

# St. George Volunteer Firefighters & Ambulance Association

## Constitution and By-laws

| Article        | Page |
|----------------|------|
| 1. Name        | 3    |
| 2. Purpose     | 3    |
| 3. Definitions | 3    |

|                           |     |
|---------------------------|-----|
| 4. Offices                | 4   |
| 5. Membership             | 4   |
| 6. Officers and Duties    | 5   |
| 7. Dues                   | 6   |
| 8. Committees             | 7   |
| 9. Rules and Regulations  | 7   |
| 10. Amendments            | 7   |
| 11. Absentee Ballots      | 8 8 |
| 12. Discharge of a Member |     |

## **Article 1 Name**

### **Section A**

The name of the organization shall be known as the St. George Volunteer Firefighters and Ambulance Association, Inc.

## **Article 2 Purpose**

### **Section A**

It shall be the purpose of the Association to promote and to provide for the development of a structure for the delivery and operation of a trained firefighting and emergency medical service in the Town of St. George, Knox County, State of Maine; to determine the need for firefighting and emergency medical service in the Town of St. George and to administer and determine the priority of expenditures in the administration of grants and other funds derived from federal, state, public and private sources in order to most effectively meet those needs; to provide coordinated training and operational activities for said corporation; to generally promote and advance the interests of the general public in the delivery of firefighting and emergency medical services in the town of St. George.

## **Article 3 Definitions**

When used in these by-laws, unless the context otherwise indicates, the following words shall have the following meanings.

**Applicant.** Any person sixteen years of age or older living or paying taxes in the town of St. George, completing and submitting an application with the intent to become a regular member of the Association.

**Auxiliary Member.** Any applicant sixteen years of age or older wishing to serve in a support group of the Association.

**Probationary Member.** Any applicant receiving no more than three negative votes from regular members at a regular meeting for acceptance into the Association and on probation for six months beginning the meeting accepted as a probationary member.

**Regular Member.** Any applicant eighteen years of age or older, reviewed and voted on at the meeting following the probationary period for acceptance as a regular member by the regular members at a regular meeting. Any regular member in good standing at the adoption of this Article shall be considered a regular member.

**Junior Member.** Any applicant sixteen or seventeen years of age reviewed and voted for acceptance as a junior member by the regular members at a regular meeting.

**Honorary Member.** Any person eighteen years of age or older so voted by the regular members for special services rendered.

**Regular Business Meeting.** The meeting to be held the second Wednesday of each month at 7:00pm with no less than ten regular members in attendance.

**Annual Business Meeting.** The second Wednesday in January at 7:00pm each year.

**Special Meeting.** A meeting at the call of the President or requested by any five regular members.

**Officers.** Officers include President, Vice-President, Secretary/Treasurer and Ambulance Director.

## **Article 4 Offices**

### Section A

The Association shall have at least one office in a centralized location in the town of St. George.

## **Article 5 Membership**

### Section A

Membership is open to any applicant sixteen (16) years of age or older and living or paying taxes in the town of St. George.

### Section B

Membership applications shall ask for the following information: full name, address, date of birth, weight, height, color of hair, marital status, telephone number (home and work), medical information (i.e., health status), driver's license number and class, name, address and phone number or person to notify in an emergency and beneficiary's name and relationship.

### Section C

Membership applications shall provide a space for, and must be signed by, two regular members of the Association. Applications shall also provide a space for, and must be signed by, a parent or guardian of Junior Member applicants.

### Section D

A vote on all applicants, upon submission of application, must be taken by secret ballot, with three negative votes disqualifying an applicant.

### Section E

Probationary and regular members shall have attended six regular meetings in a twelve month period prior to the annual meeting to be eligible to vote at the annual meeting.

### Section F

Regular and junior members shall include all active dues-paying members. Regular members are eligible to hold office and to vote on Association business. Junior members are not eligible to hold office or vote on Association business.

## Section G

Honorary members shall not be assessed dues, neither shall they be eligible to hold office or vote on Association business unless reinstated as a regular member.

