

CAL FIRE LOCAL 2881 AUXILIARY

CONSTITUTION

Article I

Name

The name of this organization shall be known as the "CAL FIRE LOCAL 2881 Auxiliary", hereinafter referred to as the Auxiliary, and shall be a subdivision of CAL FIRE and will act under and report to the authority of the CAL FIRE Executive Board of Directors.

Article II

Mission Statement

It is the purpose of this organization to provide physical and emotional support to the families of CAL FIRE Local 2881, while cooperating with, supporting and contributing to the accomplishments of the aims and purposes of CAL FIRE and the betterment of the individual firefighters and their families.

Article III

Memberships and Dues

Section 1. Active Membership

Active membership shall consist of spouses, significant others, parents, siblings, and children of any active (seasonal or full-time) retired or deceased CAL FIRE employees who are members in good standing with CAL FIRE Local 2881. All children under the age of 18 may not hold office, vote, or attend conventions as delegates.

Section 2. Honorary Members

Honorary members shall be known as "friend of the Auxiliary", shall consist of those persons, business or corporations who desire to assist this Auxiliary in obtaining their goals and objectives by their contributions. It can be bestowed upon those persons who have demonstrated exemplary service by their actions to the CAL FIRE community. Widow, widowers, and parents shall be given lifetime honorary membership. Honorary members may not hold office, vote or attend conventions as delegates and must fill out a current application to the Auxiliary.

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Section 3. Officer Eligibility

No persons other than **ACTIVE MEMBERS**, (Article III, Section I) of this Auxiliary, in good standing, shall be allowed to hold office or vote in meetings. Business meetings are open to observation by anyone interested in the work of the Auxiliary or as a guest of the Auxiliary members, at the discretion of the Auxiliary board.

Section 4. Dues

Active members shall pay \$15.00 in annual dues. Honorary members, "friends of the Auxiliary" and children under the age of 18 shall pay no dues.

Section 5. Political Involvement

At no time shall any members dues be used to finance any political fund, political committee, political party, political candidate or member travel expenses.

Section 6. Payment of Dues

All checks or money orders for do you shall be made payable to the CAL FIRE Local 2881 Auxiliary.

Section 7. Membership Renewal

Annual renewal dues are due February 28th of each year. A reminder will be sent to those who have not yet paid their dues by March 1st. Renewal dues not received by March 1st will receive a statement from the Auxiliary stating how much they owe. If by March 31st the renewal dues have not been received, the member will be dropped from the membership and removed from the CAL FIRE Auxiliary Facebook group.

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**Article IV
Auxiliary Board**

Section 1. Auxiliary Officers

The Officers of the Auxiliary shall consist of the President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. Officers shall be added as an amendment to the Constitution.

Section 2. Authority

The Auxiliary board shall, in the interval between general membership meetings and/or conventions, have full and complete charge of all business of the Auxiliary not otherwise provided, for such business as may be referred to them. The board of this Auxiliary shall have the power to act if and when an emergency arises. Approval of any action requires notification of all Auxiliary board members. 24 hours after notification, if an officer has not responded, then the action will be made by quorum vote. They shall administer all the personal property of this Auxiliary for the sole benefit of this organization. The auxiliary board shall meet on the call of the President or on the call signed by a majority of its members.

Section 3. Nominees

Nominees must have been a member of the Auxiliary, in good standing, the year prior to election.

Section 4. Nominations and Elections

- A) Nominations of officers shall take place from September 1st through September 30th of the election year. Ballots shall be mailed or emailed to each active member no later than October 15th. Nominations shall be made to the appointed person/s for the ballot committee by email and/or mail. Any nominations postmarked after September 30th will not be included. Ballots will be emailed and/or mailed out to members by October 7th and shall be returned to the ballot committee by postal mail and or email by November 1st. All ballots postmarked after November 1st will not be included (**Ballots shall be returned to the secretary by mail or email, postmarked no later than November 1st**). All elections shall be by written ballot, postal mail, or email. Nominations for President and 1st Vice President shall take place in odd-numbered years. Nominations for 2nd Vice President, Secretary, and Treasurer shall take place in even numbered years. The Auxiliary board will appoint a ballot committee who will be responsible for counting

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ballots and verifying election results. Announcement of the election results shall be made no later than November 15th. Terms shall be for a two (2) year period. Offices with single nominees shall be declared by acclamation. When there is more than one nominee, it shall require a majority vote to elect an officer. When there are three or more candidates for one office, and one does not receive a majority vote, the two receiving the highest number of votes shall be retained for a run off and the other names dropped from the ballot. Election disputes must be presented to the Secretary in writing, email, or by phone within 48 hours after announcement of elections is made. All ballots and tally sheets, signed by the Secretary and ballot committee, will be kept in a sealed container until the board meeting held during the annual CAL FIRE convention (**January board meeting**), in case of dispute.

