

FIRE SERVICE ASSOCIATION OF NOVA SCOTIA- BYLAWS



Amended to March 26, 2017

ARTICLE I – NAME

- The name of the Association shall be the “Fire Service Association of Nova Scotia”. The name of the former Association (“Fire Officer’s Association of Nova Scotia”) shall remain registered as an entity by the Board of Directors.
- The head office of the Association shall be as selected by the Board of Directors and shall be located within the Province of Nova Scotia.

ARTICLE II – OBJECTIVES

- (a) The MISSION of the Fire Service Association of Nova Scotia is:

“The Fire Service Association of Nova Scotia is dedicated to provide leadership and representation to the fire service, government, private sector and citizens of Nova Scotia by developing, evaluating and communicating policy and programs through consultation, research and education in the matters of fire and public safety.”

- (b) The VISION of the Fire Service Association of Nova Scotia is:

“To provide nationally recognized leadership to the fire service in the development of safer communities.”

- (c) The VALUES of the Fire Service Association of Nova Scotia are:

Integrity - as a high standard of competent leadership

Accountability - as accepting responsibility for leadership as individuals and the Association to forward the Mission and Vision of the Association.

Diversity - as the ability to recognize and develop harmony by accepting the differences between people, communities and service needs.

Reliability - as being capable and committed to consistently meet the needs of the Association in accordance with its Mission and Vision

Honesty - in all of our words, deeds and interactions.

ARTICLE III – AFFILIATION

The Association shall be affiliated with the Canadian Association of Fire Chiefs, Maritime Fire Chiefs' Association, Office of the Fire Marshal of Nova Scotia, and official fire service bodies, departments and brigades acting within the Province of Nova Scotia. The Fire Service Association of Nova Scotia shall be the official liaison between the public fire protective services of the province and the government of the province through active participation on the Fire Services Advisory Committee and the Fire Safety Advisory Council established by the Fire Safety Act (Acts of 2002) and pursuant Regulations. The Association, upon the recommendation of the Board of Directors, may affiliate with any organization which shares similar goals and objectives or disassociate with any organization which fails to share same.

ARTICLE IV – MEMBERSHIP

Active membership of the FSANS shall be open to all members of the Fire Service in Nova Scotia who are Active Members of a Fire Department or Brigade, Office of the Fire Marshal, Mutual Aid Associations, other Fire Service Organizations or an employee of a corporation or municipality whose responsibilities include fire or emergency services.

Other categories of membership are available as per Article IX of these By-Laws.

The following organizations, government departments or agencies whose personnel possess specialized knowledge or whose participation is beneficial to attaining the goals and objectives of the Association, shall be invited to participate as Associate Members at no cost to the individual(s) or organizations.

- Union of Nova Scotia Municipalities (Representative and alternate)
- NS Department of Health Emergency Health Services (Representative and alternate)
- Emergency Management Office Nova Scotia (Representative and alternate)
- NS Department of Natural Resources (Representative and alternate)

Membership in the Association shall cease upon the death of a member, or of his ceasing to qualify for membership in accordance with these by-laws, or by notice in writing to the Executive Director of his resignation.

ARTICLE V – MEETINGS

- (a) An Annual General Meeting (AGM) of the Association shall be held in Nova Scotia at such time and location as determined by regular motion of a meeting of the Association. If no direction is given, the time and location for the Annual General Meeting shall be at the discretion of the Board of Directors with at least 30 days written notice given to each Department/Brigade with members of record by facsimile, electronic mail, or by regular prepaid post addressed to each member agency. In general the AGM shall be held in the month of October.
- (b) The Association shall host an annual conference held in Nova Scotia approximately six months after the Annual General Meeting at such time and location as determined by regular motion of a meeting of the Association, or if no direction is given, at the discretion of the Board of Directors with at least 30 days written notice given to each Department/Brigade with members of record by facsimile, electronic mail, or by regular prepaid post addressed to each member agency.
- (c) Special Meetings shall be called by the President of the Association upon a written request by the membership being submitted to the President of the Association stating the purpose of the meeting and containing the signatures of a minimum of 15% of the Active Members of the Association supporting the call for a Special Meeting. Special Meetings may also be called upon a majority of the Board of Directors passing by motion at a Board of Directors Meeting or upon written submission to the President of the Association stating the purpose of the meeting and containing the signatures of a majority of the Board of Directors. The President may also call a Special Meeting at his/her sole discretion. Special Meetings will be held in Nova Scotia at such a time and location as determined by the Board of Directors. Advance notice of at least 48 hours shall be given to each Department/Brigade with members of record of such Special Meeting by facsimile, electronic mail, or by telephone.
- (d) In the event of an urgent question arising which would make necessary an expression of opinion from the members, but which the Board of Directors should decide is not of such importance to require an emergency meeting, the President shall have the authority to instruct the Executive Director to conduct a poll. The Executive Director shall have printed and mailed to each member in good standing, and entitled to vote on such matters, a ballot to be marked or an e-mail message presenting the question and the possible answers to be returned to him/her within a time prescribed. The results of the vote shall be recorded by the President and Executive Director, after which they shall be placed in an envelope and sealed for examination by the Board of Directors at their next regularly scheduled meeting.
- (e) Regular Meetings of the Board of Directors shall normally be held on the last Sunday in January, March, May, September and November at a time determined

