

Sunapee Fire Department Association

Revised – April 2025

Mission Statement

It shall be the mission of the Sunapee Fire Department Association to support the Sunapee Fire Department by assisting in the acquisition of equipment and supplies as well as enhancing the public image of the department. We will exemplify qualities of leadership, promote learning, and build self-esteem and friendship among our members, further defining what community is all about.

SUNAPEE FIRE DEPARTMENT ASSOCIATION

CONSTITUTION

Article I

- Section 1. The organization shall be known as the Sunapee Fire Department Association (SFDA).
- Section 2. The objective of the association shall be the support of the Sunapee Fire Department (SFD) and related fund raising activities.

Article II

- Section 1. All members of the SFD are eligible for membership.
- Section 2. Members of the SFDA will include:
- a. Current active SFD members
 - b. Life Members (retired SFD members)
 - c. Honorary Members (voted by the SFDA members)

Article III

- Section 1. The Board of Directors of the Association shall total 7 members, consisting of President, Vice-President, Secretary, Treasurer and 3 Directors at Large.

Article IV

- Section 1. SFDA meetings shall be held on a day, time, and location, as decided by the Board of Directors, and will be posted in the prior month's meeting agenda. Meetings may be rescheduled or cancelled 24 hours in advance of the meeting by a vote of the Board of Directors if deemed necessary.

Article V

- Section 1. Amendments to this constitution may be made by a two-thirds majority vote of those present and eligible to vote. One month's previous notice of intention shall be given in writing to the members.

BYLAWS

(05-08-21)

Article I

Meetings

Section I. The meetings shall be presided over by the President, or, in his/her absence, the Vice-President.

Section II. Order of Business:

1. Call SFDA Meeting to Order
2. Roll Call (sign in sheet)
3. Reading of the minutes of the last meeting.
4. Reports of Officers.
5. Reports of Committees.
6. Unfinished business.
7. New Business.
8. For the good of the Association.

Section III. Quorum.

1. No Association business may be conducted unless a quorum is present.
2. An Association meeting quorum shall be calculated as follows:
 - a. Add the number of eligible voting members present. If that number is greater than 50%, minus five (5) of the eligible voting members of the Association, a quorum shall be declared.
3. Voting Rights:
 - a. All ACTIVE members shall have **full** voting rights, irrespective of their meeting attendance.
 - b. Life Members are required to attend seven (7) meetings within a 12-Month calendar period to maintain their voting privileges.

- c. Honorary members shall not possess voting rights.

4. In the event that there are not enough members present for a scheduled meeting at the appointed starting time, there shall be a fifteen (15) minute grace period allowed for members to show up for the meeting. If not enough members arrive to constitute a quorum by the allotted time, the meeting shall be cancelled and no Association business shall be conducted.

Article II

Election of Officers

- Section I.
- 1. The President, Vice-President, Secretary, Treasurer and three (3) Directors-at-Large shall be elected by a show of hands or written ballot (if requested) for a term of one (1) year.
 - 2. Nominations for Officers shall be held during the month of March. The Directors at Large will accept nominations and verify each person's interest in said office.
 - 3. At the April meeting the list of nominees will be presented to the members. If any positions remain open, nominations will be taken from the floor.
 - 4. Election of Officers shall be held at the annual meeting in May.
 - 5. The SFD Chief and Assistant Chief shall be ineligible to be a SFDA "Board of Directors Member", during their terms to be sure there are no conflicts of interest between the Association and the Town Department.

Article III

Duties of Officers

- Section I. President:

1. Shall preside over all SFDA and Board of Directors meetings.
2. Shall appoint committee members on behalf of the SFDA.
3. Shall meet with the Fire Chief on an as-needed basis for the good of the SFDA and the SFD.
4. Shall call for a special meeting of the SFDA if requested in writing by at least three (3) members of the Board of Directors or ten (10) eligible voting SFDA members.

Section II. Vice-President:

1. Shall complete and/or perform all duties of the President in his/her absence.
2. Shall assist any SFDA committee that requires assistance in completing their task.

Section III. Absence of the President and Vice-President

1. In the absence of both the president and Vice-President, a member of the Board of Directors shall preside at any meeting.

