

# **Northern York County Firefighter's Relief Association**

**109 South Baltimore Street, Dillsburg, PA 17019**

**107 Baltimore Road, Franklinton, PA 17323**

**Business Address: 109 South Baltimore Street, Dillsburg, Pa. 17019**

## **BY-LAWS**

### **ARTICLE I: PURPOSE**

Section 1: The association shall be known as Northern York County Firefighter's Relief Association, here after referred to as the Association, of the Northern York County Fire, Rescue and EMS Department, Inc. It has been established for the purpose of providing volunteer firefighters of the of Northern York County Fire, Rescue and EMS Department, located in the Boroughs of Dillsburg and Franklinton in York County, Pennsylvania, hereafter referred to as the Department, with protection from misfortune as a result of their participation in fire service activities.

Section 2: The membership of this association shall consist of any person who is a member, in good standing, of the Northern York County Fire, Rescue and EMS Department. They shall have all voting privileges concerning the business and the election of officers of the Northern York County Firefighter's Relief Association of the Northern York County Fire, Rescue and EMS Department.

Section 3: The Association shall be managed by a Board of Directors consisting of seven members.

Section 4: The Association will be operated in compliance with the latest revision of Act 84.

### **ARTICLE II: MEETINGS**

Section 1: The Association shall meet quarterly throughout the year starting with January. Meetings shall be held on the fourth Tuesday of each designated month immediately following the regular business meeting of the Department. Four members of the Board shall constitute a quorum.

Section 2: The President shall call special meetings, or the President shall call such meeting at the written request of five members. All members shall receive ample notification of special meetings.

Section 3: Order of Business for meetings shall be:

1. Call to Order
2. Roll call of Officers and Members
3. Reading of Minutes of Previous Meeting
4. Officers' Reports
5. Treasurer's Report

6. Communications
7. Committee Reports
8. Old Business
9. New Business
10. Approval of Expenditures
11. Good of the Association
12. Adjournment

### **ARTICLE III: BOARD OF DIRECTORS AND OFFICERS**

Section 1: The Board of Directors of the Association shall consist of seven members from the Association's membership. They shall serve a three-year term upon being elected by the Department's membership. These seven Director positions shall be arranged that two expire one year, two expire the following year and three expire year the third year of the election cycle.

Section 2: In the event of death, change of membership to honorary, resignation or suspension from membership of the Department, or as a Director, a vacancy in office shall occur. The Department shall fill such a vacancy through the department's election process and the elected person shall fill only the unexpired term of the vacated office.

Section 3: The Officers within the Board of Directors shall consist of a President, Vice President, Secretary and Treasurer. The Officers shall be responsible for the management of the Association. The officers shall use good business practices in fulfilling their duties.

Section 4: Officers shall be elected for a three-year term by a majority vote of the membership. Nomination, election and the installation of officers shall be held in conjunction with the Department's annual elections. Elected individuals will take office January 1<sup>st</sup> of the following year.

Section 5: Duties of the officers shall be:

President: The President shall preside at all meetings of the association, preserve order and enforce the laws thereof and appoint committees, as deemed necessary.

The President shall sign all checks for payment of bills.

Vice President: The Vice President shall have full power of the President in his/her absence.

Secretary: The Secretary shall keep a true record of the proceedings of every meeting in the minutes. The minutes shall note authorization by the membership of all association financial transactions and all other pertinent business discussed at meetings. The Secretary shall also maintain an updated copy of the association By-Laws and make them available to the membership as requested. The Secretary is responsible for

providing Department of the Auditor General copies of the association's minutes of meetings and By-Laws as requested.

**Treasurer:** The Treasurer shall keep account of all money belonging to the association and shall not expend or invest money without approval of the association membership. The Treasurer shall keep a journal and ledger which detail all financial transactions of the Association and shall maintain documentation supporting receipts and disbursements made by the Association.

The Treasurer shall, at least annually, present to the membership a written financial statement summarizing the financial transactions of the Association. The Treasurer shall be responsible for maintaining the association financial records using good business practices and make presentation to the Department of the Auditor General upon request.

The Treasurer, at the end of their term, is responsible for completing the appropriate forms to change the names required for all financial transactions. This must be completed by January 15<sup>th</sup> of the new officer terms or within fifteen days by the President or Vice President of the Association if the Treasurer, for any reason, does not complete their term of office.

