

# **THE 2008 S.V.F.F.A BYLAWS (CURRENT VERSION)**

Whereas the Saskatchewan Volunteer Fire Fighters Association was formed on the 29<sup>th</sup> day of September, 1990; and whereas The Association will be incorporated under *The Non-profit Corporations Act, 1995* on the 1<sup>st</sup> day of January 1991, as the Saskatchewan Volunteer Fire Fighters Association Inc.; and whereas The Association is empowered under *The Act* to make bylaws; therefore, The Association makes bylaws as follows:

## **A. TITLE**

These bylaws may be cited as the Bylaws of the Saskatchewan Volunteer Fire Fighters Association Inc. (S.V.F.F.A. Inc.), hereafter referred to as "The Association"

## **B. OBJECTIVES AND MISSION STATEMENT \*amended November 23, 1991\***

The articles of incorporation provide that the objectives and mission statement of The Association are:

- Mission Statement: The Association's mission is to provide a responsible voice and leadership to the Volunteer Fire Fighter of Saskatchewan, with the intent being to minimize loss of life and property in all aspects of Volunteer Emergency Response.
- In furtherance of The Associations' mission, The Association's objectives are:
  1. To provide training and education for the Volunteer Fire Fighter;
  2. To solicit province-wide membership from every Volunteer Fire Department in Saskatchewan and to encourage active and concerned participation in The Association's objectives;
  3. To encourage cooperation with all Emergency Response organizations through participation on the Saskatchewan Fire Service Advisory Committee;
  4. To establish responsible representation and leadership towards the role of the Volunteer Fire Fighter in fire prevention and public safety;
  5. To adopt the Emergency Planning Districts of the Saskatchewan Emergency Measure Organization (E.M.O.) as the S.V.F.F.A. official zones.

## **C. MEMBERSHIP**

1. The articles of incorporation provide that the classes of members of The Association shall consist of:

### **A) Active Members**

- i. An ACTIVE member:
  - a. Must be a Volunteer Fire Fighter or a member of an organized auxiliary to the fire department, OR;
  - b. Must be a member, or a retired member, of a registered VOLUNTEER fire department in Saskatchewan, OR;

- c. Must be a member, of a fire department with active fire department membership in The Association, AND; **\*added October 24, 1994\***
  - d. Must have a paid in full membership for the current year;
  - e. Must be a full time Chief or Deputy Chief with a department that has a majority of volunteer members (80%); **\*added October 19, 2019\***
  - f. Cannot hold or maintain Director/Executive Officer in any other fire service board registered in Saskatchewan as a legal entity; **\*added October 19, 2019\***
  - g. Cannot use an address of convenience. The member must be physically located in close proximity of the response zone to the address of the fire department being listed as the volunteer department for which they are claiming membership. **\*added October 19, 2019\***
- ii. An ACTIVE member is entitled to:
- a. Vote at general membership and annual meetings;
  - b. Hold an officer's position either on The Executive or The Board of Directors;
  - c. Be appointed to any committee, standing or special;
  - d. Participate in individual benefit programs as offered by The Association;
  - e. Participate in department benefit programs as offered through active fire department membership in The Association **\*added October 29, 1994\***
  - f. Review financial statements and other business summaries as prepared by The Officers, as notified by the newsletter;
  - g. Receive regular updates of the activities of The Association;
  - h. Attend scheduled Association Training Symposiums offered in any zone;
  - i. Other privileges as may be offered by The Association.
- B) ASSOCIATE Members
- i. Those eligible for ASSOCIATE membership are:
- a. Provincial Fire Commissioner and staff;
  - b. Representatives of firms or corporations interested in our Association;
  - c. Representatives of manufacturers and dealers in fire department supplies through company associate membership; **\*amended October 29, 1994\***
  - d. Career fire fighters **\*added October 24, 1993\***
- ASSOCIATE members have all privileges of ACTIVE members except the right to hold office or vote **\*amended September 27, 1991\***
  - ASSOCIATE members must have a paid in full membership for the current year.
- C) HONORARY Members
- i. HONORARY members shall:
- a. Be elected upon unanimous recommendation of the Officers of The Association;
  - b. Be approved by a majority of the active members present at the annual meeting;
  - c. Have served The Association or the Fire Service with honour and distinction;

- d. Have all privileges of active members of The Association except the right to vote or hold office;
- e. Be exempt from the payment of dues.

D) CORPORATE Members **(added September 28, 1991\***

- i. CORPORATE members:
    - a. Shall be members of a registered Saskatchewan corporation;
    - b. Membership is subject to the approval of the President and one other Officer of The Association;
    - c. Shall be eligible to obtain one collective vote at any official meeting of the members, excluding Officer's meetings;
    - d. May abstain from voting privilege if deemed in conflict of interest;
    - e. Are not eligible for participation in any Association benefit packages, other than training sessions;
    - f. May not hold office in The Association.
2. A member retiring from the position that qualified him for membership, Active or Associate, may upon such retirement retain his membership upon payment of annual dues.
3. Upon termination of membership for cause or otherwise, a member is not entitled to any refund of dues paid.

