

BYLAWS OF THE KINGSTON FIRE DISTRICT

ARTICLE 1. ORGANIZATION

The Officers of this District shall consist of a Moderator, Clerk, Treasurer, Tax Collector, three (3) Assessors of Taxes – one of whom shall be appointed, by the Wardens, as chairperson, three (3) Auditors, and five (5) Fire Wardens. The Moderator, Clerk, Treasurer, and Tax Collector shall be elected for one (1) year terms. The Assessors, the Auditors, and the Fire Wardens shall be elected for three (3) year staggered terms. Elections shall be conducted at the Annual Meeting, and all Officers shall hold their offices until their successors shall have been elected and duly qualified. Any member of the Board of Fire Wardens, who shall have been absent from three (3) consecutive regular meetings of the Board, without having given prior notice of intended absence to the President, in each instance, shall be deemed to have resigned his or her position effective on the date of the third consecutive meeting. The Board of Fire Wardens may fill, by appointment, any vacancy occurring between meetings on a temporary basis until the next District Meeting.

ARTICLE 2. ANNUAL AND SPECIAL MEETINGS OF THE DISTRICT

The Annual Meeting shall be held on the first Monday in May of each year. Special meetings shall be called by the Clerk upon the vote of a majority of the Board of Wardens or upon written request signed by at least twelve electors.*

The Clerk shall notify the electors of the time and place of the holding of all meetings by causing appropriate advertisements to be printed once a week in some newspaper published in the Town of South Kingstown during the two weeks prior to the meeting. Notices may also be posted in the appropriate public place in Kingston.

Notices for any special meeting shall state the purpose for which the meeting is to be held and no other business shall be transacted than that included in the call for that Special meeting.

No tax shall be ordered at any meeting, nor shall any agreement or contract involving the expenditure of moneys be entered into, nor the authorization to borrow money be given unless mention thereof is made in the Notice of said meeting, except the Annual Meeting, the Notice of which meeting shall be deemed sufficient authorization to transact any business legally relative to the District, other than the revision of these Bylaws.

A quorum shall consist of fifteen (15) legally qualified electors, (*Electors, as provided by Section 2 of the Charter, are residents of the District who are “qualified to vote in town affairs on propositions to impose taxes or for the expenditures of moneys.”)

ARTICLE 3. THE DUTIES OF THE OFFICERS

The Moderator shall preside at all meetings of the District at which he or she is present. In the case of the Moderator's absence, the Clerk, and in the Clerk's absence, the Treasurer shall preside and proceed immediately with the election of a moderator pro tempore. Every Moderator shall have power to manage and regulate the business of each meeting conforming to law, and to preserve peace and good order therein; and shall upon motion, made and seconded, relative to any business regularly before such meeting, and after hearing all electors entitled to vote thereon and who desire to be heard, cause the vote of the electors present entitled to vote, to be taken by acclamation, by hand, by rising, or by division, and shall announce the result of the vote. Provided, however, that whenever the pending question shall involve the expenditure of money or the incurring of liability by the District, the vote shall be taken by paper ballot, if such ballot be called for and the call seconded by at least five (5) of the electors qualified to vote thereon.

The Clerk, in addition to the duties set forth in Article 2 and the preceding paragraph, shall keep an accurate record of all business transacted at the meeting of the District, and carefully preserve the important records and reports belonging thereto. As soon as possible after the Annual Meeting, the Clerk will deliver copies of the Minutes to the Officers and Administrators of the District.

The Treasurer and Tax Collector shall be given bond to the District in such amount as determined by the Wardens for the faithful performance of the duties of their respective offices according to law. The Treasurer shall make no payments from the treasury of the District except in pursuance of its vote, or upon approval of at least three (3) of its Fire Wardens. The Treasurer shall furthermore annually make a written report to the District of all monies received and disbursements made, together with the purposes therefore.

