

Bylaws of the Banks Firefighters Association
Enacted by majority on June 3rd, 2019
Revised March 2019

Article I: Title

The name of this organization shall be known as the Banks Firefighters Association.

Article II: Offices

The principal office of the Association will be located in the city of Banks, County of Washington, and the State of Oregon.

Article III: Purpose

The mission of the Banks Firefighters Association is to support the volunteer firefighters of the Banks Fire District #13, their families, and the communities they serve.

Article IV: Members

All members will follow the Banks Fire District #13 code of conduct.

Section 1: Classes of Members

The Association will have three (3) classes of members:

A. Active Members

Membership is voluntary and will be assumed of all eligible members. The Active Members of the Association shall consist of eligible persons who are volunteers or student volunteers of Banks Fire District #13.

Active Members must be at least Eighteen (18) years of age and have served one (1) year with Banks Fire District #13.

Active Members shall be allowed to take part in the discussion of Association business, make motions, cast one (1) vote for each ballot, and hold a position of Officer as long as they remain in good standing with the Association and Banks Fire District #13.

B. Associate Members

Membership is voluntary and will be assumed of all eligible members. The Associate Members of the Association shall consist of eligible persons who are volunteers or student volunteers who are not Eighteen (18) years of age OR have not served one (1) year with Banks Fire District #13.

Associate Members shall be allowed to take part in the discussion of Association business as long as they remain in good standing with the Association and Banks Fire District #13. Associate Members shall not make motions, not be eligible to vote, nor hold any position of Officer.

C. Honorary Members

Membership is voluntary but shall not be assumed. Honorary Members shall consist of those with an interest in the activities of Banks Firefighters Association and who have been elected by the Membership.

Honorary Members may participate in the discussion and planning of Association activities. Honorary Members shall not make motions, not be eligible to vote, nor hold any position of Officer. Honorary membership status shall remain until the Membership votes to remove such status or the member requests removal.

Section 2: Termination/Reinstatement of Membership

Anyone eligible for membership may opt out at any time by written notification to an Officer. Any member who has opted out shall, upon written request, be reinstated at their previous membership level at the next Monthly Meeting.

Membership will be terminated in coordination with termination from Banks Fire District #13. If a member is reinstated by Banks Fire District #13, said member shall be reinstated with the Association at their previous membership level.

Article V: Meeting of Members

Section 1: Time, Date, & Place

Monthly Meetings shall be held in the Banks Fire District #13 training room on the first (1st) Monday of each month starting at approximately 2000 hours and shall continue no later than 2130 hours, as the drill schedule allows. If the set day for the Monthly Meeting is a legal holiday, or Banks Fire District #13 does not hold drill, the meeting will be postponed or cancelled at the discretion of the Officers. The meeting time, dates, and location shall be assumed unless otherwise announced.

An Annual Meeting shall take place each year during the first Monthly Meeting. The purpose of this meeting shall be to review the previous year's activities and preview activities for the coming year.

An Emergency Meeting may be called at the discretion of the Officers when necessary. No less than a 48-hour notice shall be given to the members prior to holding the emergency meeting. Notice shall be given by a method commonly used by Banks Fire District #13 for notification to its members (e.g. email, page, text message, etc. ...).

Section 2: Itinerary

The Monthly Meeting must include:

- A. Review of minutes from the previous meeting
- B. Financial Report
- C. Old Business
- D. New Business
- E. Good of the Order

The Annual Meeting must include:

- A. Annual financial report presented by the previous Treasurer
- B. Review the status of all Committees
- C. Identification of Association events and important deadlines to be posted

Section 3: Procedures

The proceedings of each meeting shall follow Robert's Rules of Order unless otherwise specified within these Bylaws.

A. Motions

Motions shall be made, seconded, and discussed before being voted on. Except as provided herein voting (including votes for money disbursement) may occur immediately after discussion is closed.

B. Voting

A vote of the Membership shall only take place during an official meeting.

Twenty-five percent (25%) of Active Members must be present for a vote to take place. Except in cases of Bylaw Amendments, only Active Members present may vote. A motion passes upon receiving a majority of votes cast. An Officer is elected by receiving the highest number of votes cast for that office.

Proxy voting will not be allowed.

Except as provided herein a vote may be cast by a show of hands unless a paper ballot is requested by the motion maker or at the discretion of the Officers.

All votes pertaining to distribution of money, the elections or removal of Officers will be cast by paper ballot. Paper ballots will be received by the Sergeant at Arms (or designated Officer) and counted immediately following the vote in the presence of all those attending the meeting.

