

Copley Fire & Rescue Association Bylaws

Purpose:

These bylaws are the guidelines of the members in the conduct of their activity's incidental to the Copley Fire Department and are not intended in any way to conflict with the personnel and the rules of the Department by the township trustees or their duly appointed Fire Chief.

Article I: Officers

The officers of the Copley Fire & Rescue Association shall be: President, Vice-President, Secretary, and Treasurer.

Article II: Terms of Office

The terms of office are for one year. Nominations will be taken from the floor at the November meeting for the Vice President, Secretary, and Treasurer. The Vice President will serve as the President after they conclude their Vice President term. Election will take place at the end of the meeting. New officers assume their duties as of January 1st the following year.

Article III: Officer Duties

President - Shall conduct meetings in a parliamentary manner in accordance with the both by laws and "Roberts Rules of Order". In the event the president is unable to finish out their term the Vice President will assume the duties of the President.

Vice President - Shall assume the duties of the President in the case of his/her absence. In the event the Vice President takes over the Presidents duties with more than 6 months remaining in their term, a special election will be held to elect a new vice president.

Secretary - Shall keep an accurate record of the proceedings at the regular CFRA meetings. The Secretary shall conduct correspondence, both incoming and outgoing. He/She shall notify members of changes in their membership status with the CFRA. The Secretary may use a recording device to help keep accurate notes. Recordings may be deleted after the meeting minutes are approved after the following

regular meeting. **Meeting minutes are to be submitted to the CFRA Website, for record keeping and ease of access by members.**

Treasurer - Shall review the financial transactions and maintain an accurate account of these transactions. The treasurer shall give a report of all transactions and financial status at each of the Association meetings. The treasurer will announce the receipt of any investment statements and make the available for viewing by any active members. The Treasurer shall deposit all money belonging to the CFRA in a commercial fund or bank account approved by the Association body. All funds withdrawn from said bank account or fund shall be by signed by the Treasurer and/or President. **President, Vice President, and Treasurer must have access to the accounts/cards/check book. In cases that the treasurer is out of town or unable to process purchases or reimbursements, more than one committee member must have access.**

Article IV: Order of Business

Opening of meeting with Pledge of Allegiance
Roll Call
Reading of the minutes of the last meeting
Treasurers Report
Special Committees
Old Business
New Business
Adjournment

Article V: Active Members

Active Members are individuals meeting the following:

- Not on probation (article VI)
- Allowed to make and vote on motions
- Eligible to hold an office

- Actively participating in meeting, fund raising, and work details scheduled by the Association.
- Shall call and advise either a fulltime fire department member or an officer of the Association if they are unable to attend the meeting.
(To count as excused absence.)
- Eligible for personal equipment or clothing purchased by the Association.
- Members that fail to attend the 50% of meetings in a rolling 12month period, **and/or** assist with a minimum 1/2 event detail/s will be placed on probation.

Article VI: Members on Probation

The following will apply to any member put on probation:

- Will receive a letter from the secretary advising them of their status.
- Loses their right to make or vote on a motion.
- Loses their right to be an officer of the association
- Shall attend 2 consecutive meetings without voting privileges. If this requirement is met the member will be removed from probation.

Article VII: New Members

All members of the Copley Fire Department will be voting members of the Association after they complete 90 days of full time or part time employment and attend two consecutive Association meetings.

Article VIII: Voting Procedures

- A)** A quorum of 51%of the Association but not less than 33% total membership including excused absences must be present to conduct Association business. Once an active member makes a motion and it is seconded by another active member open discussion is held. **A limit of 10 minutes for discussion will be had. If more time is needed, a vote by hands will be taken to add an additional 10 minutes of discussion time if needed.** After all discussion is heard a vote is taken. **Only members in attendance via, in person, Zoom, or phone may vote on any issue brought up at the meeting. Unless a quorum deems a survey monkey vote is appropriate.** A majority vote of membership present is necessary for passage of the motion. Voting may be a by show of hands **for “minor motions” (determined by the body).** or **“major motions” (determined by the body) can be voted by** closed ballot, **given 3 days to vote to allow each shift the opportunity to vote,** if requested by any active member; **or Survey Monkey**

(given 48hrs to submit your vote, and results must be sent out asap after the 48hr window closes.

B) Chief & Assistant Chief- Must abstain from any financial decisions voted on by the body.

C) May present their opinions on discussed topics, then recuse themselves temporarily during further discussion if the body feels it to be necessary

Article IX: Excused Absence

Scheduled work illness, pre-planned vacation, or death in the family constitutes excused absence. At the discretion of the officer's, other excuses will be considered. If a member calls in before a regular scheduled meeting to notify the Association of an excused absence, that member will be marked as excused but then omitted from the roster as an active member only for the duration of said meeting.

Article X: 15 Year Active Members

Any member with 15 or more years as an active member of the association may request special consideration and a reduction in responsibility to 50% of work details and fundraisers of the association.

Article XI: Members on Leave of Absence

Any member who is on a leave of absence from the Copley Fire Department is also automatically on leave from the Association. Upon returning to the Fire Department, if said person left with good standing, they shall also return as an active member of the Association.

Article XII: Association Equipment

The Association reserves the right to keep any equipment purchased by the Association or to donate said equipment to the Township. This decision shall be done by a vote of the membership.

When a member has over five (5) years of service and leaves in good standing with the Association, the personal equipment or clothing that has been purchased by the Association for its members shall remain their property. **EXCEPT THOSE ITEMS TURNED OVER TO THE TOWNSHIP.**

Upon leaving, all Copley Fire Department patches shall be removed from said articles and given to the Fire Department Officer in charge of uniforms.

List of Equipment:

Association Sweatshirt (replaced 1 every other year)

Two (2) Association T-shirts (replaced 1 per year)

Association Ball Cap (replaced 1 every other year)

Article XIII: Review of the By-Laws

By-Laws are to be reviewed every three (3) years. This is to be done by a committee appointed by the president in the month of February of each review year.

Article XIV: Amendments or Additions

These by-laws may be amended or additions added by a vote of the membership. An active member shall submit any desired changes and they will be presented for a vote at the next regular scheduled meeting. All amendments or additions voted on and passed must pass by a 75% ballot vote and shall go into effect following the vote. A copy of the new amendments or additions shall be given to all members.

Article XV: Elected Officials Involvement in Association Functions

Copley Township Trustees and/or Elected Officials are prohibited from helping or participating in execution of CFRA events. They are more than encouraged to attend and enjoy events.

Article XVI: Education

Currently active Association members may submit a request to the Association officers for consideration of payment for fire or EMS training. The person submitting the request must submit in writing. The request must include the name of the class, the cost, the dates, and if the person had made a request to the fire department and the disposition of the request. The board of officers shall vote on the request. The board of officers may elect to approve, deny, or pay a partial amount of the class. If the request is denied the person making the request may appeal to the Association body at the next regular scheduled meeting.

Article XVII: Pre-approved Association expences.

- A) President or V. President in his/her place of the association can approve up to \$100 toward Food and Beverage for Fire department related trainings without a vote. Anything over \$100 would require a vote by the body.

- B) The executive board may approve Up to but not to exceed \$400 (deemed Emergency Funds) for an item that needs immediate attention and the time frame of the purchase cannot wait until the next scheduled meeting, to be spent by the association without a quorum vote from the body. All Executive members must unanimously agree with the purchase. Eg. Funeral arrangements, Equipment or supplies that need purchased or replaced to maintain functionality of an Association or Fire Department Event.

Revised 1/99

Revised 3/02

Revised 9/06

Revised 6/09

Revised 6/12

Revised 11/19

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