

Article IMembership

Section 1: The members of the Hiawatha Firefighters Association shall be composed of Regular, Associate and New Members.

Section 2: Regular members will be any member who attends at least four meetings annually. Regular members shall be accorded all rights, license and privileges granted by this Association.

Section 3: Associate members will be any member who attends less than four meetings annually. Associate members shall have no voting rights in any matter. Other rights, license and privileges may be denied at the discretion of the Association officers.

Section 4: New members will be any members belonging to the Association less than one year. New members shall be accorded all rights, license and privileges granted by this Association.

Section 5: Any person eligible for membership under Article II of the Constitution may become a new member by signing a membership application with the Secretary.

Section 6: In the September meeting the Secretary will publish a list of all members who attended at least four meetings in the previous twelve months. This list shall stand as the list of the Regular members for the next year.

Section 7: Any member may be expelled by a 2/3 vote of all regular and new members. An expulsion vote may be called for at any regular meeting. Action will occur at the next regular meeting provided all members have been notified in writing of such proposed action prior to said meeting.

Section 8:

- A All regular, associate and new members shall pay monthly dues of five dollars.
- B Dues shall be paid yearly at the September meeting for October of the previous year through September of the current year. Dues shall be paid prior to regular elections.
- C Dues for new members shall be prorated monthly based on date of membership, from their first full month of membership. Honorary and members retired with ten years service shall not be required to pay dues.
- D No member who is past due on dues shall be eligible to vote on use of the moneys in the Membership Account.
- E The money collected under this section shall be accounted for separately from other moneys collected by the Association. The name of this account shall be referred to as " Membership Account" .
- F This money may be used, upon approval of the membership, to purchase items for the good and welfare of the members. Such items may include:
 - 1: Food or beverages.
 - 2: Non-essential communications items including but not limited to cable television and Internet service.

- 3: Recreational or personal items for the fire station.
 - 4: Mailings, newsletters or other means of communications for Association business.
 - 5: Other items approved by the membership.
- G Initially effective for dues payable September, 2001, the membership, upon the recommendation of the executive board or treasurer, may provide for the waiver of up to 60 percent of the yearly dues of the members. Sufficient funds must be available to meet anticipated needs before voting on a waiver. The waiver must be approved by 60 percent of the members present and eligible to vote concerning the Membership Account. The waiver expires yearly.
- H The executive board may establish a credit system for each fundraising event, whereby a portion of any member' s dues may be waived in return for assisting with the fund-raiser.
- I The executive board shall establish a policy whereby a member may request a waiver of a portion, up to all, of their dues because of financial hardship. No hardship waiver shall be granted without a written policy in place.

Article II

Duties and Responsibilities of Officers

Section 1: In addition to the duties of the President listed in the Constitution, Article III Section 2, the President shall provide leadership and direction to the Association in the accomplishment of its goals and objectives.

Section 2: In addition to the duties of the Vice-President stated in Article III Section 3, of the Constitution, the Vice-President shall become familiar with all operations and activities of the Association in preparation for the succession to the office of President.

Section 3: In addition to the stated duties of the Secretary in Article III, Section 4 of the Constitution, the Secretary shall:

- . Take the attendance at all meetings
- . Keep an accurate and up to date list of all members by status and publish the same annually in the month of September.
- . Keep, administer and record all membership applications for the Association.
- . Keep an ongoing record of all standing motions. It shall be understood that a standing motion is any motion that commits with power on an ongoing basis.
- . Keep an accurate record in the minutes as to motions authorizing payment of bills. Such records will include:
 - A The dollar amount of each authorized bill.
 - B To whom the bill was paid, and

- C The purpose or nature of the expenditure. This may be accomplished by attaching a copy of the Treasurer' s report to the minutes.

Section 4: In addition to the stated duties of the Treasurer in Article III, Section 5 of the Constitution, the Treasurer shall:

Keep a general ledger.

Reconcile all bank statements monthly.

Deposit all incoming funds to the checking account prior to any transfer to other accounts.

Publish monthly a statement of finance showing income and source, payment and purpose and any other financial transactions conducted during the month.

Make available a copy for the Secretary to place with the minutes.

Article III

Confirmation of the President

Section 1: This deals with Constitution, Article IV, Section 4.

Section 2: A vote for confirmation shall be called upon the receipt by the Secretary, a petition bearing the signatures of at least 1/3 of the voting members of the Association provided:

- A That the Secretary receives the petition prior to the call of the October meeting.
- B That the Secretary certifies the authenticity of all signatures contained therein.
- C That all members are notified in writing prior to the November meeting that such vote has been called for action at that meeting.

Section 3: Confirmation shall be by a majority of affirmation ballots cast.

