

By-Laws

Of the

**“Auxiliary” of the**

Blackwood Volunteer Fire Company

Blackwood, New Jersey

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## ARTICLE I

Section 1: This organization shall be known as the "The Auxiliary" of the Blackwood Volunteer Fire Company.

Section 2 – Application for Membership: Membership shall be granted to family members of a member of the Blackwood Fire Company or sponsored by a member of the Blackwood Fire Company. Applicant must submit a written application form provided by the Auxiliary and shall consist of individuals of good moral and character.

A. An applicant may or may not be accepted into the Auxiliary if they have been convicted of an indictable offense. This determination will be made by the general membership at the time of application.

B. After applying, applicants shall be processed through the New Member processing procedures.

C. The Auxiliary may deny an applicant of any membership status, if the Investigating Committee of the Auxiliary receives a written, unfavorable recommendation or character reference.

Section 3: Any member in good standing who resigns from the Auxiliary and wishes to re-join, must apply as a new member.

Section 4: Although the Blackwood Volunteer Fire Company, Auxiliary, Inc. is a male/female organization, from this point on, she shall refer to he/she in these by-laws.

## ARTICLE II

### OBJECTIVE

Section 1: The object of the Auxiliary, Inc. will be to assist the Blackwood Volunteer Fire Company by interacting with spouses, family, and friends while providing a community service when directed by officers' of the Blackwood Fire Company in the interest of the Company.

## ARTICLE III

### MEMBERSHIP

Section 1: Applicants must be a family member of or sponsored by a member of the Blackwood Fire Company. Applicants must be over the age of 18 and shall be divided into the following classes: *Probationary Members; Active Members; Life Members (active and in-active); and Limited Members*

Section 2: *Probationary Members* shall serve a 6-month probationary period during which time; the member shall maintain 40% of all functions/meetings. At the end of this period, the member shall be reviewed and accepted as an Active Member upon a majority vote of the membership. They shall have no voting privileges during this period. If a probationary member fails to maintain the requirements for this period, the probationary member shall be immediately dropped from membership. No probationary member shall be subject to expulsion for percentage requirements unless it has been based on two (2) full percentage quarters. At the end of the period, the member shall be entitled to any and all benefits available to the membership. The member may not hold office for at least one (1) full year from beginning of membership.

Section 3: *Active Members* must attend 40% of all meetings/functions. Failure to do so will render the member ineligible to run for an office or vote in the General Election.

Section 4: Any active member, who has not maintained at least 40% of all meetings/functions for a period of two (2) full percentage quarters, shall be notified by the Secretary. If the member should fail to improve her percentage to the required amount during the next percentage quarter, the Vice President shall inform the Secretary, who shall immediately drop the member from the roll book and send a notice to the last known address, informing said member that she is no longer a member.

Section 5: *Life Members* are members who have served ten (10) active years of membership in the Auxiliary (excluding expulsions/resignations), not necessarily consecutive. There shall be two (2) classes of Life Membership.

1. Life Member – Active – Any member who has accumulated ten (10) years of active membership, which includes 30% of all meetings/functions, shall be entitled to vote, hold office and is entitled to all Auxiliary privileges.
2. Life Member – Inactive – Any member who accumulates ten (10) years of service in the Auxiliary and does not participate in 30% of all meetings/functions shall not be entitled to vote, hold office or serve on a committee, and is not entitled to any Auxiliary privileges.

Section 6: *Limited Member* shall serve for a period of one (1) calendar year and shall be re-appointed at the first regular Auxiliary meeting of the year, with the approval of the Executive Board who shall investigate each member to see if they have been an asset to the Auxiliary, Inc. They shall have a voice on the floor, but no voting privileges. They shall not hold an office, more serve on any committee. Time served as a Limited Member shall not be counted towards Life Membership. Limited Members are not entitled to any Auxiliary privileges.

## ARTICLE IV

### MEETINGS

Section 1: All meetings of the Auxiliary shall be held on the \_\_\_\_\_ and \_\_\_\_\_ of the month at 7:30 p.m. at the Central Avenue Station, with the exception of meetings rescheduled due to holidays and special meetings. No meetings are to be held on a holiday. If a meeting falls on a holiday, the President shall set an alternate date, if necessary, and notify the membership of the new date. A list of the meetings dates shall be presented and posed for the membership at the first meeting of the new year.

A. Conduct of the Meeting: At the hour appointed for the commencement of the meeting, the President shall take the chair and, if a quorum is present. At any meeting of the Auxiliary, five (5) members, one of whom shall be an Executive Officer, shall constitute a quorum. Business will be conducted in the following order:

Roll Call; Minutes of the Previous Meeting; Reports of Committees; Communications; Treasurer's Report; Candidates for membership proposed; President's Report; New Business; Good and Welfare of the Auxiliary; Elections.

This order may be altered by a majority vote of the members present and a motion to that effect shall be decided without debate.

