



South Kingstown Firefighter's Relief Association

P. O. Box 3492, Peace Dale, RI 02883-0398

By-Laws
For the Government of the Board of Directors

Section 1 ~~The~~ The Board of Directors shall hold ~~6~~ 8 or more meetings annually. It shall be the duty of the Secretary to notify the Directors of the time and place of the meeting. ~~A portion of each meeting shall be set aside for input from the general membership unless voted otherwise by the Directors. An annual schedule of meetings shall be developed in January of each year and posted on the web sites of both fire districts. Changes in meetings shall be posted thirty days prior to the change in each station. Unless otherwise stated, meetings will be held at the UFD Admin building. Meetings will be guided by and held to the agenda developed.~~

Section 2. ~~Four (4)~~ ~~Five (5)~~ Four (4) Five (5) members of the Board of Directors shall constitute a quorum for the transaction of business at all meetings of the Board of Directors. The majority vote shall rule. Roll call will be taken at each meeting, any member missing three consecutive meetings will be considered to be disassociated and the sponsoring station/district shall may appoint/elect another representative.

Section 3. If a member of the Board of Directors resigns or becomes disassociated with the Board, the respective ~~fire department station/~~ ~~shall~~ district shall be so notified and asked to elect/appoint a replacement at their next station meeting.

Section 4. In the absence of the Secretary from any meeting of the Board, the presiding officer shall appoint a recording ~~secretary~~ secretary for the meeting PRO TEM who shall make a written record ~~return~~ of the proceedings of such meeting, said ~~which~~ report shall be recorded by the Secretary ~~the Secretary shall record report and posted.~~

Section 5. ~~At every stated meeting the Secretary shall read the records of the preceding meeting of the Board of Directors~~ Minutes of meetings will be provided to each fire district's administrative staff to post on the web site. Additionally a copy will be sent to every station.

Section 6. The ~~By-Laws~~ By-Laws of the Association may be amended, enlarged or repealed in the same manner as the Constitution.

South Kingstown Firefighters Relief Association Constitution

Name and Corporate Seal

Section 1. The name of this Association shall be "South Kingstown Firefighters Relief Association."?"

Section 2. The Seal of this Association shall be as follows: "South Kingstown Firefighters Relief Association, Rhode Island, Incorporated 1970."?"? Date of 501 C-3

ARTICLE I

Purpose of the Association

Section 1. The Purpose of the Association shall be to provide aid to members and their families. The primary focus shall be to provide assistance to a firefighter disabled in the line of duty or to the family of a firefighter from a line of duty death.

Secondarily the association shall provide as possible scholarships to qualifying members/families of the South Kingstown Firefighters Relief Association as described in the financial section.

THIS WAS DISCUSSED AT LENGTH, THE GENERAL FEELING WAS A DESIRE TO HAVE SCHOLARSHIPS AVAILALBLE IN RELATIONSHIP TO A FINACIAL PLAN AND INCREASE/STABILZE ACCOUNTABILITY

Thirdly the association shall make available as budgeted each year a certain number of hardship grants for qualifying members.

THIS WAS ALSO DISCUSSED AT LENGTH, THE CONSENSUS WANTED A PROCESS THAT PROVIDED SOME CAPACITY FOR HARDSHIP GRANTS THAT MET THE FISCAL NEEDS OF THE ORGANIZATION, PROVIDE A LEVEL OF ANONMITITY, AND ENSURE ALL MEMBERS OF THE ORGANIZATION UNDERSTOOD AVAILABILITY AND PROCESS.

ARTICLE II

Membership in the Association

Section 1. All ~~fire departments~~ firefighters (active, probationary, junior, associate, life, auxiliary) and Chief Officers the Kingston and Union Fire District in the town of South Kingstown shall be ~~eligible to become~~ members of this Association and shall be entitled to ~~all~~ benefits administered by this Association. Additionally each Fire District shall appoint one chief officer to serve as a director. CONSIDERABLE DISCUSSION TOOK PLACE ON THIS, WE DEFINATELY WANTED TO INCLUDE THE LADIES AUXIALLRY IN RESPECT TO FUNCTIONS AT CALLS ETC, ASSOCIATE MEMBERS WERE THE LARGEST CONCERN AND THIS NEEDS TO BE FLUSHED OUT MORE AS WELL AS ENSURING EVERYONE DEFINES A LIFE MEBER THE SAME.

THERE WAS QUITE A BIT OF CONVERSATION ON THIS TO DELINEATE A "MEMBER. THE FINAL THOUGHT WAS THIS WOULD BE FURTHER REVIEWED IN THE BENIFET SECTION

Section 2. ~~Dues for membership in the Association shall be \$100.00 per year for each station.~~

WE FELT THIS COULD BE ELIMINATED, EACH DISTRICT WOULD PROVIDE THE EQUIVALENT FUNDS TO ALLOW FOR EQUALITY AMONG STATIONS

ARTICLE III

Directors and Officers

Section 1. The general supervision and control of the Association shall be vested in directors who have been elected by their representative fire ~~departmentstations or district~~ (one from each of the ~~departmentstations/districts~~ referred to in Article II, Section 1.) Each station/district shall elect/appoint one director and one alternate; however only one may cast a vote.