by the President. Copies of the Agenda and Minutes from the previous Board of Directors or Executive Committee Meeting shall be circulated in advance of the regular meeting(s).

- (f) Special meetings of the Board of Directors or the Executive Committee may be called at any time by the President of the Association with at least 48 hours notice. The reason for calling a special meeting shall be communicated in the notification for the meeting.
- (g) Any regular motion or resolution properly brought to the floor of a meeting of the Association, the Board of Directors or Executive Committee, shall, at the discretion of the presiding Chairman, be voted upon by voice, by show of hands or voting card, or by paper ballot. In the event of an unclear decision, the presiding Chairman may request a revote; in the event of a tie vote the motion is deemed to be defeated.
- (h) Each member of the Board of Directors, including Executive Committee members shall be entitled to cast one vote at any meeting of the Association.
- (i) A quorum for any regular or special meeting of the Association shall be five percent (5%) of the number of active members of the Association in good standing as recorded at the time of the most recent past Annual General Meeting.
- (j) A quorum for any meeting of the Board of Directors shall be 50% of the current standing members of the Board (including Executive Committee) plus one.

ARTICLE VI – OFFICERS

Board of Directors of the Association

- a) The Board of Directors shall consist of no more than twenty-three (23) Directors including the President, the First Vice-President, the Second Vice-President, the Executive Director of the Association and a representative from the Nova Scotia Firefighters School. The provincial Fire Marshal or his/her designate shall be invited to attend meetings of the Board of Directors and regular association meetings. The balance of the Directors shall represent each traditional County of the Province of Nova Scotia (18). Each County shall appoint or select, in a manner determined by the County Firefighters Association(s) or the Regional Municipality of jurisdiction, one representative who will serve on the Board of Directors of the FSANS and one alternate who will serve in his/her absence and who may attend meetings of the Board of Directors as an observer. This named Director and the alternate must be Active Members of the Fire Service Association of Nova Scotia. Each County shall be represented by a single Director and an alternate, except as provided in Article VI, Section (d) of these By-Laws.

It is the intent of this Article that in those Counties that include a 'District' {at this time Guysborough/St. Mary's, East/West Hants, Digby/Clare, Yarmouth/Argyle, and Lunenburg/Chester} the Director and the Alternate will be from different municipal units and would alternate roles on an annual basis. To further clarify, it is the intent that only those Counties will send a Director and an Alternate to meetings of the Board of Directors.

- b) At each Annual General Meeting (AGM) the Directors shall be reappointed or replacements named by their County Fire Fighters Association(s). Written notice of the requirement to reappoint or replace a Director shall be given to the affected County Firefighters Association(s) three (3) months prior to the FSANS AGM.

Officer in Conflict of Interest

- c) Directors or Executive Committee members who have, or could reasonably be seen to have, a conflict of interest, have a duty to declare this conflict. The declaration should be made to the members upon appointment and, if currently serving as a Director, when the possibility of a conflict is realized. A conflict, or perceived conflict of interest shall not prevent a Director from serving, provided that s/he declares the potential conflict and withdraws from the decision-making on matters pertaining to that interest. The declaration and withdrawal shall be recorded in the minutes of the meeting.