Section 2: All committees shall meet at least once a month, on and at times that do not conflict with regular or special meetings of the membership. A report shall be present at the regular meeting immediately following said committee meeting.

Section 3: On a *regular* basis, children will not be permitted to attend meetings. Should an emergency situation arise that a child must accompany a member and that child becomes disruptive, the member and child must leave.

## ARTICLE V

### EXECUTIVE OFFICERS

Section 1: The Executive Officers of the Auxiliary, Inc. shall consist of the following:

**President**  
**Vice President**  
**Treasurer**  
**Secretary**  
**Trustee (3)**

Section 2: The above officers shall be elected at an annual meeting with the foregoing qualifications:

President – One (1) year of active membership.  
Vice President – One (1) year of active membership.  
Secretary – One (1) year of active membership.  
Treasurer – One (1) year of active membership.  
Trustee - One (1) year of active membership.

Section 3: No member shall be elected to more than one (1) Executive Office.

Section 4: In the event of a vacancy in the office of President, the Vice President shall assume the office of President and shall appoint a Vice President for the remainder of the term. Any other vacancy of an Executive Office shall be filled by appointment by the President. All such appointments shall serve the remainder of the term, unless removed for any other cause.

Section 5: *The President shall preside at all meetings of the membership;* she shall decide all points of order and preserve order, enforce these By-Laws. She shall appoint all committee not otherwise provided for, which shall terminate when the President term expires. She shall notify the Secretary to call a special meeting when she may deem it necessary or upon the request of five (5) members in good standing. She shall open and close meetings in due form, enforce all penalties and perform all duties pertaining to the office. She shall not vote, on any question or new member, while sitting in the chair. She shall cast the deciding vote in the case of a tie.

Section 6: It shall be the duty of the *Vice President* to assist the President and in her absence, preside at the meeting of the membership. She shall acquire meeting attendance records as well as attendance of all functions from the Secretary, so that she may prepare a quarterly percentage sheet. This must be presented at the first meeting past the quarter for all members to observe. The Vice President shall be the Communications Officer for the Auxiliary. This



consists of informing members of any updates, duties, activities, etc., not addressed at a regular meeting. This member shall perform this duty by any system that is convenient to her.

Section 7: It shall be the duty of the *Secretary* to record the minutes of each meeting, attend to all correspondence, and fill out all documents relating to business of the membership. She will also handle all publicity needed for fundraisers. She shall notify designated members appointed by the President of any special meetings and report all instances of neglect of duty of any members made known to her, at the next regular meeting. In the absence of the President and Vice President, the Secretary shall appoint a pro-term President. She will also serve on the Executive Board.

Section 8: It shall be the duty of the *Treasurer* to keep up to date regular and correct account of all monies received and paid out by her in books provided for this purpose. She shall receive all monies and pay authorized bills. She shall report the financial condition of the membership at every scheduled meeting or whenever requested. Independent audits shall be done annually on all accounts.

Section 9: The membership shall create an *Executive Board* consisting of the Secretary, and two (2) Active Members who will be appointed by the President. The Executive Board shall represent the membership when there is urgent business that requires prompt action. They also handle all leave of absences and will inform membership if the leaves of absences are accepted. The member shall be advised of their return status. All resignations from the membership shall be referred to the Executive Board. The Executive Board will investigate the eligibility of members for the purpose of the voting and holding of office in the General Election, active status of the membership, as well as recruiting new members.

## ARTICLE VI

### NOMINATIONS AND ELECTIONS

Section 1: The officers shall be nominated at the first and second regular membership meetings in November. Elections shall be held at the first membership meeting in December. At the annual election, there shall be elected a President, Vice President, Secretary, Treasurer, and three (1) Trustees. Nominations may be accepted by letter and must be in by the second night of nominations.

A. If a nominee must be absent from both meetings, she must submit a letter of acceptance on or before the close of nominations on the second night. The Secretary shall post the names of all nominees immediately following nominations.

B. Voting shall be by individual secret ballot and each member of the Auxiliary, in good standing, who is eligible to vote shall be entitled to cast one ballot for each office being elected.

C. In order to qualify to vote, a member must be active for the two quarters immediately before the election month (June-November). New members will qualify to vote providing they have completed their probationary December 1 and have maintained an active status.

D. Acceptable excuses that would interfere with a member's eligibility to vote are employment and disability when approved by the Investigating Committee prior to election night. It is the responsibility of the individual members to obtain such sanction prior to the election.

E. A member shall be deemed "Not in good standing" and thereby ineligible to vote, if on the day of elections, she is:

1. Suspended or expelled.

F. Any member who must work or who can prove that it would be a hardship to attend an election, as determined by the Investigating Committee, shall be eligible to cast an absentee ballot provided that the absentee ballot is in the hands of the Secretary before the election meeting is called to order.

Section 2: New Officers shall take office at the first meeting of the new year.