Any vote regarding an individual or an outside entity shall not be made in the presence of said individual or outside entity.

C. Dismissal from Meetings

Any person may be removed from any meeting by a vote of the Membership.

Article VI: Officers

Section 1: Number, Tenure, and Qualifications

The number of Officers will be five (5) and consist of (5) positions: President, Vice President, Secretary, Treasurer, and Sergeant at Arms.

All Officers shall be elected to a term of two (2) years.

Elections for the President and Secretary shall be held on even number years. Elections for the Vice President, Treasurer, and Sergeant of Arms shall take place on odd number years.

Elections for Officers shall be held before the end of the calendar year. All elected Officers shall take office starting January first (1st) of the following year.

Section 2: President

The President will be the principal executive officer of the Association and will be responsible for the business and affairs of the Association. The President will preside at all meetings when present.

Section 3: Vice President

In the absence of the President, or the President's inability or refusal to act, the Vice President will perform the duties of President and will have the same responsibilities as the President. The Vice President shall oversee and is a defacto member of all Committees. The Vice President will perform such other duties as assigned by the President.

Section 4: Secretary

The Secretary will be responsible for recording, filing, posting, and maintaining record of the minutes from each meeting. The Secretary will be responsible to maintain a current roster that includes the name of each member, their membership class, and contact information. The Secretary will be responsible for preparing, updating, and posting an annual calendar of Association events and commitments. The Secretary will perform such other duties as assigned by the President.

Section 5: Treasurer

The Treasurer will be responsible for preparing and presenting monthly and annual reports regarding Association finances. The Treasurer will be responsible for maintaining a record of all financial transactions and obligations of/monies due the Association, and the collecting and distributing of funds. The Treasurer will perform such other duties as assigned by the President.

Section 6: Sergeant at Arms

The Sergeant at Arms will be responsible for preparing and providing ballots for paper votes, complete meeting attendance, and ensure each Active Member places only one (1) vote per ballot. The Sergeant at Arms will perform such other duties as assigned by the President.

Section 7: Removal from Office

Any Officer may be removed from Office by a vote of the Membership.

Section 8: Vacancies

A vacancy in any office may be filled temporarily by appointment of the Officers. A vote to fill that vacancy for the remainder of the term shall take place at the next meeting.

Article VII: Board of Directors

Wherever a Board of Directors is required by law or otherwise, the Officers shall fill that role.

Article VIII: Committees

A Committee to research, organize, and/or host any special project the Association wishes take part in may be formed by motion and vote. A Committee exists until the project is completed or dissolved by a vote of the Membership.

Each Committee shall be responsible for providing a minimum of one (1) quarterly update at a Monthly Meeting.

Article IX: Financial

The fiscal year for the Association shall coincide with the calendar year; January through December.

Section 1: Accounts

The Association shall maintain a minimum of one (1) account with a financial institution for the storage and dispersal of funds. Each Officer, and only Officers, shall be listed as the signers on the account.

Any transaction in cash shall be documented by the appropriate receipts.

Section 2: Contracting/Disbursal of Funds

The Officers may enter into any contract, execute the delivery of any negotiable instrument, or make disbursements on behalf of the Association directly or by agent.

The Membership must approve, by formal vote, to enter into any contract, execute the delivery of any negotiable instrument, or disburse funds.

In the event that a situation requires action before the next meeting, two or more Officers in agreement may enter into a contract, execute the delivery of any negotiable instrument, or disburse funds in an amount not to exceed two hundred fifty dollars (\$250) without prior approval of the Membership. This action will be reported to the Membership at the next meeting.

Reimbursement to an Association member for a purpose previously approved shall not require a second vote.

Section 3: Records

All financial records (including, but not limited to receipts, banks statements, checks, report summaries, tax documents, etc. ...) shall be kept for at least ten (10) years.

Article X: Amendments

A motion to amend these Bylaws may only be made at a Monthly Meeting and shall not be voted on until the following Monthly Meeting.

Amendments to these Bylaws must be approved by a two-thirds majority vote of the Membership present at the vote. A paper ballot will be used to record votes.

Article XI: Dissolution

Upon the dissolution of the Association or the “winding up” of its affairs, all remaining assets of the Association shall be distributed by the Board of Directors in accordance with the Articles of Incorporation for the identical uses and purposes to any other organization which would then qualify for exemption under the provision of Section 501c(3) of the Internal Revenue Code as now stated or as it may be hereafter amended.