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Adopted Date: _____

President Jeffrey Labrie

Vice President Charles Rich Jr.

Secretary David Tarr

Treasurer Daniel Doherty

Article 1

Title and Objective

Section 1. The name of the corporation shall be Dunstable Volunteer Firefighters Association, Inc.

Section 2. The principal office of the corporation shall be at 28 Pleasant St, Dunstable, Massachusetts 01827.

Section 3. The corporate seal shall consist of a circular die, bearing the words "Dunstable Volunteer Firefighters Association, Inc., Massachusetts, 1980" and such other device or inscription as the executive board may determine upon. The form of the seal may be changed by the executive board whenever they shall so order.

Section 4. The fiscal year of the corporation shall be from January 1st to December 31st in each year, beginning with the year 1981.

Section 5. Its object shall be to support fire prevention and protection services provided by the Dunstable Fire Department, to support local, state, and federal agencies as required and to provide its members a social, athletic, and recreational fellowship. It shall also be the goal to provide charitable support to local community organizations.

Section 6. A conflict of interest policy shall be updated as needed, and kept on file for all members.

Article 2

Meetings and Voting

Section 1. The monthly meeting of the members of this corporation shall be held at the principal office of the corporation, on the second Tuesday of each month.

Section 2. All regular scheduled business meetings shall be conducted no later than 1930 hours

Section 3. The order of business at all monthly meetings or adjournments thereof shall be as followed:

1. Meeting called to order
2. Calling of roll call and determination of quorum.
3. Moment of silence
4. Pledge of allegiance
5. Secretary's Report (Acceptance into minutes)
6. Treasurer's Report (Acceptance into minutes)
7. Correspondence

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8. Old Business
9. New Business
10. Adjournment

Section 4. All meetings of the association shall reference Robert's Rules of Order.

Section 5. Special meetings of the membership may be called by the President, or by a majority of the executive officers, and shall be called by the secretary.

Section 6. The notice of all meetings shall be in the form of but not limited to: email, text message, radio pager announcement, written format at the principle office or by any other means necessary. All types of notice shall state the following: the place, the date, time and purpose thereof. The holding of both monthly and special meetings of the members shall be given by the Clerk or designee at least seven days before such meeting to each member.

Section 7. At all meetings of the corporation each member shall be entitled to one vote.

Section 8. A quorum shall be not less than 5.

Article 3

Personnel and Committees

Section 1. The executive officers and directors of the corporation shall consist of a President, Vice President, Secretary (Clerk), Treasurer, and such standing committees as may be deemed necessary for the transaction of business

Section 2. The executive officers shall consist of the elected officers of the association, (1) President, (1) Vice President, (1) Secretary, and (1) Treasurer, totaling (4) officers. The duties of this executive branch shall be to carry on the business of the association.

Article 4

Power and Duties of President

Section 1. The President shall have the powers and duties usual to his office, subject to any provisions contained elsewhere in these by-laws concerning his powers and duties. He shall, when present, preside at all meetings of the members

Section 2. It shall be the duty of the President to direct the activities of the association and to appoint committees deemed necessary to provide for such activities.

Section 3. It shall be the duty of the President to organize events with assistance from other members.

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Section 4. The President shall be able to assist the Treasurer when requested in regards to bank related tasks. The President shall be able to work in full capacity as a Treasurer, in the absence of the Treasurer.

Article 5

Powers and Duties of the Vice President

Section 1. It shall be the duty of the Vice President to assume the duties of the President during his/her absence.

Article 6

Powers and Duties of the Secretary

Section 1. The Secretary shall have a home address in the state of Massachusetts as required by the Massachusetts Secretary of State.

Section 2. The Secretary (or his/her designee) shall maintain accurate minutes of each meeting. Electronic copies of such minutes shall be appropriately backed-up, and a paper copy of minutes shall also be kept.

Section 3. The Secretary shall also be considered the clerk of the corporation as stated in corporation documents.

Section 4. It shall be the duty of the Secretary to always have a copy of the Constitution and Bylaws, standing rules book of parliamentary procedure endorsed by the association, list of members, and a list of unfinished business, a copy of which shall be given to the presiding officer.

Section 5. It shall the responsibility of the Secretary to update the MCVFA renewal packet and roster for final submission. The President shall work with the Secretary on this.

Section 6. At the end of each year, the President and Secretary shall work in conjunction with submitting the annual report to the MA Secretary of State.

Article 7

Powers and Duties of Treasurer

Section 1. The Treasurer shall have the custody of all moneys, debts, obligations, contracts, books, certificates, documents, and all other papers belonging to the corporation, and of its common seal, and shall safely keep the same, and shall collect all moneys from time to time due and owing to the corporation, and disburse the same, pursuant to the contracts and obligations of the corporation, or to the order of the executive board or vote of the member.

