

Pinewood Fire Department Auxiliary Bylaws

Article I

Name The name of this organization is Pinewood Fire Department Auxiliary Incorporated.

Article II

Purpose Our mission is to serve and support the Pinewood Fire Department and the citizens of Munds Park, organized exclusively for charitable purposes under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article III

Fiscal Year

Section 1: The fiscal year of the Auxiliary shall begin on the first day of October and end on the last day of September next succeeding.

Section 2: The financial audit committee will conduct a review of the financial records at the end of the fiscal year.

Article IV

Membership

Section 1: Membership shall include any full-time or part-time resident of Munds Park.

Section 2: Each member present shall be entitled to one vote on each matter to come before the meeting of the general membership.

Article V

Officers

Section 1: The officers of the Auxiliary shall be President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.

- A. President – The President must be a full time resident of Munds Park and shall preside at all meetings of the Executive Board and all meetings of the general membership; and act as liaison with the Fire Department and community organizations.
- B. Vice-President – The Vice-President shall assume the duties of the President when the President is unable or unwilling to act.
- C. Recording Secretary – The Recording Secretary must be a full time resident of Munds Park and shall keep an accurate and complete record of the proceedings of the Executive Board meetings and general membership meetings; and maintain current membership records.

- D. Corresponding Secretary – The Corresponding Secretary shall handle all correspondence related to the Auxiliary.
- E. Treasurer – The Treasurer must be a full time resident of Munds Park and shall keep an accurate and complete record of the financial condition of the Auxiliary. The Treasurer shall provide a financial report at each meeting, or as requested by the Executive Board.

Section 2: The election of officers shall be held in September.

- A. A nominating committee of three (3) or five (5) members will be elected by the members present at the August meeting.
- B. The committee will prepare a slate of officers to present to the membership at the September meeting.
- C. Following the nominating committee presentation at the September meeting, nominations may be made from the floor.
- D. Officers are elected by a majority vote at the September meeting.

Section 3: The officers shall be elected to serve a term of two (2) years and may be re-elected to the same office for one (1) additional term. The President and the Recording Secretary will be elected in even number years; the Vice-President, Corresponding Secretary and Treasurer will be elected in odd number years.

Section 4: The officers will assume their duties at the October meeting.

Section 5: Any officer may be removed from office by a majority vote of the Executive Board.

Section 6: If a vacancy occurs on the Executive Board before the end of the term of office, the Board will appoint an Auxiliary member to complete the term of office.

Article VI

Meetings

Section 1: General meetings shall be held the first Tuesday of each month at 6:30 p.m. at the Pinewood Fire Station. The President may designate a different time, date and/or meeting place should a conflict arise.

Section 2: A quorum shall be those members present at a general membership meeting plus three (3) members of the Executive Board.

Section 3: The Executive Board can call a special meeting when needed. Only the business pertinent to the reason for the special meeting can be discussed. Action can only be taken if three (3) Executive Board members are present.

Section 4: Notification and communication regarding meetings by electronic means is permitted.

Article VII

Executive Board

Section 1: The Executive Board shall include President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.

Section 2: The Board will appoint a past Board member to serve as an Advisor; the term to run concurrent with the President. The Advisor will not have a vote on the Board.

Section 3: The Board shall meet monthly, prior to the general membership meeting.

Article VIII

Committees

Section 1: The Executive Board may designate committees as needed.

Section 2: Committee chairs shall report at each meeting while the committee is functioning, with special reports made at any time as requested by the Auxiliary President, and a final written report submitted to the Executive Board within 30 days of the end of the event.

Article IX

Funds

Section 1: All funds received by the Auxiliary shall be used for Pinewood Fire Department needs and community assistance as voted on by the membership, and to meet the regular expenses of the Auxiliary.

Section 2: The treasurer and recording secretary shall be signatories on the bank account(s) signature card. Only one signature is required on a check.

Section 3: Requests for reimbursement of approved expenses by an Auxiliary member must be submitted with receipts to the Treasurer within 30 days of said expense.

Section 4: No more than \$1,000 may be spent by the Executive Board without the approval of the membership. Requests for amounts exceeding \$1,000 shall be presented at the regularly scheduled Executive Board meeting prior to presentation for consideration at the general membership meeting.

Section 5: The Executive Board shall appoint a financial audit committee of three (3) individuals to review the financial records of the Auxiliary.

Section 6: The Executive Board may authorize any officer of the Auxiliary to enter into any contract. Unless so authorized by the Executive Board, no officer or member shall have any power to bind the Auxiliary or to render it liable for any purpose or amount.

Section 7: No loan shall be contracted on behalf of the Auxiliary.

Article X

Parliamentary Authority

Robert's Rules of Order, most current edition, shall be the authority on all questions not covered by the bylaws.

Article XI

Dissolution Clause

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

Article XII

Amendments

The Executive Board will name a Bylaws committee to propose changes to the Bylaws. The Bylaws committee will present their recommendations to the general membership. These Bylaws can be amended by a two-thirds (2/3) vote of the membership present at any general membership meeting, provided that previous written notice of the change has been given at the prior meeting.