, Clay, Cleveland, Davie, Gaston, Graham, Haywood, Henderson, Iredell, Jackson, Lincoln, Macon, Madison, McDowell, Mecklenburg, Mitchell, Polk, Rowan, Rutherford, Stanley, Surry, Swain, Transylvania, Union, Watauga, Wilkes, Yadkin, Yancey, including the Cherokee Qualla Boundary and is authorized and obligated by public law, ordinance, or lawful agreement to promote fire and life safety through public education , may become an active member of this Association.
- (C) ASSOCIATE MEMBER
Associate Members are those persons other than Active Members, interested or involved in promoting fire and life safety education in North Carolina. Associate Members shall enjoy the privileges of membership except that of voting privileges and/or holding elective office.

(D) HONORARY LIFE MEMBERS

Members will be eligible for honorary life membership upon the recommendation and approval of the Executive Board and by majority vote of those members present at any meeting. Any member, so elected, shall thereafter be exempt from the payment of annual dues. Honorary Life Membership may also be conferred on any person that has rendered distinctive service to the Association.

ARTICLE IV – FEES

- (A) An annual membership fee of Fifteen Dollars (\$15.00) shall be applicable to each department or individual member. If a department has more than one member, the annual dues/fee shall be limited to Fifteen Dollars (\$15.00). This fee is due by January 31 annually.
- (B) Members who do not pay dues within 60 days of notice shall not be allowed to have voting power nor shall he/she have the right to hold or be an active officer of the organization until dues are paid in full.

ARTICLE V – OFFICERS

- (A) Officers of the WESTERN NORTH CAROLINA FIRE AND LIFE SAFETY EDUCATION ASSOCIATION shall be:

Chairperson

Vice-Chairperson

Secretary/Treasurer

- (B) Nominees for the position of an officer of the organization shall be active members of the Western Association for at least one year before applying.
- (C) Officers of the Association shall be elected every year by majority vote of Active Members present at the February meeting.
- (D) No one member may hold any one office for a period exceeding two (2) consecutive terms
- (E) Election of Officers shall be held at the February meeting of the Association. The new Officers shall assume their responsibilities on the first day of the month following the North Carolina Fire and Life Safety Education Conference.
- (F) All officers shall serve as members of the Executive Board.
- (G) The previous chairperson shall become an Ex-Officio Officer.
- (H) In case of vacancy of the office of Chairperson, the Vice-Chairperson shall ascend to the office of Chairperson. In the case of a vacancy in the office of any other officer, the vacancy shall be filled by a nominated appointment of the chairperson and a majority vote from the membership on that appointment. This appointment(s) shall serve until the next general election of officers.

ARTICLE VI – DUTIES OF OFFICERS

- (A) **The Chairperson** shall preside at all meetings and conduct all business. The Chairperson shall call special meetings at the request of a majority of the Executive Board or when he/she may deem it necessary.

- (B) **The Vice-Chairperson** shall assume all duties of the Chairperson in his/her absence. The Vice-Chairperson shall oversee and appoint a 2 person committee to review the bylaws annually and make recommendations for updating or making changes. The Vice- Chair will also chair the Conference Committee when the State FLSE Conference will be held in the western region.
- (C) **The Secretary/Treasurer** shall keep a record of the attendance at all meetings and shall record and forward to all members the minutes of the regular meetings, special meetings and Executive Board meetings. He/she shall be custodian of the minute book and all records, correspondence and literature pertaining to the business of the Association. He/she shall keep the members informed as to the progress of the Association business and shall record and answer all correspondence promptly and in an efficient manner. He/she shall notify all members in writing of the meetings.
- (D) **The Secretary/ Treasurer** shall receive all monies payable to the Association and shall deposit same in a chartered bank designated by the Executive Board. Accounts shall be paid by check. The Vice-Chairperson shall be authorized to sign checks in the event the Treasurer is incapacitated.
- (E) The Chairperson shall appoint three (3) members of the Association to audit the books and accounts of the Treasurer annually. These members shall present a written report of all matters pertaining to the finances of the Association to the Executive Board by December 1st of each year.
- (F) The Officers of the Association shall be the governing body of the Association when the Association itself is not in session. All matters affecting the policies, aims and means of accomplishing the purposes of this Association, not specifically provided for in this statement of By-Laws or by action of the Association at a regular or special meeting shall be decided by the Executive Committee.
- (G) All elected officers shall serve a one year term unless resignation, removal or inability to complete the term.

