

BYLAWS

FOREST LAKES FIRE DISTRICT AUXILIARY, INC.

Based on Bylaws as Revised and Adopted August, 2019

Article I

Name & Mission Statement

- Section 1. The name of this organization shall be FOREST LAKES FIRE DISTRICT AUXILIARY, INC. – an Arizona 501(c)(3) Nonprofit Organization.
- Section 2. The Mission Statement of the Forest Lakes Fire District Auxiliary as stated in Article IV of the Articles of Incorporation is: to raise funds to support the Forest Lakes Fire District and the Emergency Medical Services, and to act as liaison between the Fire District and the Forest Lakes Community.

Article II

Policies

- Section 1. The Auxiliary will work directly with the Forest Lakes Fire District Board of Directors in decision making concerning the needs of the Fire District.
- Section 2. All requests for funds for equipment, training, activity and community in direct support of the Forest Lakes Fire District must be submitted in writing to the Auxiliary Board for their consideration.
- Section 3. The Auxiliary's fiscal year begins September 1 and ends August 31.

Article III

Membership

- Section 1. Qualifications for membership:
- a. Membership in the Auxiliary shall be non-commercial, non-partisan, and shall not be restricted because of sex, color, race, religion or country of origin.
 - b. A person must be eighteen (18) years of age or older to be eligible for membership. Only members are eligible to vote in elections.
 - c. Membership in the Auxiliary is open to all residents, either part-time or full-time, of the Forest Lakes Fire District. Each member of the Auxiliary shall pay dues of \$6.00 for individual membership or \$10.00 for family membership.
 - d. Each member shall abide by the rules and procedures outlined in the Articles of Incorporation, and the By Laws of this Organization.
 - e. The membership year corresponds with the fiscal year and is from September 1 through August 31.

Article IV
Officers and Board of Directors

- Section 1. The Officers of the Board of Directors of the Forest Lakes Fire District Auxiliary shall consist of five (5) members elected by the membership of the Auxiliary. Those Officers shall be: President, Vice-President, Secretary, Treasurer and Historian/Member-at-Large. No member can hold more than one office at a time, either elective or appointive.
- Section 2. A slate of prospective officers shall be presented by the Nominating Committee at the August meeting. All prospective candidates must be current members of the Forest Lakes Fire District Auxiliary and their dues shall be current. Nominations may be accepted from the floor. An election, either by secret ballot or acclamation, shall be held at that meeting.
- Section 3. Board members shall assume their duties on September 1 and serve for a term of two years. Terms for Board members will be staggered to ensure continuity. Following each election in August, all Board positions will be determined by a vote of the Board members. All elected Board members have equal voting rights. All files must be turned over to the new Directors at this time. Directors may succeed themselves in office but may only hold a named Director's position for two (2) consecutive terms. The Board may waive the consecutive term policy if deemed in the best interests of the organization and voted on by the board of Directors.
- Section 4. Any Board member may recommend someone to fill a vacancy on the Board. The Board will then consider the recommendation and vote to accept or deny the recommendation. If the recommendation is approved, the Board will appoint the candidate to fill the vacancy for the unexpired term.
- Section 5. Ad Hoc committees may be appointed by the President at any time. Their term of office will expire with the project.
- Section 6. A Nominating Committee, consisting of three members, two of whom are Board members, will be appointed by the President at the July meeting. They will prepare a slate of officers to be elected at the August meeting.
- Section 7. A Statutory Agent will be appointed by the Board of Directors at the September meeting and shall serve for one year.
- Section 8. A Director may not be removed from office except upon the establishment of misfeasance, malfeasance, or nonfeasance, or behavior unbecoming to a member of the Board of Directors, as determined by the majority of the Directors and affirmed by a majority of the members present at the meeting where the issue is being considered, or upon finding of a majority of the members present on provisions set forth in the bylaws approved and adopted in accordance with Article X (Articles of Incorporation).