Section 3: If an officer should miss three (3) consecutive meetings, she will relinquish her office, but has the right to appeal to the Executive Board.

Section 4: If circumstances, commitments, or illness prevent an officer from fulfilling her duties, the office should be relinquished voluntarily.

Section 5: The President shall appoint a judge and two (2) tellers to prepare election ballots and report the result of the elections to the membership.

Section 6: The Executive Board will investigate the edibility of members for the purpose of voting and holding an office in the General Election.

Section 7: Any member wanting to make a nomination must either be of active or life member (active) status.

Section 8: Once a Life Member is elected to office, she must maintain 40% (meetings/functions) during her term of office.

## ARTICLE VII

### RESIGNATIONS AND ABSENCES

Section 1: Resignations - All resignations from this membership shall be referred to the Executive Board. There shall be a one (1) year waiting period before re-application for membership, from the date of the resignation.

Section 2: Leave of Absences - All Leaves of Absences will be handled by the Executive Board. Members in good standing, requesting a Leave of Absence, may do so provided they have good reason.

Section 3: Leaves of Absences shall be submitted at least one (1) regularly scheduled meeting prior to the Leave of Absence period.

Section 4: All Leaves of Absences must be given to the Executive Board Chairman.

Section 5: In certain cases, a probationary period may be required before returning a member to active status.

## ARTICLE VIII

### FUNDS AND PROERTY

Section 1: The funds of the membership shall be used only for Auxiliary or Fire Company Business.

Section 2: Payment will only be made on an approved "Request for Check" form. The Treasurer, President or Vice President of the Auxiliary, Inc. will write checks or approve "Request for Check" forms. Two (2) different signatures are necessary to complete the transaction, one on the check and one on the "Request for Check" form.

Section 3: The funds of this membership shall not be in any manner divided among the members of the Auxiliary, Inc.

Section 4: The property of this membership shall not be divided in any manner among the members of the Auxiliary.

Section 5: Should this Auxiliary finally dissolve, disposition of the funds, all goods and said property of the membership, shall revert back to Blackwood Volunteer Fire Company, General Treasury.

Section 6: At the end of each calendar year, all money raised by the Auxiliary, Inc. shall be given to the Blackwood Volunteer Fire Company, General Treasury, with the exception of \$1,000.00 start-up money each year.

## ARTICLE IX

### RULES AND DEBATES

Section 1: Roberts Manual shall be considered the ultimate authority on any points of Order contained in this Constitution, By-Laws, and Rules of Order.

## ARTICLE X

### AMENDMENTS

Section 1: These bylaws may be amended by an affirmative vote of two-thirds of the members present at any regular meeting, provided all members have been notified in writing and there have been three readings of the proposed amendment(s). The proposed amendment may be voted on at the third meeting.

## ARTICLE XI

### DISCIPLINE, CHARGES, TRIAL AND EXPULSION

Section 1: An Investigating Committee, consisting of no more than 6 members, but having at least one (1) Executive Officer and three (3) members holding no elective office, shall be appointed by the incoming President at the January meeting of each year. The committee shall investigate applicants for membership, eligibility of candidates for office and charges leading to suspension or expulsion. Any three (3) members of the committee constitute a quorum.

Section 2: After due investigation of suspension or expulsion charges, the committee shall present it's recommendation to the Auxiliary provided that the accused shall have been served with a copy of the charges no less than one week prior to the meeting at which the recommendation shall be made.

Section 3: A suspension shall be for no less than thirty (3) consecutive days.

Section 4: Any member may file a complaint against any other member for conduct unbecoming a member. This complaint shall be referred to the Investigation Committee in accordance with the appeals procedure outlined in Section 7.

Section 5: The President and all Auxiliary officers will govern and administer all disciplinary actions.

Section 6: Suspended members have the right to file a written appeal to the Investigating Committee within seven (7) days following the imposition of a suspension.

Section 7: The appeals process is as follows:

A. The Investigating Committee must hear the appeal within seven (7) days of receiving the written appeal. The Investigating Committee shall then notify all parties of the scheduled hearing. Should the Investigating Committee fail to hear the appeal within seven (7) days, the remainder of the suspension shall be dropped.

B. The Investigating Committee shall have the power to sustain, overrule, or modify the suspension period.

C. A written notice of the Investigating Committee's action shall be sent to the suspended member, the President, and the officer initiating the suspension within seven (7) days of their decision.



## ARTICLE XII

### COMMITTEES

Section 1: Investigating Committee - This committee shall consist of no more than six (6) members, but having at least one Executive officer and three (3) members holding no elective office. These members will be appointed by the incoming President at the January meeting of each year. Any three members of this committee constitute a quorum.

Section 2: Sunshine Committee - This committee shall consist of any three (3) members of the Auxiliary. The purpose of this committee is to send birthday cards and other well wishes to our members, from both the Auxiliary and the Fire Company.