The Assessors of Taxes and the Tax Collector shall serve in accordance with Section 5 of the Act of Incorporation of the District. The chairperson of assessors shall be responsible for calling the assessors together by June 15 to set up a schedule for the preparation of the District tax assessments and shall report progress in writing or in person to the Fire Wardens at each monthly meeting until assessing is completed and the list for tax bills is ready. The Collector of Taxes shall be required to provide the Board of Wardens with a monthly report. This report is to include the amount of tax collected and those accounts that are delinquent.

The Auditors shall audit the records and accounts of the Treasurer and the Tax Collector.

The governing body of the Kingston Fire District shall be the Board of Wardens. At the first Meeting of the Wardens after the Annual Meeting the Board shall elect a President, Vice President, Secretary and other officers as deemed necessary to conduct Board business.

The Board of Wardens, in addition to the powers and duties set forth in Section 8 and 9 of the Act of Incorporation of the District, shall at all times have command of, supervise and keep in repair and ready use all fire apparatus of the District. They shall establish policies for the direction of the Chief, Deputy Chief, and Officers of the Fire Company for the use of all fire apparatus. They shall report annually to the District their activities for the year and the needs and plans for the future.

A Finance Committee consisting of one (1) member from the Board of Wardens, the Fire Chief, and the Fire District Treasurer, and two (2) representatives appointed by the President of the University. The Finance Committee shall, at least, meet quarterly in order to review the financial statements prepared by the Fire District and to consider upcoming capital expenditures, proposed budgets, and other needs of the Fire District or the University. In addition they shall act as a budget committee to formulate the Annual Budget. Requests from the Chief for expenditures of District money shall be presented to them at this time. The Committee shall hold a duly advertised public hearing not less than one (1) week before the meeting at which the budget will be presented. A copy of the proposed budget shall be posted at the Kingston Fire Station at least seven (7) days prior to the meeting. The Wardens shall present the proposed budget with their recommendations to the District at this meeting.

No property shall be taken from the District except in conformity with policies established by the Board of Fire Wardens.

At least one (1) month prior to the date of the Annual Meeting, the Board of Fire Wardens shall appoint a Nominating Committee composed of three (3) qualified electors, none of whom shall be Officers of the District, whose duty shall be to present to the Annual Meeting a complete slate of nominees for positions to be then filled by election. The Board of Fire Wardens shall set the date for the first meeting of the Nominating Committee at the time of its appointment of said committee. The Committee shall elect its own chairman at that first meeting. The Nominating Committee shall present to each individual on the slate, before the Annual Meeting, at which he or she is nominated for election, a list of duties as outlined in the Act of Incorporation and these Bylaws.

ARTICLE 4. SALARIES AND COMPENSATION

The Board of Fire Wardens shall determine the salaries and/or compensation of officers and employees of the District.

ARTICLE 5. FISCAL YEAR

The fiscal year of the District shall terminate at midnight on the 30th day of June.

ARTICLE 6. PARLIAMENTARY AUTHORITY

Unless otherwise required by the Charter of these Bylaws, meetings of the District shall be conducted in accordance with the most recent edition of ROBERT'S RULES OF ORDER, as well as following the State of Rhode Island Open Meetings Laws.

ARTICLE 7. AMENDMENTS

These Bylaws shall take effect upon their adoption at any legal meeting of the District. The Board of Fire Wardens or any five (5) qualified electors on presentation to the Clerk may propose amendments. The Bylaws may be amended at any legal meeting of the District by a two-thirds (2/3) vote of the electors present and qualified to vote thereon, provided that notice of the intended amendment(s) have been given in the Notice calling the meeting. Modifications in wording or proposed amendments may be made by a majority vote of the Meeting, and provided they do not alter the original and basic intent of the proposed amendment, shall not be held to prevent final adoption by the Meeting to which they were first submitted.

Bylaws adopted July 27, 1923 and amended June 2, 1924; May 4, 1953; May 7, 1956; May 5, 1958; May 3, 1965; May 1, 1978; May 2, 1983; May 2, 1994; May 5, 1997;