

Wheaton Volunteer Rescue Squad Alumni Association, Inc.

BY-LAWS

June 2005

ARTICLE I - GENERAL

Section 1. This organization shall be known as the Wheaton Volunteer Rescue Squad Alumni Association, Inc.

Section 2. This organization shall also be referred to, simply, as the "Alumni" in these By-Laws.

Section 3. The principle office of the Alumni shall be 11435 Grandview Avenue, Wheaton, Maryland 20902.

ARTICLE II - MISSION STATEMENT

Section 1. The purpose for which the Alumni was formed is to create a social group that aids and assists the Wheaton Volunteer Rescue Squad, Inc., in its goals and objectives, both morally and financially.

Section 2. The affairs of the Alumni shall be managed by an Executive Board, which shall be elected and appointed as specified elsewhere in these By-Laws.

ARTICLE III - MEMBERSHIP

Section 1. Membership of this organization shall consist of the following classifications

- a. Regular Member
- b. Associate Member
- c. Honorary Member

Section 2. Regular membership shall be limited to persons of good character who are Life Members of the Wheaton Volunteer Rescue Squad, Inc. and/or its Auxiliary. To be installed as a Regular Member, an application for membership and the first annual payment of dues must be received by the Secretary.

Section 3. Associate membership shall be limited to former members of the Wheaton Volunteer Rescue Squad or its Auxiliary, and anyone who is a member of or has been affiliated with a fire or rescue department in Montgomery County, Maryland and/or anyone who has interest in fulfilling the goals and objectives of the Alumni. Associate members shall be required to pay the same dues as a Regular Member.

Section 4. Honorary membership can be bestowed to any person who has never been an active volunteering member of the Wheaton Volunteer Rescue Squad, but who has made significant contributions to the operations of the Rescue Squad and/ or the Alumni. Nominees must be presented from within the existing membership and shall require a simple majority affirmative vote of the Executive Board to be installed as an Honorary member into the Alumni. Honorary members shall not be required to pay annual dues and shall not be eligible to vote or hold office. They shall be allowed to participate in all programs and activities of the Alumni.

Section 5. Only Regular and Associate members of the Alumni shall have the right to vote and hold elected or appointed offices of the Alumni.

Section 6. There shall be no limit to the number of members, Regular, Associate or Honorary, in the Alumni.

Section 7. Eligible members shall be defined as those who meet all qualifications or membership and whose dues are current.

ARTICLE IV - DUES AND FEES

Section 1. An initiation fee of \$20.00 shall be payable when a person applies for membership in the Alumni. This fee will serve as the member's annual dues until the following January of the following year.

Section 2. The annual membership dues shall be payable in January of each year.

Section 3. Any member not remitting his or her annual dues by January 31st of each year shall receive a reinstatement notice during the month of February of that same year. If no response is received by March 31st of that year, it will be assumed that said member no longer wishes to maintain his or her membership within the Alumni and will be removed from the roles.

Section 4. There shall be no salary paid to any member of the Alumni.

ARTICLE V - ELECTED ALUMNI OFFICERS

Section 1. The Elected Alumni officers shall consist of four (4) members elected from the membership at the Annual Meeting in April of each year. The officers shall be as follows:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

When elected, these officers shall assume their duties May 1st and shall serve for a term of two (2) years, or until their successors are elected.

Section 2. There shall be no limit to the number of terms served.

Section 3. The President shall appoint a Nominating Committee consisting of four (4) eligible members, sixty (60) days prior to the election.

Section 4. Nominations for President, Vice President, Secretary and Treasurer shall be made by the Nominating Committee. To be declared elected, a candidate must receive a simple majority of the votes cast. Voting shall be by secret, mailed, preprinted ballot. Ballots shall be mailed to all eligible members by the Secretary no less than fifteen (15) days or more than thirty (30) days prior to the April meeting.

Section 5. When a vacancy occurs, that vacancy shall be filled by the BOD until the next membership meeting.

Section 6. Any officer of the Alumni may be removed by an affirmative three-quarters (3/4) vote of the membership present at any membership meeting.