Executive Committee & Term of Office

- d) The Executive Committee of the Association shall consist of the Executive Director, the President, First Vice President, Second Vice President, as duly elected or appointed at the Annual General Meeting of the Association in the manner prescribed in these By-Laws. The term of office for all elected Executive Committee members shall be two (2) years beginning immediately following the swearing in at the AGM at which they are elected.
- e) At the discretion of the Executive Committee the immediate past President of the Association may be invited to participate as an Ex-officio member of the Executive Committee and by extension, the Board of Directors. The past President may participate in any debate but as past President shall not have a vote on any question duly placed before a meeting. If the past President is a member of the Board of Directors through some other process s/he shall have voting privileges as usual for that position.

Election of Officers

- f) At the Board of Directors meeting prior to the AGM each year, the Nominating Committee shall present the nominations for the elected positions to the Board of Directors meeting prior to each AGM at which there will be an election (normally every two years). Following the Board of Directors meeting the list of all nominees will be distributed electronically (email and inclusion in

the web-site) to all active fire services of record to inform them of the nominees, the upcoming election of officers, and notification that if anyone else wishes to be nominated for any of the positions, they must attend the AGM in October. In the case of a Director being nominated, the County Firefighters Association(s) which appointed the nominee shall be notified of the nomination and requested to appoint a replacement following the AGM. Once elected to the office of Second Vice-President s/he will be sworn in at the AGM and assume the office of Second Vice-President.

- g) At the AGM the Chairman of the Nominating Committee shall present the Nominating Committee Report including nominees for all elected positions on the Executive Committee and call three times for nominations from the floor for each of the vacant positions. Nominees must be present to be nominated 'from the floor' and to accept the nomination. If no additional nominations are forthcoming or if all nominees decline the nomination, the person nominated by the committee shall be acclaimed to the office. If an election is required it shall be conducted by the Chairman of the Nominating Committee by secret ballot and a simple majority of votes shall determine the successful candidate. If no majority is clear on a first ballot, the person with the least votes shall be dropped from the ballot and another ballot taken until a majority of votes is achieved.
- h) In the event the President, First Vice-President, or Second Vice-President elect is a current member of the Board of Directors, the elected party shall no longer be considered as the County representative on the Board of Directors, and the County Association(s) which had been represented by this Director shall appoint or select, in a manner determined by the County Firefighters Association(s), a replacement representative who will serve on the Board of Directors.
- i) Should any member of the Executive Committee be unable to continue his/her term in office for any reason, the Board of Directors shall appoint a replacement Executive Officer Pro-Tem until the Nominating Committee can provide a nominee for election at the next AGM. The Executive Officer so elected shall serve only to complete the term of the Officer s/he replaced.

Termination of Director or Executive Committee Member

- j) The Association may, by special resolution and for just cause, remove any Director before the expiration of his term of office and appoint another person to act in his stead. The resolution proposing the removal shall provide essential details as to the reason for the removal and shall be passed by a majority of 75% of the voting members present at the meeting where the resolution is presented. The person so appointed shall only serve the duration of the term of office of the person he replaced. The County Association(s) affected by this removal shall be notified in writing of the action taken and be requested to appoint or select, in a manner determined by the County

Firefighters Association(s) or the Regional Municipality of jurisdiction, a representative to take office according to the schedule in Section (a).

- k) The Association may, by special resolution, declare the position of any County Director vacant where the Director has been absent from three consecutive meetings of the Board without leave of the Board. The Alternate shall be deemed to be the Director until a permanent replacement is selected. The Secretary of the affected County Association(s) shall be promptly notified of this action in writing.
- l) If a Director or Executive Committee member becomes ineligible to continue to serve due to a change in his/her relationship with the fire service, he shall tender to the Executive Director his written resignation from the position. The Board of Directors shall determine whether to request the member to complete his/her term or to accept the resignation to be effective upon receipt. A Director may resign in writing to the Executive Director and the resignation is effective when received by the Board.
- m) A vacant Director position shall be filled by the FSANS region from which the vacancy occurs or failing action by the region, by the Board of Directors appointing a qualified person. The person so appointed shall hold office only for the duration of the term of office of the person s/he replaced. The Secretary of the affected County Association(s) shall be promptly notified of this action in writing.
- n) The Association may, in a regular or special meeting, by special resolution and for just cause, recall any Executive Committee member prior to the expiration of his/her term of office. The resolution proposing the recall shall provide essential details as to the reason for the recall and must be passed by a majority of 75% of the voting members present at the meeting where the resolution is presented. The person so recalled shall be replaced as per Section (f) above.
- o) The Executive Director shall be appointed by the Board of Directors. The Executive Director shall be responsible for the day-to-day operations of the Association, as well as performing the functions of Secretary/Treasurer of the Association including preparation and custody of minutes of all meetings of the Association and the Board of Directors and of books and records. S/he shall not be required to be an active member of the fire service nor the Fire Service Association of Nova Scotia.
- p) The management of the activities of the Association shall be vested in the Board of Directors who, in addition to the powers and authorities conferred upon them by these By-laws or otherwise, may exercise all such powers and do all such acts and things as may be exercised or done by the Association and are not hereby or by Statute expressly directed or required to be exercised or done by the Association in general meeting.