- B) Upon death, removal or resignation of any officer, or failure to obtain nominations for an office, it shall be the duty of the Auxiliary board to elect a member, in good standing, to fill the vacancy for the remainder of the unexpired term. This will be done by a majority vote of the auxiliary board. No more than 30 days will lapse in filling of the vacancy. If for any reason an office cannot be filled in that timeframe, notification will be made to the CAL FIRE board, and every effort will be made to fill a vacant position as soon thereafter as possible. The presiding officer will administer the oath of office (Article IV, Section 7) to the incoming officer filling the vacancy.

Section 5. Local Auxiliary Boards

As groups form around the state, other local officers may be appointed by the Auxiliary board to run the business of those groups.

Section 6. Installation of Officers

Installation of officers shall take place every year at the general meeting during the CAL FIRE annual convention. The meeting will be opened and conducted by the current President, and the newly elected officers shall be sworn in by repeating the following pledge shown in, Section 7 – oath of office.

Section 7. Oath of Office

“I, _____, do solemnly swear that I will support and defend the Constitution and objectives of the CAL FIRE Auxiliary; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the state of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.”

Section 8. Officers

- A) **President** – It shall be the duties of the President to attend all meetings of the Auxiliary and the Auxiliary board. The president will preserve order during deliberations, appoint all committees with the approval of the Auxiliary board and shall be a voting, ex-officio member of all committees. Have the power to call special meetings of the committee, and special meetings of this organization, subject to the approval of the board. Make a written and oral report of Auxiliary activities for the year at the annual convention. A copy of this report will be presented to the Secretary and Treasurer. Should any officer fail to perform their respective duty, the President shall request a vote of the board for removal of that officer. The President shall submit articles to CAL FIRE Local 2881 and the Auxiliary members.
- B) **1ST Vice President** – It shall be the duty of the 1st Vice President to perform any duties delegated by the President. It shall also be the duty of the 1st Vice President to perform the duties of the President in the absence of that officer and in case of a mid-term vacancy of the office. The 1st Vice President shall become the President for the remainder of that term.
- C) **2ND Vice President** – It shall read the duty of the 2nd Vice President to perform the duties of the President in the absence of the President and the 1st Vice President. The 2nd Vice President will be the contact person and coordinator of all benevolent activities.
- D) **Secretary** – It shall be the duty of the Secretary to keep an accurate record of all meetings of the Auxiliary in the Auxiliary board. The Secretary will work with the President and the Auxiliary board to set the agenda for said meetings. A copy of the

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minutes shall be provided to the President and all board members within 10 days of said meeting. The Secretary will also call roll, keep an accurate record of members present and keep a copy of the Constitution at all meetings. The Secretary shall be responsible for maintaining and updating a current membership list.

- E) **Treasurer** – It shall be the duty of the Treasurer to be the custodian of all funds of the Auxiliary. Receiving and disbursing funds upon the authorization of the Auxiliary board. In accordance with the Constitution, the Treasurer may disperse funds. The book shall be in order at all times and shall be subject to audit. For the audit, the following shall be provided; a detailed list of expenditures, deposits, balanced bank statements, the checkbook, and receipts for disbursements and travel claims. The Treasurer will provide reimbursement of expense claims within 30 days of receipt.

Section 9. Suspension

The Auxiliary board shall have the power to suspend from office, all elected and appointed officers upon evidence of their neglect of duty. Should an elected or appointed officer fail to fulfill the outlined responsibilities of their position or fail to submit a written report in case of their absence from two (2) consecutive meetings, they shall forfeit their office after being notified by the Auxiliary board. Should any elected or appointed officer fail to perform their respective duty, any officer may request a vote by the majority of the Auxiliary board for removal of that officer.

Article V Conventions

Section 1. Annual Convention

Convention for this Auxiliary shall be held at the time and place of the annual CAL FIRE Local 2881 Convention.

Section 2. Convention Travel

In the case that an Auxiliary officer member is traveling with the benefit of a Union Chapter or district sponsorship, the Auxiliary member will not be reimbursed by the Auxiliary for those costs borne by the Union Chapter.

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Article VI Meetings and Travel

Section 1. Travel Reimbursement

Auxiliary board officers will be allowed an annual travel and Per diem expense budget of \$600, per individual, from January 1st to December 31st. Expenses incurred for travel and Per diem for the CAL FIRE annual convention in January, will be considered in addition to the \$600 limit, if the limit has already been met. Any request for claims submitted in excess of \$600 must be approved by the Auxiliary board. CAL FIRE expense claim forms must be completed and submitted to the Treasurer within 30 days of incurring. Any claim submitted after 30 days is subject to denial. The total reimbursement will not exceed \$600 without approval. Refer to the CAL FIRE operating procedures and handbook, Page 4, Section 0320 for information and directions.