## Section H

Exempt members shall be carried as paid members for the duration of their military service or at school.

## Section I

Auxiliary members shall be assessed dues but shall not be eligible to hold office or vote on Association business, and do not need to be present to be approved for membership.

# **Article 6 Officers and Duties**

## Section A

The annual election of officers for the Association will be held at the annual business meeting.

## Section B

The duties of the President shall include presiding over all regular and special meetings and to act as a member of all committees, elected or appointed.

## Section C

The duties of the Vice-President shall be to act in the absence of the President. Section D

The duties of the Secretary shall include the keeping of the minutes of all meetings, keeping the roster of the members that attend meetings, the answering of all correspondence and the notification to members of special meetings, and also to provide the President with a list of eligible voters prior to the annual meeting.

## Section E

The duties of the Treasurer shall include the receiving of all monies for the Association, the payment of all bills and the keeping of all records relative to the financial standing of the Association.

## Section F

The duties of the Ambulance Director shall include overseeing the general operation and maintenance of the ambulance and the training and licensing of ambulance personnel.

#### Section G

In the event the President resigns or for some reason relinquishes his or her office, the Vice-President shall assume the office of President until the next annual meeting.

#### Section H

In the event of a vacancy of Vice-President, Secretary and Treasurer or Ambulance Director, a special meeting shall be called to fill the vacated office until the next meeting.

#### Section I

The President shall present each year at the annual meeting a written report verified by the Treasurer and Ambulance Director to include the following:

1. The assets and liabilities of the Association as of the last day of the fiscal year immediately preceding the annual meeting.
2. Any principle changes in assets and liabilities of the Association listed above for the fiscal year.
3. The revenue and receipts of the Association both restricted and unrestricted for the year.
4. The expenses or disbursements of the Association both restricted and unrestricted for the year.
5. A budget for the new fiscal year projecting revenue and expenses and a capital plan for any assets of the Association.
6. The annual report of the President shall be filed with the Secretary in the records of the Association and must be accepted by a 2/3 majority vote of the regular members present at the annual meeting.

### **Article 7 Dues** Section A

The annual membership dues shall be equal to the membership dues of the Maine State Federation of Firefighters and payable at the annual meeting.

#### Section B

When a regular member or junior member is elected to membership in the Association, dues are payable at that time and shall cover him or her until the next annual meeting.

#### Section C

Dues of all exempt members shall be carried as paid until the January following release from service or completion of schooling.

#### Section D

Any member who does not pay their dues for two consecutive years will be notified in writing and removed from the roster if dues are not paid upon notification.

### **Article 8 Committees**

#### Section A

A committee may be appointed by the President for any regular or special project. The President, or his or her delegate, shall be permanent members of such committee.

### **Article 9 Rules and Regulations**

#### Section A

There shall be no drinking of alcoholic beverages at any meeting place used by the Association.

#### Section B

No person shall attend any meeting under the influence of alcoholic beverages or a mind-altering drug.

### **Article 10 Amendments**

#### Section A

All amendments to these by-laws must be submitted in writing at a regular meeting, lie over until the next regular meeting, when if adopted by a 2/3 vote of the regular members present, shall become part of these by-laws.

#### Section B

This constitution and these by-laws supersede all previous constitutions and by-laws, as adopted by this Association.

## **Article 11 Absentee Ballots**

### **Section A**

Any regular member eligible to vote under the Association by-laws at the annual meeting or election of officers shall be qualified to do so by absentee ballot.

## **Article 12 Discharge of a Member**

### **Section A**

Any member of the Association may be discharged from the Association at any time such member is detrimental to, or does something detrimental to, the good causes of the Association.

### **Section B**

Written request to discharge any member must be submitted and signed by at least five regular members at a regular business meeting.

### **Section C**

A 2/3 majority vote of all regular members of the Association shall be required to

discharge any member. Section D

Any member recommended for discharge shall be notified by the President before the next regular meeting. Such member shall be given the right to defend any charges or accusations at the next regular meeting.