As part of the notice of each Annual General Meeting or annual conference of the Association as required by Article V Sections (a) and (b), the Executive Committee of the Association shall provide a written report of the substantive decisions made by the Board of Directors during the period since the last Annual General Meeting or annual conference of the Association. An omnibus motion to adopt these decisions by the Association shall be made by a Director at the appropriate meeting.

ARTICLE VII – DUTIES OF OFFICERS

- (a) President – The President of the Association shall preside at all meetings of the Association, of the Executive Committee or the Board of Directors and shall ensure that the By-Laws of the Association are properly applied. The President is responsible to ensure that all Committees of the Association are constituted and that at least one member of the Board of Directors is on each Committee of the Association. The President shall be the appointee of the Association to the Fire Safety Advisory Council established by the Fire Safety Act (S.N.S. 2002 c.6). The President is an “ex-officio” member of all Committees of the Association. The President or his/her designate shall be the Association’s Director to the Canadian Association of Fire Chiefs. Only the President of the Association may make public statements on behalf of the Association or delegate another party to do so.

The President of the Association shall have the sole authority to purchase advertising on behalf of the Association at his/her discretion with/by organizations whose values are consistent with the Mission, Vision and Values of the Association to a maximum aggregate of five-hundred dollars (\$500.00) per fiscal year; this amount shall be reflected by the Finance Committee in the annual budget. All other requests for advertising shall be approved by the Board of Directors and shall be within the amounts approved by the membership in the annual budget.

Standing Committees shall be struck according to the Terms of Reference in Appendix A with the Committee Chairman appointed by the President and committee members-at-large selected by the Committee Chairman. Special Committees shall be struck by the President as required.

- (b) First Vice-President – The First Vice- President of the Association shall preside at meetings and shall assume the duties of the President where the President is absent or by conscious decision has vacated the Chair for the purpose of effective decision- making. The First Vice-President shall serve on the By-Laws Committee, Marketing & Public Relations Committee and chair the Finance

Committee. The First Vice-President or a designated alternate shall be the Association's Director to the Maritime Fire Chief's Association.

- (c) Second Vice-President – The Second Vice-President of the Association shall preside at meetings where the President and/or First Vice-President are absent or have by conscious decision vacated the Chair for the purpose of effective decision-making and shall assume the duties of the President in the absence of both the President and First Vice-President of the Association. The Second Vice President shall serve on the Finance Committee, Communications Committee, and chair the Resolutions Committee.
- (d) In the absence of the President, the First Vice-President and the Second Vice-President at a scheduled meeting of the Association or the Board of Directors, the Board of Directors shall appoint from amongst the Board of Directors, a Chairman Pro-tem for the purposes of presiding over the meeting and conducting the business of the Association.
- (e) The President, the First Vice President, and the Second Vice President shall be appointed by the Association to the Fire Services Advisory Committee established by the Fire Safety Act (S.N.S. 2002, c.6) and the Fire Safety Regulations (Part 1, s.8). In the event of the inability of any aforementioned Executive Committee member to attend meeting(s) of the Fire Services Advisory Committee s/he may delegate an alternate to attend in his/her stead.
- (f) Executive Director – The Executive Director of the Association shall record and have custody of the minutes of all meetings of the Association, including but not limited to all meetings of the Executive Committee, the Board of Directors, the Annual General Meeting, Special Meetings of the Association, and proceedings from conferences hosted by the Association. The Executive Director shall maintain the Roll Book and Dues Ledger for all members of the Association. The Roll Book and Dues Ledger must be maintained with up-to-date information on the membership status of individuals, Businesses and other status of memberships as may exist from time-to-time. The Roll Book and the Dues Ledger must be available for review when requested by the Executive Committee, the Board of Directors, and/or the Finance Committee.

