

**SARATOGA COUNTY FIREMATIC OFFICERS ASSOCIATION**

**By-Laws**

**Article I – Name and Purpose**

**Section 1**

The name of this organization shall be “The Saratoga County Firematic Officer’s Association.”

**Section 2**

The purpose of this organization shall be:

1. To coordinate problems encountered by individual departments through the Fire Advisory Board and the County Fire Coordinator.
2. To disseminate information to all member departments
3. To bring about a closer working relationship between departments, the Fire Advisory Board, the County Fire Coordinator and the County Board of Supervisors.
4. To make recommendations to the County Board of Supervisors as to the qualifications of individuals filling appointed positions.
5. To make recommendations on radio procedures and mutual aid plan to the Fire Advisory Board and the County Fire Coordinator.
6. To maintain and update the County Officers Association Website and/or other social media websites that the Association may maintain.
7. To promote the positive aspects of the Fire and Emergency services to the public and other Emergency Service Organizations.

**Article II – MEMBERSHIP**

**Section 1**

Membership shall consist of the following two classes:

1. Regular Members
2. Ex-Official Members

**Section 2**

Regular Members will consist of the following two sub-classes:

1. Current active firematic officers of a Saratoga County Fire Department or Company (paid or volunteer)
2. Past active firematic officers of a Saratoga County Fire Department or Company (paid or volunteer)

**Section 3**

Ex-Official Members will consist of the following:

1. The Fire Coordinator and his Deputies
2. The County Fire Instructors
3. The Director of Emergency Services.
4. The Fire Advisory Board Chairman or his designee
5. The Chairman of the Saratoga County EMS Council or his designee
6. The EMS Coordinator and his Deputies
7. The Saratoga County Sheriff or his designee
8. MacBoston Truck 18 the President or his/her designee

**Article III – MEETINGS**

**Section 1 – Annual Meeting**

There will be an annual meeting of the Association for the purpose of the election of Officers. This meeting will be held on the second Friday in December at 20:00 hours.

**Section 2 – Regular Meetings**

Regular meetings will be held at 19:30 hours on the third Monday of every other month beginning on the second month of the year. Meeting will be rotated throughout the county to different departments with the exception of the Annual December Meeting.

**Section 3 – Special Meetings**

Special meetings of the Association may be called by the President or by the written request of five regular members of the Association. Notice of the special meeting shall be sent out through the Fire Coordinator’s office and posted on the Association Website.

**Section 4 – Order of Business**

1. Call to order
2. Salute to the Flag
3. Moment of Silence or Prayer
4. Report of Officers
	1. Reading of minutes of previous meeting
	2. Correspondence
	3. Treasure’s Report
5. Report from the Fire Advisory Board
6. Fire Coordinator’s Report
7. EMS Council Report
8. Committee Reports
9. Special Program
10. *Nomination of Officers (October Meeting)*
11. *Auditing Committee Report (December Meeting)*
12. *Election of Offices (December Meeting)*
13. Old Business
14. New Business
15. Good and Welfare
16. Adjournment

**Section 5 – Cancellation or Rescheduled**

Meetings may be re-scheduled or canceled by a majority vote by a majority vote of the members’ president at any regular or annual meeting. The President of the Association may cancel meetings for inclement weather or other essential reasons. (i.e.; major incident in the county).

**Article IV – VOTING**

Only representative of Fire Departments or Fire Companies (Regular Members) shall have the privileges of voting on any matter or election. Voting will be limited to one vote per Fire Company or Fire Department.

**Article V – OFFICERS**

**Section 1**

The officers of this association shall be the President, Vice President, Secretary, & Treasurer.

Officers may service in more than position if unable to fill the positions except the President may not serve as Vice President or Treasurer.

**Section 2 – Term of Office**

Officer’s term of office shall be for one year from 12:01 am January 1st to the exact time one year later.

**Section 3 – Eligibility**

Only regular and Ex-Officials members are eligible to be nominated and elected to officer’s positions.

**Article VI – BOARD OF DIRECTORS**

**Section 1**

The Board of Directors shall be composed of five at-large members.

**Section 2 – Term of Office**

Their term of office shall be for one year. From 12:01 am January 1st to the exact time one year later.

