

# BYLAWS OF THE GLASSY MOUNTAIN FIREFIGHTERS' CLUB

## Article 1 - NAME

This organization shall be known as the Glassy Mountain Firefighters' Club, hereinafter referred to as the Club.

## Article 2 - PURPOSE

This organization is formed for the benefit of the firefighters of the Glassy Mountain Fire Department (GMFD) and their families.

## Article 3 - MEMBERSHIP

- 1) To be eligible for membership one must be an American citizen, 16 years of age or older, of good moral character, and a member of the GMFD, and shall include Active and Honorary Firefighters of the GMFD.
- 2) To qualify for receipt of club issued items, recipient must be a member in good standing of the GMFD, as defined below:
  - a) *Firefighter*: One who has been with the department a minimum of six months and has successfully completed, at a minimum, the SC 1152-Fundamentals of Firefighting.
  - b) *Medical*: One who has been with the department a minimum of six months and has successfully completed, at a minimum, Emergency Medical Responder (EMR) and BLS CPR.
  - c) *Support Operations*: One who has been with the department a minimum of six months and has successfully completed, at a minimum, a driving course and a pump operator's course (or other, as specified by the Chief of the Department.)

## Article 4 - OFFICERS

- 1) The officers of the Club shall consist of a Past President, President, Vice President, and Secretary/Treasurer, and shall be known as the Executive Board.
- 2) **TERMS**
  - a) Secretary/Treasurer shall serve for one year without term limits.
  - b) Vice President shall serve for one year.
  - c) President shall serve for one year immediately following service as the Vice President of the Club.
  - d) Past President shall serve for one year immediately following their term as President.
- 3) **ATTENDANCE OF OFFICERS**
  - a) Any officer without reasonable excused absences for three meetings shall be removed from office as provided for in Article 4, Section 4.
- 4) **REMOVAL OF OFFICERS**
  - a) Any officer may be removed from office for violation of the Bylaws or improper conduct with a majority approval of the members of the Club.
- 5) **ELECTIONS**
  - a) Nominations for Office may be submitted prior to the election or made from the floor at the fourth quarter regularly scheduled meeting.
  - b) Members shall not be nominated from the floor unless present or their consent was given in writing.
  - c) The elections shall take place at the first regular meeting in the fourth quarter of every year.
  - d) All officers will assume new offices in January of the following year.
- 6) **VACANCY OF OFFICE**
  - a) Secretary/Treasurer- In the event the office is vacated by the seated Secretary/Treasurer a special election shall be held by the Club to fill the vacant seat.
  - b) Vice President- In the event the office is vacated by the seated Vice President a special election shall be held by the Club to fill the vacant seat. The new duly elected Vice President shall be given power of ascension as provided for in Article 4.
  - c) In the event the office is vacated by the seated President; the current Past President shall serve as President Pro Tem until regularly scheduled elections the fourth quarter of that year.
  - d) A minimum of 72-hour notice to the membership must be given prior to holding a special election. For purposes of this article, notice will be deemed as given and received by email notification to all members and posting of a written notice at GMFD Headquarters.
- 7) **DUTIES OF OFFICERS**
  - a) **Secretary/Treasurer**
    - i) The Secretary/Treasurer will be responsible for preparing and presenting cash report at each scheduled meeting. The report should contain, at a minimum, beginning cash, receipts since last report, detail listing of all expenditures since last report, and ending cash.