ARTICLE VI - DUTIES OF THE ELECTED OFFICERS

Section 1. President

- a.** The President shall preside at all meetings and shall have control of the business of the Alumni.
- b.** The President shall execute all papers on behalf of the Alumni.
- c.** The President shall do everything necessary, suitable and proper for the accomplishments of the objectives of the Alumni.
- d.** The President shall, with the approval and consent of the Executive Board, appoint members to committees, as needed.
- e.** The President shall perform other duties, as delegated by the membership, and/or the Executive Board.

Section 2. Vice President

- a.** The Vice President shall, in the absence of the President, preside at the meetings and perform all of the duties of the President.
- b.** The Vice President shall be the primary officer responsible for membership and membership retention in the Alumni
- c.** The Vice President shall notify, in writing, any member who is in arrears in their payment of dues.
- d.** The Vice President shall coordinate all fund raising activities of the Alumni.

Section 3. Secretary

- a.** The Secretary shall keep the minutes of all meetings, as well as accurate attendance records.
- b.** The Secretary shall receive and answer all correspondence directed to the Alumni.
- c.** The Secretary shall supply all members of the Alumni with notices of all meetings.

d. The Secretary shall serve as Chair of the quarterly newsletter committee of the Alumni and shall supply a copy of the newsletter to all eligible members of the Alumni.

Section 4. Treasurer

- a.** The Treasurer shall receive and have custody of the Alumni funds.
- b.** The Treasurer shall deposit all monies to the credit of the Alumni in a depository designated by the Executive Board.
- c.** The Treasurer shall pay all bills, collect all dues and fees, and keep accounts of all receipts and disbursements.
- d.** The Treasurer shall notify the Vice President of any member who is in arrears of their dues.
- e.** The Treasurer shall be a bonded officer of the Alumni.

ARTICLE VII - EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the four (4) elected Alumni Officers and five (5) members which shall be appointed by the President, with consent of the elected officers.

Section 2. The appointed members shall serve for a term of two (2) years, to coincide with the elected officers.

Section 3. There shall be no limit to the number of terms a member may be appointed to the Executive Board.

Section 4. The Executive Board shall be given a fund by the membership for incidental expenses that occur for the operation of the Alumni. Any expenditure over \$500.00 or ones that are not considered to be of an incident nature, shall be approved by the membership prior to the commitment of the funds.

ARTICLE VIII - MEETINGS

Section 1. The Annual Meeting of the Alumni shall be held in April of each year. Agenda items shall include, but not limited to:

- a.** Election of Officers
- b.** Annual report of the Executive Board

Section 2. Special Meetings may be called by the President or by ten (10) members of the Alumni upon written request. Such request for Special Meetings shall state briefly the purpose or purposes of the meeting and shall be delivered personally to the Secretary. Such Special Meetings shall be called within five (5) days of receipt of the request

Section 3. Executive Board Meetings shall be held when called by the President.

Section 4. Notices for the Annual Meeting and all Special Meetings shall be mailed to each eligible member of the Alumni 15 to 30 (15 - 30) days prior to the meeting.

Section 5. All meetings shall be conducted in an orderly fashion, and in accordance with *Robert's Rules of Order, Newly revised*, unless stipulated.

ARTICLE IX - QUORUM

Section 1. A quorum at all membership meetings shall consist of twenty (20) members in good standing.

Section 2. A quorum at all Executive Board meetings shall be five (5) members of the Executive Board.

Section 3. Any member not in good standing that is present when a meeting is called to order shall not be counted as part of the quorum and may not vote. Said member may pay his/her dues at that meeting and immediately become a member in good standing and be counted as part of the quorum and be eligible to vote.

ARTICLE X - DISSOLUTION

Dissolution of the Alumni can be accomplished only at a Special Meeting call for that sole purpose. In the event the Alumni is dissolved, all real and personal property owned by the Alumni, including all monies in its possession, shall be turned over to the Wheaton Volunteer Rescue Squad, Inc., or to a charity of the Alumni's choosing.

ARTICLE XI - LIMIT OF LIABILITY

The private property of any member of the Alumni shall not be subject to the payment of Alumni debts, to any extent whatsoever.

ARTICLE XII - AMENDMENTS

Section 1. All amendments to these By-Laws shall be signed and presented, in writing, to the Secretary.

Section 2. An affirmative three-quarter (3/4) vote of members eligible to vote shall be required for adoption of any amendment to these By-Laws. Absentee ballots shall be provided and accepted from eligible members for voting on By-Law amendments