ARTICLE VII – COMMITTEES

- (A) The Executive Board shall consist of the Officers of the Association and shall deal with such business as may come before it. The Board shall make recommendations regarding the business of the Association within the confines of the By-Laws.
- (B) Special Committees may be elected by the members or may be appointed by the Chairperson with the aid of the Executive Board.
- (C) Each Special Committee shall elect a Chairperson who shall be responsible for conducting all meetings of said Committee.
- (D) The Chairperson shall appoint a Nominating Committee consisting of three (3) members at the May meeting and they shall present a slate of officers at the August meeting at which time election of officers shall take place.

ARTICLE VIII – MEETINGS

- (A) Meetings of the membership shall be convened quarterly, one being during the State Fire & Life Safety Education Conference and during the months of May, August and November.
- (B) Executive Board meetings shall be called at the discretion of the Chairperson or upon the wishes of a majority of the Executive Board.

- (C) Special Committees, upon Board appointment or election by the membership, shall convene for meetings at a location and time agreed upon by a majority of the Committee's members.

ARTICLE IX – VOTING RIGHTS

Each department or individual member having paid the annual Fifteen Dollars (\$15.00) dues/fee for membership shall have voting rights in all business matters. Each department shall have only one vote.

ARTICLE X – STATE EDUCATION COUNCIL MEMBERS

- (A) The Western NCFLSE Executive Board will provide Five (5) members on the State Fire and Life Safety Education Council. The WNCFLSEA Chairperson will monitor the attendance and productivity of each WNCFLSEA State Committee member. Attendance at these meetings is mandatory by the WNCFLSE association, unless an approved excuse is provided to the Chairperson of the association. The WNCFLSEA Executive Board; with majority vote of the members present, may remove appointed council members for failure to attend or participate in said council meetings.
- (B) These current members of the WNCFLSEA shall automatically serve on the State Fire & Life Safety Education Council each year that he/she serves. These members include the Chairperson, Vice-Chairperson, Secretary/ Treasurer, the immediate past Chair-Person of the organization and a member at large voted on by the membership at the August meeting.

ARTICLE XI – SPECIAL BUSINESS/EVENTS

In the event of an illness, hospital stay, death or death of an immediate family member of an Active, Associate or Honorary member, the chairperson may direct the Secretary/Treasurer to send a card, flowers or a donation to a worthy cause or organization designated by the family.

ARTICLE XII- CONDUCT OF BUSINESS

Robert's Rules of Order shall govern this organization in the conduct of business with the exception of determining a quorum or otherwise specifically stated in the bylaws.

ARTICLE XIII- NOT FOR PROFIT

This WNCFLSEA organization is a NOT FOR PROFIT organization. No part of the organization assets or income shall be used to the benefit of any of its officers, membership or directors.

ARTICLE XIV- AMENDMENTS

The Executive Board of the WNCFLSEA shall have the power to amend and revise any portion of these Bylaws. Approval of these changes shall require two-thirds vote of approval of the voting membership of the organization present at the quarterly announced meeting. These Bylaws will be reviewed annually by the Vice-Chair, and a two person committee and changes are to be brought to the membership for approval.

ARTICLE XV-Training and Public information

(A)The WNCFLSEA will maintain a website for the purpose of providing information, news, projects, class information, links to other websites and contacts to support /publicize the State FLSE Council and other state news.

(B)A Program Coordinator shall be responsible for planning and coordinating continuing education classes and/or seminars to be held at quarterly meetings of the organization.

Revised and Adopted 05/07/2001

Revised and adopted 11/3/2008

Revised 2/11/11