- ii) The Secretary/Treasurer shall record the official minutes of all meetings. He will be prepared to read the minutes of the previous meeting at each regular and/or each special called meeting. He will be responsible for posting all notifications of any meeting to be held by the Club.
- b) **Vice President**
  - i) The Vice President shall assist the President in conducting all meetings of the Club, and shall, in the absence of the President preside over the meetings.
  - ii) The Vice President shall serve as an *ex officio* member of all committees of the Club. As an *ex officio* member of a committee he shall serve in an advisory capacity only and shall have no voting privileges on the committee. In the event the Vice President is assigned as a member of a committee by the President, as provided for in Article 7, he shall serve the committee with all rights and benefits without *ex officio* restrictions.
  - iii) The Vice President shall represent the Club as an alternative delegate to the annual State Firefighter's Association meeting. The Chief of the GMFD may designate the Vice President as a voting delegate.
- c) **President**
  - i) The President shall preside over the Club meetings, and shall have authority to assign committees at will for the benefit of Club business.
  - ii) The President may represent the Club as a voting delegate at the annual State Firefighter's Association meeting.
- d) **Past President**
  - i) The Past President shall serve as an advisor to the Executive Board.

**Article 5 - COMMITTEES**

- 1) The President shall appoint all committees on an as-needed basis to serve for the sole purpose of the committee's appointment. At the completion of the assigned task the committee shall be dissolved without additional action by any member or members of the Club.
- 2) Budget Committee. The President shall appoint no less than three or more than five members of the Club to serve as a standing budget committee. The committee shall consist of the secretary/treasurer of the Club and a minimum of two and maximum of four Club members appointed at large from the Club membership.

**Article 6 - MEETINGS**

- 1) Regular meetings shall be held the First Monday of each quarter (February, May, August, and November) in conjunction with the monthly training of the GMFD. Any training night canceled due to weather, holidays, or other events will also cancel the meeting of the Club.
- 2) Special Meetings: Special meetings may be called by the Secretary/Treasurer at the request of the President or at the request of a majority of the members of the Club.
  - a) Notice of all special meetings shall be sent via email to all members and posted at Headquarters station on the bulletin board for at least seventy-two (72) hours prior to the meeting.
  - b) No business shall be transacted at a special meeting except for the purpose for which the meeting was called.
- 3) ORDER OF BUSINESS
  - a) All regular schedule meetings shall follow the following order in the conduct of the meeting.
    - i) Call to Order
    - ii) Opening Prayer
    - iii) Reading of the Minutes and approval
    - iv) Treasurers Report and approval
    - v) Old Business
    - vi) New Business
    - vii) Adjournment
- 4) Special Meetings shall follow the same order as regular meeting except items iii, iv, and v shall be omitted in their entirety and item vi shall be limited to the purpose of the special meeting.

**Article 7 - BUDGETS**

- 1) Expenditure Requests- All budget expenditure requests, except for service debt, must be submitted in writing to the Budget Committee no later than August 1 for consideration of inclusion in the next annual budget of the club.
- 2) All proposals shall contain at a minimum (1) a description of the proposed expenditure, (2) description and use of the expenditure and (3) three written cost estimates.
- 3) The Budget Committee shall prepare and present a proposed annual budget by the regularly scheduled November meeting of the year prior.
- 4) Expenditures not included in the annual budget must be brought before the Club at any regularly scheduled meeting for consideration. Per the Firefighter's Insurance and Inspection Fund Manual, expenditures exceeding

\$100 must be approved by 51% of the Club and submitted (Form 201) to the SC State Firefighters' Association Supervisory Committee for written approval PRIOR to expenditure.

#### **Article 8 - HOUSE RULES**

- 1) Club Property- any item purchased by the club is for the enjoyment, convenience and comfort of the members of the club. Any member found to be abusing, misusing or illegally appropriating these items shall be expected to repair or replace such item or items within a reasonable period of time.
- 2) If such restitution is not forthcoming within a reasonable period of time the club reserves the right to take actions allowed by the laws of the State of South Carolina or other legal body with jurisdiction in such matters.
- 3) All purchases by the Club shall be given ownership to the GMFD for the purpose of insurance coverage.