Section 2. Removal of a director. The president shall appoint a committee of 5 directors to review the situation and make a written recommendation to the body of directors on a course of action. Following this course of action the President shall notify the sponsoring entity in writing of the outcome and request a replacement as needed. A director may sit for no more than three years consecutively. Directors with contact information shall be distributed to each station and district by the 31st of January each year.

~~Directors shall be removed for just cause by the Association at a special meeting called for that purpose.~~

Section 3. Officers: The Board of Directors shall elect from their own members a President ~~and~~; Vice-President, ~~The~~; Secretary and Treasurer maybe chosen from either the directors or alternates. one meeting prior to the annual meeting. Elections will be held at the January meeting each year to serve one year. Each position must be refilled each year. Three directors will be appointed to a nominating committee each October. They will present a slate of potential officers to all members of the association in December to be ratified in January. Floor nominations shall be allowed in the January meeting.

A. ~~A.~~ Duties of the President: The President shall:

- ~~preside~~ Preside at meetings of the Board of Directors and the Association,
- ~~preserve~~ Preserve order ~~and~~ decorum during the meeting,
- ~~decide~~ Decide all questions of order, and in the case of a tied vote, shall ~~caste~~ the deciding vote. ~~He~~
- ~~shall be~~ Be in power to call special meetings of the Board of Directors by an order to the secretary whenever ~~he shall deem~~ it is deemed expedient, or whenever requested to do so by any ~~three~~ five members of the Board of Directors in writing. ~~He~~
- ~~shall appoint~~ Appoint all committees and shall be, by virtue of ~~his~~ office, a non-voting member of all committees, ~~ex-officio~~.
- Represent the organization for public issues.

B. Duties of the Vice-President: The Vice-President shall perform all the duties of the President in ~~his~~ the absence ~~of the president~~ of disability.

C. ~~C.~~ Duties of the Secretary:

- Shall cause an agenda to be created and posted in each station 30 days prior to each meeting and accept additions up to one week prior to the meeting.
- The Secretary ~~shall attend~~ shall attend and make a written account of all meetings of the Board of Directors and the Association ~~and keep an accurate record of all proceedings.~~
- The secretary ~~He~~ shall also keep an accurate record of all members of the Association by requesting each director to submit a list annually each January. Every member must complete a beneficiary form each January. Additions to the individual rosters are the responsibility of the director of each station/district.

~~and report to the Treasurer all changes in membership rolls and shall incorporate in the minutes of each meeting of the Board of Directors the name and date of all new members who have been accepted in the organization.~~

D. Duties of the Treasurer: The Treasurer shall: (we need this section reviewed by one of the CPA's familiar with 501-C-3 accounting)

- ~~attend~~Attend all meetings of the, Association and the Board of Directors. ~~He shall,~~
- ~~at~~At every regular meeting of the Board of Directors, make a report of the amount of all money received by him and from what source it was received, the amount of money on hand at the last meeting, the amount of money disbursed, and the balance on hand. ~~The treasurer shall~~
- ~~be~~Be the custodian of all money and securities of the Association, ~~and shall~~
- ~~keep~~Keep regular books of the account and balance the same month ~~He shall~~
- ~~deposit~~Deposit in such bank or trust company as the Board of Directors ~~may~~ designate, all money belonging to the Association ~~and~~
- ~~make~~Make all the investments in accordance with ~~their the~~ instruction of the directors. ~~He shall~~
- ~~keep~~Keep an accurate account of all money received and deposited and all disbursements made. At each ~~regular monthly~~ and annual meeting and at such other times as the Board of Directors may require, ~~make~~ provide a full report of all ~~business done by him~~ transactions and of the financial condition of the Association. ~~He shall~~
- ~~deliver~~Deliver to his successor all money, property or evidence of property in his possession, belonging to the Association.
- Prepare in November of each year a budget for forth coming expenditures to be voted on at the annual meeting. This budget may not exceed 25% of available funds. The proposed budget shall be posted in each station and district by December 15th.
- Ensure that \$50,000 is encumbered and available at all times for a catastrophic injury or death of a member.-
- Submit a written financial statement of the Association for review at the annual meeting and copies of said statement shall be sent to all stations.

~~Checks or orders for the withdrawal of money deposited, investment, or parts thereof must bear the signature of the Treasurer, the President or the Vice President~~

Disbursement of funds requires the signature of the treasurer and president or vice president.

- ~~The Treasurer shall~~Shall be bonded in a sum designated by the Directors by a surety company authorized to do business in Rhode Island and approved by the Board of Directors.

~~The Bard of Directors shall submit a financial statement of the Association for review at the annual meeting and copies of said statement shall be made available to all stations.~~

ARTICLE IV

Meetings of the Association

To ensure decorum, Roberts Rules of Order shall be used to identify process. The secretary is responsible to keep a copy available at the meeting for reference. A paper ballot shall be utilized when requested by a single member or director. The president shall appoint three directors to oversee the ballot.