Article V
Duties of Officers

- Section 1. The President shall preside at all regular meetings, executive meetings, workshops, and be an ex-officio member of any Ad Hoc Committees except the Nominating Committee. The President shall act for any Director during the absence or incapacity of any Director, or they shall appoint a substitute for that period of time.
- Section 2. The Vice -President shall assume the duties of the President in the absence of the President. The Vice-President shall keep a record of all memberships and provide a roster to members when requested.
- Section 3. The Secretary shall keep a full and accurate record of the proceedings of each regular meeting and executive meeting. All minutes of the regular meetings are available to the public upon request. The regular meeting minutes shall be posted on the Auxiliary website within ten days of approval by the Board. The Secretary shall maintain all corporation records and shall file all required reports with the Arizona Corporation Commission, after review by the other Board members.
- Section 4. The Treasurer shall
- a. be the custodian of all monies, securities and assets of the Auxiliary;
 - b. deposit monies in one or more banking institutions as approved by the Board of Directors;
 - c. make prompt payment of all authorized expenditures;
 - d. maintain a detailed set of accounting records of all monies and goods received and disbursed in a form approved by the Board;
 - e. provide monthly financial statements to be reviewed by the other Board members before each meeting;
 - f. maintain a detailed budget and serve as Chairperson of the Budget Committee;
 - g. provide an annual financial statement, through August 31 of that year, to be given to an outside qualified person to provide a review of the financial records by the end of September;
- Section 5. The Historian/Member-at-Large shall keep an accurate history of the Auxiliary and the Fire Department by collecting a history of events, to include photographs, newspaper articles and items of historical interest.
- Section 6. All Directors shall be signatories on the Auxiliary checking account. All checks will require two (2) signatures and must be substantiated by supporting documentation.
- Section 7. The purpose of a Statutory Agent is simply to have a person/address for the Arizona Corporation Commission, or any other interested party with access to our

Annual Report, with whom to correspond. All correspondence is then forwarded to the Board.

- Section 8. The Board of Directors shall present to the membership, no later than the final regular meeting of the Auxiliary in August, a segregated budget, and making an appropriation for each object which the Auxiliary must or may provide, out of monies known to be in the possession of the Auxiliary or estimated to come into it during the year. This budget must be adopted by the new Board of Directors at the September meeting. All expenditures by the Auxiliary during the year must be kept within the limits of the appropriation. When a proposal is made for any expenditure in excess of the adopted Budget, this written recommendation shall be promptly referred to the Board for consideration. The proposal may be adopted by a majority vote of the Board at a regularly scheduled meeting. The budget may include an item for contingent purposes to cover unforeseen emergencies. The budget must include Restricted monies being held in trust by the Auxiliary, through donations, to be used only for the sole purpose specified.

Article VI Meetings

- Section 1. Auxiliary meetings shall be held on dates corresponding with the Forest Lakes Fire District Board meetings. An agenda shall be posted on the website noting the time and place of the meeting. This posting shall be done at least 24 hours prior to the meeting.
- Section 2. A majority of the members of the Board of Directors shall constitute a quorum. No official business may be transacted by the Auxiliary unless a quorum is present. A quorum can be convened by speakerphone.
- Section 3. Special meetings may be called by any officer with 24-hour prior notice, given a quorum of Board members may attend, posted on the Auxiliary website.

Article VII Amendments

- Section 1. A proposed amendment to these bylaws may be originated by the Board of Directors, an Ad Hoc Bylaws Committee, or by a written request by any member of the Auxiliary.
- Section 2. These Bylaws may be amended at any business meeting by a vote of the majority of the membership present, after written concurrence by a majority of the sitting Board members. The changes to be voted on by the membership shall be posted on the Auxiliary website for thirty (30) days prior to a vote.

**Article VIII
General**

- Section 1. Wherever used in these Bylaws, the word "Auxiliary" shall mean Forest Lakes Fire District Auxiliary, Inc. an Arizona Nonprofit 501 (c)(3) Corporation.
- Section 2. Robert's Rules of Order shall be the Parliamentary guideline for this organization.

Revised and adopted September 21, 2019

These Revisions to the Bylaws of the FOREST LAKES FIRE DISTRICT AUXILIARY are approved this 21st day of September, 2019.

Signed:

President:

Jan Cummiskey

Vice President:

Chris Bennett

Secretary:

Linda Faber

Treasurer:

Scott Keele

Historian/Member-at-Large:

Dick Zimmerman

The officers of record with the Arizona Corporation Commission are as follows:

THE FOREST LAKES FIRE DISTRICT AUXILIARY

Jan Cummiskey – President
(602) 510-8264

Chris Bennett – Vice-President
(602) 390-3960

Linda Faber – Secretary
(480) 821-0952

Scott Keele – Treasurer
(602) 570-2002

Dick Zimmerman – Historian/Member-at-Large
(480) 839-6390

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