Section 4: If a majority of ballots cast are negative, the Vice-President shall not succeed the President and a vacancy must be declared.

Article IV

Voting Procedure

Section 1: All votes for officers, confirmation of President and expulsion shall be by written, secret ballot.

Section 2: All voting shall be cast on official Association ballots and all votes shall be cast into the official locked ballot box provided. Said ballot box shall be provided the morning of the day prior to the day the vote will be tabulated.

Section 3: The President shall appoint tellers to tabulate the votes.

Section 4: Ballot results will be reported to the presiding officer including: number of ballots cast, number of ballots necessary for election (confirmation), number of votes each party received (or number of

affirmative and negative votes) and number of members abstaining. These results shall be made a matter of record in the minutes.

Article V

Meetings

Section 1: Regular meetings will be held monthly at such specified day, time and place as determined by the membership.

Section 2: Special meetings may be called at any time subject to proper notification by the President or any two other officers of the Association or by petition of the body containing signatures of at least 1/3 of the total voting membership. The Secretary shall mail written notification of said special meeting, including the time and purpose, to all members at least three working days prior to said meetings.

Section 3: At all meetings, regular and special, attendance will be taken.

Article VI

Quorum

A quorum shall consist of forty percent of the combined total of Regular and New members of this Association.

Article VII

Order of Business

Section 1: Reading of minutes of previous meetings and action thereon.

Section 2: Treasurer' s report.

Section 3: Bills against the Association.

Section 4: Reports of committees.

Section 5: Unfinished business.

Section 6: New business and communications.

Section 7: Attendance and elections of officers at proscribed meetings.

Section 8: Remarks for the good of the Fire Department and discussion of fire alarms or emergencies.

Section 9: Adjournment.

Section 10: The President shall be permitted to adjust the order of business as special circumstances require.

Article VIII

Uniforms

Section 1: The Association shall provide newly appointed firefighters a blue shirt, blue pants and other articles of clothing as prescribed.

Section 2: After the firefighter passes their probationary period, the Association shall provide them with their badge, name tag (with serving since) and collar tabs.

Section 3: All uniforms and their accessories shall be returned to the Association upon termination of the firefighter from fire service.

Article IX

Amendments

These Bylaws may be amended by a 2/3 vote of the membership at any regular meeting provided:

- A The proposed amendment has been submitted in writing to the legislative review committee one week prior to such meeting, and
- B no action be taken on the proposed amendment at the same meeting at which it is introduced.

Article X

Conformation

Any Article or Section of these Bylaws found to be in conflict with the State Code of Iowa, Hiawatha City Code, City Policy and Procedure or any other germane lay shall be null and void. All other Articles and Sections not in conflict shall survive.

Article XI

Removal from Office

Section 1: The Association may remove any officer of the Association or recommend removal of any officer of the fire department after a vote for removal from office is called and passed. A vote for removal from office is called when the Secretary receives a petition for a removal vote that bears the signatures of at least 1/3 of the regular and new members of the Association provided that:

- A The Secretary receives the petition no less than seven days prior to the next regular meeting.
- B The Secretary certifies the authenticity of the signatures contained therein.
- C The officer named in the petition shall be notified in person by two members of the executive board concerning the petition. This notification shall occur prior to the next regular meeting. If this personal notification is not possible, the Secretary shall send a certified letter to the officer named in the petition, notifying that officer of the charges. The letter shall be postmarked no less than three days prior to the next regular meeting.

Section 2: At the first regular meeting following the receipt of the petition, the petition shall be read aloud by the Secretary during the new business portion of the meeting. No action shall be taken during this meeting.

Section 3: At the second regular meeting following the receipt of the petition, the President shall hold a hearing during the old business portion of the meeting. The petitioner shall be given opportunity to present justification for the petition and the named officer shall be given opportunity to respond to the petition.

Section 4: Immediately following the hearing, a vote shall be held by secret ballot. A yes vote on the ballot indicates that the named officer shall be removed from office.

Section 5: A successful removal vote shall be by a 75 percent super majority of all regular and new members of the Association.

Section 6: If the officer was elected by the Association, a successful removal is effective immediately.

Section 7: If the officer was appointed by the Fire Chief, City Manager, City Council or Mayor, then the Secretary shall send a letter signed by the Secretary, President and Vice-President to the City Manager and the Mayor at a time no less than three days but no more than seven days after the vote. If the officer resigns or is removed prior to the time of the letter being sent, the letter does not need to be sent. The letter shall contain the following:

- A The original petition including the reasons and signatures.
- B The results of the removal vote.
- C A formal request that the situation be addressed.

Section 8: It shall be considered a violation of these bylaws for any member of the Executive Board to take any action or demonstrate any in-action that prevents or delays removal hearings by failing to complete their required duties.