Section 1. Annual Meeting: The annual meeting of the Association shall be held in South Kingstown, Rhode Island on the second ~~Tuesday 10AM Sunday~~ of ~~March~~January, each year. The quorum for the annual meeting shall be 250 members. The purpose of this meeting is to:

- Approve, reject, or modify the spending plan submitted by the board of directors.

- Ensure all members are aware of upcoming activity and status of the organization.
- Votes shall be simple majority of attendees; each director is responsible for providing a current roster to validate attendees.
- Director election of officers

Section 2. Special Meetings: The President shall call special meetings whenever he deems it necessary or upon the written request of at least five members of the Association.

Section 3. Notice of Meetings: ~~It shall be the responsibility of the Secretary to notify each fire department station, in writing, at least thirty (30) days prior to the day of the annual meeting or any special meeting, and of the time, place, and purpose of such meeting. Such notice shall also be placed in the local newspaper twice (two weeks and one week prior to the meeting.)~~

Meetings shall be posted on the districts web sites and training calendars. Special meetings shall be indentified to the extent possible by a memo to all stations and both districts of the time, place, and purpose of such meeting. The Chief Officers shall ensure that special meetings are announced at the 1900-hour tone test twenty-four hours before the meeting. Secretary shall notify all members of the date of the annual meeting thirty days prior.

Section 4. Quorum: Any seven (~~7~~5) members of the Association shall ~~f~~ constitute a quorum for the transaction of business at all meetings of the Association with the exception of By-Law ~~changes which~~changes that will require fifteen (15) members. Any fiscal transaction that exceeds approved budget requires a special meeting of the association and requires the presence of at least ~~25~~30 members of the association. Meetings involving finance shall be posted in all stations 72 hours prior to meetings. Special meetings will be announced at radio tests the day before the meeting.

ARTICLE V

Fiscal Year of the Association

Section 1. The fiscal year of the Association shall coincide with the calendar year.

ARTICLE VI

Decision of the Board of Directors Final

Section 1. The decision of the Board of Directors on all matters relating to the application for benefits, processing of applications for benefits, and eligibility for benefits shall be final, provided however, that the Board of Directors may, in its discretion, review and reconsider any decision rendered by the Board. The member may request a second hearing with the board of directors to further explain or clarify the application after being found not eligible.

Thinking this should be changed to a two thirds majority of all members having the ability to override/veto a bad decision, problem is if it is a hardship grant you don't want to publicize it

THIS NEEDS TO BE RETHOUGHT OUT TO ENSURE CONTROL RESTS WITH MAJORITY

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ARTICLE VII

Amendments to the Constitution and By-Laws

Section 1. Any amendment, enlargement or repeal of any provision of the Constitution or the By-Laws of this Association shall be proposed in writing to the Board of Directors who shall give notice there of, together with the time and place of the ~~annual~~ meeting. A majority vote of the members present shall be necessary for its adoption. At ~~t~~-he request of ~~ten (10) five-0530~~ members of the Association, made in writing and addressed to the secretary, or upon vote of the Board of Directors, a special meeting of the Association shall be called to amend the Constitution or By-Laws.

BENEFITS

THERE WAS CONSIDERABLE DISCUSSION REGARDING THE BENEFITS, IT IS IMPORTANT THESE ARE DOVETAILED INTO DISTRICT INSURANCE POLICIES TO ENSURE MAXIMUM COVERAGE. A TOPIC OF CONCERN WAS ENSURING ADEQUATE FUNDS ARE AVAILABLE FOR PRIMARY MISSION OF THE ORGANIZATION. FOR EXAMPLE A TRUCK ROLLS OVER AND SEVERAL MEMBERS ARE INJURED, WHAT IS RESPONSE AND CAPACITY OF RELIEF ASSOCIATION? WHAT ARE THE END POINTS?

SHOULD AN ACTIVE MEMBER RECEIVE A HIGHER BENEFIT THAN AN INACTIVE BUT EITHER LIFE OR ASSOCIATE MEMBER?

1. Death Benefits

If a member of the South Kingstown Firefighters Relief Association dies, his beneficiary will be given a monetary amount of ~~\$500~~750.

Active firefighter \$1,000

Life. Associate, \$500

However, if a member dies ~~while responding to or returning from an alarm sounded in South Kingstown or at a regularly scheduled drill,~~ as a result of a line of duty death ~~the amount will be \$3,000~~ a funeral benefit of \$15,000 will be provided. This benefit will be retroactive to January 1 2009 and will increase each year according to the CPI.

Also, if the spouse of a member dies, the member will be given ~~\$350~~500. Active Life/associate 350

2. Injury Benefits -

~~Any member of the South Kingstown Firefighters Relief Association who is injured or otherwise incapacitated while responding to, at, or returning from an alarm, or a regularly scheduled drill, and who, (as a result) is unable to work for 48 hours will be awarded \$100. If this member remains unable to work, accompanied by a doctor's note an additional \$100 will be awarded each week he remains unable to work with a limit in total awards of \$800 in total awards for each occurrence.~~

This needs to be rewritten to be consistent with district insurance and must go through the appropriate fire district chief officer

Rev. 4-22-04/ Sept 09