

Article I

Name and Purpose

Section 1: This organization shall be known as the Hiawatha Firefighters Association.

Section 2: This organization shall be a non-profit, fraternal association dedicated to the financial and physical support of the Hiawatha Fire Dept. in its needs, functions and purpose. This association will also provide an appropriate means of fellowship and camaraderie among its members.

Article II

Membership

Section 1: All active, honorary and retired Hiawatha Fire Department members shall be accorded membership in this association.

Section 2: The term active firefighter shall mean any firefighter having served 90 days as a member of the fire department.

Section 3: All firefighters dismissed from duty for disciplinary reasons shall also lose their right of membership in the association.

Section 4: All firefighters eligible for membership upon termination of active fire service who wish to remain in the association must make written application.

Article III

Officers and Duties

Section 1: The officers of this association shall be President, Vice-President, Secretary and Treasurer.

Section 2: The President shall:

- A Preside at all Association meetings.
- B Appoint the Chairpersons and members of such committees as the President sees fit.
- C Appoint a parliamentarian (if necessary).
- D Act as a liaison between the Firefighters Association and the Fire Department.
- E Perform such other duties as are incumbent upon this office.

Section 3: The Vice-President shall:

- A Assume the duties and responsibilities of the President when the President is absent or incapacitated.
- B Perform such other duties as may be assigned by the President.

Section 4: The Secretary shall:

- A Record the minutes of all meetings.
- B Notify all members of all special meetings.
- C Handle all correspondence relevant to Association activities.

- D File all Association records, reports, correspondence, etc.
- E Perform such other duties as may be assigned by the President.

Section 5: The Treasurer shall:

- A Be responsible for all monetary transactions of the Association.
- B Keep an accurate and up to date account of all receipts and expenditures of the Association.
- C Pay Association bills, make deposits and handle Association investments as directed by the membership.
- D Perform such other duties as may be delegated by the President.

Article IV

Election of Officers

Section 1: The Secretary will be elected to a two year term. Nominations will be held at the first regular meeting in the month of October of odd numbered years. Election will be held at the first regular meeting in November of odd numbered years. Transfer of office will occur at the next regular meeting after the election. Election to this office requires a majority of ballots cast.

Section 2: The Treasurer will be elected to a two year term. Election procedures will be the same as that for the Secretary except that it will occur in even numbered years. Election to this office requires a majority of ballots cast.

Section 3: The Vice-President shall be elected to a one year term. Nominations will be held at the first regular meeting in November. Election will be held at the first regular meeting in December. Election to this office requires sixty percent of the ballots cast.

Section 4: The Vice-President, after serving their one year term, will automatically assume the office of President. By petition, the membership may call for a confirmation vote. If none is called for, the President will serve a one year term.

Section 5: The President may not succeed themselves in that office.

Section 6: If an office becomes vacant, a special election will be called.

Article V

Committees

Section 1: An auditing committee of at least two people shall be appointed to function annually.

Section 2: A legislative review committee of at least three people shall be appointed annually to review the constitution and by-laws and report recommendations to the membership.

Section 3: Other committees may be appointed as necessary.

Section 4: An executive board shall be formed yearly and will consist of the following individuals:

- A President

- B Vice-President
- C Secretary
- D Treasurer
- E Chief of Department
- F Assistant Chief of Department

Section 5: The executive board shall meet quarterly before the January, April, July and October regular meetings. The purpose of the executive board is to review association business and make recommendations to the Chief in regard to department business.

- A The secretary shall provide a quarterly summary of minutes and attendance records. The executive board shall review these records for:
 - 1) Members that may require a change in status.
 - 2) New members.
 - 3) Committee activity and the need to add or discontinue any committee.
- B The treasurer shall provide a quarterly report, including bank statements and outstanding bills, which shall be reviewed and acted upon by the Executive board.
- C The executive board may approve the spending of up to \$250.00 without the prior approval of the membership in situations where it is necessary to make an immediate decision.

Article VI

Meetings

Section 1: Monthly meetings shall be held as provided in the by-laws.

Section 2: Special meetings may be called as provided in the by-laws.

Section 3: All meetings, unless otherwise specified in these documents, shall be governed by Robert' s Rules of Order (Current Revision).

Article VII

Association Relationship

Section 1: All public activities planned by the Association or any activities requiring the use of City facilities and equipment must be approved in advance by the Fire Chief and/or the City Council.

Section 2: Any items purchased by the Association for use by the Fire Department must receive prior approval of the Chief. Such items approved will be donated to the Fire Department and become City property.

Section 3: The Fire Chief shall be accorded the opportunity to address any regular meetings of the Association for the purpose of fire department business.

Section 4: The Fire Chief shall have the authority to stay or veto any action, activity, motion, etc. that the Chief deems may be detrimental to the Fire Department or the City.

Article VIII

Amendments

This constitution may be amended by a 2/3 vote of the membership at any regular meeting, provided:

- A 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 IX

Conformation to Code

Any article or section of this constitution found to be in conflict with the State Code of Iowa, Hiawatha City Code, City policy or any other germane law; shall be null and void. All other articles and sections not in conflict shall survive.