

Winslow Township Fire Department Second Responders

BY-LAWS

Article I:

The name of this organization shall be the Winslow Township Fire Department Second Responders. Within this document The Winslow Township Fire Department Second Responders shall be referred to as “the Organization”.

Article II:

Mission Statement

The mission of the Winslow Township Fire Department Second Responders is to assist the efforts of the Winslow Township Fire Department and their members to better serve the community and residents of Winslow Township, New Jersey.

Article III:

Activities

The activities of this Organization will include but are not limited to fundraising activities, initiating community service programs, participating in Fire Department sponsored events, supporting Department members and their families in times of need, providing assistance during emergency situations if possible, and actively recruiting new members from the community at large to act as Volunteer Firefighters and members of this Organization.

Article IV:

Membership

- Section 1- The membership of this Organization shall consist of Tier 1 and Tier 2 Members.
- Section 2- Candidates for both Tier 1 and Tier 2 members in this Organization shall be composed of residents of Winslow Township or vicinity. There will be no limitation to the number of Tier 1 or Tier 2 members.
- Section 3- A Tier 1 Member is one who attends 50% of meetings per year, pays dues, and participates in a minimum of two activities each year. These activities would include events either run by this Organization or sponsored by the Winslow Township Fire Department. Tier 1 members will have voting rights.

- Section 4- Tier 1 Members will be covered by Department Insurance and will be required to complete Winslow Township Fire Department required yearly training, as outlined by the Winslow Township Fire Department Training Officer. Tier 1 Members will be allowed to ride Department vehicles and will be given Winslow Township Fire Department e-mail addresses.
- Section 5- A Tier 2 Member is one who pays dues and volunteers time or donations when called upon. Tier 2 Members will be covered under insurance, be required to complete yearly training, and will receive Winslow Township Fire Department e-mails once sworn in. Tier 2 Members will not have voting rights.
- Section 6- All Tier 1 and Tier 2 members will be required to have a background check performed by the Winslow Township Police Department.

Article V:

New Members

- Section 1- New Tier 2 members must participate in one monthly meeting and one activity to be considered for membership. Once completed, they will be sworn in as a Tier 2 member at the next monthly meeting.
- Section 2- Tier 2 members who wish to become Tier 1 members must participate in 3 monthly meetings and two activities to be considered for Tier 1 status. Tier 1 members will be sworn in twice a year, at either the January meeting, or the June meeting.

Article VI:

DUES

- Section 1- Dues will be collected yearly. Dues are payable January-March of each calendar year. Tier 1 member dues will be \$25.00 per calendar year. Tier 2 member dues will be \$10.00 per calendar year.
- Section 2- Dues will be paid to the Treasurer. The Treasurer will be responsible for keeping record of member payments.
- Section 3- The Treasurer will notify each member of outstanding dues in April of each year.
- Section 4- If a member's dues are unpaid for two years, the Treasurer will let the Vice-President know. The Vice-President will notify the member in April and if the dues remain unpaid as of May of the second consecutive year, the member will be dropped from the roll.

ARTICLE VII:

