

# BY-LAWS

## ARTICLE I

### TITLE

This organization shall be known as the **Ilwaco Hook and Ladder Company NO.1.**

## ARTICLE II

### OBJECTIVE

The objectives and purpose of the association are:

A. To provide a means whereby the firefighters of the association may exchange ideas and experiences thus bettering themselves in their duties as firefighters.

B. To promote education in fire protection and to preserve and protect life and property during emergency situations within Ilwaco City and surrounding communities. Also, to promote the civic and social welfare of the community.

C. To render assistance and services in the prosecution or defense of any interest common to its members.

D. To help promote all other things necessary and proper which will benefit the Fire Department. Notwithstanding any other provisions of these articles, the corporation shall not carry-on activities not permitted by an organization exempt from Federal Income Tax under section 501 (C) (3) of the Internal Revenue Code.

## ARTICLE III

### Meetings and Elections and Location

#### SECTION 1.

##### STATION and MEETING LOCATION

1. The main station presently consists of Ilwaco S33-1.
2. Any stations or satellite stations added in the future will become a part of this association.
3. Meetings of the organization shall be held within the fire company. Exception: The meeting location may be changed at the previous meeting or as authorized by the President.

## **SECTION 2.**

### **Membership**

A member is defined as any person who is a volunteer or paid employee of Ilwaco Fire Department. The member is assured a vote in association business.

Honorary membership shall be presented only for unusual or outstanding service and must be approved by a vote of the membership. An honorary member shall not have a vote in association business.

### **MEETING DATE AND TIME**

The regular meeting of this organization shall be held on the second Wednesday of each month at 7:00 PM. Meeting can be in Zoom or in Person as allowed.

## **SECTION 3.**

### **EMERGENCY POSTPONEMENT**

In the event that a fire or other emergency arises during a regular scheduled meeting or special meeting the president will determine if the meeting should be adjourned. If it is decided that meeting is to be continued, no new business or old business is to be discussed until the next regularly scheduled meeting or a special meeting is convened.

## **SECTION 4.**

### **ORDER OF BUSINESS**

The order of business of the regular meeting will be as follows.

Paragraph 1: The Secretary is to prepare an agenda before each meeting. Members shall at any time, up to the meeting enter, with the Secretary any business they would like placed on the agenda.

Paragraph 2: Just before adjournment of each meeting the President will open the floor for discussion of any item that was not previously on the agenda.

- Amend to read: The order of business at all meetings will be,
- Call to Order by the President
- Roll Call of membership
- Introduction of Guest (s)
- Treasurer's Report
- Minutes of previous meeting (s)
- Old Business
- Old Business as entered on the agenda
- Fire Chiefs Report

- Open Discussion
- Adjournment

## **SECTION 5.**

### **SPECIAL MEETINGS**

Special meetings will be called by the president when, in his/her judgment, the business of the organization may warrant it or when the president receives a written request for a special meeting signed by 3 members or more that are in good standing with the organization. Under emergency conditions, a notice will be posted in the conference room and emailed not less than 48 hours preceding the requested meeting.

## **SECTION 6.**

### **SPECIAL MEETING CONTENT**

When a special meeting is called, no other business will be conducted, other than that pertaining to the subject of the special meeting

## **SECTION 7.**

### **SPECIAL MEETING ORDER OF BUSINESS**

The order of business of the special meeting shall be as follows;

1. Roll call of officers.
2. Transaction of special business.
3. Adjournment

## **ARTICLE IV**

### **DUTIES OF OFFICERS**

## **SECTION 1.**

### **PRESIDENT:**

It shall be the duty of the president to preside at all meetings, preserve order and decorum, and enforce the provisions of the Constitution and By-Laws of this organization. He/she shall have the power to appoint all committees and shall sign all checks drawn on the treasurer. The president shall be the judge of order and his/her decision shall be immediately submitted to, unless two members require an appeal to the organization, which shall be decided without debate. He/she shall neither make nor second motions while in the chair. When he/she desire to take part in a debate he/she shall, previous to addressing the organization, leave the chair and call the vice-president to preside; or, in the absence of the vice-president, he/she shall call on any member in good standing. In case of absence of the president

and the vice-president, a president pro tempore shall be elected by a majority (51%) of the members present, and he/she shall have no powers to appoint committees.