Section IV. Secretary

1. Shall keep all records of the SFDA noting the proceedings of all meetings, keep a list of members call the role as often as ordered, and perform the duties which usually fall to a Secretary of an organized body.
2. Shall notify all SFDA members in writing when directed by the President of any special meetings of the SFDA.
3. Shall perform all duties related to the clerkship of the SFDA.
4. Shall, in a timely manner, post all SFDA meeting minutes.

Section V. Treasurer

1. Shall be responsible to maintain the financial status of the SFDA.
2. Shall recommend to the Board, the best plan of action for the SFDA to invest funds for the Association.
3. Shall provide a financial report to the SFDA membership at all regular meetings on the Association.
4. Shall issue payments on behalf of the Association.
5. Shall provide all necessary forms and reports to taxing authorities.
6. Shall present a budget proposal to the SFDA members in April to cover Administrative and Operating Costs for the following year, which will be

voted on and approved in May at the annual meeting.

Administrative and Operating Costs will include mail outs, insurance, office supplies (stamps, paper, printer ink, etc.), website and email domain costs, condolence packages (\$100 cap), retirement gifts, and can be paid out by the treasurer without requiring a membership vote.

Section VI. Director at Large (3)

1. Shall serve as a representative of the SFDA members
2. Shall attend the Board of Directors meetings to express the views of the membership.
3. Shall attend SFDA events as needed.
4. The Directors at Large shall be the nominating committee.

ARTICLE IV

Membership

Section I. Membership in the SFDA is limited to members of the SFD except for Life or Honorary members as described in this article. These members will all be considered active members, unless removed per the rules defined in the by-laws.

Section II. Active Members are any current member of the SFD.

Section III. 1. Life membership

- a. Life membership may be conferred upon any member who has completed 10 years of active membership with the Association and is no longer a member of the SFD due to accident, sickness, resignation, or retirement. This will be confirmed by a majority vote of the Board of Directors. Life members shall be afforded all the same rights as an Active member, however, are required to attend a quota of meetings to retain voting privileges.

Section IV. 1. Honorary membership

- a. Honorary membership may be conferred by a majority written vote of the eligible voting members at a properly scheduled meeting for any individual

who has served the SFDA for 2 years or who may have made significant contributions for the good and welfare of the Association.

- b. Honorary members are not to hold or retain voting privileges.

Section V. 1. Responsibilities of members

- a. It shall be the duty of all SFDA members to attend Memorial Services, funeral services, and any other function as recommended or requested by the President of the Association or the Chief of the SFD. All members shall wear the Class A uniform unless otherwise directed.
- b. It shall be the obligation of all members of the SFDA to keep all business of a personal or financial nature within the membership of the Association. Any member who violates this trust may be recommended for removal from the SFDA by a majority vote of the Board of Directors and ratified by a two-thirds written vote of eligible voting members at an Association meeting.

Article V

General Membership Meetings

- Section I. 1. All members of the SFDA shall meet monthly on a day, time, and location as decided by the Board of Directors. The Board of Directors will make every effort to notify the membership at least 24 hours in advance of any meeting cancellations, or for meetings that have been rescheduled.
- Section II. 1. Calling special meetings.
- a. The President may, for the good of the Association, call a special meeting of the members.
 - b. Additionally, any eligible voting SFDA member may cause a General Membership meeting to be called by presenting a petition requesting a meeting to the Secretary (or any Board member if the Secretary is unavailable). Such petition must bear the original signatures of at least 15% of all eligible voting members, the meeting date & time, location, as well as the purpose(s) of the meeting to be called.
- Section III. 1. Notice of Special Meetings.
- a. Upon being notified by the President (or upon being presented with a valid petition as described in Section II above), the Secretary will provide at least two (2) days notice in advance of the meeting. Such notice will include the date, time, and location of the meeting. Notice can be made by mail or e-mail as long as at least one method has been used to contact each member.
 - b. The agenda for the special meeting will be limited to the purpose(s) announced in the meeting notice.

Article VI

Discussion Limitations

No subject or question, other than those directly related to the benevolent or business purposes of the Association, shall be discussed at any SFDA or Board of Directors meeting.

