

By-Laws
Atlantic County Firefighters' Association
of the State of New Jersey
December 21, 2005 (revised)

ARTICLE I
EFFECT

SECTION 1: The By-Laws of this Association shall be equally binding with the Constitution and shall not change or conflict with any of the rules of the Constitution.

ARTICLE II
MEMBERSHIP

SECTION 1: Application for fire company voting membership shall be in writing and be accompanied by the entrance fee.

SECTION 2: Application for individual non-voting membership shall be accompanied by the entrance fee and dues for the current year.

SECTION 3: A fire company, newly accepted to membership shall, at the next Regular Meeting of the Association, submit a list of three (3) delegates and one (1) chief officer who shall be the voting members for that company.

SECTION 4: All member fire companies shall submit their yearly dues and the list of their three (3) elected or appointed delegates and chief officer each year by the January Meeting of this Association. Delinquent companies will lose voting privileges until compliance with this section has been completed.

SECTION 5: Special dispensation may be made for out of County Fire Companies for their participation in meetings and social events of this Association without privilege of voting. Dues shall be on the same basis as individual non-voting members of regular member Fire Companies.

ARTICLE III
ENTRANCE FEES AND DUES

SECTION 1: Entrance fee and dues for one year for member Fire Companies shall be in the sum of sixty (\$60.00) dollars payable, upon acceptance in the case of new members, or by the Regular Meeting in January of this Association in the case of present member Fire Companies.

SECTION 2: Entrance fee of one (\$1.00) dollar and dues of three (\$3.00) dollars for the remainder of the current year shall be submitted by individual non-voting members. Each year thereafter dues of three (\$3.00) dollars shall be submitted by the Regular Meeting in January of this Association.

ARTICLE IV
VOTING

SECTION 1: Voting shall be restricted to the delegates and chief officer of each company as shown on the records of this Association in accordance with the report filed by the Secretary of each individual fire company.

SECTION 2: Voting shall be done by each voting delegate and chief officer present showing his current card and waiting for it to be recognized and counted.

SECTION 3: No alternates for voting members will be allowed. Absent voting members shall not be voted by the voting members who may be present.

SECTION 4: Constitution and By-Law additions, deletions, or revisions shall require a two thirds (2/3) affirmative vote of the then present voting members for acceptance.

SECTION 5: All other matters coming before this Association shall require a majority vote of the then present voting members of this Association for acceptance.

SECTION 6: Any member, whether voting or non-voting shall have the privilege of attendance at the Regular or Special Meetings of this Association and of speaking on any subject brought on the floor.

SECTION 7: Visitors at the Regular Meetings may, with the permission of the President, speak on any subjects brought before the Association. They shall not propose nor second a motion and shall have no vote.

ARTICLE V **ELIGIBILITY OF OFFICERS**

SECTION 1: To be eligible for the office of President, First Vice President, or Second Vice President, a member must be a delegate, chief officer or past chief officer of his company at the time of his election but does not have to remain in that category after said election.

SECTION 2: The Office of Secretary, Treasurer, Assistant Secretary-Treasurer, Chaplain, Sergeant-at-Arms, and members of the Executive Committee may be held by any member whether he be a voting or non-voting member.

SECTION 3: All of the above must be in good standing within the Association with respect to the entrance fees and yearly dues.

SECTION 4: To be re-elected to any position, a member must have attended at least 2/3 of the regular meetings during the previous year. Executive Committee members and Administrative Officers must also attend at least 2/3 of the Executive Committee meetings.

ARTICLE VI **DUTIES OF OFFICERS**

SECTION 1: The President shall preside at all meetings of this Association and shall conduct them according to accepted Parliamentary Procedure; appoint all committees, except the Executive Committee, in their entirety or by chairman only who shall select the other members of his committee; he shall serve as an ex-officio member of all committees; he shall, with the Treasurer, sign all checks for the disbursement of the funds of this Association. In the President's absence, the First Vice President shall sign the checks.

SECTION 2: The First Vice President shall work closely with the President in order to be able to assume the chair and duties of the President in his absence.

SECTION 3: The Second Vice President shall familiarize himself with the duties of the President and First Vice President in order to assume the higher position should an occasion require it.

