

# Code of By-Laws

Amended By-Laws as of 05/04/2010

## SECTION 1 - NAME

This organization shall be known as the Wales Center Volunteer Fire Co., Inc. Auxiliary.

## SECTION 2 - PURPOSE

The purpose of this organization shall be to assist the Wales Center Volunteer Fire Co., Inc. financially, socially and in all emergencies.

## SECTION 3 - MEMBERSHIP

- A. Membership in this Auxiliary shall be made up of persons at least eighteen (18) years of age, regardless of race or religion. The majority of the Auxiliary shall be residents of the Wales Center Fire District. One third (33%) of the body can be out of town residents.
- B. Applications for membership must be presented and signed by two (2) Auxiliary members in good standing. Applications are to be voted on at the proper time during the order of business. A secret ballot shall be cast and a 2/3 vote of the members present shall hold. It shall be the duty of the Secretary to notify the applicant as to the decision of the ballot. It is the responsibility of the secretary to provide each new member with the Code of By-Laws within 30 days of being voted into the Auxiliary.
- C. To be and remain in Good Standing, a member must attend at least three (3) meetings and participate in at least three (3) Auxiliary functions per year. A member who is unable to attend meetings on a regular basis, but wishes to remain in good standing, must submit a letter as to the reason why attendance is not possible. Excuses include but are not limited to work, school and illness, or any other reason deemed valid by the body. This letter shall be valid for up to 6 months and it is the responsibility of the member to reapply. This only excuses a member from meetings and the member is still responsible for participating in at least 3 functions. Any letter submitted must be approved by a majority vote of the members present. There will be a sign-in book posted at all meetings and functions to credit those for participation and attendance. Members who do not sign the book will not be given proper credit. It is the responsibility of the Secretary to keep track of attendance of meetings and functions, and have this information available to a member or the Discipline Committee.
- D. A new member must be a member in good standing for one (1) year before being eligible to hold office or vote for officers.
- E. LIFE MEMBER - Life Membership shall be bestowed upon each active member in good standing who has served the Auxiliary for twenty (20) years in good standing. Life members are relieved of paying dues and are entitled to the all active membership privileges, including voting, holding office, and attending Auxiliary-paid functions at no cost to the life member.

- F. The Auxiliary shall accept junior members, 16-17 years of age. Dues for junior members are \$1.00 per year. All rules and regulations for regular members shall apply to junior members, except that they are not eligible to vote or hold office. Time spent as a junior member shall apply towards Life Membership.
- G. Member in Good Standing (Active): A Member in Good Standing:
- ❖ Shall attend at least three (3) meetings and participate in at least three (3) functions in each fiscal year and \$3.00 dues are paid
  - ❖ Shall accrue years toward lifetime membership
  - ❖ Shall be entitled to functions, privileges, and gratuities related to this status
  - ❖ Shall make it their own responsibility of maintaining status
  - ❖ May hold office
  - ❖ May exercise the right to vote
  - ❖ May attend Auxiliary-paid functions at no extra fee (Christmas, etc.)
- H. Inactive Member: An Inactive Member is a member that has not fulfilled the requirements of an active member in good standing, but has paid current dues. Inactive Members:
- ❖ Shall be permitted to remain in inactive status as long as yearly dues are paid
  - ❖ Shall be permitted to attend Auxiliary-paid functions at their own expense
  - ❖ Shall not be eligible to hold office
  - ❖ Shall not be eligible to vote
  - ❖ Shall not accrue years toward lifetime membership
  - ❖ Shall be required to submit a request in writing to the Auxiliary Board for approval to return to Member in Good Standing status, and regardless of the time of year submitted, must be able to attend at least three (3) meetings and participate in at least three (3) functions before the end of the current fiscal year.
- I. Acceptable Function – Credit for one (1) function shall be awarded for attendance and participation at a function or the prior setup; credit for one-half (½) function shall be awarded for contributions to a function, such as providing food. Functions shall include, but not be limited to, the following:
- ❖ Fundraising Events- Gun Raffle, Chicken BBQ
  - ❖ Kiwanis Dinner
  - ❖ Funeral Luncheons
  - ❖ Committee Chair or Member
  - ❖ VFW Dinner
  - ❖ Squad 10
  - ❖ Kitchen Maintenance
  - ❖ Shopping for Functions (upon board approval)
  - ❖ Any function presented to and signed off on by the President

#### SECTION 4 - MEETINGS

Regular meetings of this Auxiliary shall be held on the first Tuesday of each month, with the exception of January, July and August, in the Fire Hall, Wales Center NY, at 7 pm for the transaction of business. This is subject to change.

#### SECTION 5 - QUORUM

Seven (7) members, including officers, shall be necessary to constitute a quorum for the transaction of business.