Section 2. Quorum

A quorum will consist of three (3) active Auxiliary board officers in good standing for the purpose of the Auxiliary. Approval of any action requires notification of all Auxiliary board officers. 24 hours after notification, if an Auxiliary officer has not responded, then the action will be made by quorum vote.

Article VII Parliamentary Procedure

Section 1. Rules of Order

Robert rules of order shall be used for all meetings of the Auxiliary and in all cases not provided for in the bylaws, standing rules for the Constitution.

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Article VIII Amendments

Section 1. Amendments

Amendments to the Constitution must be presented in writing, via mail or email, as a motion to the Auxiliary board. The proposed amendment shall take effect upon approval by a quorum of the Auxiliary board. Amendments to the bylaws shall be submitted to CAL FIRE executive board of directors for approval prior to enactment.

Article IX Committees

Section 1. Authority

The Auxiliary board shall appoint all committees.

Section 2. Committee Membership

The President shall have Authority to change any part of the committee at any time deemed it necessary for the good of the Auxiliary.

Section 3. Committee Expenses

Any committee chair must consult with the Auxiliary board before spending any more than the allotted amount provided for in the budget by the Auxiliary board. A receipt and CAL FIRE expense claim form for all Auxiliary expenditures must be filed with the Treasurer for payment. Unauthorized expenditures may be subject to denial. Any claim submitted after 30 days is subject to denial.

Section 4. Chaplain

Chaplain – The chaplain's duties is to act whenever needed. They shall be appointed by the CAL FIRE Chaplaincy program to the auxiliary.

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**Article X
Order of Business**

Section 1. Procedures

Call to Order
Roll Call of Officers
Recognition of Guests
Acceptance of New Members
Reading & Approval of Last Minutes
Treasurer's Report
Other Officers Reports
Committee Reports
Unfinished Business
New Business
Date & Place of Next Meeting
Adjournment

**Article XI
Donations**

Section 1. Purpose

Donations will be considered and need reviewed annually for the CAL FIRE Honor Guard, Richard J. Earnest Scholarship Fund, and local burn institutes.

Section 2. Requests

Any requests for donations to individuals shall be presented to the Auxiliary board. Fundraisers shall be held only if the proceeds are directly benefiting CAL FIRE, the CAL FIRE Auxiliary, and their families. All fundraising events must be approved, in advance, by the Auxiliary board.

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Article XII Non Profit

We are recognized as a Non-Profit Organization under section 501(c)5. Contributions at this time are not tax deductible.

We are also recognized as a Non-Profit Organization under the CDF Firefighters Benevolent Foundation un section 501(c)(3). Contributions meeting the criteria towards the Benevolent Foundation are considered tax deductible.

Article XIII Auditing

The fiscal year will run January – December. An audit may be completed on any accounts quarterly, and will be completed annually. The financial records for the fiscal year will be submitted to the state Finance Director prior to February 28th. The Finance Director will arrange to have an audit conducted. Completed audit reports will be forwarded to the Executive Board and the Auxiliary Board.

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Article XVI Code of Ethics

CAL FIRE Auxiliary

Our members are the core of our existence, and while CAL FIRE Auxiliary has been well served by the leadership of our association, we believe it is beneficial to establish a “Code of Ethics.” These fundamental principles will enhance the mission of CAL FIRE Auxiliary and allow us to continue growing as an organization that makes us proud.

The CAL FIRE Auxiliary is committed to excellence in the fulfillment of our mission, a mission to provide both physical and emotional support to the families of CAL FIRE local 2881. While cooperating with, supporting and contributing to the accomplishments of the aims and purposes of CAL FIRE and the betterment of the individual firefighters and their families.

- I will act with a high degree of professionalism, courtesy, respect and caring.
- I will obey all laws while conducting the business of the CAL FIRE Auxiliary.
- Harassment of any kind by or against anyone, including but not limited to; members, officers, supervisors, and employees will never be tolerated.
- I will remember that I am responsible for safeguarding the CAL FIRE Auxiliary’s assets against misuse, waste, damage, loss and theft.
- I will never use the CAL FIRE Auxiliary assets in a manner that may be illegal.
- I will respect and protect the confidentiality of privileged information.
- I will never exploit the CAL FIRE Auxiliary’s property, information, services, resources, and other assets or my position with the CAL FIRE Auxiliary for personal gain.
- I endeavor to the best of my knowledge, ability and available resources to always comply with federal and state regulations applicable to the CAL FIRE Auxiliary when preparing and maintaining accounting records and financial statements.
- I will record and report financial and statistical information completely, fairly, accurately, and honestly.

The CAL FIRE Auxiliary assets include our name, our reputation, knowledge and information such as concepts, strategies and plans.

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There is a reason that we call ourselves the CAL FIRE Auxiliary; committed to fairness, honesty, and integrity in all our decisions and actions.

Auxiliary Officer Signature, Title

Effective Date