The Executive Director of the Association shall deposit any funds he/she may hold which are property of the Association or the Board of Directors in a Chartered Bank approved by the Executive Committee.

The Executive Director shall develop an annual budget, in cooperation with the Finance Committee; consideration shall be given to possible funding from the Office of the Fire Marshal for operating expenses of the Association. The Executive Director shall present the annual budget for approval by the Board of Directors prior to the AGM. Upon approval by the Board of Directors, the

Executive Director shall submit the Annual Budget of the Association for approval by the membership at the Annual General Meeting.

The Executive Director is responsible for paying all accounts authorized by the Board of Directors. All cheques written on accounts of the Association must be signed by two persons designated under Article XIII of these By-Laws.

The Executive Director shall maintain a Record of Accounts showing the receipts and expenditures of the Association. Said Records shall be audited by the Finance Committee prior to the end of the month preceding each Annual General Meeting and a statement of accounts will be presented to the Association at the Annual General Meeting by the Executive Director. The Seal of the Association shall be in the custody of the Executive Director and may be affixed to any document upon resolution of the Board of Directors. The books and records of the Association may be inspected by any member at any reasonable time with sufficient notice to the Executive Director within two days prior to the Annual General Meeting at the registered office of the Association.

The Executive Director of the Association shall be responsible for the development of Administrative Policies, to be approved by the Board of Directors, which shall govern the ongoing operation of the Association and shall be consistent with the Mission, Vision and Values of the Association. The Executive Director shall be available as a resource to the By-laws Committee.

The Executive Director of the Association shall be compensated by an annual stipend as recommended by the Finance Committee to the Board of Directors each year prior to the AGM. Upon approval by the Board of Directors of the stipend amount for the Executive Director, the stipend amount shall be included in the annual operating budget.

ARTICLE VIII – MEMBERSHIP FEES AND DUES

Membership fees and dues shall be determined for each category of membership from time to time by the Board of Directors and included in the annual budget.

ARTICLE IX – CATEGORIES AND RIGHTS AND PRIVILEGES OF MEMBERSHIP

- a) **Active Members of the Association** in good standing shall have full membership rights and privileges, including a vote on any matters at the Annual General Meeting, and Special Meetings of the Association.
- b) **Corporate and Supporting Members** shall have the ability to display or demonstrate their fire and safety equipment or promote services of value to members of the Association, at rates to be determined by the Board of Directors in

consultation with the Finance Committee. Corporate and Supporting Members shall not enter into debate of the Association nor have a vote on any matter unless this limitation is specifically waived by the meeting.

c) **Honorary Life Members** shall have all of the rights and privileges enjoyed by the same class of membership he/she formerly held, including voting privileges, unless otherwise stated by the Board of Directors. Nominations to the position of Honorary Life Membership is contingent upon the number of Honorary Life Memberships not exceeding 10% of the Active Membership Roll at the time of nomination. First consideration for nomination shall be afforded to Charter Members of the Chief Fire Officers Association of Nova Scotia.

By regular motion at an Annual General Meeting of the Association the immediate past President of the Association may be granted Honorary Life Membership with all rights and privileges thereof.

d) **Associate Membership** may be granted, at a regular meeting of the Board of Directors, to an individual who does not qualify for any other category of membership in the Association, and who, in the opinion of the Board, is demonstrating a particular concern for the welfare of the organization, or who is assisting the FSANS in an outstanding way, and whose membership would provide a clear benefit to the Association.

Associate Members shall have all the rights and privileges of Active Members, save and except voting privilege.

Associate Members shall pay annual dues to the Association at the same rate as Active members.

All members in good standing will receive a printed or electronic copy of the minutes of each meeting of the Association. Being in 'good standing' is deemed to mean membership dues and fees being paid current within one calendar year.

No member of the Association shall be entitled to cast more than a single vote on any matter arising at meetings of the Association.

ARTICLE X – BYLAW AMENDMENTS

(a) Bylaw amendments shall be determined by the Board of Directors to be either substantial or minor/housekeeping. Substantial amendments shall be considered as outlined in (b) and (c) below; minor/housekeeping amendments may be approved and enacted by a 75% majority of the voting delegates at a regular Board of Directors meeting and presented for information at the next regular meeting of the Association.

