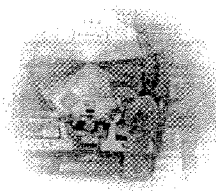


Nipissing-East Parry Sound Mutual Aid Association



April 4, 2006

CONSTITUTION AND BY-LAWS

Whereas, at a meeting of the Fire Chiefs and members of the Fire Departments of the Districts of Nipissing and Parry Sound in the Province of Ontario, in the City of North Bay on June 5th, 1963, it was decided by all present that the Fire Departments of the above mentioned districts should participate in a District Mutual Fire Aid System to assist participating departments in the case of a major fire or other emergency.

Whereas, the Municipal Councils or governing bodies of the participating Fire Departments, Fire Departments have been granted authority, by by-law of council, or other required authorization for their Fire Departments apparatus and men to leave the limits of their respective municipalities, or areas that they may normally protect, at the discretion of the Chief or designated representatives, to assist in this plan.

The original Constitution and By-laws of the Association have been amended and now read as follows:

NAME

The organization shall be known as the Nipissing-East Parry Sound Mutual Aid Association.

OBJECT

- (1) The object of this Association is to promote and further the development of District Mutual Aid throughout the Districts whereby municipalities may obtain apparatus and manpower in case of a major fire or other emergency as well as maintaining adequate fire protection for the balance of the Districts.
- (2) Through regular meetings of the Fire Chiefs and Firefighters, further the development of fire prevention and protection and education by providing a clearing house for problems and distribution of information and other matters pertaining to fire departments and to provide efficient fire protection in the Districts.

- (3) To promote standard fire training programs by encouraging the appointment of instructors in Fire Departments and provide a means whereby they may meet and discuss their problems in fire training.
- (4) To promote the friendly interests of members of the associated departments, as well as better relations with their governing bodies, by the said bodies being invited to participate in the meetings in their respective areas.

MEMBERSHIP

- (1) Any organized Fire Department established in the Districts of Nipissing or Parry Sound may apply for membership in the Association.
- (2) Any Unincorporated Community Fire Department established in the Districts of Nipissing or Parry Sound may apply for membership in the Association.
- (3) All members present have one (1) vote for each elected position. The ballot is to be distributed, by the Association Secretary, to the fire departments in attendance prior to the opening of nominations. Only departments represented at the meeting shall vote. There are to be no substitutions under any circumstances.
- (4) All Officers of the Association must be members in good standing in their respective Departments.
- (5) Fire Departments not eligible for full membership in the Nipissing-East Parry Sound Mutual Aid Association, may apply in writing to the President for Associate Membership. Such application will be considered by the Executive for approval. Associate membership fees shall be twenty-five dollars (\$25.00) paid annually, and shall entitle the Associate Member to have all the privileges of the Association.
- (6) Suppliers, manufacturers or other interested parties may become Associate Members as well, at no membership fee, but are not entitled to become a voting member of the Association.

OFFICERS

The officers of the Association shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- District Fire Co-ordinator

COMMITTEES

(1) **EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Officers of the Association.

(2) **STANDING COMMITTEES**

1) Programs & Training 2) Sick Committee 3) Publicity

(3) **SPECIAL COMMITTEES**

A) Special Committees may be elected by the members or appointed by the President for periods which may be required to complete their respective assignments.

B) Each Committee shall elect a chairman.

C) The President shall be a member ex-officio of all Committees.

MEETINGS

(1) The Nipissing-East Parry Sound Mutual Aid Association shall hold five monthly meetings commencing at 19:30 hours on the last Wednesday of the following months;

- January
- March
- May
- September
- November

Meetings will be held in appropriate facilities in one of four Regional areas;

- West
- Central
- East
- South

All firefighters and officers in the Association are invited to attend Association meetings.

Officers and firefighters may become elected officers of the Association.

- (2) The annual meeting shall be held at the regular meeting in May, each year.
- (3) Smoking will not be allowed during the business portion of all meetings of this Association.
- (4) Except as otherwise provided, at meetings of the Association, the votes of the members shall be in the first instance by show of hands, but any member of the Association may demand a ballot.