The power of the president pro tempore shall be limited to running the meeting. The president has the sole power to dismiss any member from any regular, special, or emergency meeting whom, in his/her judgment, is disorderly. The president has oversight for of all committees and will be responsible for their progress and their reports to the membership and will have the right to sit-in on and attend all meetings held by these groups in order to insure they properly carry out their duties. Additionally, the president will have responsibility for ensuring that all of the company officers carry out their duties to their fullest extent as described in **ARTICLE IV- Duties of Officers of the company by-laws**. Should any officer not fulfill the obligation of their office, the president will have the authority to remove said officer from their office at the direction of the membership. The President will be elected by the membership to a 1-year term. He/she shall, at the expiration of their term of office, deliver to the successor all books, papers, keys, passwords, alarm codes and other property belonging to the office within one week. No immediate family member of the president shall hold the office of treasurer.

## **SECTION 2.**

### **VICE-PRESIDENT**

The vice president, in the absence of the president, shall perform all duties pertaining to the office of president. The vice president shall keep an accurate ledger record of attendance of all regular and special meetings. The vice president shall at the end of new business read off the names in attendance, and at this time close the book and submit a record of attendance to the recording secretary. He/she shall, at the expiration of their term of office, deliver to the successor all books, papers, keys, passwords, alarm codes and other property belonging to the office within one week.

## **SECTION 3.**

### **SECRETARY**

It shall be the duty of the recording secretary to keep an accurate account of all the proceedings of the organization, attend punctually all regular and special meetings and he/she shall process all communications that are sent to the organization. He/she shall prepare the regular election ballots and absentee ballots. Absentee ballots shall be forwarded to the judge of elections. He/she shall, at the expiration of their term of office, deliver to the successor all books, papers, keys, passwords, alarm codes and other property belonging to the office within one week.

## **SECTION 4.**

### **TREASURER**

It shall be the duty of the treasurer to receive all monies due the organization. He/she shall keep an accurate record of all financial transactions and give a written report of the treasury at all regular meetings, pay all bills when due for utilities and working supplies when signed by the trustees and fire chief where applicable. All bills submitted to the treasurer for payment must be accompanied with a purchase order for payment. He/she shall have the president sign all checks before they become legal.

He/she, at the expiration of their term of office, will deliver to the successor all books, papers, and other property belonging to the office within one week. He/she shall, at the expiration of their term of office, deliver to the successor all books, papers, keys, passwords, alarm codes and other property belonging to the office within one week. No immediate family member of the treasurer shall hold the office of president.

## **SECTION 5.**

### **TRUSTEES**

The board of trustees shall consist of three members, one of whom shall be elected annually to serve a term of one year. The Trustees will be limited to no more than two consecutive terms. The trustees shall have charge of all property of the organization, report damage of the property and keep it in order. They shall float all loans when authorized by the organization. They shall be required to make a detailed report to the organization at the meeting in January as to the assets and liabilities of the organization, or more often if required. It must be thoroughly understood by all members that the trustees MUST have whatever authority they require in order to carry out their duties and their responsibilities to the membership. It is believed that with this emergency authority vested to the trustees, they will take whatever action is required to control any emergency that may occur. No immediate family member(s) shall be permitted to hold the office of trustees at the same time. He/she shall, at the expiration of their term of office, deliver to the successor all books, papers, keys, passwords, alarm codes and other property belonging to the office within one week.

The executive officers of the association shall consist of a president, vice president, secretary, and treasurer (The secretary and Treasurers jobs may be combined to be one position known as secretary/treasurer). Officers shall be elected as prescribed in Article III, Meetings and Elections. Officers shall hold office for a period of one year, or until their successors are duly elected, or as prescribed in other sections of this article.

## **SECTION 6.**

### **TERMS**

The President shall be nominated and elected every year. The Vice-President, Recording Secretary, Membership Secretary, Treasurer shall be nominated and elected every year. Annually three Trustees shall be nominated and elected to a 1-year term.

## **SECTION 7.**

### **NOMINATIONS**

Officers shall be made by a nomination committee, appointed by the president at the regular scheduled meeting in October. The nominating committee must submit their report at the regular scheduled meeting in November. No member may be nominated unless he/she has been a member in good standing for a period not less than six (6) months before the regular nominating time and has attended four (4) meetings (regular and/or special) during the current election year, prior to nomination.

