



STATE CAPITAL AREA FIREFIGHTERS ASSOCIATION

~ Article I ~ Name & Objectives

1. This organization shall be known as the State Capitol Area Fire Fighters Association herein known as SCAFFA.
2. The objectives of SCAFFA shall be the fostering and encouragement of a high degree of skill and efficiency, the education and study of fire prevention and fire extinguishment, the cultivation of friendship and fellowship, and a to work for any cause advantageous to the firefighters of Shawnee County and surrounding areas.

~ Constitution & Bylaws ~

Revised January 2011

~ 1 ~



STATE CAPITAL AREA FIREFIGHTERS ASSOCIATION

~ Article II ~ Non-Partisanship

1. SCAFFA shall be non-partisan, and shall not be used for the dissemination of partisan principles, nor the promotion of the candidacy of any person(s) seeking public office.

~ Constitution & Bylaws ~

Revised January 2011

~ 2 ~



STATE CAPITAL AREA FIREFIGHTERS ASSOCIATION

~ Article III ~ Membership

1. The membership of SCAFFA shall be comprised of members of any fire department or related emergency response services with Shawnee County or the other counties which share a common boundary with Shawnee County.
2. Regular membership in SCAFFA shall consist of any active firefighter of any organized fire department within the specified geographical boundaries who, by the payment of five dollars (\$5.00us) annual membership dues indicates an interest in, and provides support to the association. These persons have voting rights in matters of the organization.
3. Commercial membership in SCAFFA shall consist of all interested fire and emergency related vendor services. Dues for Commercial Memberships shall be twenty-five dollars (\$25.00us) per year. These persons do not have any vote in matters of the organization.
4. Honorary membership in SCAFFA may be extended to citizens who have rendered service to the cause of the fire service. Approval by a majority of memberships present at a general meeting is required for Honorary Membership. Honorary members are not assessed dues and do not have voting rights on matters before the association. Honorary members will not hold an officer or board position.
5. Associate membership of SCAFFA shall consist of all members of related emergency response services as described in Section 1. Associate members will have the same rights, privileges and responsibilities of regular members.

~ Constitution & Bylaws ~

Revised January 2011

~ 3 ~



STATE CAPITAL AREA FIREFIGHTERS ASSOCIATION

~ Article IV ~ Officers

1. The officers of SCAFFA shall consist of a President, Vice-President, Secretary, Treasurer, past president and the Board of Directors.
2. Board of Directors shall consist of four (4) members to be elected from the membership at large.
3. The term of office for each position shall be twelve (12) months. The number of terms an officer may serve in any position shall be unlimited.
4. Elections will be held at the general meeting in May, with their term beginning in June of the same year.
5. Should the office of President become vacant during a term, the Vice-President shall assume duties of the President until the next election. If any other positions become vacant during a term, the position shall be filled at the next general meeting by a majority vote of the members present, to serve the remainder of that term.
6. Elected officers who fail to perform the duties of their office, may be removed by a majority vote at a general meeting, one month following a vote at a general meeting recommending the removal from office. Notification shall be made in writing within ten (10) days of the motion to recommend removal.
7. Oath of Officers:

I, _____, do solemnly swear to uphold the honor of the office of _____, I pledge my full support and ability to further the ideals and mission of this Association, to serve the membership by deeds worthy of their trust and to abide by the provisions of the Association.

