

Pike Road Fire/Rescue Ladies Auxiliary

By-Laws

Created May 18, 2009

Amended December 7, 2009

## **ARTICLE I**

Section 1            This organization shall be known as the Pike Road Fire/Rescue Ladies Auxiliary.

Section II           This organization shall exist for the support of the Pike Road Fire/Rescue Department.

Section III           To be eligible for membership, a member must be the wife, mother, unmarried daughter or unmarried sister (18 years or older) or a past/present member or affiliate with the Pike Road Fire/Rescue Department.

## **ARTICLE II**

- Section 1            Officers shall be elected to serve a two year term. Officers can not serve in the same capacity for more than one term. Elections will be held during the May meeting. Elected offices shall be President, Vice-President and Secretary/historian/treasurer. Additional offices may be included at the discretion of the auxiliary.
- Section 2            Nomination will be accepted from the floor.
- Section 3            All members who are involved and in good standing for at least one year are eligible to hold an office.
- Section 4            The election of Officers will be by a show of hands.
- Section 5            A simple majority of the vote shall elect a member to office.
- Section 6            Officers shall be installed at the May meeting. The new slate of Officers assumes their duties in June.
- Section 7            In case the office of President becomes vacant, the Vice-President shall assume that office. A new vice-President shall be elected at the next general meeting. If any other office becomes vacant, it shall be filled by an election at the next meeting.

### **ARTICLE III**

- Section 1           The President shall preside at meetings and appointment any committee chairpersons, as she deems necessary.
- Section 2           The Vice-President shall assist the President and preside in her absence.
- Section 3           The Secretary/historian/treasurer shall keep the minutes of each meeting, conduct all correspondences as needed and maintain a complete history of the organization by keeping a scrapbook with articles and pictures. She shall record and maintain financial matters, as needed.

## **ARTICLE IV**

- Section 1            Auxiliary meetings shall be held on the first Monday of the month at 6:30 at the Wallahatchee Fire Station. If the first Monday falls on a holiday, the meeting will be held on the second Monday of the month. The President shall ensure space is available for the auxiliary meetings.
- Section 2            The rules contained in the Robert's Rules of Order shall govern the auxiliary in all cases they are not inconsistent with these By-Laws and any special rules of order the auxiliary may adopt. These By-Laws may be amended by approval of majority vote present at the business meeting.
- Section 3            The agenda should include, but is not limited to:
1.     Call to order
  2.     Introduction of guest, if applicable
  3.     Minutes of the previous meeting
  4.     President's report
  5.     Old/unfinished business
  6.     New business
  7.     Announcements
  8.     Adjournment
- Section 4            Special meetings may be called by the President for any reasonable purpose.