Section 2. The Treasurer shall have the sole and exclusive right to make, draw, sign, endorse, and accept for, and in the name and behalf of the corporation, promissory notes, bills of exchange, drafts, checks, bills and vouchers, and then only in the regular course of business of the corporation. He shall execute and deliver, in behalf of the corporation, all such instruments, under its common seal, as may be ordered by the executive board or by vote of the members, unless their execution and delivery are required otherwise provided for by said executive board or vote of the members, and shall perform such other duties as the executive board may, from time to time, require.

Section 3. It shall be the duty of the Treasurer to provide a comprehensive annual report of all financial matters where required.

Article 8

Membership

Section 1. To be eligible for membership a prospective member must be at least sixteen (16) years of age, complete an application, and be approved by the executive board.

Section 2. Upon approval by the executive board, the member shall pay dues of \$2.

Section 3. A prospective member will fit into any of these categories:

Fire Department Member: Any member who is a fire fighter or member of the Dunstable Fire Department.

Associate Member: Any non-fire department member, who wishes to be involved.

Retired Member: Any retired fire department member in good standing at time of retirement.

Section 4. The following procedure shall take place if a member (non executive board) is being requested to leave the association:

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1. A written letter from the complainant shall be received. The letter shall state the reasons and all facts relating to the complaint.
2. The executive board shall meet in a special meeting. The board will discuss and verbally vote on the step that shall be taken

Section 5. The new fire department member shall receive 1 t-shirt after their first training with the Fire Department. The fire department member shall receive their button down class-b shirt after they have been a member for 6 months. At the members 1 year anniversary, the member shall be issued a class-a dress shirt.

Section 6. It is the member's responsibility to take care of all uniform items to the best of their ability.

Article 9

Duties of the Members

Section 1. It shall be the duty of all members to support the association, promote harmony and follow the bylaws set fourth

Section 2. It shall be the duty of all members to partake in any and all events and meetings.

Section 3. It shall be the duty of all members to be respectful and courteous to all members and the public.

Article 10

Amendments

Section 1. From time to time by a majority of a quorum as herein defined, at any annual or special meeting of the members these by-laws, so far as it is consistent with law, may be altered, amended or repealed, not only insofar as they affect the internal management of the corporation but also insofar as they may create rights or privileges of any nature, provided the notice of such proposed alteration, amendment or repeal is given in the call of the meeting.

Article 11

Donations

Section 1. All donations to any organization shall be made public at the meeting with amount and organization requesting the donation. The membership will conduct a vote. If the vote is a yes by the membership, the information will be forwarded to the Treasurer for payment.

Section 2. If there is no meeting scheduled and a donation is being requested immediately, then the executive board will be contacted via any means necessary to tally a vote and documented. After the vote has been received, the President will make notification to the membership of the donation and the reason a full membership vote could not be obtained.

Section 3. If a donation is received via cash or check, the Treasurer will be given this for deposit.

Article 12

Meeting minutes and Reports

Section 1. All meetings shall be documented by paper by writing or typed. All documents shall be backed up as necessary.

Section 2. All Secretary's reports shall be the meeting minutes from the previous month.

Section 3. All Treasurer's reports shall include but are not limited to: name of the organization, the period which the report covers, the cash balance at the beginning of the period, the income received during the period, the expenses paid during the period, the cash balance at the end of the period and the signature of the Treasurer.

Section 4. This information will be retransmitted on the minute's meetings and an individual copy to be placed on file.

Section 5. All members have a right to see the treasurers and secretary's reports and data. They may make the request directly to the respective individual who shall comply with a member's request as promptly as possible.

Article 13

Equipment owned and operated by Association

Section 1. Equipment purchased by the association can be used and borrowed by any member in good standing. Any member borrowing this equipment must contact the Fire Chief or the President to request the equipment. That member takes full responsibility for the equipment, and if the items are damaged or lost, that member shall purchase identical equipment to replace that item. The President has the authority to loan this equipment to our membership, without full board votes or full membership vote.

Section 2. If any equipment is requested by a non-member of the public. The request will be to the Fire chief or the President. The President will obtain a vote by the full executive board via any means necessary.

Section 3. Items that are owned by the association include but are not limited to:

- Tables
- Chairs
- Coolers
- Tents

Section 4. Clothing and other DVFFA items for sale to the public will be kept inventoried and under lock and key by the Fire Chief and President of the association. The clothing will be kept inventoried, and kept as meeting records. A price sheet shall be voted on by the membership and kept as meeting minutes.