D. MEMBERSHIP SECTIONS **\*Added October 14, 1995\***

1. The Association shall include the following sections of special interest to all classes of members:
- a. General Fire Department Membership
  - b. Instructor Services
  - c. Officer
  - d. Special Operations
  - e. Public Education
  - f. Industrial Volunteer **\*added October 26, 1996\***
  - g. First Nation Volunteer **\*added October 26, 1996\***
2. Members of each section may form their own Section Executive Committees. Representation on these Committees is subject to approval by the President.
3. One Chairperson for each Section Executive Committee formed shall be appointed by the President to report directly to The Association Executive and Board of Directors. A co-chairperson and other representatives of the Section Executive Committee shall be elected by the members of each section.
4. Sections may organize under their own bylaws provided each section operates within the corporate structure of The Association.

5. The bylaws of each Section shall be approved by the Board of Directors and shall be consistent with the bylaws of The Association.
6. The Executive Committees shall submit all proposals for membership services, activities and operations to The Association Executive for approval prior to these services, activities and operations taking effect.
7. A member of the Section Executive Committee may prepare a report on the services, activities and operations of the Section at the Association's Annual General Meeting, and shall prepare other submissions for the members as directed by the President.

**E. MEMBERSHIP CORRESPONDENCE \*added October 23 1993\***

A membership application accompanied by dues must be received by the Executive Director. The Executive Director shall then issue membership cards and a receipt and forward such to the person designated on the membership application. All newsletters, training sessions and other correspondence from The Association to members shall be received by the person designated on membership applications. Written request for extra copies of any correspondence may be made by any members to the Executive Director. The Association reserves the right to charge a nominal fee provided such fee does not exceed the costs associated with provision of the extra copies. The Association mailing list of members is deemed exclusive to the Officers of The Association and is not available for reproduction by any person, agency or organization.

**F. OFFICERS \*amended October 14, 1995\***

1. The Officers of the Association shall be comprised of an Executive and a Board of Directors.
2. The Executive shall consist of:
  - a. The President;
  - b. The Vice-President(s) of which there may be two;
  - c. A Past President.
3. The Board of Directors may consist of 15 members representing a zone in the province. The Board of Directors shall consist of the President, Executive Director and other representatives as determined by The Board of Directors.
4. The Executive shall be deemed the governing body of The Association to conduct business transactions and daily operations of The Association. The President, Vice Presidents and Treasurer shall be elected from The Board of Directors, by The Board of Directors **\*amended October 24, 1998\*** for a term of two years. These terms are renewable.
5. The Board of Directors shall be deemed the representative body of The Association, empowered by the members and oversee the operations and conduct of the Executive.
  - a. Officers serving as Executive Officers may also serve as Zone Directors **\*added October 23, 1993\***

- b. With the exception of the Executive Director and the Training Coordinator **\*added October 29, 1994\*** all Officers must be active members of The Association.
- c. The Executive Director shall be appointed by the other Officers of The Association to a two-year term or until a successor is appointed.
- d. The Training Coordinator shall be appointed by the other Officers of The Association to a two-year term or until a successor is appointed. **\*added October 29, 1994\***
- e. The Board of Directors' terms shall expire on even numbered years for the Zone Directors on even numbered zones and odd numbered years for odd numbered zones unless a vacancy in the term arises where subsection f. applies.
- f. In the event of a vacancy among the elected Officers same shall be filled by an appointment made by the President or in the case of the President, by the Board of Directors through a majority vote.
- g. The Association Officers may, by a majority vote and resolution stating the reasons, remove any Officer from office. **\*added October 23, 1993\***

**G. MEETING OF OFFICERS \*added October 14, 1995\***

- 1. All meetings of the Officers shall be called by the President or by a majority request from the Officers through the Executive Director. All meetings will follow the Robert's Rules of Order.
- 2. Regular Board of Directors meeting dates and locations for the year shall be determined by the Board of Directors at the post conference meeting.
- 3. Any Officer absent from three consecutive Officer meetings may be removed from Office by approval of a majority vote of all other Officers. **\*added October 23, 1993\* moved from Section F October 14, 1995**
- 4. At each meeting of The Board of Directors, 50% shall constitute a quorum.
- 5. At each meeting of the Executive, three (3) Executive members shall constitute a quorum.
- 6. All Officers shall receive a copy of all minutes of meetings held by the Executive or Board of Directors, not more than 30 days from the date of the meeting.
- 7. All business conducted and operations determined by the Executive are in effect from the date of approval of the Executive and continue to remain in effect unless repealed by a majority vote of the Board of Directors.
- 8. The repeal of the Board of Directors on any actions of the Executive must be conducted within one week of receipt of minutes of an Executive meeting.
- 9. At all meetings of any Officers, the presiding member shall have a vote, but no casting vote. In the event of a tie vote, questions shall be deemed to be decided in the negative. **\*moved from Section F October 14, 1995\***

10. The Executive Director and Training Coordinator shall have no voting privileges unless their membership rights empower them with such voting rights.