SECTION 4: The Secretary shall keep true and accurate minutes of the procedures of the meetings of this Association; forward copies of the minutes to all voting members; notify all voting members of Special Meetings if and when called by the President.

SECTION 5: The Treasurer shall receive all monies due the Association and deposit them in a bank or banks as shall be authorized by the Association. He shall pay them out only upon orders drawn on him by the Association. The Treasurer's signature and that of the President or of the First Vice President shall be required on all checks for the disbursement of the funds of this Association. The Treasurer shall assist the Auditing Committee in the examination of the books and records of the Association.

SECTION 6: The Assistant Secretary-Treasurer shall assist both the Secretary and the Treasurer in their duties and become familiar with their procedures in order to be able to assume the position of either as the situation may present itself.

SECTION 7: The Chaplain shall render such spiritual guidance as may seem appropriate and also conduct the Memorial Services for our deceased members at the Annual Meeting.

SECTION 8: The Sergeant-at-Arms shall preserve order and perform other duties at the request of the President.

SECTION 9: The Executive Committee shall meet as soon as possible after their election and select one of their members to be Chairman and preside over their meetings. They shall act as advisors to the Officers and help to formulate policies of the Association. The Executive Committee shall have the responsibility of reviewing all Association matters involving, but not limited to, budgets and salaries of the Association and all subdivisions and committees thereof as well as all proposed expenditures not included in their budgets and all permanent commitments. Being an elected Committee, they will have the responsibility of reviewing policy of all of the Active Committees within this Association and making recommendations to the Committee Chairman concerning this policy. They will also review and make recommendations on any matters before the Association as referred to them by the President at his discretion. Their actions and recommendations will only be to advise the membership on matters with no decision made by the Executive Committee to be binding on the Association.

ARTICLE VII **COMMITTEES**

SECTION 1: Committees appointed by the President shall endeavor to discharge their duties in the most expeditious manner and report promptly to the President and members of the Association. The Chairman of any Active Committee or his duly appointed representative, shall be required to attend all regular meetings of the Executive Committee.

SECTION 2: The Auditing Committee shall be appointed at the December Meeting and shall examine the books and records of the Association at their earliest convenience. Their report will be due at the Annual Meeting in January.

SECTION 3: The Budgets of the Communications and Training Committees that are to be submitted to the County of Atlantic must be presented to the Budget Committee and the Executive Committee by the first (1st) of October for their review and study and then presented to the County of Atlantic.

SECTION 4: All expenditures of the Atlantic County Fire Fighters' Association and all subdivisions and committees thereof, shall be budgeted items, and their proposed budgets must be submitted by the February meeting of the Association and turned over for review and study by the Budget Committee and the Executive Committee for their recommendations and then presented for approval by the membership of this Association at the March Meeting.

ARTICLE VIII
VIEWINGS AND FUNERALS

SECTION 1: The President may issue a call for the members of the Association to assemble for viewings and/or funerals of deceased members.

ARTICLE IX
ORDER OF BUSINESS

SECTION 1: The Order of Business shall be as follows:

*Prayer
Flag Salute
Introduction of Host Chief
Roll Call
Reading of Minutes
Report of Treasurer
Report of Committees
Communications
Deferred Business
New Business
Bills
Election of Officers
Election of new members
Announcements
Remarks for the good of the order
Place of next meeting
Adjournment*

SECTION 2: The above order may be changed to accommodate speakers or to serve the convenience of the Association, however when the situation has been satisfied the regular order of business shall be resumed.

ARTICLE X
AMENDMENTS

SECTION 1: Amendments to these By-Laws may be made as follows:

A: The addition, deletion, or revision shall be submitted in writing at a Regular Meeting at which time discussion may be held and changes made.

B: At the next Regular Meeting the proposal shall be read and discussed. Changes may be made if needed.

C: The proposal shall then be voted upon. If approved by two thirds (2/3) of the then present voting members, the proposal shall become effective immediately.

SECTION 2: Before that date of voting, a brief description of the proposal shall be inserted in the minutes which are mailed to each voting member.

ARTICLE XI
RULES OF ORDER

SECTION 1: Parliamentary Procedure governing this Association shall be according to Robert's Rules of Order, Revised, Seventy-Fifth (75th) Anniversary Edition, or later.