**Section 3 – Eligibility**

Only regular and Ex-Officials members are eligible to be nominated and elected to the Board of Directors.

**Article VII – Nominations & Elections**

**Section 1 – Officers Nominations**

Nominations will be made by the Nominating Committee and presented at the regular October meeting of the Association. The order of nominations shall be President, Vice President, Secretary and Treasurer. Following the Nominating Committee Report, nominations may be made from the floor in the following order President, Vice President, Secretary and Treasurer.

 **Section 2 – Board of Directors Nominations**

Nominations will be made by the Nominating Committee and presented at the regular October meeting of the Association. Following the Nominating Committee Report, nominations may be made from the floor.

**Section 3 – Elections**

All officers and member of the Board of Directors will be elected by a majority vote at the annual December meeting of the Association.

* The order of elections will be President, Vice-President, Secretary, and Treasurer, Members of the Board of Directors.
* Nominations for elected offices and the Board of Directors will not be made at the annual December meeting of the Company except under the following circumstances:
	+ A position is vacant at the time of election at the December Meeting
	+ Unsuccessful candidates for the office of President may be nominated for the office of Vice President.
* Officers of the Association will be elected by majority vote if more than one candidate is running for an office.
* The Board of Directors will be elected by plurality. The five members receiving the most votes will be elected to the Board of Directors.

**Section 4 – Vacancies**

If there is a vacancy in an elected office, it will be filled by election at the next regular monthly meeting of the Association, except as specified below;

* Should the office of the President become vacant, the Vice President will assume the duties of the President and a new Vice President will be elected.

**Section 5 – Duties**

*President*:

1. Presides at all meetings of the Association;

2. Calls special meetings of the Association as may be necessary;

3. Enforces observance of the by-laws;

4. In the absence of the Recording Secretary, appoints a Secretary Pro-tem.

5. Will be a member ex-officio of all committees except the Nominating.

6. Shall appoint all committees and the committee chairpersons;

7. Will be the Chief Executive Officers of the Association

8. Shall have the power to sign contracts as directed by the membership at an Association meeting.

10, May appoint a Chaplin

11. Shall co-sign all checks for disbursement over $500.00

*Vice President*:

1. Will assists the President in the discharge of his/her duties;

2. Will serve as President in case of the President's temporary absence or disability;

3. He will have general supervision of all Association property;

*Secretary*:

1. Keeps official records of all meetings of the Association;

2. Attends to all correspondence and maintains a full record of all proceedings of the Association;

3. Will performs such other duties as are incidental to his/her office

*Treasurer*:

1. Keeps official record of all money received or expended by the Association;

2. Submit the Association books annually or whenever required by the Association, for inspection by the Auditing Committee;

3. Shall make a written report of all receipts and disbursements at each regular meeting of the Association;

5. Deposits in a local bank, to be designated by the Association, to the credit of the Association, all monies received, within ten (10) days of receipt.

6. Shall have all checks for disbursement over $500.00 co-signed by the President.

7. Shall annually invoice member departments for their annual dues payment.

*Board of Directors*:

The government of this Association shall be vested in the Board of Directors their duties shall include but are not limited to the following:

1. Shall define the mission and purpose of the organization

2. Shall oversee the activity of the Association and its Officers.

3. Shall serve as the Auditing Committee

4. Shall serve as the nominating committee

5. Shall oversee the annual elections of Officers and Directors.

**Article VIII – Dues**

Dues shall be $30.00 per department. All dues are payable by the regular February meeting of the Association. Departments delinquent in dues shall forfeit their right to vote until payment is made.

**Article IX – By-Law**

These By-laws may be amended, revised or otherwise altered by a majority vote of the members present at any regular or annual meeting.

**Article X – Audit**

There will be an annual audit of the Treasurer and the Association books by the Auditing Committee between the October meeting and the annual December meeting. The Auditing Committee will report their findings at the annual December meeting prior to the election of officers.

Audits shall also be conducted by the Auditing Committee if the office of Treasurer becomes vacant and prior to a new Treasure taking office.

An Audit may be conducted by the Auditing Committee as deemed necessary by orders of the Board of Directors.

\*\*\* By-law amended on 12-2017

\*\*\* By-laws effective on 12-2017