

Navarro County Volunteer Firefighters Association

By-Laws

ARTICLE I

ESTABLISHMENT

These by-laws are hereby established and replace the original Charter of the organization in total.

ARTICLE II

NAME

The name of the organization is Navarro County Volunteer Firefighters Association (“NCVFA” or “Association”).

ARTICLE III

OBJECTIVES

The objective of the NCVFA shall be to promote county wide fire protection and other First Responder services as may be adopted by the organization.

ARTICLE IV

OFFICERS

SECTION 1. The Officers of NCVFA shall be a President, Vice-President, and Secretary/Treasurer.

SECTION 2. The Officers shall be elected from the members of NCVFA as provided under these By-Laws.

SECTION 3. The President, Vice-President, and Secretary/Treasurer shall serve as the Executive Committee.

ARTICLE V

ELECTIONS

SECTION 1. Elections shall be held at the regular meeting of NCVFA in September, the Annual Meeting.

SECTION 2. The presiding officer of NCVFA at the September meeting will open the floor for nominations for each office in the following order: President, Vice-President, Secretary/Treasurer. Nominations must be made for each office individually and not as a slate of nominees, i.e. a separate nomination for each office must be made and voted on separately.

SECTION 3. Election will be by majority vote with each member Department having one vote. To be eligible to vote, a Department must be current with all financial obligations to the Association including payment of dues. The Treasurer of the Association will provide a list of Departments eligible to vote at the beginning of the meeting.

SECTION 4. Election will be by secret ballot unless there is only one nomination for an office.

SECTION 5. The vote of a Department shall be cast by the highest-ranking member of the Department present at the Association meeting provided that if more than one member of a Department is present, the Department's vote will be determined by a majority of the Department members present.

SECTION 6. Officers shall assume their official duties at the close of the meeting in which they were elected and shall serve for a term of one year and/or until their successors are elected.

SECTION 7. A vacancy occurring in any office shall be filled for the unexpired term by an election at a scheduled meeting of the Association under the election provisions above.

ARTICLE VI

DUTIES OF OFFICERS

SECTION 1. The President shall preside at all meetings of the Association and the Executive Committee. The President shall coordinate the work of the officers and committees in order that the Objectives may be promoted. The President shall be an ex-officio member of all Committees.

SECTION 2. The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as the President or Executive Committee may be prescribe.

SECTION 3. The Treasurer shall receive all monies for the Association; shall keep an accurate record of all receipts and expenditures; and shall pay all expenditures approved by the Association and/or the Executive Committee in accordance with the approved budget. The Treasurer shall present a financial statement at every Association meeting and at other times when requested by the Executive Committee. The financial statement shall include itemized listings of all receipts, deposits, and expenditures in the previous month as well as the most current bank statement. At the Annual Meeting, the Treasurer shall present a financial report including all receipts, deposits, and expenditures for the Association for the 12 months prior to the Annual Meeting

SECTION 4. The Secretary, or their designee, will the take minutes of all Executive Committee and Association meetings and shall provide them to the Association and ensure they will be maintained as a permanent record, and shall perform such other duties, as may be prescribe.

SECTION 5. When required due to time limitations, the Executive Committee by majority vote may conduct any business of the Association provided that any such action is presented to the Association members at the next regular meeting for confirmation.

SECTION 6. When required due to time limitations, the President may request a vote by texting the chief of each Department and the Executive Committee requesting a response or vote. A majority of the text responses received within eight (8) hours shall decide the issue.

SECTION 7. The Executive committee is responsible for tracking any amendments to these by-laws and publishing electronically the current version of these by-laws to each Department.

ARTICLE VII

VOTING

SECTION 1. Each Department shall be entitled to one (1) vote. The vote of a Department shall be cast by the highest-ranking member of the Department present at the Association meeting provided that if more than one member of a Department is present, the Department's vote will be determined by a majority of the Department members present.

ARTICLE VIII

MEETINGS

SECTION 1. Regular meetings shall be held each month on the third Tuesday at 7:30 p.m. or as communicated by the President. A regular meeting may be cancelled by a motion approved by the members at the previous month's meeting.