#### **Article 9 - AMENDMENTS**

- 1) These Bylaws shall not be amended unless the proposed amendment is presented at a regular meeting. Each proposed amendment shall be presented, read, entered into the minutes and action on the amendment postponed until the next scheduled meeting. Adoption requires a vote of two-thirds majority (2/3) of the entire roster of active members of the Club voting in favor of the proposed amendment. If two-thirds majority are not present at regular meeting, a signature sheet will be posted in the Captain's office for 30 days following the meeting in which proposed changes are presented. At the end of 30 days, 2/3 vote of signatures collected will suffice.
- 2) Posting of Proposed Amendments- A copy shall be provided to each officer of the Executive Board. In addition, a copy of the proposed amendment shall be posted a minimum of seven (7) calendar days prior to the meeting at which it is to be voted on. The seventh day may be the day of the meeting.

#### **Article 10 - DISCLAIMER**

- 1) The aforementioned bylaws of the Club, either in their entirety or separately, shall be subrogated to any law of Greenville County, the State of South Carolina, or of The United States of America. Furthermore, the rules and regulations of the parent organization, herein referred to as the South Carolina State Firefighter's Association, shall take precedence over these articles and all disputes shall be settled in favor of the superior law, rule or regulation of the aforementioned bodies.

#### **Article 11 - RULES FOR DISTRIBUTION OF CLUB PURCHASED ITEMS**

- 1) Only club members may receive and retain club issued items, except as allowed below.
- 2) Club-issued items bearing the name or logo of the GMFD may not be altered: no additional names, words or logos may be sewn or attached unless approved by the club for all club members.
- 3) Club-issued items bearing the name or logo of the GMFD may not be worn in any establishment or at any event where alcoholic beverages are consumed or sold for consumption on the premises as the primary business.
- 4) At all times club members must bear in mind that their activities, while they are wearing these items, are a reflection on the club and the GMFD. Any member who wears said items in such a way as to reflect poorly upon the club or the GMFD may be asked by a majority of the members to surrender any or all such club items.
- 5) Upon resignation from the GMFD, any member in good standing may keep certain items of the club if his resignation from the GMFD is for reasons of: Retirement, health, or moving out of district.
- 6) Club officers may make a recommendation to the club for majority vote for other situations that may merit an exception to these conditions.

#### **Article 12 – Retirement**

- 1) All contributions will be made to the SC State Firefighters' Retirement System.
- 2) All members must achieve 70 minimum points as presented by the VIP (Volunteer Incentive Program) set forth by the SC Fire Marshal's Office to be eligible for a contribution.
- 3) Must be an active member of the firefighter's club.
- 4) Must be member for 1 year (365 days) to receive contributions made in individual's name.
- 5) Benefits will be calculated and distributed on January 1 each year.
- 6) 1st year contribution method: Sum of the year's digits – i.e. those on roster that have met the criteria will receive the benefits for each year achieved prior to January 1, 2003. Those members with years of service prior to 1/1/2003 shall have all previous years included in the calculation for the first year computations. Subsequent years will be calculated on an even basis.
- 7) Vesting schedule
  - i) 1-3 years, 0%
  - ii) After 3 years of service, 30%
  - iii) 10% for each year to 100%

- iv) Vesting schedule will be calculated from the employment start date with the fire department.
- 8) Forfeitures of non-vested portion is divided between remaining active members within the retirement system.
- 9) Retirement Criteria
  - i) 20 years of service, Age 62, Disability or death.
  - ii) Disability or death results in 100% vesting
  - iii) As allowed by the retirement system
- 10) Managing committee:
  - a. Committee shall consist of 5 members:
    - i. Club President-serves commensurate with elected term by Club members.
    - ii. One career member
    - iii. Two volunteers
    - iv. One officer
  - b. Members shall serve for two years, except for the President of the Club.

**Article 13 – CLUB POLICIES**

- 1) The Executive Board shall develop and maintain written policies to help ensure compliance with all federal, state, and county laws as well as GMFD policies.
- 2) Any proposed policy shall be presented to the membership at a duly scheduled Club meeting for a vote and shall be deemed adopted by the majority affirmative vote of members present.

Amended and Restated on February 28, 2018