

By-laws for

# Newmarket Firefighters Association

Revised January 21, 2007

## Article One – Organization

1. The name of this organization shall be “The Newmarket Firefighters Association, Inc.”
2. The organization shall have a seal which shall be in the following form:
3. The organization may, at its pleasure, by vote of the membership body, change its name.

## Article Two – Purposes

The following are the purposes for which this organization has been organized:

1. Organize and operate fund raising activities within the community in order to provide contributions to civic organizations.
2. Donate training aids and other equipment to the Town of Newmarket Fire & Rescue.
3. Provide manpower and other assistance to neighboring towns fire department community activities.
4. Provide a legal entity for the firefighters of Newmarket to conduct various community-based activities.
5. Any other legal business that may be carried on in the State of New Hampshire.

## Article Three – Membership

Membership in this organization shall be open to all who are members of the Newmarket Fire & Rescue.

All new members shall be voted in by majority on a monthly basis. All new members shall pay a \$15.00 joining fee. All existing members shall pay \$10.00 in yearly dues, due at the April meeting.

In addition, the organizations members may also vote into the membership such honorary members and regular members as the membership shall approve by a 75% majority vote of a quorum present for the purpose of such vote.

Total number of Association Members	Number of Members Needed for meeting quorum	75% of meeting quorum
50	17	13
45	15	12
40	14	11
35	12	9
34	12	9
33	11	9
32	11	9
31	11	9
30	10	8
29	10	8
28	10	8
27	9	7
26	9	7
25	9	7
20	7	6
15	5	4

## **Article Four – Meetings**

The annual membership meeting of this organization shall be held on the first Tuesday of April each and every year except if such a day be a legal holiday then and in that event the Board of Directors shall fix that day but it shall not be more than two weeks from the date fixed by these by-laws. The secretary shall cause to be mailed to every members in good standing at this or her address as it appears in the membership roll book of this organization a notice telling the time and place of such annual meeting.

Regular meetings of this organization shall be held the first Tuesday of each month.

The presence of not less that 33 1/3% of all members shall constitute a quorum and shall be necessary to conduct the business of this organization; but a lesser number may adjourn the meeting for a period of not more than five weeks from the date schedules by these by-laws and the secretary shall cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called. A quorum as herein therefore set forth shall be required at any adjourned meeting.

(Note: Refer to chart on previous page to determine number of members needed to meet quorum requirements for regular Association meetings.)

Special meetings of this organization may be called by the President when he deems it for the best interest of the organization. Notices of such meetings shall be mailed to all members at their addresses as they appear in the membership roll book at least but not more than five days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom called.

At the request of two members of the Board of Directors or ten members of the organization the President shall cause a special meeting to be called but such request must be made in writing at least ten days before the requested scheduled date.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

## **Article Five – Voting**

At all meetings votes shall be a via voice.

At any regular or special meeting if a majority so requires any question may be voted via ballot.

At all votes by ballot the chairman of such meeting shall immediately prior to the commencement of balloting appoint a committee of three who shall act as “inspectors of Election” and who shall at the conclusion of such balloting certify in writing to the chairperson the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting.

No “Inspector of Election” shall be a candidate for officer or shall be personally interested in the question voted upon.

## **Article Six – Order of Business**

The following Association business shall be conducted at all regular monthly meetings.

1. Duty truck assignment
2. Pledge of Allegiance
3. Roll call
4. Reading of minutes of preceding meeting
5. Treasurers report
6. Applications for membership in Association
7. Correspondence received
8. Old business
9. New business
10. Adjournment

## **Article Seven – Board of Directors**

The Board of Directors shall consist of those five members of the Association elected to officer positions within the Association. Any member of the Association shall be eligible to run for election to a Board of Director position.

Election of the Board of Directors (Association Officers) shall take place at the annual meeting of the Association. Each director so elected shall serve a one year term.

The President may not serve in that position for more than one year consecutively. However, he/she may stand for election to a Vice President position upon completion of his/her term as President.

All Vice President positions shall move up one position each annual election. (3<sup>rd</sup> Vice President to 2<sup>nd</sup>, 2<sup>nd</sup> Vice President to 1<sup>st</sup>, 1<sup>st</sup> Vice President to President). The vacant 3<sup>rd</sup> Vice President position shall be filled from the membership of Association. Should more than one vacancy need to be filled, the progression of officers to be elected will be 3<sup>rd</sup> Vice President, 2<sup>nd</sup> Vice President, 1<sup>st</sup> Vice President, and President.

Vacancies on the Board of Directors shall be filled by appointment to the 3<sup>rd</sup> Vice President position by the Board of Directors until the next annual election. All remaining Vice Presidents shall move up one position level until the vacancy is filled. Should a vacancy occur in the President's position, the 1<sup>st</sup> Vice President will move up into that position, all other Vice Presidents will move up one position and a new 3<sup>rd</sup> Vice President will be appointed, until the next annual election.

The Board of Directors shall have the authority to commit the Association to various forms of business as voted by the membership of the Association from time to time and at regular and special meetings of the Association. Such Board of Directors shall only act in the name of the Association when said board shall be regularly convened to do business after proper notice of such meeting has been given by the Chairman of said board.

At any meeting of said board, three members present shall be deemed a quorum.

The Board of Directors may make such rules and regulations covering its own meetings as it may in its own discretion determine necessary.

The President of the Association shall, by virtue of his/her office, hold the position of Chairperson of the Board of Directors.

The secretary/treasurer of the Association shall be the Secretary of the Board of Directors.

Any member may be removed from the Board when sufficient cause exists for such removal. The Board of Directors shall entertain charges against any director.

## **Article Eight – Officers**

The officers of the organization shall be as follows:

President  
First Vice President  
Second Vice President  
Third Vice President  
Secretary/Treasurer

The President shall preside at all membership meetings, by virtue of the office of Chairperson of the Board of Directors, present at each annual meeting of the organization an annual report of the work of the organization, appoint all committees, temporary or permanent, see that all books, reports and certificates as required by law are properly kept or filed, be one of the officers who may sign checks or drafts of the organization, and have such powers as may be reasonably construed as belonging to the chief executive of any organization.

The Vice Presidents shall in the event of the absence or inability of the President to exercise his or her office become in the order of their seniority-acting president of the organization with all the rights, privileges and powers as if he or she had been duly elected president.

The Secretary shall keep the minutes and records of the organization in appropriate books, file any certificates required by any statute, federal or state, give and service all notices to members of the organization, be the official custodian of the records and seal of the organization, be one of the officers required to sign checks and drafts of the organization; present to the membership at any meeting any communication addressed to the secretary of the organization, submit to the Board of Directors any communications which shall be addressed to the secretary of the organization, attend to all correspondence of the organization and exercise all duties incident to the office of secretary.

The Treasurer shall have the care and custody of all monies belonging to the organization, be solely responsible for such monies or securities of the organization and be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.

The Treasurer shall render at stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting and shall exercise all duties incident to the office of Treasurer.

Officers by virtue of their office will be members of the Board of Directors.

No officer or director shall for reason of the office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director from receiving any compensation from the organization for duties other than as a director or officer.

## **Article Nine – Committees**

All committees of this organization shall be appointed by the president and their term of office shall be for a period necessary to perform their assigned duties or less if sooner terminated by the action of the president.

## **Article Ten – Amendments**

These By-Laws may be altered, amended, repealed or added to by the affirmative vote of not less than 51% of the members on the roll on the date of such change.