

Bylaws of the Eules Citizens' Fire Academy Alumni Association

Adopted September 23, 2002

Revised July 29, 2003

Article 1. Name

Section 1.01 Name

The name of this nonprofit organization shall be the Eules Citizens Fire Academy Alumni Association. The Eules Citizens Fire Academy Alumni Association is also known as the ECFAAA

Article 2. PURPOSE AND MISSION

Section 2.01 Principle Office

The Principle office of the Eules Citizen Fire Academy Alumni Association, hereafter referred to as ECFAAA or the Association, shall be located in the City of Eules, County of Tarrant, State of Texas. The Association may have such other offices, either within or without the State of Texas, as the Executive Board may determine or as the affairs of this Association may require.

Section 2.02 Purpose

The purpose of this Association shall be separate from, and guided by the Eules Fire Department. The purpose for which this non-profit Association was formed is to bring together graduates of the Eules Citizen Fire Academy and the Eules Citizens Fire and Police Academy, dedicated to increase public awareness of the operations of the Eules Fire Department and creating a safer environment at home and the work place. The graduates will accomplish this through demonstrations and participation.

This organization is organized exclusively for charitable, religious, educational, or scientific purposes within the meaning of section 501(c)3 of the Internal Revenue Code.

No Part of the net earnings of the organizations shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of these purposes.

Section 2.03 Mission

To provide the citizens of Eules a better understanding of the dedication and integrity of the Eules Fire Department.

Article 3. MEMBERS

Section 3.01 *Classes of Members Conduct*

This Association shall have two classes of members, Regular and Honorary. The designations of such classes and the qualifications of such member shall be as follows:

- (a) **Regular Members** - Graduates of the Euless Citizen Fire Academy who have applied for membership and paid their annual dues.
- (b) **Honorary Members** – Any person nominated by the Executive Board and approved by the majority vote of the regular members present at a general meeting. Persons may be considered for Honorary Membership on the basis of outstanding community service or other special consideration by this Association. An Honorary Member shall have none of the obligations of membership, other than the rules of conduct, but shall be entitled to attend meetings and participate in the projects and activities of the Association with the approval of the Euless Fire Department. Honorary members shall be excluded from making motions, from voting, from chairing committees, from holding office, and shall not count in establishing a quorum.

Section 3.02 *Conduct*

No member shall promote or represent themselves on behalf of this Association for personal, political, or financial gain. Inappropriate behavior toward Officers, Firefighter/Paramedics, other members and citizens will not be tolerated and may result in their termination of membership. Members shall not conduct themselves in any manner which is detrimental to or disruptive to the alumni association, the Euless Fire Department or the City of Euless.

Section 3.03 *Campaigning*

No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate in public office. Notwithstanding any other provision of these bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501(c)3 of the Internal Revenue Code, or corresponding section of a future Federal tax code or (b) by an organization contributions to which are deductible under section 170(c)2 of the Internal Revenue Code, or corresponding section of any future Federal tax code.

Section 3.04 *Eligibility*

All members shall be must be graduates of the Euless Citizen Fire Academy or the Euless Citizens Fire and Police Academy, and in good standing without regard to age, creed, race, or sex and shall be eligible for Regular membership.

Section 3.05 *Voting Rights*

Each regular member shall be entitled to one vote on each matter submitted to a vote of the members. A member must be present to vote. Voting rights shall not be transferable, assignable,

nor will absentee votes be recognized. Exception to this rule will be the acceptance of absentee votes for the purpose of annual officer elections.

Section 3.06 *Termination of Membership/Disciplinary Issues*

Membership may be terminated or disciplinary action taken, including suspensions, for just cause after a hearing before the Executive Board, and a majority vote by the Board. Just cause is defined as any violation of the ECFAAA By-Laws, rules of conduct, or violations of a penal law. Members so terminated shall be notified by U.S. Mail or by personal notification. The fire department, on order of the fire chief, may prohibit any member, active or terminated, from entering fire stations or other buildings under the control of the fire department. The decision of the Chief is not appealable.

Section 3.07 *Resignation*

Any member may resign by filing a written resignation with the Secretary.

Section 3.08 *Property*

Upon resignation or termination of any member, all property belonging to the ECFAAA or the Euless Fire Department, including name badge, shall be returned.

Section 3.09 *Reinstatement*

A former member who has resigned may apply for reinstatement by submitting a written request with the Secretary. The Executive Board, by majority vote, may reinstate such former member. A member that was terminated for cause may never be reinstated.

Section 3.10 *Transfer of Membership*

Membership in this Association is not transferable or assignable.

Section 3.11 *Appeals*

Any member who wishes to appeal a decision of the Executive Board may do so before the general membership by submitting a written request to the Secretary. Such appeals shall be presented to the Regular Membership at the next general meeting. Appeals will be decided by a majority vote of the Regular Members present.