~ Constitution & Bylaws ~

Revised January 2011

~ 4 ~



STATE CAPITAL AREA FIREFIGHTERS ASSOCIATION

~ Article V ~ Duties of Officers

1. President – it shall be the duty of the President to preside at all meetings of the Association and shall execute in the same name of the Association such documents and other instruments as may be authorized. He shall direct the operation of the Association in accordance to the Constitution and established policies and procedures. The President is responsible for appointing all committees.
2. Vice-President – it shall be the duty of the Vice-President to serve in the absence of the President in full accordance granted to the President. The Vice-President shall preside as parliamentarian to the Association.
3. Secretary – It shall be the duty of the secretary to keep a record of all proceedings and all other records of the Association. The secretary shall maintain a record of all memberships issued by the Association and their attendance. The secretary shall issue all official notices of the Association as they pertain to correspondence, motions passed, committees appointed and meeting announcements.
4. Treasurer – It shall be the duty of the treasurer to receive and deposit all monies paid into the Association's treasury and shall be the official custodian of all money of the Association. The treasurer shall disperse all money by check and submit a report to the membership at each general meeting. He will notify all members when dues are payable.
5. Directors – It shall be the duty of the Directors to take on total operation of the Association and will perform tasks as directed by the President.
6. Authority – The general rules of procedures for the conduct of business at all meetings of the Association and its committees shall be the Robert's Rules of Order, as revised.
7. Limits of Liability – The Association hereby expressly agrees to save harmless its members, the officers of the Association, the members of various committees, its employees and agents from all claim, suits, actions, damages and costs of every name and description arising out of, or resulting from, performance of their duties in accordance with the Association's policies or Bylaws.

~ Constitution & Bylaws ~

Revised January 2011

~ 5 ~



STATE CAPITAL AREA FIREFIGHTERS ASSOCIATION

~ Article VI ~ Committees

1. The President shall have the authority to appoint all committees as he deems necessary to carry on the business of the Association.
2. The President shall appoint an office of the Association to chair all committees.

~ Constitution & Bylaws ~

Revised January 2011

~ 6 ~



STATE CAPITAL AREA FIREFIGHTERS ASSOCIATION

~ Article VII ~

Finance

1. All assets, deeds, obligations and/or other property of fiscal worth shall be accounted for or retained in the possession of an officer of the Association.
2. The assets and accounts of the Association shall be reviewed within one (1) month following change of officers for accountability. An audit of accounts and assets may be done by the request of the President or a twenty-five (25) percent vote of the membership.
3. The dues of the Association shall be determined each year at the first regular meeting of the new officers.
4. All Association funds, assets, equipment and property is exclusively for the use of the association to promote the objective of the association. No individual shall use association funds, assets, equipment or property for personal gain or convenience.
5. The fiscal year of the association shall begin January 1 of each year.

~ Constitution & Bylaws ~

Revised January 2011

~ 7 ~



STATE CAPITAL AREA FIREFIGHTERS ASSOCIATION

~ Article VII ~ Meetings

1. The meetings of the association shall be as follows:
 - a. Officer meetings shall be held at least twice per year, one (1) in December and one (1) within a month of election of new officers. Additional meetings may be called by the President or Vice-President as needed.
 - b. General meetings shall be held each month on a rotating basis between membership departments. Regular meetings dates and times for the year shall be determined at the first general meeting of the new officers.
 - c. Special meetings may be called by the President.
 - d. Proper notice of all special meetings shall be made available to all members at least twenty-four (24) hours prior to conducting such meetings. Notice of all regular meetings shall be approximately one week in advance and may be in the form of a phone call or by mail.
2. Quorum and Majority
 - a. A quorum at an officers meeting shall be a minimum of five (5) officers in order to conduct business.
 - b. A quorum for a general meeting shall not be less than ten (10) percent of the active membership of the association.
 - c. Action of general business shall be carried by a simple majority vote of the members present. This vote would be final. Votes may be taken by secret ballot at the request of any member(s) present.
3. Attendance – Any officer failing to attend two (2) consecutive general meetings may be removed from office as defined in Article IV, section 6.

~ Constitution & Bylaws ~

Revised January 2011

~ 8 ~



STATE CAPITAL AREA FIREFIGHTERS ASSOCIATION

~ Article IX ~ Policies & Procedures

1. Policies & procedures to carry out operation aspect of this association shall be adopted. Such policies & procedures do not change the constitution as written, but allow for interpretation of the intent of the constitution.
2. Policies & procedures may be adopted at any meeting of the association by a simple majority vote of the members present.

~ Constitution & Bylaws ~

Revised January 2011

~ 9 ~



STATE CAPITAL AREA FIREFIGHTERS ASSOCIATION

~ Article X ~ Amendments

1. Amendments to the constitution may be made only after they have been moved at any meeting of the association and then that amendment shall be published to all members of the association. It may then be voted on at the next general meeting of the association. It will require a two-thirds vote of the members present to amend the constitution.

~ Constitution & Bylaws ~

Revised January 2011

~ 10 ~