



Pinewood Fire District Auxiliary bylaws

Article I

Name The name of this organization is Pinewood Fire District Auxiliary.

Article II

Purpose Our mission is to serve and support the Pinewood Fire District and the citizens of Munds Park, organized exclusively for charitable purposes under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article III

Fiscal Year

Section 1: The fiscal year of the Auxiliary shall begin on the first day of October and end on the last day of September next succeeding.

Section 2: The financial audit committee will conduct a review of the financial records at the end of the fiscal year.

Article IV

Membership

Section 1: Membership shall include any full-time or part-time resident of Munds Park.

Section 2: Each member present shall be entitled to one vote on each matter to come before the meeting of the general membership.

Article V

Officers

Section 1: The officers of the Auxiliary shall be President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. All officers must be a full-time resident of Munds Park.

A. President – The President shall preside at all meetings of the Executive Board and all meetings of the general membership; and act as liaison with the Fire District and community organizations.

B. Vice-President – The Vice-President shall assume the duties of the President when the

President is unable or unwilling to act.

- C. Recording Secretary – The Recording Secretary shall keep an accurate and complete record of the proceedings of the Executive Board meetings and general membership meetings; and maintain current membership records.
- D. Corresponding Secretary – The Corresponding Secretary shall handle all correspondence related to the Auxiliary.
- E. Treasurer – The Treasurer shall keep an accurate and complete record of the financial condition of the Auxiliary. The Treasurer shall provide a financial report at each meeting, or as requested by the Executive Board.

Section 2: The election of officers shall be held in September of even number years.

- A. A nominating committee of three (3) or five (5) members will be elected by the members present at the August meeting.
- B. The committee will prepare a slate of officers to present to the membership at the September meeting.
- C. Following the nominating committee presentation at the September meeting, nominations may be made from the floor.
- D. Officers are elected by a majority voice vote at the September meeting.

Section 3: The officers shall be elected to serve a term of two (2) years and may be re-elected to the same office for one (1) additional term.

Section 4: The officers will assume their duties at the October meeting.

Section 5: Any officer may be removed from office by a majority vote of the Executive Board.

Section 6: If a vacancy occurs on the Executive Board before the end of the term of office, the Board will appoint an Auxiliary member to complete the term of office.

Article VI

Meetings

Section 1: General meetings shall be held the first Tuesday of each month at 6:30 p.m. at the Pinewood Fire Station. The President may designate a different time, date and/or meeting place should a conflict arise.

Section 2: A quorum shall be those members present at a general membership meeting plus three (3) members of the Executive Board.

Section 3: The Executive Board can call a special meeting when needed. Only the business pertinent to the reason for the special meeting can be discussed. Action can only be taken if three (3) Executive Board members are present.

Article VII

Executive Board

- Section 1: The Executive Board shall include President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.
- Section 2: The Board will appoint a past Board member to serve as an Advisor. The Advisor will not have a vote on the Board.
- Section 3: The Board shall meet monthly, prior to the general membership meeting.

Article VIII

Committees

- Section 1: The Executive Board may designate committees as needed.
- Section 2: Committee chairs shall report at each meeting while the committee is functioning, with special reports made at any time as requested by the Auxiliary President, and a final written report submitted to the Executive Board within 30 days of the end of the event.

Article IX

Funds

- Section 1: All funds received by the Auxiliary shall be used for Pinewood Fire District needs and community assistance as voted on by the membership, and to meet the regular expenses of the Auxiliary.
- Section 2: All officers shall be signatories on the bank account (s) signature card. Only one signature is required on a check; if the treasurer is not available any other board member may sign.
- Section 3: Requests for reimbursement of approved expenses by an Auxiliary member must be submitted with receipts to the Treasurer within 30 days of said expense.
- Section 4: No more than \$250 may be spent by the Executive Board for the Pinewood Fire District without the approval of the membership.
- Section 5: The Executive Board shall appoint a financial audit committee of three (3) individuals to review the financial records of the Auxiliary.
- Section 6: The Executive Board may authorize any officer of the Auxiliary to enter into any contract. Unless so authorized by the Executive Board, no officer or member shall have any power to bind the Auxiliary or to render it liable for any purpose or amount.
- Section 7: No loan shall be contracted on behalf of the Auxiliary, and no evidence of indebtedness shall

be issued in its name, unless authorized by the Executive Board.

Article X

Parliamentary Authority

Robert's Rules of Order, most current edition, shall be the authority on all questions not covered by the bylaws.

Article XI

Dissolution Clause

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

Article XII

Amendments

These bylaws can be amended by a two-thirds (2/3) vote of the membership present at any general membership meeting, provided that previous written notice of the change has been given at the prior meeting.

The foregoing bylaws are approved and adopted this ____ day of _____, 2014.

Cinda Renaud, President

Leslie DeGroot, Secretary

