

**BY LAWS OF THE
ORANGE COUNTY FIREFIGHTERS EMERALD SOCIETY
(OCFES)**

A California Not-For-Profit Organization
Federal Tax I.D. # 46-0696576 - The fund is a 501 (c) (3) charitable trust

ARTICLE I: NAME

The name and title of this Organization shall be the “Orange County Firefighters Emerald Society” (Hereinafter referred to as the “Society”).

ARTICLE II: PURPOSE

The Society is formed as a fraternal organization for the following benevolent purposes:

1. To develop a spirit of fellowship amongst its members;
2. To engender exemplary deportment on the part of its members, thereby creating respect and good will for the American Fire Service in general;
3. To foster and enjoy social gatherings of its members;
4. To educate its members of the contributions made by Irish-Americans in the American Fire Service;
5. To promote and instill in its members pride in the Irish heritage and culture;
6. To raise funds for other charities, including but not limited to;
 - a. OCFA Pipes and Drums
 - b. OCPFA Fallen Firefighters Relief Fund
 - c. Firefighter Cancer Support Network
 - d. Support of OCFA's Annual Saint Patrick's Day celebration
 - e. Support events to educate the public on:
 - i. The history of the fire service
 - ii. The role of Irish tradition in the fire service
 - iii. Community life safety issues (fires, drowning's, disaster preparedness)
7. To uphold and defend the Constitution of the United States and the State of California at all times.

ARTICLE III: MEMBERSHIP

SECTION 1 - CLASSES OF MEMBERSHIP

Membership in the Society shall be divided into three (3) classes: Active Membership, Associate Membership and Honorary Membership.

- (1) Active Membership** - Any person who is a current member of, or has reached retired status with the CDF Orange Ranger Unit, Orange County Fire Department, Orange County Fire Authority, or the Laguna Beach Fire Department (a brother fire agency joined in representation through common affiliation with IAFF Local 3631).

A person wishing to be considered for Active Membership must submit an application for membership to the Membership Committee. Such application for

Active Membership shall be submitted on a form approved by Society Officers (see attachment #1). The Secretary shall then present said application to the Society Officers for approval. The Society Officers must determine if the acceptance of any application for Active Membership will be unfavorable to the Society; if so, that application must be rejected. Any rejected application must be returned to the requesting individual with an explanation for such rejection from the Secretary. The decision of the Society Officers as to whether or not to accept an application for Active Membership is final. A person wishing to reapply for Active Membership must wait one (1) year before reapplying. In the event an Active Member becomes separated from the fire service through honorable condition, that Active Member will automatically and immediately become an Associate member of the Society.

- (2) Associate Membership** - Any person who does not qualify for Active Membership but desires membership in the Society and is sponsored by an Active Member in good standing is eligible for Associate Membership. A person wishing to be considered for Associate Membership must be sponsored by an Active Member in good standing. Such application for Associate Membership shall be submitted on form approved by Society Officers (see attachment #1) The Secretary shall then present said application to the Society Officers for approval. The Secretary must determine if the acceptance of any application for Associate Membership will be unfavorable to the Society; if so, that application must be rejected. Any rejected application must be returned to the requesting individual with an explanation for such rejection from the Secretary. The decision of the Society Officers as to whether or not to accept an application for Associate Membership is final. A person wishing to reapply for Associate Membership must wait one (1) year before reapplying.

An Associate member may not vote or hold office.

- (3) Honorary Membership** – Any Active Member may nominate a person or organization to be an Honorary Member. An Honorary Member is one who has shown extraordinary support of the Society. Upon nomination, a vote of two-thirds (2/3) of the Society Officers is required for approval of said nomination.

An Honorary member may not vote or hold office.

SECTION 2 - VOTING RIGHTS

Each Active Member in good standing shall be entitled to one vote. A Member in Good Standing is defined as one whose dues are current.

ARTICLE IV: MEETINGS

SECTION 1 - ANNUAL MEETING

An annual meeting of the members shall be held for the purpose of electing officers and for the transaction of such other business as may come before the meeting. This meeting shall be held on the first Thursday in March every year at a time and place to be determined by the President.

A notice for the call of the annual meeting shall be mailed (electronically and/or traditionally) to the members at least ten (10) days prior thereto.

SECTION 2 – SOCIETY OFFICERS MEETINGS

Regular meetings of the Society Officers shall be held at least quarterly at times and places to be determined by the President. Special meetings of the Board may be called by the President or by a majority of the Officers at any time, with no less than five (5) days' notice to the members.

SECTION 3 - REGULAR BUSINESS MEETINGS

Regular meetings of the membership shall immediately follow the adjournment of each regular meeting of the Society Officers.