## SECTION 6 - ORDER OF BUSINESS

The President shall call the meeting to order at the appointed time, after which the following order of business is recommended:

- ❖ Call to Order
- ❖ Prayer
- ❖ Salute to the Flag
- ❖ Roll Call
- ❖ Reading of the Minutes of the Previous Meeting for Information
- ❖ Correspondence
- ❖ Bills
- ❖ Receipts
- ❖ Report of the Treasurer
- ❖ Report of Standing Committees
- ❖ Report of Special Committees
- ❖ Unfinished Business
- ❖ New Business
- ❖ Applications of New Members
- ❖ Reading and Approving of the Minutes of Meeting
- ❖ Closing Prayer

## SECTION 7- FISCAL YEAR

The fiscal year for this Auxiliary shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

## SECTION 8 -SPECIAL MEETINGS

Special meetings may be arranged by phone to all active members for the transaction of business which cannot be held over until the next meeting, and then only that business shall be transacted by a quorum.

## SECTION 9 - BUSINESS

All business of this Auxiliary shall be transacted at the regular meeting (except as provided in Section 8). Each member in good standing, who is present, shall have a vote on all use of funds. Amounts under \$100 can be spent at the discretion of the majority of four (4) officers. The President is authorized to make purchases not to exceed \$100.00 on behalf of the Auxiliary without the body's prior authorization. All bills requesting payment shall be presented at regular meetings.

## SECTION 10 - FEES AND DUES

- A. There shall be no initiation fee in this Auxiliary. The dues in the Auxiliary shall be Three Dollars (\$3.00) a year, payable on a year to year basis by the April meeting. After this time, the Vice President shall notify unpaid members in writing. Dues must be received 30 days from notification.
- B. Members 65 years of age or older in good standing and Life Members are exempt from the payment of dues.
- C. Remission of dues of members in financial distress may be allowed at the discretion of elective officers and shall be reviewed on a yearly basis.

- D. Members who have not paid dues by April's meeting shall be notified by the Vice President in writing. Said shall have thirty (30) days to respond to the letter or she/he will be dropped from the Auxiliary. If a member desires to come back, she/he will have to start out as a new member with loss of previous service.

#### SECTION 11 - OFFICERS

- A. The Officers in this Auxiliary shall consist of the following:
- ❖ President
  - ❖ Vice President
  - ❖ Secretary
  - ❖ Treasurer
  - ❖ Director I
  - ❖ Director II
  - ❖ Director III
- B. Election of Officers shall be held annually at the regular meeting in December. Election shall be made by secret ballot and a majority of all votes cast shall be necessary to elect. The President shall cast a deciding vote in case of a tie. No person may hold more than one (1) office at a time.
- C. Officers shall assume their respective duties on January 1<sup>st</sup>. Such officers hold office until their successors shall be elected or appointed.
- D. Any members in good standing in this Auxiliary may hold office. Any officer being absent from her/his office three (3) consecutive meetings without giving a good reason or not performing her duties can be removed by a majority vote.

#### SECTION 12 - DUTIES OF OFFICERS

- A. **PRESIDENT:**  
It shall be the duty of the President to preside at all meetings of the Auxiliary; see that all laws, rules or regulations of the Auxiliary are strictly observed; appoint all committees; decide all questions of order; see that all officers perform their respective duties; and request a removal and election of successors of any officer who fails, without just cause in the performance of duty. Should any officer be unable to attend a meeting, the President shall notify her/his substitute. The President may sign checks. The President gives authorization for items borrowed from the hall. The President must require persons to sign in and out as things are borrowed and returned. The President is authorized to make purchases not to exceed \$100.00 on behalf of the Auxiliary without the body's prior authorization.
- B. **VICE PRESIDENT:**  
It shall be the duty of the Vice President to assist at all times the President and to hold herself/himself in readiness to preside at such meetings the President may be unable to attend. The Vice President must serve as liaison to the Fire Company. The Vice President shall be the Chairperson of the Board of Discipline and Review.
- C. **SECRETARY:**  
It shall be the duty of the Secretary to collect all dues due the Auxiliary. The Secretary shall keep a correct record of the proceeding of the Auxiliary; conduct all official correspondence; read communications received and keep a file on the membership as to name, address and standing in the Auxiliary, so there is a permanent record of membership. The Secretary shall surrender such parts of the records as are necessary

for a regular meeting to a duly appointed substitute when she/he is unable to attend. At the end of her/his term in office, she/he shall definitely and finally surrender all records to her/his successor in office.