(b) The Association shall have full power to revise, alter or amend these By-Laws at the Annual General Meeting of the Association, or at a Special Meeting of the Association called for the specific purpose of revising, altering or amending these By-Laws.

The Bylaws shall not be substantially revised, altered or amended except by a 75% majority vote by the voting members present at the aforementioned meeting(s). No substantial revisions, alterations or amendments of these By-Laws shall be considered unless the members of the Association have had at least thirty (30) days notice of the intended changes prior to the date of the aforementioned meeting(s).

(c) Nothing contained in Article X, Section (b) of these By-Laws shall prevent the Association while assembled at the Annual General Meeting from substantially revising, altering or amending these By-Laws upon a majority vote of at least 75% of the members present, provided however, that notice of such proposed action shall have been given in writing and read at a Business Session of the Association and been posted in a conspicuous place at the meeting location, at least 24 hours immediately preceding the session that is to consider the same.

(d) These By-Laws shall come into force and take effect from the date of approval by the Nova Scotia Registrar of Joint Stock Companies.

ARTICLE XI – RESOLUTIONS

A step-by-step process shall be used by the Association to deal with resolutions. This process shall be as follows:

- Step 1 A FSANS Member or Department identifies an issue with provincial impact.
- Step 2 The issue is presented to local County Association for input, support and action.
- Step 3 The issue is referred to the local FSANS Director along with supporting and background information.
- Step 4 FSANS Director presents the issue with supporting and background information to the FSANS Board of Directors. (Note: If local FSANS Director is in a conflict position, the issue shall be forwarded to another Director to present.)
- Step 5 FSANS Board of Directors confirms the supporting and background information and that the issue is of Provincial or National significance and aligns with the Mission, Vision and Values of the Association.
- Step 6 If not already done, the issue is referred to the FSANS Resolutions Committee for drafting of a resolution for presentation at the FSANS AGM.

- Step 7 The Resolutions Committee conducts required research and prepares a recommendation to accept or reject the resolution.
- Step 8 Resolutions are presented at the AGM by the Resolutions Committee along with the recommendations of the Resolutions Committee and the Board of Directors. Following a motion and open discussion, the Chairman of the AGM shall call for a vote on each Resolution as presented. Resolutions are voted on by Members in Good Standing who are eligible to vote and are in attendance at the AGM of the Association.
- Step 9 Progress on approved Resolutions shall be reported at the following AGM or as part of the report of the Board of Directors at the annual conference. Progress reports shall continue until the issue is resolved or deemed to be irresolvable by the Resolutions Committee.

ARTICLE XII – BANKING

The Board of Directors shall designate the Chartered Bank(s) and/or Trust Companies in which the monies of the Association shall be deposited and in which any securities of the Association shall be placed for safekeeping.

ARTICLE XIII – SIGNING OFFICERS

All deeds, contracts, bills of exchange and instruments and documents of the Association shall be executed on behalf of the Association by the Executive Director of the Association and one of the following: President, First Vice President, and Second Vice President.

ARTICLE XIV – FUNDRAISING & BORROWING POWERS and FISCAL YEAR

- (a) The Board of Directors, on behalf of the Association, may from time to time raise or borrow monies for the purposes of the Association.
- (b) The Board of Directors may secure replacement of monies borrowed in such a manner and upon such terms and conditions in all respects as they see fit, and delivery of mortgages of the Association's real or personal property by payment of bonds, debentures, or debenture stock of the Association secured by the mortgage or otherwise, or charged upon all or any part of the property of the Association both present and future.
- (c) The Executive may sign or endorse bills, notes, acceptance cheques, contracts or other evidence of securities for money borrowed for the purposes of the aforesaid.

(d) The Board of Directors may buy and sell articles of the Association.

No power set out in Article XIV, sub-section (a), (b) and (c) shall be exercised until the particular purpose for which the power is to be invoked has been sanctioned by a special resolution passed by a majority of 75% of the members entitled to vote who are present in person at the Annual General Meeting, or a Special Meeting for which notice specifying the intention to propose the resolution has been given.

The fiscal year of the Association shall be September 01 to August 31.