Election of Officers of the Association shall be done by ballot only.

- (5) It shall be the duty of the Treasurer to occupy the Chair in the absence of the President and the Vice President.

HOST DEPARTMENT MEETING REQUIREMENTS

- (1) To provide a room of sufficient size, with chairs and head table, with water pitcher and glasses. If possible; blackboard & chalk or flipchart & marker.
- (2) Provide parking space for visitors cars and guidance to location of meeting place.
- (3) Prepare welcoming remarks and introduction of local guests.
- (4) Invite local guests, if desired, Mayor or Reeve, Councillors, M.P.P., etc.
- (5) The Host Department is responsible for the preparation of and the planning of the host program content of the regular meetings and that there be some direction from the Executive Committee regarding what should be included.
The Executive Committee is not to dictate to the Chief what they are to have for a host program, but to act as a liaison if the Chief is having some trouble in getting a program together.
- (6) Food and refreshments should not be served until the meeting has concluded.

AMENDMENTS

The Constitution and/or By-laws of this Association may be amended at a regular meeting of the Association by an affirmative vote of the voting members present, providing written notice has been received by the Secretary thirty (30) days in advance and that Notice of Motion has been read at the previous meeting.

FEES/DUES

- (1) The annual membership fees for each Department shall be \$25.00 per fire station, plus \$1.00 for each active member of said Department.
- (2) In the event that this Association disbands, the Executive Officers are authorized to divide the surplus equally among all paid up Fire Departments.

BY-LAWS OF THE NIPISSING-EAST PARRY SOUND MUTUAL AID ASSOCIATION

OFFICERS

- (1) Nominations and elections shall be held at the Annual Meeting of each year, namely the May meeting.
- (2) New Officers shall be installed at the Annual Meeting of each year.
- (3) That the elected officers be limited to a specific position for a maximum of three (3) consecutive terms, and however a person may re-serve in the specific position after a minimum absence of one (1) term.
- (4) The District Fire Coordinator shall be the Fire Chief appointed by the Provincial Government Order-In-Council as the District Deputy Fire Marshal for the Districts of Nipissing-Parry Sound.

DUTIES OF OFFICERS

(1) *PRESIDENT*

The President shall preside at all meetings of the Association; Annual, Regular, Executive and Special; sign all orders drawn on the Treasurer, call special meetings at the request of a majority of the Executive Committee, or when he deems necessary.

(2) *VICE PRESIDENT*

In the absence of the President, the Vice President shall preside, and perform all the duties of the presiding officer. If a vacancy should occur in the Office of the President, the Vice President shall thereupon become President of the Association and shall continue as such until a successor has been chosen by the membership.

(3) *SECRETARY*

The Secretary shall keep a record of the Association Member Departments membership at meetings, record in a Minute Book, minutes of all meetings; Annual, Regular, Executive and Special, and act as Custodian of the mail, minute book and all records and data of interest to the Association, and to have the books audited for the Annual Meeting. The Secretary shall be paid an annual honorarium of \$180.00.

(4) **TREASURER**

The Treasurer shall receive all monies payable to the Association and deposit same in a chartered bank designated by the President. All cheques drawn by the Treasurer shall be counter signed by the President or the Secretary and/or any two of the above.

(5) **DISTRICT FIRE COORDINATOR**

The Coordinator shall be in control of the movement of men and equipment in case of fire or other emergency.

Meeting Protocol - Order of Business

President Shall:

- (1) Call to Order
- (2) Roll Call ☞ No. of Departments present
 ☞ No. of Members present
- (3) Introduction of guests by Host Chief/Department
- (4) Program for the Evening
- (5) Approval of Minutes of Previous Meeting - errors/omissions
- (6) Business Arising from Minutes
- (7) Treasurer's Report
- (8) Secretary's Report and Correspondence
- (9) Fire Co-ordinator's Report
- (10) FSA Report
- (11) Other Committee Reports
- (12) Unfinished Business
- (13) New Business (Elections)
- (14) Next Meeting
- (15) Adjournment