

**FIRE DEPARTMENT NEW YORK
CAROLINAS RETIREES ASSOCIATION**



**CONSTITUTION AND BY-LAWS
ESTABLISHED MARCH 3, 2002**

FDNY - CAROLINAS RETIREE'S ASSOCIATION

Established March 2002
1st Revision August 2004
2nd Revision August 2011

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CONSTITUTION AND BY-LAWS (rev.8/2011)

ARTICLE I

NAME AND PURPOSE

Section 1 This association shall be known as the Fire Department New York- Carolinas Retirees Association (NYFD-CRA).

Section 2 The purpose of the Association shall be to foster good fellowship, good citizenship and to conduct activities of a civic or social nature. It is a non-profit organization.

ARTICLE II

MEMBERSHIP

Section 1 Membership shall consist of Regular, Associate and Honorary members.

- a. Regular members shall be defined as those retired from the Fire Department City of New York.
- b. Associate members shall be defined as those spouses and widows of Regular members.
- c. Honorary members shall be defined as persons recognized by the membership as benefactors of the Association.

ARTICLE III

OFFICERS, POWERS AND DUTIES

Section 1 The officers of this Association shall consist of a President, Vice-President, Secretary, Treasurer and, Sergeant-at-Arms.

Section 2 Executive Board

- a. The officers and Board of Directors shall constitute the Executive Board. They shall establish policy as mandated by the membership and work to implement such policy.
- b. They shall meet at times mutually agreeable to conduct the business of the Association. A quorum shall consist of Five (5) Executive Board members.
- c. If an Officer or Director fails to fulfill his duties and obligations, for any reason, the Executive Board may remove him by 2/3rds vote.
- d. When any vacancy occurs on the Executive Board, except the President, the Executive Board shall appoint a member in good standing to fill the vacancy for the unexpired term.

Section 3 The President shall:

- a. Preside at all meetings.
- b. Appoint all Committees with the approval of the Executive Board.
- c. Be an Ex-Officio member of all Committees with exception of the Nominating Committee.
- d. Be the Chief Administrative Officer supervising all Committees so that they perform efficiently.
- e. Vote in case of a tie, on Committee matters.

Section 4 The Vice President shall:

- a. In the absence of the President, fulfill the duties of the President.

Section 5 The Treasurer shall:

- a. Collect and record all monies received by the Association.
- b. Be custodian of all funds and deposit them in approved bank accounts in the name of the Association.
- c. Be custodian of petty cash not to exceed one hundred dollars (\$100.00).
- d. Cover by voucher all disbursements. The President and the Secretary shall approve vouchers for payment.
- e. Maintain records and report receipts and disbursements at Regular and Executive Board meetings.
- f. The President, Vice-President and Treasurer shall be authorized to sign checks. Two signatures required.

Section 6 The Secretary shall:

- a. Maintain minutes of all Regular, Special and Executive meetings.
- b. Mail notification of all regular and special meetings.
- c. Conduct correspondence as directed by the Executive Board and maintain a file of such correspondence.
- d. Maintain a record of approved Resolutions.
- e. Maintain membership records.
- f. Notify members delinquent in dues and inform the Executive Board.

Section 7 The Sergeant-at-Arms shall:

- a. Maintain order a meetings.
- b. Be responsible for arrangements concerning the meeting place.

Section 8 The Board of Directors shall:

- a. Be appointed by the President.
- b. Be members of the Executive Board.
- c. Assist the President and other Officers as may be required.

ARTICLE IV

MEETINGS

- Section 1 Regular meetings shall be held monthly, except in July and August.
- Section 2 Special meetings may be called by the President, majority vote of the Executive Board or by written request of 10 members in good standing. The purpose of the call shall be stated in the written request.
- Section 3 A quorum of 10 members in good standing shall be required at Regular or Special meetings, excluding members of the Executive Board, to conduct business.
- Section 4 Executive Board meetings shall be held in advance of the Membership meeting and such other times required conducting business.
- Section 5 Roberts Rules of Order shall govern the conduct of all meetings except where contrary to the Constitution and By-Laws of this Association.

ARTICLE V

NOMINATIONS AND ELECTIONS

- Section 1 At the October meeting, the President shall designate a Nomination Committee of three (3) members in good standing.
- Section 2 At the November meeting, the Nomination Committee shall submit the names of all nominees to fill all vacancies. Further nomination may be made from the floor. Nominations shall be closed at the conclusion of the Nomination Committee report. All nominees must be members in good standing and accept the nomination.
- Section 3 The President shall appoint an Election Committee of three (3) members in good standing to prepare a printed ballot for use at the election meeting in December.
- a. At the December meeting the Election Committee shall issue and collect ballots. They shall possess a delinquent list, prepared by the Secretary-Treasurer. Members on such list shall be ineligible to vote. Payment of dues will restore good Standing.
 - b. When all eligible members have voted, the Election Committee shall tabulate the votes, supervised by a minimum of three (3) members of the Executive Board and announce the new Officers.
 - c. Members elected to office shall serve a term of one (1) year, beginning on the 1st day of January following the Election.

ARTICLE VI

DUES AND ASSESSMENTS

- Section 1 Membership dues shall be Twenty Dollars (\$25.00) a year payable in January of each year.
- Section 2 Members who are delinquent on April 1st shall be notified in writing. Members that are six (6) months delinquent shall be dropped from the roster.
- Section 3 To be reinstated, delinquent members shall be required to pay the current dues and all dues in arrears.
- Section 4 Associate member shall be assessed membership dues of Fifteen Dollars (\$15.00) per year.
- Section 5 Honorary members shall be exempt from dues and assessments.
- Section 6 Emergency assessments may only be made by 2/3rds vote at a meeting following notice that such assessment is to be considered. Such assessment, if approved, shall become an obligation of each member.

ARTICLE VII

AMENDMENTS

- Section 1 An amendment shall be submitted in writing to the Secretary-Treasurer who shall read the proposed amendment at the next subsequent meeting. A majority vote of attending members shall vote to carry over the proposed amendment to the next meeting for approval.
- a. A notice sent to each member in good standing prior to said meeting shall include the text of the proposed amendment. At this meeting the proposed amendment shall require 2/3rds vote for adaptation. If approved, the amendment shall be effective immediately, unless otherwise stated.

ORDER OF BUSINESS

Section 1

- 1) Opening
- 2) Pledge of Allegiance
- 3) Moment of Silence
- 4) Recognition of visitors and new members
- 5) Reading of Minutes
- 6) Presidents Report
- 7) Treasurer's Report
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