Article 4. MEETINGS OF MEMBERS

Section 4.01 *General Meetings*

General meetings shall normally be held on the fourth (4th) Monday of each month. All members shall be notified of any change in meeting time and location. The regular meeting in November of the odd numbered years shall be known as the annual meeting and shall be for the purpose of electing officers.

Section 4.02 *Special Meetings*

Special meetings of members may be called by the President or acting President. Members shall be notified no less than 48 hours in advance of a special meeting. Members will be notified of the purpose of such meeting.

Section 4.03 *Meeting Place and Time*

General and special meetings shall be held at a place and time designated by the President.

Section 4.04 *Quorum*

The presence of not less than 20 percent of the Regular Members in good standing shall constitute a quorum and shall be necessary to conduct the business of this Association when requiring a vote.

Section 4.05 *Procedure*

This Association shall be governed by common accord. All disputes shall be handled in accordance with Robert's Rules of Order unless inconsistent with these By-Laws.

Section 4.06 *Resolutions*

All motions to commit this Association on any matter shall be normally considered first by the Executive Board. Such motion offered at a general meeting shall be referred to the Executive Board for evaluation and action as deemed appropriate.

Article 5. EXECUTIVE BOARD

Section 5.01 *Purpose*

The Executive Board shall manage the affairs of the ECFAAA.

Section 5.02 *Officers and Term*

The Executive Board shall be the President, Vice-President, Second Vice-President, Secretary and Treasurer which will be elected from the general membership of the Association. All officers of the Association shall serve in the office to which elected for a term of two (2) years (but not limited to one (1) term) holding over until their successors have been elected unless they resign or are removed, or otherwise become unable or are disqualified to serve.

Section 5.03 *Quorum*

A quorum shall consist of at least three Executive Board members.

Section 5.04 *Past President*

The immediate past President shall be an ex-officio member of the Executive Board and shall not have board voting privileges.

Article 6. OFFICERS and DUTIES

Section 6.01 *Officers*

The officers of this Association shall be a President, First and Second Vice-Presidents, a Secretary, and a Treasurer. No two offices may be held by the same person at the same time.

Section 6.02 *Vacancies*

If a vacancy in any position of the Executive Board occurs, the Executive Board will, by majority vote, appoint a Regular Member to fill the position for the unexpired portion of the term. Resignation of any individual from office will be submitted in writing to the Executive Board. In the specific case of a vacancy in the office of the President, the Vice President shall become the President for the remainder of the term and the Second Vice President shall fill the position of Vice President. The office of Second Vice President shall be filled by a majority vote of the Executive Board.

Section 6.03 *President*

- (a) Shall be the principle executive officer of the Association and shall, in general, supervise and control all the business and affairs of this Association.
- (b) Shall preside at all meetings of the members and of the Executive Board.
- (c) Shall sign, with the Treasurer or first Vice-President, necessary documents.
- (d) Shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Executive Board.
- (e) Shall be empowered to vote on all matters of the Executive Board.
- (f) Will serve as a non-voting ex-officio member of all committees except the Nominating Committee.
- (g) Will serve as the liaison officer in communication with the Eules Fire Department.

Section 6.04 *Vice-President(s)*

- (a) In the absence of the President or in the inability or refusal to act, the First or Second Vice-President shall perform the duties of the President and, when so acting, shall have all the powers and shall be subject to all the restrictions upon the President.
- (b) Any Vice-President shall perform such duties as may be assigned to them by the President or the Executive Board.
- (c) The Second Vice-President shall serve as Historian for the Association.

Section 6.05 *Secretary*

- (a) The Secretary shall keep the minutes of general meetings of the members and of the Executive Board
- (b) Give all notices in accordance with the provisions of these bylaws or as required by law.
- (c) Keep a register of the postal address and e-mail address of each member.
- (d) Perform all duties as may be assigned to them by the President or by the Executive Board.
- (e) The Secretary will assume the duties of the President in the absence of both the President and the Vice-President(s).
- (f) In the absence of the Secretary, the President shall assign a member to assume such duties.

Section 6.06 *Treasurer*

- (a) The Treasurer shall have charge/custody of and be responsible of all funds and securities of this Association.
- (b) Receive and give receipts for monies due and payable to this Association from any source.
- (c) Deposit all monies in the name of this Association in such depositories as shall be selected in accordance with the provisions of these bylaws.
- (d) Perform all duties enacted to the office of Treasurer and such other duties as may be assigned to them by the President or by the Executive Board.
- (e) The Treasurer of the ECFAAA shall not serve as Treasurer on any other Non-Profit Organization's Executive Board during his or her term as Treasurer of the ECFAAA.

