

**MONAVILLE VOLUNTEER FIRE DEPARTMENT
BYLAWS**

Bylaws of the MONAVILLE VOLUNTEER FIRE DEPARTMENT, INC., having been presented to the membership of said Corporation and duly adopted as follows:

ARTICLE I.

The officers of this Corporation shall consist of a President, a Vice President, a Secretary, a Treasurer, a Fire Chief and an Assistant Fire Chief, all of whom shall be active members of the Corporation and be elected by the membership at the Annual Meeting, for a term of one year.

Amended 1-19-95

ARTICLE II.

The President shall preside at all members' and director's meetings. He may, and upon demand of one-third (1/3) of the members shall, call a special meeting of the members or directors and he may, and shall, upon demand of one-third (1/3) of such directors, call a special meeting of the directors or membership. Such special meeting shall be held upon giving the notice required in Article XIII of the Bylaws. He shall perform all other duties that usually pertain to the office or are delegated to him by the Board of Directors.

Adopted 1-17-91

ARTICLE III.

The Vice President shall, in case of the absence or disability of the President, perform the duties of the President.

Adopted 1-17-91

ARTICLE IV.

The Secretary shall keep minutes of all business meetings and the Secretary shall keep minutes of all meetings of the Board of Directors and present the minutes at the following meeting for approval. Other duties shall be correspondence, filing, and record keeping as required by the Fire Department.

Adopted 1-17-91

ARTICLE V.

The Treasurer shall have custody of all of the monies and securities of the Corporation. The Treasurer shall keep regular books, and present financial statements and related information at the monthly and annual department business meetings. All monies of the Corporation shall be deposited by the Treasurer in such depository as shall be selected by the Board of Directors. Checks must be signed by the Treasurer and the President, or Vice President in the absence of the President. The position of the Treasurer and other positions entrusted with receipt and disbursement of funds shall be placed under a Fidelity Bond in an amount which shall be set, from time to time, by the Board of Directors. It must be at least equal to the maximum amount of monies on hand at any one time.

Adopted 1-17-91

ARTICLE VI.

The Chief shall have full and complete charge of all equipment at all times. He shall have full and complete charge of the entire personnel at fires and other emergencies and at practice periods, and shall direct members at their labors. Adopted 1-17-91

ARTICLE VII.

The Assistant Chief shall assume the duties of the Chief in the Chief's absence and shall cooperate with the Chief during his presence. Adopted 1-17-91

ARTICLE VIII.

The Board of Directors shall consist of five (5) directors, a majority of whom shall constitute a quorum. The Directors shall be elected by the members at the members' annual meeting, provided for in Article XII of the Bylaws. The Directors shall serve without pay, but may be compensated for actual expenses by a majority vote of the Directors. Upon the death or resignation of a director, a successor shall be elected by a majority of the directors remaining to serve out the remaining portion of the term thus vacated. The Nominating Committee for the Board of Directors shall consist of the Officers of the Fire Department. They shall meet in ample time and have ballots ready by the business meeting in December. There shall be at least one more name on the ballot than positions to be voted on. Amended 1-19-95

ARTICLE IX.

The Directors of the Corporation shall establish and maintain monies of the Corporation in an institution insured by the State or Federal Government, or invest in readily marketable securities backed by the full faith and credit of the United States of America. Adopted 1-17-91

ARTICLE X.

Every person (which includes any legal entity) owning or having a legal right to the control, possession or occupancy of property served or which may reasonably be served by the Corporation shall have the right to become a member of the Corporation. Membership shall not be denied because of the applicant's race, color, creed or national origin. It is the intent of the Corporation to provide service on a nondiscriminatory basis to all persons desiring service to the extent that the capabilities of the equipment will reasonably permit. Adopted 1-17-91

Prospective members shall complete a "Membership Application", filed with the Chief, which shall be reviewed by the Board of Directors and presented to the membership for approval at a subsequent business meeting. Adopted 7-20-95

Any member, to qualify for voting rights, hold an office or become a Director, must be an active member as per Article XI and have at least ninety (90) days of service in the Fire Department.

ARTICLE XI.

A member may be suspended or expelled, for cause, by the vote of not less than three-fourths (3/4) of the members present at a meeting of the members, provided notice of such proposed action shall have been given in writing at least ten (10) days before such meeting. The member shall be given an opportunity to be heard at such meeting.

Amended 7-20-95

ARTICLE XII.

Section 1. There shall be an annual meeting of the members on the third (3rd) Thursday in January to transact all business that may be properly brought before it, including the election of Board of Directors and Officers. The Secretary shall give at least fifteen (15) days notice of such annual meeting to the membership indicating the time, place and purpose of such meeting. Twenty-five percent (25%) of the total membership shall constitute a quorum for the transaction of business at any membership meeting or annual meeting.

Amended 7-20-95

Section 2. There shall be a regular monthly business meeting of the members on the third (3rd) Thursday of each month to transact all business that may be properly brought before it. Twenty-five percent (25%) of the total membership shall constitute a quorum for the transaction of business at the regular monthly meetings.

Adopted 7-20-95

Section 3. There shall be a training meeting (drill) on every Thursday of each month, except the third Thursday.

Adopted 1-17-91

ARTICLE XIII.

Special meeting of the Directors may be held upon reasonable notice, either written or oral.

Adopted 1-17-91

Prior to any special meeting of the members, the President shall request the Secretary give notice to the members. Such notice shall indicate the time, place and purpose of the meeting, and shall be announced at the business and training meetings. Notice will also be posted on the Fire Station bulletin board.

Adopted 1-17-91

Special training meetings (drills) or routine training meetings (drills) require no prior notice.

Adopted 1-17-91

ARTICLE XIV.

The fiscal year of the Corporation shall be from January 1st to December 31st.

Adopted 1-17-91

ARTICLE XV.

The Corporation shall insure with a reputable insurance company such of its properties and in such amounts as is required or recommended by the Board of Directors.

Adopted 1-17-91

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ARTICLE XVI.

The books and accounts of the Corporation shall be audited at least once each year by an Audit Committee selected by the Board of Directors. The reports prepared by such Audit Committee shall be submitted to the members by the third (3rd) Thursday in March.

Amended 7-20-95

ARTICLE XVII.

These Bylaws may be altered, amended, or repealed by a vote of two-thirds (2/3) majority of the members present at any regular meeting of the Corporation, or at any special meeting of the Corporation called for that purpose, provided the recommended revision, or revisions, has been presented to the membership at the two previous regular meetings. A quorum consisting of 2/3 of the membership currently eligible to vote must be present. The members shall not have the power to change the purpose of the Corporation so as to decrease its rights and powers under the laws of the State, or to waive any requirements of bond or other provisions for the safety and security of the property and funds of the Corporation or its members, or so as to amend the Bylaws as to effect a fundamental change in the policies of the Corporation. Notice of any amendment to be made at a special meeting of the members must be given at least ten (10) days before such meeting and must set forth the amendments to be considered.

Amended 1-19-95

ARTICLE XVIII.

Robert's Rules of Order shall govern the proceedings of all meetings of the organization, except as provided in the Bylaws.

Adopted 7-20-95