Executive Officers

- Section 1- The officers of this Organization shall be a President, a Vice-President, a Secretary, a Treasurer, and a Correspondent. The Officers shall perform the duties prescribed in these BY-LAWS.
- Section 2- All officers elected shall hold their office for two years unless removed for cause. They shall assume the office to which they have been elected as of January 1 of the calendar year.
- Section 3- Nomination and Election of President, Vice-President, Secretary, and Treasurer.
- A. The annual nomination of officers shall be held during the October meeting in the order of "New Business"
 - B. Nomination for all officers will be made from the floor by a Tier 1 member.
 - C. Election shall take place during the November meeting, and by secret ballot.
 - D. The counting and reading of results of the ballots will be by two Tier 1 members who are not currently an Executive Officer. The current Secretary will record the results of the ballots. The candidates receiving most votes for each position shall be declared elected. In the event of a tie, a second secret ballot will be distributed, for voting. If a tie remains after the second secret ballot, the current Executive Officers will cast a secret ballot vote to determine the elected official.
 - E. The Correspondent shall be appointed yearly by the vote of the President, Vice-President, Secretary, and Treasurer. In the event of a tie, the President shall cast the deciding vote.
- Section 4- Duties of Executive Officers
- A. President- The President shall preside at all meetings and keep order. The President shall appoint committees and will be an ex-officio member of all such committees. The President shall serve as the Chief Executive Officer of this Organization and shall assign tasks outside the scope of these BY-LAWS. The President will have the authority to call special meetings whenever he or she deems necessary, and to cancel meetings due to inclement weather or unforeseen circumstances.
 - B. Vice-President- The Vice President shall preside over meetings in the Presidents absence. The Vice-President will maintain the official membership roll and keep all records of attendance and training. As outlined in Article VI the Vice-President will receive records of all due payments from the Treasurer and act in accordance with that Article. The Vice-President will serve as the liaison to citizens wishing to become New Members as outlined in Article V of this document.
 - C. Secretary- The Secretary shall take and maintain the minutes of the Winslow Township Fire Department Second Responders meetings. The Secretary will email all Tier 1 and Tier 2 members the meeting minutes within 10 days of the monthly meeting. The Secretary will keep a Member Directory. The Secretary will ensure that necessary reports and filings are made in a timely manner.
 - D. The Treasurer shall be entrusted with the custody of all funds associated with the Organization. The Treasurer shall receive all funds belonging to the Organization.

The Treasurer shall deposit such funds and pay invoices in a timely matter. The Treasurer shall maintain records from the Organizations financial institution and will provided such records at each monthly meeting to be recorded in the monthly minutes. The Treasurer will keep track of all dues for both Tier 1 and Tier 2 members, and report yearly to the Vice-President.

- E. The Correspondent- The Correspondent will act as the liaison between this Organization and the Winslow Township Fire Department. The Correspondent will be responsible to update the Department calendar with the Organizations events, ensure this Organization does not interfere with Department training or activities, and relay information from the Fire Department about events or activities that they would like assistance with.

Section 5- Vacancies

- A. An Executive Officer who must vacate their position must submit a written letter of resignation or a give verbal notification to at least two Executive Officers one meeting prior to resignation.
- B. All vacancies occurring in an executive office shall be filled by ballot at a regular meeting of the Organization at which such vacancy occurs.

Article VIII:

Financial Transactions

Section 1- All financial transactions including purchases, or the distribution of funds will be voted on by Tier 1 Members at monthly meetings. The proposed transaction will require the consent of two-thirds of Tier 1 Members present to be adopted.

Section 2- Executive Officers are authorized to make purchases for the good of the Organization in the amount of \$50.00 or less. Receipts will be given to the Treasurer and the Executive Officer will be issued a check at the next monthly meeting.

Section 3- All checks written by the Organization must be signed by two Executive Officers.

ARTICLE IX:

MEETINGS

Section 1- Meetings will be held the first Wednesday of the month at 7:00pm at 9 Cedarbrook Road, Sicklerville NJ.

Section 2- If Members are unable to attend Meetings in person due to extenuating circumstances the Organization will provide tele-conference services if possible.

ARTICLE X:
ORDER OF BUSINESS

1. Call to Order-President
2. Salute to Flag
3. Roll Call by Vice President
4. Reading of Minutes from previous meeting by Secretary
5. Treasurer's Report
6. President's Report
7. Correspondents Report
8. Old Business
9. New Business
 - a. Swearing in of new members
 - b. Election of officials
10. Committees Reports
11. Adjournment

ARTICLE XI:
Amendment of BY-LAWS

These BY-LAWS cannot be in any way altered or amended unless the proposed alteration or amendment be presented at a regular meeting. The proposed amendment change will be recorded by the Secretary and emailed in the monthly minutes. The members will be notified that the proposed amendment will be voted on at the next monthly meeting. The proposed amendment will require the consent of two-thirds of the members present for its adoption.

ARTICLE XII:
Dissolution Clause

Upon dissolution of this Organization all assets will be distributed to the Winslow Township Fire Department.

These BY-LAWS were established and accepted by the Executive Officers and Members of the Winslow Township Fire Department Second Responders this

_____ day of _____, 20_____

President Kristy Silcott

Vice-President Taylor Sirolli

Secretary Cheryl Ebner

Treasurer Brooke Beebe

Correspondent Tammy Lynch