

METHUEN POLICE/FIREFIGHTER

RETIREES ASSOCIATION, INC.

METHUEN, MASSACHUSETTS 01844

FOUNDED NOVEMBER, 1991

**METHUEN POLICE/FIREFIGHTER
RETIREES ASSOCIATION**

BY LAWS

METHUEN, MASSACHUSETTS

ARTICLE 1:

The Association shall be known as the Methuen Police/Firefighter Retirees Association, Inc.. The word "Retired" shall mean: any person who has previously been employed as a sworn member of the Methuen Police/Fire Department of Methuen, Massachusetts and who is no longer actively serving in that capacity and has retired from that service.

PURPOSES:

The purposes of the Association are to serve the social, recreational, intellectual and charitable interests of its members and their immediate families. To lend its support and assistance to any of its members or immediate family members who need advice, counseling, representation and/or other service (s) in dealing with matters related to retirement pensions and or health and welfare benefits.

OFFICERS:

The officers of the Association shall be:

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Treasurer
- 5) Board of Directors

All officers of the Association shall be elected annually. The President and the immediate past President shall be automatically on the Board of Directors for that year.

OFFICERS DUTIES

SECTION I: PRESIDENT

1. The President shall preside at all meetings of the Association and of the Board of Directors.
2. He shall be a member ex-officio of all committees.
3. He shall call all special meetings.
4. He shall name all special committees.
5. He shall announce the results of all elections.
6. At the Board of Director's meetings, he shall have voting privileges.
7. At Association meetings he shall vote in accordance with Robert's Rules of Order
8. He shall name two (2) internal auditors to verify, on a Semi-annual basis, the Treasurer's books.
9. He shall be the official representative of the Association.

10. Annually, after the October meeting, the duly elected President shall name the Master of Ceremonies and the installing officer for the installation of officers. (Elections shall be at the October meeting and the elected officers shall take office as of January first, thereafter).
11. He shall contact the nearest of kin of recently deceased member and determine if said widow or beneficiaries are aware of all rights and benefits due them from the City of Methuen, as survivors of Deceased Retirees.

SECTION 2: VICE PRESIDENT

1. In the absence of the President, he shall perform all of the duties of the President's office.
2. He may designate any officer to represent the Association in the absence of the President.

SECTION 3: SECRETARY

1. He shall record the minutes of all Association and Board of Directors' meetings.
2. He shall read the minutes of the previous meeting.
3. He shall attend to all correspondence of the regular meeting of the Association.
4. He shall have ballots prepared, and maintain possession of them, and distribute them to members at the election meeting. After the election, he shall secure all ballots for fifteen (15) days. Any candidate desiring a recount must signify his intentions to the secretary within forty-eight (48) hours after the election. Candidates may be represented at the recount which will be conducted by the Board of Directors. The Secretary shall have complete charge of the election and all recounts.
5. In the absence of the President and the Vice-President, the Secretary shall preside at the meeting.
6. The Secretary shall perform all other duties of his office.

SECTION 4: TREASURER

1. He shall receive all membership dues, and application fees.
2. He shall maintain a membership file. The said file shall include the name, address and date of admission of all members.
3. He shall send, dues, bills to the entire membership during the last week of October each year.
4. He shall notify all members whose memberships are canceled for non-payment of dues.

5. He shall prepare the official membership list for the election of officers.
6. He shall have control and possession of all the funds of the Association and give an oral financial report at each meeting.
7. He shall pay all the Association bills by check and render an accounting thereof in the monthly financial report.
8. At the October meeting, each year, he shall render an annual written report on the finances and financial condition of the Association.

SECTION 5: CHAPLAINS

1. The Chaplain shall tend to the spiritual and moral needs of the members.
2. He shall conduct religious service for the association.
3. He shall be an official representative of the organization.
4. The number of Chaplains shall be determined by a vote of the membership.
5. Chaplains shall, while serving in that capacity, have full privileges of membership and shall not pay any dues.

SECTION 6: MEMBERS

1. Any person who has served as a sworn member of the Methuen Police Department or the Methuen Fire Department and has retired from that service may apply for membership following thirty (30) days after retirement.
2. A prospective member shall prepare and submit a written membership application. If elected to the membership, a membership fee of \$25.00 shall be paid immediately and thereafter in January of each year.

SECTION 7: MEETINGS

1. Regular / Annual Association Meeting shall be held on the first (1st.) Thursday of October at 7:00 PM. – Special Meetings may be called, at any time, when deemed necessary by the president.
2. Three members shall constitute a quorum for Association Meetings.
3. Upon written notice, to the membership, the President shall call a special meeting. The special meeting notice shall state reason (s) for the meeting and all members shall be notified by the Secretary no less than forty eight (48) hours before said meeting. No business, or matter, other than those set forth on the notice, shall be transacted at said Special Meeting.

4. The Officers of the Association will meet after the regular Association meeting and at other times when deemed necessary by the President.
5. At all meetings of the Association, Robert's Rules of Order shall be used to govern and conduct the meetings.
6. The President may, at his discretion, bar the discussion of political or religious questions at any meeting.
7. The Association shall neither endorse nor sponsor any political candidate.

SECTION 8: NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

1. Any member nominated for office must be present at the Nomination Meeting to accept the nomination.
2. The nomination of officers and directors shall take place at the October Annual Meeting.
3. The election of officers and directors shall take place at the October Annual Meeting.
4. Officers shall be elected for a one (1) year term.
5. The installation of officers shall be held at the Annual meeting in October.
6. Vacant offices shall be filled in the following manner:
 - (a) The President shall announce the vacancy at a Special Meeting, following the vacancy.
 - (b) The nomination and election to fill said vacancy will be held at a Special Meeting and the member elected shall serve until the next Annual October Meeting Election.
7. All officers and directors elected to office shall serve until the next installation of officers in October.

SECTION 9 – BOARD OF DIRECTORS

1. The quorum for meetings of Board of Directors shall consist of three (3) members.
2. The Chairman of the Board of Directors will be the President by virtue of his office.
3. All complaints against members must be presented in writing to the Board of Directors.
4. The Board shall adopt procedures to conduct a hearing on all complaints and notify all the concerned parties. Every party involved in the Complaint shall have a full opportunity to present his/her facts before a determination is made by the Directors.
5. Any officer who is absent without a valid reason, from three (3) meetings, Annual or Special Meetings, shall forfeit his or her right to hold that office. The President shall declare said office vacant upon written notice signed by three members of the Board of Directors.

6. By a two-thirds vote of the Board of Directors, it may vote to remove any duly elected or appointed officer or committee member who does not perform the duties of his office or committee appointment. This removal may take place without a hearing and in the best interests of the Association.

AMENDMENTS:

1. Any proposal to amend the Bylaws shall be prepared and presented in writing to the Secretary, and then read at a meeting, called by the president, and copies given to attending members. Any five (5) members at said meeting may vote to table said proposal and then the proposal must be discussed, then voted for adoption or rejection no later than thirty days from the meeting it was initially presented.
2. A two-thirds vote of the members present and voting shall be necessary to adopt an amendment.

DISSOLUTION:

1. The Association may be dissolved by a three quarters vote of the membership after written notice to all members.

**REVISED ON: March 16, 2016
BY THE BOARD OF DIRECTORS**