

# BENSENVILLE FIREFIGHTERS' ASSOCIATION, NFP BYLAWS

## ARTICLE 1

### Title and Object

- Section 1. This organization shall be known as the Bensenville Firefighters Association, NFP.
- Section 2. The membership shall consist of any employee of Bensenville Fire Protection District including District Trustees, District Commissioners, Administrative Staff, Sworn Members, and Part-Time Members who are good standing with paid dues.
- Section 3. Its object shall be to support fire prevention, public education, training, networking and community functions provided by the Fire District, and to support local, state, and federal agencies as required to provide its members a social, athletic, and recreational memberships including gatherings.
- Section 4. The fiscal year shall be from January 1-December 31.

## ARTICLE 2

### Personnel, Committees, and Meetings

- Section 1. The offices of the association shall consist of a Five Member Executive Board with the president, vice president, secretary, treasurer, and trustee, and such standing committees as may be deemed necessary for the transaction of business.
- Section 2. The Executive Board shall consist of the elected officers of the association, totaling five (5) of which three (3) shall constitute a quorum. The duties of this committee shall be to carry on the business of the association during the period when regular membership is not in session. All acts of said committee to be ratified by the members at the next regular meeting.
- Section 3. All Board members shall have the core ethical duty of selflessness, integrity, objectivity, accountability, honesty, and leadership.
- Section 4. All Board members act as trustees of the organization's assets and must exercise due diligence and oversight with a fiduciary responsibility to ensure that the organization is well managed and that its financial situation remains sound.
- Section 5. Regular business meetings of the association shall be quarterly in January, April, July, and October and special meetings can be called by the president.
- Section 6. All meetings of the association shall be governed by Robert's Rule of Order, Revised.
- Section 7. Dues of fifty (\$50.00) dollars shall be paid annually by January 31st of each year. Any member whose dues have not been paid by January 31st of each year will be dropped from the membership. Membership may be reinstated with a twenty (\$20.00) dollar late fee added to the annual membership fee.

- Section 8. No member shall speak for longer than five (5) minutes on any subject matter.
- Section 9. All committees shall have at least one Executive Board Member on any committee.
- Section 10. Any Board Member with substantial self interest must recuse themselves from discussion and must not vote.
- Section 11. Any Board member may be brought up on unprofessional charges for dismissal from the Board when pursuing personal agendas, missing meetings regularly, refusing to help with fund raising, and failing to handle confidential information securely.

### **ARTICLE 3**

#### **Elections of Officers**

- Section 1. The president, vice president, treasurer, and secretary shall be elected by secret ballot for a term of two years with the president and secretary elected in the even years and vice president, treasurer, and trustee in the odd years.
- Section 2. Nomination for elected officers shall be made at the regular meeting in October. Elections shall be held in January at the next regular business meeting and all installations at the next meeting in April.

### **ARTICLE 4**

#### **Duties of the President**

- Section 1. It shall be the duty of the president to preside at all business and special meetings of the association.
- Section 2. It shall be the duty of the president to notify the secretary to call and regular and/or special meetings.
- Section 3. 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 4. It shall be the duty of the president to appoint a sergeant at arms and/or other officers as deemed necessary by the association.

### **ARTICLE 5**

#### **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.
- Section 2. It shall be the duty of the vice president to record attendance at the meetings.

## ARTICLE 6

### Duties of the Secretary

- Section 1. It shall be the duty of the secretary to record the proceedings of the association, to keep and preserve the minutes and answer all communications; he/she shall notify the members of any regular or special meetings when so advised by the president.
- Section 2. The recorded minutes shall be made available to all members within thirty calendar days after the meeting
- Section 2. It shall be the duty of the secretary to always have a copy of the Constitution and Bylaws, list of members, and a list of unfinished business, a copy of which shall be given to the presiding officer.

## ARTICLE 7

### Duties of the Treasurer

- Section 1. It shall be the duty of the treasurer to collect all money due to the association and give receipts when necessary. The treasurer shall keep a regular account of money as received and pay it out on the order of the association board and make a monthly and annual itemized report of the sums paid out of balance on hand. The treasurer shall submit his/her books annually to the Fire District auditing firm, appointed by the president, to enable them to make proper audit.
- Section 2. No payment shall ever be made to any member directly.

## ARTICLE 8

### Duties of the Members

- Section 1. It shall be the duty of all members to support association policies, promote harmony and Our mission statement, and follow the rules and regulations of Bensenville Firefighters Association.
- Section 2. It shall be the duty of all members to be prompt at meetings.
- Section 3. Each member shall be responsible for the care and condition of all items issued. All items remain the property of Bensenville Firefighters Association.
- Section 4. No member shall bring discredit on the association or department. Any membership may be canceled by a vote of two-thirds of the membership attending a regular monthly meeting.

## ARTICLE 9

### Amendments

- Section 1. No alterations or amendments shall be made to the Constitution and Bylaws unless proposed in writing at the regular meeting, which amendments shall be referred to the Executive Committee who shall report at the next meeting when it may be acted upon and adopted by

two-thirds vote of the membership. Should the Executive Committee fail to report at the proper time, the matter may be considered in committee of the whole and immediately acted upon.

## **ARTICLE 10**

### **Recall of Officers**

- Section 1. A petition for recall of an officer of the association or of the department may be filed with the Executive Committee when signed by two-thirds of the entire membership.
- Section 2. If a member is recalled in his/her position, the Board may appoint a member in good standing to replace such vacancy to serve the rest of the recalled position term.

## **ARTICLE 11**

### **Committees**

- Section 1. The Bensenville Firefighters Association shall have the following committees and can add additional committees with majority vote. Committees that are temporarily created will not be part of the permanent committees below.
- Scholarship Committee
  - Community Relations Committee
  - Membership Committee
  - Retiree Breakfast/Dinner Committee
  - Awards Committee
  - Christmas Committee
  - Fire Museum Committee
- Section 2. Each committee shall work together with the purpose of the community and its members best interests while being financially responsible.
- Section 3. A committee shall be activated if there is insufficient information presented to the membership and further information is needed to make a proper decision.
- Section 4. No committee, shall spend more than the voted allotment without the permission of the Executive Board.