D. TREASURER

It shall be the duty of the Treasurer to receive all dues from the Secretary and all other monies due the Auxiliary. The Treasurer shall deposit all monies in the bank named by the Auxiliary, shall pay bills authorized by the Auxiliary, and may keep a petty cash fund in her possession not to exceed twenty dollars (\$20.00). The Treasurer shall make payments from this fund to any officer, chairperson or member upon order of the President, providing such order is given at a regular meeting or emergency meeting and record of the same is made in the minutes. She/He shall surrender all records for examination to auditors duly appointed by the President, provided such records do not leave her/his immediate possession, and shall also surrender such records as are necessary for a regular meeting to a duly appointed substitute when she/he herself/himself is unable to attend. At the end of her/his term in office, the Treasurer shall definitely and finally surrender all records to her/his successor in office.

E. DIRECTORS

When requested to do so by the President:

DIRECTOR I – Shall substitute for the Vice President

DIRECTOR II – Shall substitute for the Secretary

DIRECTOR III – Shall substitute for the Treasurer

Collectively, it shall be the duties of the Directors to watch carefully all business transactions of the Auxiliary, to serve as substitutes at the meetings, and to act as the official purchasing committee for needed items other than functions. Directors cannot make purchases on behalf of the Auxiliary without prior approval by the body.

### SECTION 13 - APPOINTED COMMITTEES

The President appoints members for the following committees:

A. AUDIT & FINANCE COMMITTEE:

The President shall appoint two (2) members to the Audit & Finance Committee. It shall be the duty of this committee to audit all bills, examine all books, papers, vouchers, etc. of the Treasurer and submit it at a regular meeting. Such audit shall be completed annually by the April meeting.

B. SUNSHINE COMMITTEE:

The President shall appoint at least one (1) member to the Sunshine Committee. It shall be the duty of this member to order flowers or fruit baskets in case of a life event among members. Amounts to be spent are:

- ❖ Death (Auxiliary Member & Immediate Family; parent spouse, significant other, child) - \$ 50.00 + delivery Floral or Charity of Family's preference.
  - Cards for other family members.
- ❖ Birth of Baby (Auxiliary Member) - \$30.00
- ❖ Member's Illness (Hospitalized) - \$ 40.00 + delivery Floral or Fruit Basket
- ❖ Weddings – card

C. DISCIPLINE COMMITTEE:

All Officers and Directors jointly shall be known as the Discipline Committee with the Vice President as the Chairperson. The committee shall meet at least once during each year in June to review each member's status. The committee shall have the right and power to reprimand, suspend for up to one

year from holding office, sitting on or chairing a committee, or recommend to the membership for expulsion of any member for a violation of the By-Laws or doing any act that is prejudicial to the Auxiliary or against its best interests. This includes any member, under 21 years of age, consuming alcoholic beverages (even in the presence of a parent or guardian) while on company property. It is the responsibility of the Chairperson to inform a member of any disciplinary action being taken. The member then has thirty (30) days to reply in writing to dispute any action taken. In the event there is a recommendation for expulsion of membership or removal from office, the committee chairperson (vice-president) is responsible for opening discussion to the auxiliary membership for vote on action.

**D. NOMINATING COMMITTEE:**

This committee shall consist of two (2) members (whenever possible). This committee shall prepare a slate of officer nominations consisting of a minimum of two (2) names for each office (whenever possible), and present it at the November meeting. At the December meeting, the slate will be presented to the membership for voting.

**E. CHAPLAIN:**

The Chaplain's duty is to act whenever needed.

**F. PUBLICITY:**

The President shall appoint a member of the Auxiliary to advertise and notify media of functions within.

**G. BY-LAWS COMMITTEE:**

The By-Laws of the Auxiliary shall be reviewed every five (5) years and revised as necessary by a committee of four (4) members. The revisions shall be presented to the members in writing at the March meeting. At the April meeting, further discussion on revisions and voting shall take place. These revisions to the By-Laws shall take effect upon approval of two thirds (2/3) of the attending members in good standing. If there are no revisions, a two thirds (2/3) vote is required to approve the current By-Laws as is. The By-Laws can be reviewed yearly by the committee, and recommended revisions can be presented to the full body as necessary.

**SECTION 14- AMENDMENTS**

Any changes to the By-Laws shall remain in the amendments until the five year review. Any amendment made between the five year reviews shall be given by the Secretary to each member to attach to their original By-Laws.

**SECTION 15 – BY-LAW COPIES**

Copies of these By-Laws shall be available on the official website of the Wales Center Fire Company. A printed copy is available upon request to the Secretary. A permanent copy shall be attached securely to the current minutes book.

**SECTION 16 - SQUAD CODE**

Auxiliary members shall be known as Squad 10 on the fire radio under East Aurora Fire Control. Auxiliary members should report to the Fire Hall at any Squad 10 assigned to us and any stand-by that will amount in any length of time. An up to date phone list will be used to contact each member. It is the responsibility of the member to make available current contact information.