Section 6.07 *Parliamentarian*

- (a) Shall advise the President, other officers, committee members and members on matters of parliamentary procedures.
- (b) Role during a meeting is purely an advisory and consultative one.
- (c) Will be appointed by the President and has no voting rights except those afforded a Regular Member.

Section 6.08 *Election of Officers*

A Nominating Committee consisting of three (3) regular members shall be elected by the membership at the regular meeting held in October of the election year. It shall be the duty of this committee to nominate a candidate(s) for each of the offices to be filled and to report their nominations at the annual meeting in November of the election year. Additional nominations from the floor shall be accepted, and officers shall be elected by ballot on a majority vote of the membership at the November meeting of the election year, or if the slate of officers presented by the Nominating Committee is unopposed and there are no nominations from the floor, the officers may be elected by acclamation upon a motion from the floor and a majority vote by the

members present at the meeting. In the event of a vacancy occurring on the Nominating Committee, the vacancy shall be filled by appointment by the Executive Board.

Article 7. COMMITTEE

Section 7.01 Committees

The President may designate and appoint one or more committees and the members thereof. The President shall be an ex-officio (non-voting) member of each committee. Each committee Chairperson shall report to the Executive Board and attend the Executive Board meetings, or report to a designated person from the Executive Board. Each committee shall make no binding policy without approval of the Executive Board.

- (a) **Terms of Committee** - Each committee will continue from date of appointment for a term specified by the President.
- (b) **Chairman** - One member of each committee shall be appointed chairman by the President. The chairman shall govern all meetings of the committee.
- (c) **Vacancies** - Vacancies in the membership of any committee may be filled by appointment by the President.
- (d) **Quorum** - Unless otherwise provided in the appointment of a committee, a majority of the whole committee shall constitute a quorum and any action decided by a majority of the quorum shall be the decision of the committee.
- (e) **Rules** - Each committee may adopt rules for its' own operation consistent with these bylaws.

Article 8. CHECKS, DEPOSITS and FUNDS

Section 8.01 Checks and Drafts

All checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issued in the name of this Association over \$250, shall be signed by two of the following officers: Treasurer and one other member of the Executive Board.

Section 8.02 Deposits

All funds of this Association shall be deposited promptly to the credit of this Association in such banks, trust companies, or other depositories as the Executive Board may select.

Section 8.03 Gifts

The Executive Board may accept, on behalf of this Association, any contributions or gift.

Article 9. BOOKS and RECORDS

Section 9.01 *Books and Records*

This Association shall keep correct and complete books and records of accounts and shall also keep minutes of the general meetings and Executive Board meetings. A record giving names, postal addresses and e-mail addresses of all members entitled to vote shall be kept at the registered or principal office of this Association. All books and records of this Association may be inspected by the Regular Members upon request to the President. Such request will be honored in a reasonable time determined by the President, not to exceed 15 business days.

Section 9.02 *Annual Review*

A committee of three or more Regular Members shall examine the Treasure's books and records annually; the audit is to be completed by January 31. No Executive Board member shall be on the committee.

Article 10. ANNUAL YEAR

Section 10.01

The annual year of this Association shall begin on the first day of January and end on the last day of December in each year.

Article 11. DUES

Section 11.01 *Annual Dues*

The Executive Board may determine, with approval of two-thirds of a quorum of Regular Members present at a general meeting, the annual dues payable to this Association by Regular Members.

Section 11.02 *Payment of Dues*

Regular Member dues are due and payable on the first day of January each year. Academy graduates dues will be pro-rated at \$2.00 per month until the end of the current year in which they graduated.

Section 11.03 *Default and Termination of Membership*

When any member shall be in default in the payment of dues for a period of two months from the beginning of the annual year or such period for which such dues become payable, their membership may be considered for termination by the Executive Board.

Article 12. ADVISORY BOARD

The Advisory Board shall consist of the following:

- (a) The Eules Fire Chief **or his designee**
- ~~(b) The Eules Deputy Fire Chief~~
- (c) The Eules Fire Marshall
- (d) The **Fire Department Citizen** Academy coordinator

Article 13. AMENDMENTS TO BYLAWS

Section 13.01 *Amendments to Bylaws*

These bylaws may be altered, amended or repealed. New bylaws may be adopted by a two-thirds majority of the Regular Members present as presented by the Executive Board at any general meeting. At least two (2) weeks written notice shall be given to all Regular Members of an intention to alter, amend or repeal these bylaws.

Article 14. DISSOLUTION

Section 14.01 *Dissolution*

In the event this Association is dissolved without prior termination or disposition of funds, the remaining funds, after payment of any indebtedness, shall be given to a charitable organization as recommended by the Eules Fire Department.