## H. OFFICERS' DUTY

### 1. President

- a. Shall be the Chief Officer of The Association. It shall be his duty to be vigilant and active in promoting the objectives of The Association;
- b. Shall call all meetings of the Executive or Board of Directors and shall preside over all meetings or appoint an officer to preside where necessary;
- c. Prepares the agendas with the Executive Director or Board of Directors;
- d. Has authority of approval of all affairs of The Association and may delegate this authority to any members of the Executive or Board of Directors; **\*added October 14, 1995\***
- e. Appoints all special committees of The Association;
- f. Shall be Chief Public Relations Officer for The Association and will approve all correspondence with members of the media and public;
- g. Maintains regular correspondence with the Administrator on all operations of The Association; **\*added October 14, 1995\***

### 2. Vice President(s) **\*amended October 29, 1994\***

- a. Shall assist the President in the performance of his duties and shall act in the absence or inability of the President;
- b. Shall serve as coordinator for a division of Zones in the Province as determined by the Board of Directors;
- c. Whenever possible, must reside within the boundaries of his/her coordinating zones;
- d. In the event of a change of residence for the elected Vice President, approval of the President is required for the Vice President to continue in his/her capacity;
- e. Shall attend all Board of Directors meetings and meetings of the Executive; **\*added October 14, 1995\***

### 3. Executive Director

- a. Acts in an advisory capacity to the Board of Directors and Executive to ensure the overall efficiency and effective operations of The Association; **\*added October 14, 1995\***
- b. Is ex-officio member of all committees;
- c. Maintains accurate records of all business and financial transactions;
- d. Collects all dues and gives receipts to recorded transactions;
- e. Co-signs cheques also signed by the President or one other Officer;
- f. Deposits money in a financial institution approved by the Officers;
- g. Is custodian of all association papers and documents;
- h. Purchases all necessary stationary and supplies;
- i. Prepares and submits an annual report on the affairs of The Association at the Annual Meeting;

- j. Prepares agendas for all Executive or Board of Directors meetings as directed by the President;
  - k. Prepares complete records of all meetings and proceedings;
  - l. Provides correspondence between the Executive and Board of Directors; **\*added October 14, 1995\***
  - m. Receives and answers all communications;
  - n. Coordinates and prepares the newsletter and updates to the members of The Association on the activities of The Association;
  - o. Administers all contracts and agreements of The Association and reports on those contracts and agreements to the Board of Directors and Executive or as requested by the President; **\*added October 14, 1995\***
  - p. Coordinates all member activities;
  - q. Receives all registrations for member activities and training sessions; **\*added October 14, 1995\***
  - r. Coordinates all benefit programs;
  - s. Performs duties as may be assigned by the President to conduct business for The Association;
  - t. Receives a salary which is set annually by the Board of Directors at the post conference meeting;
  - u. May assign any duties and responsibilities to the Administrative staff and office of The Association; **\*added October 14, 1995\***
  - v. Supervises all responsibilities of the Administrative staff and office of The Association; **\*added October 14, 1995\***
  - w. Shall surrender to his/her successor all properties of The Association
4. Treasurer
- a. Chair of the audit committee;
  - b. Oversees and reviews all the financial statements on a monthly basis;
  - c. Presents the annual financial statement to the Board of Directors and membership;
5. Training Coordinator **\*added October 29, 1994\***
- a. Assumes all duties and responsibilities as directed by The Association Executive; **\*added October 29, 1994\***
  - b. Shall oversee all training programs; **\*added October 14, 1995\***
  - c. Prepares reports for submission to the Executive on training programs; **\*added October 14, 1995\***
  - d. Updates the members on Association training programs through submissions to the newsletter and at the Business Session of the Annual Meeting. **\*added October 14, 1995\***

## 6. Directors

- a. As the representative body, the Directors are empowered by the members to carry their views and opinions on the goals and direction of The Association to the Executive body for decisive action; **\*added October 14, 1995\***
- b. Encourages active participation of membership in the activities of The Association – promotes and encourages membership with non-member departments;
- c. Coordinates all activities of The Association with his/her zone through the Executive Director;
- d. Appoints an alternate Director who shall assist the Director in his/her duties and shall assume his/her duties in his/her absence or inability;
- e. Prepares zone reports for presentation at Officer's meetings;
- f. Shall be a liaison between The Association office and the members;
- g. Prepares reports of all activities in the zone pertaining to The Association on a quarterly basis and submits these reports to the office for inclusion in the newsletter;
- h. Serves on committees as appointed by the President;
- i. Follows the Guidelines for Directors as adopted by the Executive; **\*added October 14, 1995\***
- j. Performs other duties as may be assigned by the President.

