

The Village Of Carbon Cliff Volunteer Firefighters Auxiliary

BY-LAWS

ARTICLE I – NAME

The name of this organization shall be THE VILLAGE OF CARBON CLIFF VOLUNTEER FIREFIGHTERS AUXILIARY.

ARTICLE II – OBJECTIVES

The objectives of this organization are to encourage membership, help and assist the fire department by purchasing needed equipment, providing educational opportunities, and helping in projects that would assist the fire department or the good of the community.

ARTICLE III – MEMBERSHIP AND DUES

Dues shall be one dollar and fifty cents (\$1.50) per month, per member. Members must pay dues for each month, whether present or absent. Dues must be current to participate in meetings. Each member shall be presented with a membership card from the organization.

Membership shall be limited to family, friends and acquaintances of the members of the Carbon Cliff Volunteer Fire Department. However, individual firefighters of the Carbon Cliff Fire Department may attend meetings, but shall not participate in the meetings as voting members or officers.

ARTICLE IV – OFFICERS

Section 1: OFFICERS: The officers of this organization shall be: President, Vice President, Secretary and Treasurer. The officers shall be appointed by the Village President by and with the advice and consent of the board of trustees.

Section 2: TERM OF OFFICE: Officers are appointed to the term of office of one year unless sooner discharged by the Village President.

Section 3: INSTALLATION OF OFFICERS: Officers shall take office at the February meeting or at the first meeting after their appointment.

Section 4: DUTIES OF OFFICERS:

- A. *President* – The President shall preside at all meetings of the organization, and shall be an ex-officio member of all committees. The President shall cause to be prepared the printed agenda for the monthly meetings and shall make them available to all members of the organization and posted at the building where the meeting is to be held, at least 48 hours prior to the meeting. In the event of a tied vote, the President shall cast the deciding vote.

- B. *Vice President* – The Vice President shall serve as an assistant to the President, and in the absence or inability of the President, shall perform the duties of the office.
- C. *Secretary* – The Secretary shall attend and keep a full record of the proceedings of all official meetings of the organization, execute official correspondence under the direction of the President, and perform such other duties as usually pertain to the office. The Secretary shall perform the duties of the Treasurer during the absence of or the inability of the Treasurer to perform the duties of her office. All records shall be archived by the Secretary. The Secretary shall make a report to the Village Board of Trustees of all meetings, and all activities of the organization.
- D. *Treasurer* – Before entering upon the duties of his office, the Treasurer shall execute a Bond with surety to be approved by the Village Board of Trustees. This bond shall be in compliance with Title I, Article 10, Section 2 of the Village Code. The Treasurer shall be the custodian of all funds, receive all money of the organization, and deposit all funds in a financial institution approved by the Village Board of Trustees. The Treasurer shall report the financial condition of the organization at each meeting. The Treasurer’s books shall be open for inspection at any time and shall be audited annually. The Treasurer shall not commingle the organizations funds with his personal funds, and shall not make private or personal use of any of the organizations money.

ARTICLE V – MEETINGS

Section 1: MONTHLY MEETINGS: Shall be held on the first Wednesday of each month, at Village of Carbon Cliff Fire Station, 305 2nd Avenue, Carbon Cliff, Illinois, to start at 6:30 p.m.

Section 2: SPECIAL MEETINGS: Special Meetings of the organization may be called by the President or upon the written request of five (5) members of the organization no less than three (3) days prior to the date of the Special Meeting. Notice shall state the time, date, location, and purpose of the Special Meeting. Notice of such meeting shall be given to each member and posted at the location of the Special Meeting, no less than 48 hours prior to the meeting. Special Meetings require a quorum and, will be held in compliance with the Open Meetings Act.

ARTICLE VI – COMMITTEES

Section 1: STANDING COMMITTEES:

- A. The Membership Committee shall be responsible for the development of membership including the maintenance of membership records.
- B. The By-Laws Committee shall review the By-Laws and Standing Rules yearly, make recommendations for change to the organization and final recommendations to the Village President and Board of Trustees for amendment. The Secretary shall serve as the Chair of the By-Laws Committee.
- C. The Self Auditing Committee shall conduct an annual audit of the Treasurer’s records within thirty (30) days of the end of the fiscal year. The fiscal year is January 1 to December 31. The audit shall be submitted to the President for placement and approval on the February monthly meeting agenda. An audit will also be performed with the Village of Carbon Cliff’s annual audit.

D. Sunshine Committee shall take care of sending cards in the event of the death of a member's immediate family, the birth of a child by a member, and on the occasion of illness of a member.

Section 2: AD HOC COMMITTEES: Ad Hoc Committees may be appointed to carry on the objectives and interest of the organization. Such Committees may include, but not be limited to, Advertising, Finance, Fund Raising, Historian, and Public Relations.

ARTICLE VII – FINANCES

The majority of a quorum may authorize expenditures up to \$175.00. Expenditures between \$176.00 and \$500.00 must be authorized by the Public Safety Committee of the Village Board of Trustees. Expenditures over \$500.00 must be authorized by the Village Board of Trustees.

All checks and withdrawals must be signed by two authorized signatures, one of whom shall be a member of the Village Board of Trustees, as authorized by resolution of the Corporate Authorities.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

Section 1: RULES OF ORDER: The rules contained in Robert's Rules of Order, Revised (Current Edition) shall govern this association and in which they are not inconsistent with the By-Laws and any special rules of order adopted by the organization.

Section 2: A quorum shall be present before any meeting can be held. A quorum shall consist of a majority of members in good standing.

Section 3: Each motion of action requires a second, followed by a roll call vote.

ARTICLE IX – DISSOLUTION

DISSOLUTION: In the event the organization dissolves or otherwise is discontinued, all funds remaining after the expense of dissolution or discontinuance shall be donated to the Carbon Cliff Volunteer Fire Department, after an official audit conducted with the annual audit for the Village of Carbon Cliff.

The organization shall automatically be dissolved once its membership falls below six (6) members in good standing. The Village Board of Trustee shall take official action to dissolve the organization.

ARTICLE X – AMENDMENTS

Section 1: AMENDMENTS: These By-Laws may be amended at the recommendation of the By-Laws Committee and a vote by the organization to recommend the amendment to the Village Board of Trustees.

Section 2: EFFECTIVE DATE FOR CHANGES: All By-Law amendments shall be effective immediately unless otherwise stated after the passage and approval of the Village Board of Trustees.