

CONSTITUTION
OF THE
ADDISON COUNTY FIREFIGHTERS ASSOCIATION, INCORPORATED

ARTICLE I: NAME

- a) The name of this organization, formed on December 14, 1944, shall be the Addison County Firefighters' Association, Incorporated.

ARTICLE II: PURPOSE

- a) The purposes of this organization (hereinafter referred to as "the Association") shall be:
1. To promote fire training and education
 2. To provide mutual fire aid to its member-departments and communities.
 3. To encourage good fellowship among its members.

ARTICLE III: OFFICERS

- a) The officers of the Association shall consist of a President, a vice president, a secretary, and a treasurer.
- b) All Association officers shall be elected at the Annual Meeting of the Association, and shall hold office until the next Annual Meeting of the Association and until their successors are elected and qualified. An annual stipend shall be paid to the following.
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|---------------------------|----------|
| 1. President | \$100.00 |
| 2. Vice President | \$100.00 |
| 3. Secretary | \$125.00 |
| 4. Treasurer | \$100.00 |
| 5. County Representatives | \$100.00 |
- c) If any elective office shall become vacant by reason of death, resignation, disqualification, or other cause, the Advisory Board of the Association shall elect a successor at its next regular meeting. The successor shall hold office for the unexpired term.
- d) The duties of the president shall be to serve as the chief executive officer of the Association and preside at all its meetings. The president shall prepare agendas for all meetings, appoint committees as set forth in the By-Laws of the Association; serve as chief spokesperson for the Association and shall represent the Association at meetings, conferences, and other group meetings, shall keep all officers and members of the Association informed of all Association activities; shall delegate and assign responsibilities to members, shall assist in the preparation of the annual budget of the Association.

- e) The vice president's duties shall include presiding at meetings in the absence of the President; coordinating and supervising all committee work of the Association; assisting the President as requested with the overall operations of the Association. The vice president shall assist in the preparation of the annual budget of the Association.
- f) The duties of the secretary shall include keeping an accurate record of minutes of all meetings of the Association; preparing and distributing membership cards for active, honorary, and life members of the Association; maintaining an up-to-date list of Association members; maintain an accurate file of appropriate records, including minutes of meetings, membership rosters, inventory of Association-owned equipment and assets, reports of Association committees, original copies of the Articles of Association, Constitution, By-Laws, Operational Standards, and other records of historical importance. The secretary shall assist in the preparation of the annual budget of the Association.
- g) The duties of the treasurer shall include the collection of annual dues assessed the member-departments by the Association, preparation and presentation of the financial report at each meeting of the Association; preparation of the annual report of the Treasurer for presentation at the Annual Meeting of the Association; maintenance of an accurate record of receipts and disbursements; paying of bills by check after receipt of a voucher signed by the President authorizing payment; providing all records and accounts for an annual audit by the Auditing Committee of the Association; maintenance of all bank accounts and reconciles monthly bank statements. The treasurer shall assist in the preparation of the annual budget of the Association.
- h) The County Representatives to the Vermont State Firefighters Association shall be elected at the Annual Meeting of the Association held in January of each year.

ARTICLE IV: ADVISORY BOARD

- a) Membership: The Advisory Board of the Association shall consist of:
 - 1. The President, the Vice President, the Secretary, the Treasurer.
 - 2. County Representatives to the Vermont State Firefighters Association.
 - 3. County Committee Chairperson.
 - 4. Two (2) representatives (one shall hold the rank of chief officer), or their alternate, from each member-department of the Association.
- b) Each member of the Advisory Board shall have one vote.
- c) Authority: The Advisory Board shall act, with full authority, on matters of policy and business of the Association between regular Quarterly Meetings of the Association.

ARTICLE V: OFFICIAL YEAR

- a) The official year of the Association shall begin on January 1 (first), and shall end on the following December 31 (thirty-first).

ARTICLE VI: MEETINGS

- a) Annual Meetings of the Association shall be held in January of each year at a time and at a place to be chosen by the Advisory Board.
- b) Quarterly Meetings of the Association shall be held on the third Wednesday of the months of April, July, and October at a time and a place to be chosen by the Advisory Board.
- c) Advisory Board Meetings shall be held on the third Tuesday of the months of March, June, September, and December at a time and a place to be chosen by the Advisory Board.
- d) Special meetings may be called as required by the president or the Advisory Board. Notification shall be made to each member-department three (3) days prior to the meeting. No business other than that for which the meeting was called shall be considered.
- e) Quorum shall consist of fifty-one percent (51%) of the member-departments attending the Annual Meeting of Special Meeting. A quorum for Advisory Board Meetings all consist of fifty-one percent (51%) of those serving on the Advisory Board.
- f) All matters of business of the Association shall be conducted according to *Roberts Rules of Orders*.

ARTICLE VII: ANNUAL DUES AND ASSESSMENTS

- a) Dues to the Association shall be set annually at the Annual Meeting, and must be paid prior to the Quarterly Meeting held in April in order to be considered "in good standing".
- b) Any member-department not "in good standing" shall forfeit all voting rights in Association matters for its members and representatives to the Association. Any voting privileges so forfeited shall be reinstated upon payment of the member-department's indebtedness to the Association.

ARTICLE VIII: AMENDMENTS TO THE CONSTITUTION

- a) This Constitution may be amended, altered, or repealed by a majority vote of the Association membership. The procedure shall be as follows:
 - 1. The proposed change, revision, or amendment shall be submitted to the Advisory Board for review.
 - 2. A written proposal shall be distributed to each member-department for their review, discussion, and vote.
 - 3. The Advisory Board delegates from each member-department shall bring said member-department's tally of votes of its members to the next regularly-scheduled meeting of the Advisory Board.
 - 4. Final results shall be recorded, and proper notification shall be made.

This document was duly reviewed by each member-department as amended at their regularly scheduled department meetings in the year 2015. The amendments were duly warned in June of 2015, for a vote to be tallied at the Advisory Board Meeting on December 15, 2015 at the New Haven State Police Barracks.

This document, as amended in accordance with all Constitutional provisions, received approval and ratification by more than fifty-one percent (51%) of the membership of the Association.

Respectfully,

Karen Taylor, Secretary
Addison County Firefighters Association, Inc.

Cc: Original document filed in Association Secretary's permanent records
All fire chiefs of member-departments
All Advisory Board delegates/Alternates
Association Officers