

Blue Ridge Fire District Auxiliary

By-laws

ARTICLE I

NAME AND PURPOSE

- Section 1. The name of this non-profit corporation shall be Blue Ridge Fire District Auxiliary.
- Section 2. The purpose of this organization shall be to:
- A. Provide financial, physical and moral support to the Blue Ridge Fire Department and its volunteers.
 - B. Assist the Fire Department with fire disasters and emergencies.
 - C. Promote the Fire Department.
 - D. Coordinate activities with the Fire Department.

ARTICLE II

MEMBERSHIP

- Section 1. Full membership in the Auxiliary shall be open to all persons of any sex, race, or creed who are property owners within the Blue Ridge Fire District. Such persons must pay the dues of the Auxiliary by the due date listed to be considered an "active" member and be eligible to participate in such activities in which the Auxiliary may engage.
- Section 2. Persons who are not property owners in the Blue ridge Fire District may be non-voting associate members. Such persons must pay the dues of the Auxiliary by the due date listed to be considered an "active" member and be eligible to participate in such activities in which the Auxiliary may engage.
- Section 3. Dues are-payable by July 1st of each year.

ARTICLE III

BOARD OF DIRECTORS

- Section 1. The Board of Directors of the Auxiliary shall be: Chairperson, Co-Chairperson, Secretary, and Treasurer.
- Section 2. The Board of Directors for the Auxiliary shall be elected to serve two-year-terms and may be reelected to the same office. Two officers shall be elected on alternate years so that all officers are not elected in the same year.
- Section 3. The Board of Directors shall comprise the Executive Board. Executive Board decisions shall be made by at least three (3) members.
- Section 4. If a vacancy occurs in the Board of directors before the end of the term of office, the Board of Directors will appoint a member to fill the term of the vacancy.

ARTICLE IV

DUTIES AND POWER OF THE BOARD OF DIRECTORS

- Section 1. The Chairperson shall be the Chief Executive Officer of the Auxiliary and shall preside at all regular and special meetings, and shall have the general supervision over all activities of the organization. The Chairperson shall appoint the coordinators of all committees.

- Section 2. The duties of the Co-Chairperson shall be to perform all of the duties and exercise all the powers of the Chairperson when the Chairperson is not present. In addition the, Co-Chairperson shall perform such duties as may be delegated by the Chairperson.
- Section 3 The Treasurer shall be the Chief Financial officer of the Auxiliary, shall receive all funds paid to the Auxiliary and shall deposit such funds in the name of the Auxiliary in such financial institutions as the Executive board may designate from time to time. The Treasurer shall pay all expenses for the Auxiliary within sixty (60) days after these expenses have been certified and approved for payment by the Chairperson and the chairman of the committee incurring the expense. The Treasurer shall keep or cause to be kept, in suitable form, detailed accounts of the assets, liabilities, receipts and disbursement of the Auxiliary. The books shall be open at all times for examination by the Financial Review Committee or such representative of the Executive Board that it may designate from time to time: and render a monthly report to the Auxiliary.
- Section 4. The Secretary shall keep an accurate record of the proceeding of all regular and special meetings of the auxiliary. The records shall be open at all times to reasonable inspection by any member of the Auxiliary. In the absence of the Secretary, the Chairperson shall appoint a temporary Secretary.
- The Secretary shall carry on the general correspondence of the Auxiliary and the Executive board and shall have copies of all correspondence on file.
- Section 5 The Secretary or the Treasurer shall be the Membership Committee and keep a record of dues paid and a list of members.

ARTICLE V

COMMITTEES

- Section 1. There shall be such committees as necessary for the conducting of business and programs of the Auxiliary.
- Section 2. Special committees may be created as needed by the Chairperson. Committee coordinators shall make reports at each meeting while the committee is functioning. Special reports shall be made at any time as requested by the Auxiliary Chairperson. When the special committee has fulfilled its purpose, it shall be disbanded.
- Section 3. Committees shall keep minutes of their meetings and provide the Auxiliary Chairperson a copy of the minutes.

ARTICLE VI

MEETINGS

- Section 1. The Auxiliary shall meet on the first Saturday of each month at 10:00 AM-in the Auxiliary Building behind the Fire Department Building. The Chairperson may designate a different time, date or location for meetings when conflicts arise.
- Section 2 The Annual meeting shall be held in September for the election of Officers.
- Section 3. The Chairperson may call a special meeting of the general membership for the transaction of business.
- Section 4. A quorum shall be those members present at a meeting.

ARTICLE VII

FUNDS

- Section 1. All funds raised through Auxiliary membership dues and special fund-raising projects shall be used for regular expenses of the Auxiliary and special projects for the Fire Department as voted on by the membership.
- Section 2. The Chairperson, Co-Chairperson, Treasurer and Secretary shall all be on the checking account signature card.
- Section 3. Requests for reimbursement of approved expenses of an Auxiliary member must be submitted with receipts to the Treasurer within thirty (30) days of said expense.
- Section 4. No more than \$500.00 may be spent by the Executive Board without the approval of the membership.
- Section 5. In the event the membership votes to disband the organization, any remaining funds will be transferred to the Joe Hammer Scholarship Fund, a 501c3 organization which provides funds to meet the continuing education needs of volunteers or employees of the Blue Ridge Fire Department.

ARTICLE VIII

EXECUTION OF PAPERS

- Section 1. The Chairperson or a designated representative shall sign all documents made, accepted or executed by the Auxiliary.

ARTICLE IX

FINANCIAL REVIEW

- Section 1. The Chairperson shall appoint a financial Review committee of three (3) members in September.
- Section 2. The financial books shall be reviewed through September 30 and the Committee shall present a signed report at the next regularly scheduled meeting.

ARTICLE X

BY-LAWS

- Section 1. These by-laws may be amended by the affirmative vote of two-thirds (2/3) of the members present and voting at any regular or special meeting of the Auxiliary. Notice for amending the by-laws must be given at the previous monthly meeting and must be posted.
- Section 2. New members shall receive a copy of the by-laws. Upon revision, all members shall receive a copy of the by-laws.

ARTICLE XI

NOMINATION AND ELECTIONS

- Section 1. The Chairperson shall appoint a nominating Committee of three (3) members in July. The committee will report the slate of Nominees to the members at the August meeting. In the event no candidate can be found to fill an office, it shall be the duty of the incoming Executive board to appoint a member to fill the Office.
- Section 2. Any member must be in good standing prior to the election to hold office.
- Section 3. Election of officers shall occur in September at the Annual Meeting.
- Section 4. Voting shall be by full members only. There shall be no voting by proxy or by mail. Voting shall be by ballot. If there is only one nominee for an office, and if there is no objection, the ballot for that office may be dispensed with and the election shall be by voice vote. The majority vote shall elect.
- Section 5. New officers shall become effective October 1st.

ARTICLE XII

OTHER ACTIVITIES

- Section 1. All activities not included in these By-Laws shall follow the "Articles of Incorporation of a Tax-Exempt Blue Ridge Fire District Auxiliary" as filed February 27, 2003, with the Corporation Commission of the State of Arizona.

ARTICLE XIII

APPROVAL

- Section 1. These by-laws shall become effective immediately by a two-thirds (2/3) vote of the Auxiliary members present and voting.

APPROVED:

Linda Hammer, Chairperson

Lauri Hawke, Secretary

Date