SECTION 4 - EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet periodically at a time and place to be determined by the President. The Executive Committee shall consist of the President, Vice-President, Treasurer, and Secretary.

SECTION 5 - SPECIAL MEETINGS

Special meetings of the members may be called by the President. Written notice stating the date, time and place of any special meeting of members shall be mailed (electronically and/or traditionally) to each Active Member entitled to vote not less than five (5) days prior to the date of said meeting. The purpose for which the meeting is called shall be stated in the notice. The next meeting called after the presentation of a petition therefore shall include in the agenda the purposes stated in the petition. The notice of the meeting shall be deemed delivered when deposited in the mail addressed to each member at the address appearing on the records of the Society.

SECTION 6 - QUORUM

(1) The presence of one-half (1/2) plus one (1) of the members of Society Officers shall constitute a quorum for a meeting of the Executive Committee.

ARTICLE V: OFFICERS**SECTION 1 - OFFICERS**

The Officers of the Society shall be a President, a Vice President, a Secretary, and a Treasurer. No two (2) offices may be held by the same person.

SECTION 2 - ELECTION AND TERM OF OFFICE

1. The Officers of the Society shall be elected to serve for a staggered period of two (2) years, first the President and Secretary (voted on during odd years), and then the Vice President and Treasurer (voted on during even years). If the election is not held at the Annual Meeting, it shall be held as soon thereafter as convenient. Each Officer shall hold office until his successor has been duly elected.
2. Not less than ten (10) nor more than thirty (30) days prior to the annual meeting, the Secretary shall mail (electronically and/or traditionally) to each Active Member of the Society a ballot which contains the names of the persons nominated for an office or Board of Director position.

All Active Members who desire to vote shall be required to mail (electronically and/or traditionally) their completed ballots to the Secretary or bring their completed ballot to

the annual meeting itself. All ballots must be received prior to the opening of the annual meeting.

SECTION 3 - REMOVAL AND SUCCESSION

Any Officer elected or appointed may be removed by a two-thirds (2/3) vote of the Society Officers whenever in its judgment the best interests of the Society would be served thereby. In such a case of the President, the Vice President would immediately become President for the remaining portion of the removed or replaced President's term. A new Vice President would then be appointed by the Society Officers by a two-thirds (2/3) vote at a special meeting to take place no more than thirty (30) days from said vacancy.

The procedure to replace a vacated Vice President, Secretary or Treasurer's position would necessitate an appointment by the Society Officers by a two-thirds (2/3) vote at a special meeting to take place no more than thirty (30) days from said vacancy. The replacement officer would fulfill the remaining term of the office he has assumed.

SECTION 4 - PRESIDENT

The President shall be the principal officer of the Society and shall administer all of the business of the Society and perform such other duties as may be prescribed by the Society Officers. He shall preside at all meetings of the members and his term shall commence on April 1st following the election at the Annual Meeting. He shall have appointive authority for all Chairs of the standing and/or special committees of the Society as well as all other appointments including, but not limited to, the Society's Historian and Sergeant-at-Arms with the confirmation of the majority of the Society Officers of said appointees.

SECTION 5 - VICE PRESIDENT

In the absence of the President or in the event of his inability to act, the Vice President shall perform the duties of President. The Vice President shall perform such other duties as may be assigned by the President or the Society.

SECTION 6 - SECRETARY

The Secretary shall keep the minutes of the Board, Executive Committee and Annual meetings; seeing that all notices are duly given in accord with the provisions of these Articles or as required by law; be custodian of the records of the Society; keep a register of the post office address and electronic mail address of each Member and in general, perform all the duties incident to the office of Secretary and such other duties as may be assigned by the President, Vice President or the Society.

SECTION 7 - TREASURER

The Treasurer shall have charge and custody of and be responsible for all the funds and securities of the Society, receive and give receipts for money due and payable to the Society from any source and deposit all such monies in the name of the Society in such depositories as shall be designated by the Society Officers and in general, perform all the duties incident to the office of Treasurer including payment of all bills and other duties as may be assigned by the President, Vice President or

Secretary. An audit of the books of the Society shall be conducted biannually by three individuals appointed by the President consisting of one Society Officer and two "Officer" members or by an outside auditor upon request of the committee. An outside audit shall be automatically conducted every six (6) years.

ARTICLE VI: COMMITTEES

SECTION 1 - EXECUTIVE COMMITTEE

Make-up of Committees; The President shall act as Chair of the Executive Committee consisting of the officers of the Society and the immediate Past President. Scope of Authority; The Executive Committee shall have the power to handle all administrative functions which may arise between regular meetings of the Society Officers. All executory actions of this committee shall be subject to ratification by the Board.