## I. EXPENSES

- a. The expenses of all Officers incurred while performing duties for The Association shall be reimbursed by the signing officers on a maximum quarterly basis and as they are submitted, according to the adopted reimbursement schedule.

## J. COMMITTEES

1. There shall be the following standing committees to be called:
  - a. Resolutions Committee  
The Resolutions Committee shall:
    - Amend the grammar of format of the resolution for clarity and inform the submitter of such amendments;
    - Consolidate resolutions of similar intent or subject matter and inform the submitter of such consolidations;
    - Reject any resolutions that are deemed inappropriate and inform the submitter of the reason for their rejection.
    - All proposed resolutions must be submitted to the resolution chairman by the zone director, no later than 10 days prior to the annual meeting.
    - All members are encouraged to propose resolutions as adopted by their department and submitted to their zone director.
    - Resolutions presented after the deadline for receipt of resolutions shall be deemed late resolutions and may be presented to the Annual Meeting by the Resolutions Committee if they are considered to be of an emergent nature or deal with a matter arising directly from information presented at the Annual Meeting.



- The Officers of the Association shall act on resolutions passed at the Annual Meeting and shall report on the disposition of resolutions in the opening business session of the next Annual Meeting.
- Nominating Committee nominations shall be submitted for officer's positions to the Nominating Committee within the day of registrations for the Annual Meeting of The Association;
- In the case of a general meeting called, the Nominating Committee shall accept nominations for the election of officers thirty (30) days prior to the meeting.

#### **K. ANNUAL MEETING**

1. The Annual Meeting of members shall be held in conjunction with a training school or other approved assembly of members.
2. The Annual Meeting time, date and place will be determined by the Officers as coordinated with the host department.
3. Notice of the time and place of the Annual Meeting shall be sent through the newsletter, not less than fifteen (15) days or more than fifty (50) days prior to the meeting, to each member department entitled to attend.
4. The election of Officers shall be organized, when necessary, by the Nominating Committee and determined by secret ballot at the Annual Meeting.
5. Two percent (2%) of active membership constitutes a quorum at the Annual Meeting.

#### **L. TRAINING SCHOOLS**

1. The training schools shall be organized by the host department, The Association office and coordinated by the zone directors.
2. These schools shall be held with cooperation from the Saskatchewan Fire Commissioner's Office and other qualified personnel.
3. All schools will require pre-registration with fees paid to The Association.
4. Communities wishing to host a training school are encouraged to contact their zone director and the Executive Director.
5. Non-members may attend any training sessions at the fee stated on the invitation and approved by the Officers.
6. The Association has the right to refuse participation to any individual.

## **M. FINANCIAL AFFAIRS**

1. The fiscal year of The Association shall end on the 31<sup>st</sup> day of August each year.
2. Each year on or before the commencement of the new fiscal year, a budget setting forth details of the estimated revenues and expenditures of The Association for the ensuing fiscal year shall be prepared and submitted to the Board of Directors.
3. The President and members of the Audit Committee shall approve the financial statements as prepared for submission to the Annual Meeting.
4. No financial statements shall be released or circulated without the approval of the Audit Committee.
5. The Association shall, not less than fifteen (15) days before each Annual Meeting, send a copy of its financial statements and reports from the Auditing Committee to each Officer.
6. The Association shall publish a notice in the newsletter stating the financial statements are available at the office and that any member may, upon request, obtain a copy free of charge by prepaid mail to his address or by calling the office during usual business hours.
7. All cheques must be signed by the Executive Director and one Director who has signing authority. No cheques will be issued without proper receipts.
8. Memberships in The Association shall expire on the 31<sup>st</sup> day of December of each year.

## **N. AMENDMENTS**

1. The Officers may, by resolution, make, amend or repeal any of the bylaws that regulate the affairs of The Association. These bylaws, amendments or repeals are effective from the day of resolution of the Officers.
2. The bylaws, amendments or repeals shall be submitted for review at the next Annual Meeting of members, who may, by ordinary resolution, confirm, reject or amend the bylaws, amendments or repeals.
3. If not submitted to the members, or if submitted and rejected, these cease to be effective and any subsequent Director's resolution having substantially the same purpose will not become effective until confirmed by the members of The Association.

## **O. LIQUIDATION AND DISSOLUTION**

The articles of incorporation provide that the remaining property of The Association shall, in the course of liquidation and dissolution, be transferred to the Muscular Dystrophy Association of Canada.