SECTION 2. Special meetings may be called by majority vote of the Executive Committee provided that five (5) days notice is provided to the members.

SECTION 3. A majority vote of the Departments present at a meeting is required to approve any motions.

SECTION 4. The privilege of holding office, introducing motions, debating, and voting on behalf of the Department shall be limited to members of Departments where the Department is in good standing with the Association.

SECTION 5. There are no quorum requirements to conduct business at a regularly scheduled meeting. If a special meeting is called, a minimum of fifty percent (50%) of the Departments must be present to constitute a quorum.

ARTICLE IX

ELECTRONIC MEETINGS

SECTION 1. Meetings may be conducted electronically, if needed, and called by the President. Electronic meetings shall consist of an email to the members providing any motions or business to be brought before the Association.

SECTION 2. Voting, if required, will be via responding to the meeting email with the Department's vote. If multiple responses are received from a Department, the response from the highest ranking member of a Department will be considered the Department's vote. Ranking is: Chief, President, Assistant Chief, Vice-President, Captain, Lieutenant, other member. Additional responses from the Department are not counted.

SECTION 3. Voting must be received within 2 weeks of the meeting email unless a sooner deadline is communicated in the meeting email. At the end of two weeks or a specific deadline, whichever comes first, voting will be considered closed, votes tallied, and the results communicated via email to all invitees in the meeting email.

SECTION 4. All other requirements of Meetings in Article VIII shall apply.

ARTICLE X

NOTICES

SECTION 1. Notice, when required, shall be by mail or electronic communications, for example, email.

SECTION 2. Notice shall be sent to the chief of all Departments who are members of the Association at the most current address, text, mail or email, provided by the Department. It is the sole responsibility of the chief of each Department to provide the Executive Committee with a current text number, postal and email address.

SECTION 3. Notices will also be sent, when feasible, to the email addresses of all members who have provided a valid email address when applying for an Association ID card. It is the sole responsibility of each member of a Department to provide the Executive Committee with a current email address.

ARTICLE XI

STANDING COMMITTEES

SECTION 1. Standing Committees shall be created by the Executive Committee. Committee members are appointed by the Executive Committee with a term of one (1) year.

SECTION 2. The chairman of a Standing Committee shall be appointed by the President or elected from the committee members if the President does not appoint a Chairman.

SECTION 3. The chairman of each Standing Committee, or their designee, will provide a report to the membership at each regular meeting.

ARTICLE XII

PARLIMENTARY AUTHORITY

SECTION 1. Roberts Rules of Order revised shall govern this association in all cases to which they are applicable and in which they are not in conflict with these by-laws.

SECTION 2. The Association shall adopt and maintain Standard Operating Guidelines (SOG) which will govern areas of operation not specifically addressed by these by-laws.

ARTICLE XIII

AMMENDMENTS

SECTION 1. These by-laws may be amended at any regular meeting by a two-thirds (2/3) vote of the Departments present provided notice of the proposed amendments shall have been given at the previous meeting.

SECTION 2. All amendments to the bylaws shall be listed in the ARTICLE titled AMENDMENT TRACKING in chronological order. The format of the change documentation shall include A clearly defined reason for the change, including a "from" "to" or "addition" language documenting the change and the date of the Association approval.

The change will also be referenced in the minutes of the Association meeting at which it was adopted.

SECTION 3. Changes to the SOG will be by majority vote at a scheduled meeting of the Association. Changes to the SOG should be documented similar to the process for Amendments above.

ARTICLE XIV

AMMENDMENT TRACKING

SECTION 1. All amendments added after the re-adoption above shall be listed below clearly documenting what was changed and with a notation of when the amendment was approved by the Association. It will also be referenced in the minutes of the Association meeting at which it was adopted.

Adoption:

These by-laws were revised and readopted at the November 19, 2019 Association meeting.

_____/s/_____ Jeannie McCarty, President

_____/s/_____ Debbie Watson, Secretary/Treasurer