SECTION 2 - NOMINATING COMMITTEE

At the July meeting, the President shall appoint a Nominating Committee of not less than two (2) or more than five (5) members. The Nominating Committee may include the Vice President, the immediate past-President and up to three (3) at-large members of the Society who are appointed by the President.

The Nominating Committee shall select a nominee for each office and not less than two (2) or more than five (5) nominees for the Society Officers. The list of nominees for each office and for the Officers so reported by the Nominating Committee shall be submitted to the membership at the January meeting and be placed on the ballot for the election held at the annual meeting.

Any member in good standing may nominate other candidates for any office or for the Society Officers. Said nominations shall be in writing signed by the nominators and shall be filed with the Secretary of the Society not less than twenty (20) days prior to the annual meeting. When any nominations are filed with the Secretary in accord with the provisions of this By-Law, the Secretary shall include said nominees name along with the list of candidates selected by the Nominating Committee. Nominations shall only be made for an office or member of the Society Officers in the manner as herein set forth.

SECTION 3 - CHARITY COMMITTEE

This is a standing committee that handles the Society's various fund drives for a designated charity or charities. The President shall appoint the chairman of the committee. The Society as a whole will assist with fundraising activities.

SECTION 4 – MEMBERSHIP COMMITTEE

The immediate past-President shall chair this committee and he shall appoint three (3) members of the Society to this committee and the President shall appoint three (3) members. This committee will coordinate member benefits. New member solicitation shall also be handled by this committee.

SECTION 5 - OTHER COMMITTEES

The President may from time to time appoint such other committees as may be necessary to carry on the work of the Society. The President shall appoint the

chairman of the respective committees. At least one (1) member of the Society Officers shall serve on any such committee and the committees shall exercise authority only to the extent provided for by the President or by resolution of the Society Officers. A majority of the committee present at any meeting shall constitute a quorum.

ARTICLE VII: BOOKS AND RECORDS

The Society shall keep books and records of account and shall also keep minutes of the proceedings of its members, the Society Officers, the Executive Committee and such other records as the Society Officers may designate and shall keep at the principal office a record of the names and addresses of the members entitled to vote. All books and records of the Society may be inspected by any member or agent or attorney at any reasonable time.

ARTICLE VIII: DUES

SECTION 1 - ANNUAL DUES

The dues of the Society apply to Active and Associate members only. Honorary Members are exempt from paying dues.

Dues:

- a. **Option #1** - One time/lifetime dues (\$250.00). Lifetime dues may be paid when joining the Society or at any time after you join the Society.
- b. **Option #2** - Annual Dues (\$52.00)
- c. **Option #3** - Bi-weekly dues (\$2) may only be paid through payroll deposit within the OCFA.

If a member is removed from the Society, by the 2/3 vote of the Board of Directors, the member forfeits all dues and rights of membership.

SECTION 2 - PAYMENT OF DUES

Annual dues shall be payable by the close of the annual meeting of each year unless the Board determines otherwise.

SECTION 3 - DEFAULT AND TERMINATION OF MEMBERSHIP

When any member shall be in default in the payment of dues for a period of three (3) months from the date when such dues becomes payable, his membership shall be terminated.

ARTICLE IX: RULES FOR MEETINGS

All meetings of the Society, its Officers, or any committee authorized herein shall be conducted in accord with Robert's Rules of Order (Current Edition).

ARTICLE X: AMENDMENTS TO BY-LAWS

These By-Laws shall be effective upon adoption and they may be amended or repealed or new Articles may be adopted subsequent to such date by a majority of the Society Officers and the membership.



ORANGE COUNTY FIREFIGHTERS EMERALD SOCIETY

1900 E. Warner Ave, Suite G. Santa Ana, CA 92705
<http://ocffemeraldsociety.org/>

Membership Enrollment Form

Name: _____

Email address: _____

Phone Number: _____

Tee Shirt

Size: _____

Color: _____ (Irish Green or Black)

Option #1 \$2 “*Biweekly*” Payroll Deduction Membership Dues – For **current employees** of OCFA only.

Submit OCFES Membership Enrollment Form (this form)

Attach OCFA Payroll Deduction Form

Option #2 \$52 “*Annual*” Membership Dues – For **current employees or Retirees** to maintain membership on an annual basis.

Submit OCFES Membership Enrollment Form (this form)

Attach check for \$52.00 payable to OCFES

Option #3 \$250 “*Lifetime*” Membership - For **Retirees** only.

Submit OCFES Membership Enrollment Form (this form)

Attach check for \$250.00 payable to OCFES

To complete enrollment mail to:

**Orange County Firefighters Emerald Society
1900 E. Warner Ave, Suite G
Santa Ana, CA 92705**

December 11, 2012