### **ELECTION PERIOD**

The election of all officers shall be held on the first meeting date of November of each year and shall be held with printed or emailed ballots. In all elections, the candidate receiving the highest number of votes shall be elected. In case of a tie, the President of the organization will officiate the tie.

### **ELECTION BOARD**

The election board will be appointed by the president at the November Company meeting. The board shall consist of Members who shall sit during a board meeting. The board shall see only members in good standing. The voting shall be done in a legal and orderly manner. There will be two members of the election committee at the election table at all times. The election committee will have no voice at the election table directing members as to how to cast their vote.

### **TAKING OFFICE**

All elected officers will take office at the regular meeting in January. All officers will assume their office after receiving the "oath of office" from the company president. OATH OF OFFICE I \_\_\_\_\_ do solemnly swear that I will support, obey the Constitution and By-Laws of the Ilwaco Fire Department. I will discharge my duties as an elected officer of the Ilwaco Fire Department.

### **UNEXCUSSED ABSENCE**

Any officer absent for three meetings without a valid reason will be removed from office per a president's order. Any officer not attending a meeting shall notify the president that they will be absent from the stated monthly meeting and scheduled meetings. Any Fire Department function and training will be considered as an excused absence.

### **ABSENTEE BALLOT**

Any members not being present for the election of officers may request from the board of Elections an absentee ballot or obtain one from the clubroom. A letter must accompany the absentee ballot as the reason for the absence. The letter and the ballot must be submitted in a sealed envelope and given to Board of elections to be opened the day of the election.

### **VACANCY**

If an elected officer resigns or is discharged of his/her duties prior to completion of the elected term, an election will be held at the next regularly scheduled meeting. Any resignation must be submitted in writing to the president. All members in attendance at the meeting is eligible to run for office. The newly elected individual will hold office for the remainder of the term of office. If the president no longer holds office, for any reason, the vice-president will automatically assume the duties of president until a special election takes place. If a vacancy occurs within any of all other positions, the president may temporarily appoint someone to fill that position until a special election is held.

### **RESIGNATIONS**

Any elected member wishing to resign from his/her position needs to submit their resignation in writing to the president. The president will accept said resignation in writing and the president will announce/ read said resignation letter to membership at the next monthly meeting under new business. A resignation cannot be rescinded once it has been acted upon (i.e., announced/read off at a meeting and/ or an interim officer had been appointed). Any elected member who resigns his/her position cannot run for the same position for one year from the time the resignation was accepted.

### **GOOD STANDING**

NEW MEMBERS, All new members will be given a copy of the by-laws, if requested.

## **Article IV**

### **FINANCE**

#### **Section 1**

1. There shall be an account kept at a local depository agency for the deposit of all monies received by the association. It shall be the responsibility of the treasurer to maintain the account and to procure an account that will benefit the association the most and provide the service the association needs. All accounts kept shall require a minimum of two (2) signatures for the withdrawal of funds. Members shall decide how the monies shall be used.
2. No individual, committee or association member shall create any financial liability for the association without prior approval of the board or by vote of the association members.

3. All expenditures require a receipt. A receipt will be forwarded to the treasurer for accounting purposes and purchase verification. In the event of a lost receipt buyer shall obtain a replacement receipt. If no receipt can be obtained the buyer is responsible for the cost. There will be no reimbursement without a receipt.
4. Only those authorized by a board member may charge items on any association account.

## **Article V**

### **AMENDMENTS**

#### **SECTION 1.**

#### **ADDITIONS/ALTERATIONS**

No additions, alterations or amendments shall be made to these By-Laws or shall any part or parts of it be repealed without a two-thirds vote of the members present at a regular meeting. All proposed changes to the By-Laws must be posted for all members to view for one month before a vote can occur.

#### **SECTION 2.**

#### **IMPLEMENTATION**

The adoptions, additions, alterations of these by-laws are to be followed to the fullest upon the official implementation date.



## MISCELLANEOUS

1. A copy of these rules and regulations shall be posted at all times in each station of Ilwaco Fire Department.
2. In the event that the association goes default or disbands, after paying or adequately providing for the debt and obligations of the association, the remaining assets will be distributed to the Ilwaco Fire Department general fund.

These by-laws are approved and presented as above by the board of members on this

day \_\_\_\_\_, the month of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Secretary