ARTICLE XV – THE OFFICERS’ OATH

The Oath of Office of the FSANS shall be administered at the beginning of the term of office of Executive Committee members and Directors of the Board of Directors by the Immediate or any Past President or the Chairman of the Bylaws Committee or by a member selected by the meeting:

“Do you sincerely pledge, on your honour, to perform the duties of your office as prescribed in the By-Laws of the Fire Service Association of Nova Scotia? Do you pledge to bear true allegiance to the Fire Service Association of Nova Scotia and perform your duties in a manner that reflects the Mission, Vision and Values of the Association and to deliver to your successor in office all books, papers and other property of the Association that may be in your possession at the close of your official term in office?”

If so, please respond by stating “I do so pledge, on my honour.””

Constitution of Standing Committees and Recommended Duties

All Standing Committees shall develop guidelines/terms of reference for their operation, to be reviewed and confirmed by the Board of Directors from time to time. Unless stated, the Committee Chairman shall be designated by the President when naming the committee. Committee Chairmen must provide to the Executive Director at least one month prior to the end of the Association fiscal year, an estimated budget for the operation of their committee in the following year. The definition of 'member' in the various committee descriptions is interpreted as being a member of the committee, allowing the Association or committee Chairpersons to appoint anyone whom s/he may deem valuable to the purposes of the committee, however the Committee Chair must be an Active Member of the Association.

Audit Committee: Three members; one Director and two Active Members of the Association at large shall be responsible for auditing of the financial statements.

By-laws Committee: Two members appointed by the President, and the First Vice-President. Continually review By-laws, implement same, and suggest revisions from time to time as appropriate. Ensure that the revisions are published in an appropriate manner and made available to the membership.

CISM Team: The Association may establish a Critical Incident Stress Management Team (the Team) with the primary purpose to assist with maintenance of the mental health of members of the fire service of Nova Scotia particularly in follow-up to incidents which may have exposed members to an unusually stressful situation.

The Team shall establish objectives, a code of ethics, and an organizational structure which suits its needs, and shall report regularly to the FSANS Board of Directors and annually to the Association both in terms of services provided and financial status. Operational funding for purposes of meeting the objectives of the Team (travel, training, etc.) shall be generated through fees for service provided and grants or donations.

Finance Committee: Four members including the First Vice President, Second Vice President, Executive Director and one other member from the Board of Directors. The Chairman shall be the First Vice President. Responsible for development of the annual budget as well as assisting in providing direction to the Association on financial matters.

Nominating Committee: Three members, including one active Director and the immediate Past President. This committee shall present the nominations for the elected positions to the Board of Directors meeting prior to each AGM at which there will be an election (normally every two years). The Nominating Committee is not obliged to nominate an incumbent for any position, but shall confirm that all nominees are willing to stand for the office for which they are being nominated. In the event that an election for

any office is required it shall be conducted by secret ballot by the Chairman of the Nominating Committee. The committee shall be in effect for the entire year of their appointment.

Marketing and Public Relations Committee: Three members, the First Vice President to chair. This committee shall develop materials and programs to promote the Association to the public and the various other parties with which the fire service of Nova Scotia interacts.

Resolutions Committee: Three members, the Chairman of which shall be the Second Vice President. Study the issues as presented, draft resolutions as appropriate and present them to the membership at the next meeting with the Committee's recommendation(s). Approved resolutions are to be followed up by this Committee. Keep a record of the resolutions and their status, and report at the next meeting. Review and follow up on the resolutions that were passed over the previous three years.

Operational Communications Committee: Six members, to include the Second Vice President. This committee shall form the fire service members to serve on the Volunteer Advisory Committee to the Public Safety & Field Communications office of the Province of Nova Scotia.

Conference Committee: At least three members, including one active Director as Chairman who shall select two or more additional members. The Conference Committee shall work to ensure a suitable location for the AGM and secure a suitable site for the provincial fire service conference in the April time frame.

Standards Committee: Five (5) members, including at least one active Director, who shall be charged with development and communication of provincial standards for the effective and efficient delivery of fire protection services in Nova Scotia. The direction of the committee will be set by the Executive Committee, working with requests from the Board of Directors and the Fire Service Advisory Committee.

Vehicle Insurance Levy Fund Committee: Four (4) members including the First Vice-President, appointed by the President to receive, review, and approve or reject applications for utilization of the fund. The Executive Director of the Nova Scotia Fire Fighters School may be invited to sit with the committee as a non-voting advisor.