The Association shall refrain from any and all discussions that pertain to, or interfere with, the operation of the SFD.

Article VII

Amendments

Section I. Amendments to these by-laws may be made by a two-thirds majority vote of the eligible voting membership, after a month's previous notice of such changes have been made in writing and given to the members.

Section II. All amendments, unless otherwise dated, will take effect immediately upon adoption.

Article VIII

Special Adjournment

Section I. In the event that an emergency should occur during a meeting of the Association, the meeting may be recessed by the remaining members until after the incident has concluded.

Section II. If 50% of the members that were present prior to the incident are able to return within 1 hour, the meeting shall continue as an official meeting, as if a regular quorum were present.

Article IX
(Updated 5/27/21)

Social Media and Internet Policy

This policy provides guidance for the Sunapee Fire Department Association (SFDA) use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information. (Facebook, Twitter, Instagram, etc.)

Section 1. General Principles

The following principles apply to professional use of social media on behalf of the SFDA as well as personal use of social media when referencing the SFDA.

1. Members should be aware of the effect their actions may have on their images, as well as the image of the SFDA. The information that members post or publish will be public information forever.
2. Members should be aware that SFDA may observe content and information made available by members through social media when content or information is linked to SFDA accounts.
3. Although not an exclusive list, some specific examples of prohibited social media conduct on SDFA operated pages include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
4. Members are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, members should consult with an SFDA Officer.
5. If Members find or encounter a situation while using social media, relating to the SFDA, that threatens to become antagonistic, members should disengage from the dialogue in a polite manner and report it to an Association Officer, if necessary.
6. Members should get appropriate permission before they refer to or post images of current or former SFD employees, members, vendors. Additionally, members shall get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
7. It is recommended that members keep SFDA related social media accounts separate from personal accounts, if practical.

Section 2. Management of SFDA Social Media Accounts

1. All SFDA social media accounts shall be maintained and updated by the SFDA President and SFDA Vice-President.
2. If one, or both officers above are unable to manage the social media accounts, a “Social Media Officer” may be appointed by the SFDA President. Such a position would be appointed on a yearly basis by the SFDA President at the beginning of their term.
3. If a Social Media Officer is appointed, there must always be at least one other member of the Board of Directors, appointed by the SFDA President, that has access to all accounts.

Section 3. Procedures specific to Posting to SFDA Online Media Accounts

To post to any SFDA online media account please follow these steps and adhere to the following guidelines.

1. Posts to a SFDA online media account may be any of the following (but not limited to):
 - Training photos
 - Funeral announcements
 - Press releases
 - Daily fire danger
 - Special announcements
2. All potential posts are to be approved by the SFDA President or SFDA Vice President.
3. Please send all submissions to any/all of the listed officers above or the Social Media Officer (if appointed). Keep in mind that any submission should be professional, be grammatically correct, and adhere to the all the rules of the Social Media Policy.
4. Members should understand that if an SFDA officer must create, re-type, and/or edit a submission, that the posting may take additional time to post.
5. To expedite the posting process on Facebook or other Social Media accounts, members may make a post on their own personal page and provide a link for it to be posted to the SFDA account of the same social media.

Appendix I
Death and Funeral of a Member

In the event of the death of an Association member, the following protocol shall apply:

Section I. The SFDA President or his designee shall visit with the family and explain what the Association can do to assist with the services. It is intended that this visit will take place with the Fire Chief or his designee. The Association will offer any and all assistance to the family.

Section II. For the passing of an Association member, a member of the SFDA, in Class A uniform, shall be posted at the door of the funeral home during calling hours, if the family so requests.

Section III. Flowers will be sent to the funeral home or a donation will be made to the fund, charity, or agency that the family has identified.

Section IV. A sympathy bouquet will be sent to the family at their home.

Section V. If the Association is requested to perform the duty of pallbearers, all arrangements shall be made with the funeral director.

Section VI. The Association shall present the member's family with a U.S. Flag as a sign of appreciation for their years of service.

Appendix II

Dissolution

Section I. In the event of the dissolution of this Association, or in the event that it shall cease to carry out the objectives and purposes herein set forth, all assets and property of the Association shall go to the Sunapee Fire Department.