

Ladies Auxiliary
Ontario Association of Fire Chiefs

CONSTITUTION

Clause 1. This Association shall be known as the Ladies' Auxiliary to the Ontario Association of Fire Chiefs. The object shall be to promote friendship among the members, and to be of any assistance to the Ontario Association of Fire Chiefs that might arise.*

Clause 2. **MEMBERSHIP**
Any spouse/partner attending the Ladies' Auxiliary sessions of the Ontario Association of Fire Chiefs may be a member, but only paid up members may make a motion from the floor, or take part in the vote. A spouse/partner who was a paid member in 1970 is a Charter Member and does not pay a membership fee. A Lifetime Member has been a member for the past 20 years and pays an annual membership fee of \$15.00**

Clause 3. **THE OFFICERS**
The Officers of Auxiliary shall const of: One Past President, One President, One First Vice President, One Second Vice President, One Secretary, One Treasurer and an Advisory Committee of Two Directors. Only the spouses or partners of Active, Life or Retired Members of the Ontario Association of Fire Chiefs shall be eligible as Officers. All members of the Executive shall pay dues.*

Clause 4 **DUTIES OF OFFICERS**
All Executive members shall give notice to the Secretary of the Auxiliary prior to the Conference if they are unable to attend the Saturday Executive Meeting and/or the Annual Meeting.

PRESIDENT

It shall be the duty of the President to:

- a) Preside at the sessions of the annual conference
- b) Preserve order and see that the business is properly conducted
- c) Take no part in debates while presiding*
- d) Appoint all committees not otherwise provided for
- e) Perform such duties as may be pertinent to the Office of the President*

FIRST VICE PRESIDENT

It shall be the duty of the First Vice President to:

- a) Assist the President
- b) In the absence or inability of the President, perform all duties and exercise all privileges of the Office of President*
- c) Organize a Welcoming Committee to welcome and assist new members

SECOND VICE PRESIDENT

It shall be the duty of the Second Vice President to:

- a) Assist the other officers, and in their absence, perform their duties

SECRETARY

It shall be the duty of the Secretary to:

- a) Keep a complete record of the proceeding of the Annual Conference and Executive Meetings
- b) Keep a true and correct account of all proceedings of the Auxiliary
- c) Prepare an agenda of the Annual Conference for the publication of the Ontario Association of Fire Chiefs
- d) Inform the membership of the death or illness of a member or member's partner
- e) Notify the members of the place, date and time of the Annual Conference (when available)
- f) Employ such assistance as deemed necessary, such assistance to be paid for by the Auxiliary*
- g) At the Annual Conference, present a report of the work of the Auxiliary during the preceding year

TREASURER

It shall be the duty of the Treasurer to:

- a) Collect all monies belonging to the Auxiliary from all sources, and deposit same in a chartered bank
- b) Employ such assistance as deemed necessary, such assistance to be paid for by the Auxiliary*
- c) At the Annual Conference, present a detailed statement of all receipts and expenditures during the preceding year
- d) Sign all cheques on behalf of the Ladies' Auxiliary to the Ontario Association of Fire Chiefs
- e) Make recommendations with regard to the allocation of the Auxiliary funds for charity

ADVISORY BOARDS/DIRECTORS

One member will assist the Secretary and Treasurer (taking dues at the Conference, etc.) One member will act as Vice President if elected members are unable to attend. The Second Director shall act as Chairperson of the "Good Will" committee*

Clause 5.

FEES

The dues of the Auxiliary shall be \$20.00 annually for members and \$15.00 annually for Life Members.***

- Clause 6. The annual meeting of the Auxiliary shall convene at a place selected by the Ontario Association of Fire Chiefs, on a date and time suitable to local committees. Any matters requiring urgent attention between sessions shall be handled by members of the Executive.
- Clause 7. This Auxiliary shall have full power to revise, alter or amend this Constitution, but same shall not be revised, altered or amended except by two-thirds majority vote of the members present. No amendments will be considered unless members present revisions in writing to the President. Membership shall have thirty (30) days notice of any revisions prior to the opening day of the Annual Conference.
- Clause 8. The financial records of the Association shall be audited annually by two voting members of the Association, selected at the previous annual meeting of the Association held in conjunction with the Ontario Association of Fire Chiefs annual meeting.**

**THIS CONSTITUTION SHALL COME INTO FORCE AND TAKE EFFECT AS FROM
ITS PASSING MAY 7, 1979.**

*Amended May 5, 2003

** Amended May 10, 2004

*** Amended May 2, 2011