

# **ELM CREEK CITIZENS ASSOCIATION BYLAWS**

## **ARTICLE I NAME**

The name of this association is Elm Creek Citizens Association (ECCA).

## **ARTICLE II MISSION STATEMENT**

The purpose of this association is to promote programs and provide fire and medical response teams that will promote safety and benefit the Elm Creek community.

## **ARTICLE III MEMBERS**

### *SECTION 1*

The membership shall be composed of family units who reside or own property within the boundaries of ECCA, as defined by the Taylor County 9-1-1 District, or others who wish to join and have paid their dues in accordance with Article III, Sections 2 and 3.

### *SECTION 2*

Membership dues shall be as decided by a 2/3 vote of a quorum of members at a regularly scheduled meeting. Members will be billed yearly. Voting rights will be suspended if dues are not paid by August 1 and will remain suspended until dues are paid.

### *SECTION 3*

New members will pay their first year's dues in advance, on a prorated basis. Proration will be on the months remaining in the year.

## **ARTICLE IV OFFICERS**

### *SECTION 1*

The elected officers of ECCA shall be President, Fire Chief, Medical Officer, Secretary and Treasurer.

### *SECTION 2*

The officers shall be elected to serve for two years or until their successors are elected. Their term of office shall begin at the close of the meeting at which they are elected.

### *SECTION 3*

Nominations of candidates for officers of ECCA will be accepted at the regular meeting in July of each even year.

### *SECTION 4*

The officers of ECCA shall be elected by a majority of the members present at the regular meeting in August of each even year. Additional nominations shall be permitted during the above meeting.

### *SECTION 5*

Upon written petition signed by 25% of the members and delivered to the floor at a meeting, a special recall election of an officer or officers shall be held at the next regular meeting. The

recall election shall be the first order of business at that meeting. If the officer or officers are recalled, the next order of business will be the election of an officer or officers to serve out the unexpired term of the recalled officer or officers.

*SECTION 6*

If the office of President becomes vacant, except by recall, the Fire Chief shall succeed him and serve until an election is held. If any other office becomes vacant, except by recall, the Executive Committee shall appoint a member to serve out the unexpired term of the office.

**ARTICLE V DUTIES OF ELECTED OFFICIALS**

*PRESIDENT*

1. Preside over regular monthly meetings and Executive Committee meetings.
2. Act as Ex Officio of all committees.
3. Serve on Executive Committee.
4. Seek grant opportunities and prepare grants.
5. Be responsible for public and community relations.

*FIRE CHIEF*

1. Head of all personnel and equipment functions.
2. Safety officer.
3. Training officer.
4. Incident commander.
5. Head of safety review board.
6. Serve on Executive Committee.

*MEDICAL OFFICER*

1. Oversees all medical personnel.
2. To see to patient care.
3. To monitor the safety and physical condition of all personnel that respond to the incident.
4. Member of the Safety Review Board.
5. Attend area Regional Advisory Committee (RAC) meetings.
6. Write medical grants.
7. Serve on Executive Committee.

*SECRETARY*

1. Take minutes at each regular monthly meeting.
2. Responsible for all correspondence.
3. Write and mail newsletters.
4. Be responsible for maintaining the official copy of the bylaws and amendments.
5. Serve on Executive Committee.

*TREASURER*

1. Maintain the monies of ECCA.
2. Keep accounting and bank records.
3. Present a report at each regular monthly meeting.
4. Send out yearly dues notices.
5. Serve on Executive Committee.

## **ARTICLE VI MEETINGS**

### *SECTION 1*

The regular meetings of ECCA shall be held monthly as directed by the membership or by the Executive Committee.

### *SECTION 2*

Special meetings may be called by the President or by the Executive Committee and shall be called upon request of 10 members. Except in cases of emergency, at least three days' notice shall be given.

### *SECTION 3*

Ten members shall constitute a quorum at a meeting.

## **ARTICLE VII EXECUTIVE COMMITTEE**

### *SECTION 1*

The Executive Committee shall consist of the elected officers, the past president, and the committee chairpersons.

### *SECTION 2*

The Executive Committee shall have full power and authority of the affairs of ECCA between meetings, except for the expenditure of funds in excess of \$250.00 per purchase, provided those funds are in the treasury, or entering into binding agreements. The committee shall be subject to the orders of ECCA and none of its acts shall conflict with action taken by ECCA.

### *SECTION 3*

The Fire Chief and the Medical Officer shall each have authority to purchase operating supplies of up to \$2,400 per year. Receipts must be presented to the Executive Committee for verification. Emergency expenditures in excess of this amount may be authorized by a quorum of the Executive Committee so long as the expenditure is brought forth at the next regularly scheduled meeting of the membership.

### *SECTION 4*

The Executive Committee will be at the call of the President or at the request of three members of the Executive Committee. Two-thirds of the members of the Executive Committee shall constitute a quorum.

## **ARTICLE VIII STANDING COMMITTEES**

### *SECTION 1*

Safety and Training Committee: Responsible for the overall safety and training of ECCA. The Fire Chief and Medical Officer shall be members.

### *SECTION 2*

Fire Committee: Monitor operation of the fire department and recommend procedures and operational policy. The Fire Chief serves as chairperson.

### *SECTION 3*

Medical Committee: Monitor operation of the medical department and recommend procedures and operational policy. The Medical Officer serves as chairperson.

*SECTION 4*

Membership Committee: Responsible for soliciting new members from within the boundaries of ECCA, notifying membership of special meetings and proposed changes to the bylaws and other functions as ECCA may direct.

*SECTION 5*

Other committees may be appointed by the President as the membership or Executive Committee may deem necessary. The President shall be Ex Officio member of all committees. The President may appoint all members of committees except as provided in Sections 1, 2, and 3.

**ARTICLE IX PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern ECCA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any rules of order ECCA may adopt.

**ARTICLE X AMENDMENT OF BYLAWS**

These bylaws can be amended at any regular meeting by a two-thirds vote, provided that the amendment was submitted in writing at the previous meeting.

**ADOPTED AND APPROVED by the Elm Creek Citizens Association this 15<sup>th</sup> day of May, 2018.**

Attest: \_\_\_\_\_  
ECCA President