The Treasurer shall sign all checks for payment of bills.

**Section 6:** The Board of Directors will approve a budget at the January meeting for the current fiscal year.

#### **ARTICLE IV: RECEIPTS**

**Section 1:** All financial transactions of the Association will be conducted through the use of a receipt.

**Section 2:** All receipts of the Association shall be deposited, by the Treasurer, in the name of the Northern York County Firefighter's Relief Association. Deposits shall be made on a timely basis.

**Section 3:** All receipts shall be recorded in the Association's journal and ledger and all supporting documentation, such as deposit slips and bank statements, shall be maintained to verify all receipts.

#### **ARTICLE V: DISBURSEMENTS**

**Section 1:** Funds of the association shall not be expended for any purpose other than those authorized by the provisions of Act 84 of 1968 and the association By-Laws. All expenditures shall be by majority vote and duly recorded in the association minutes.

Section 2: All disbursements for procured Act 84 items will be supported by a properly completed and approved purchase request form and invoice.

Section 3: All expenditures must be made through the Association checking account and recorded as such in the Association's journal and ledger. All supporting documentation, such as invoices, cancelled checks, bank statements, etc., shall be maintained to verify all disbursements.

#### **ARTICLE VI: BENEFITS**

Section 1: The Association shall maintain a contract of insurance, which shall at least provide financial assistance and death benefits to association members against losses due to injury or death suffered in fire service activities.

#### **ARTICLE VII: INVESTMENTS**

Section 1: Funds of the association may be invested in any security authorized by the provisions of section 6 c of Act 84 of 1968. All purchases and sales investments must be made in prudent manner to ensure maximum investment return and authorized by a majority vote at an association meeting. The transactions must be duly recorded in the minutes.

#### **ARTICLE VIII: MISCELLANEOUS**

Section 1: The signatures of the President, or designee in the president's absence, and Treasurer shall be required on all association checks. Withdrawals from the association savings accounts or investments may be authorized by the Treasurer only if the money transactions are between saving and checking accounts.

Section 2: The association shall maintain a bond on the Treasurer. The bond shall be at least as great as the maximum cash balance in current funds of the association at any time during the fiscal year.

Section 3: The President shall appoint three auditors at the regular meeting in January who shall audit the accounts of the association and make written report of audit to the members within 60 days.

Section 4: All committees shall report at each regular meeting until discharged or otherwise ordered.

## **ARTICLE IX: TRAINING**

Section 1: Training expenses may be provided if approved by the Fire Chief and/or designee, to members of this Association provided they meet the criteria of the training Standard Operating Procedure of the Northern York County Fire, Rescue and EMS Department and do not exceed the established travel and subsistence rates of the IRS allowable rates posted at <http://www.gsa.gov/perdiem>.

Section 2: All training to be paid by the Association must be submitted on the proper request form within one month of the training date.

## **ARTICLE X: ASSET CONTROL**

Section 1: A current inventory of all non-expendable items purchased by the Association will be kept as prescribed under Act 48.

Section 2: All Association assets will be identified with a permanent label with a sequential identifying number to identify it as Association property.

Section 3: Three members of the Association will be appointed by the Association President, as a committee, to execute an inventory audit of all equipment owned by the Association. The items on the inventory will be audited and the condition noted on the inventory sheet at least once per year. The report will specifically identify those assets which need to be replaced or removed from service. Upon completion of the physical inspection, the committee shall be required to make a full report at the next regular membership meeting. The findings of this report shall be documented in the minutes and a copy of the findings will be provided to the Treasurer.

Section 4: No Association assets will be removed from the Northern York County Fire, Rescue and EMS Department for non-departmental use without the approval of the Association President.

## **ARTICLE XI: DISOLUTION AND DISTRIBUTION OF ASSETS**

Section 1: In the event of dissolution of the relief association resulting from a referendum vote to replace the association's affiliated volunteer fire department with a full-paid fire department, the dissolution and distribution of assets will be governed by the procedures set forth in Section 8, 53 P.S. § 8508 of Act 48 also known as The Volunteer Firefighters' Relief Act.

Section 2: In the event of any other dissolution of the relief association, the members will take the necessary steps to (1) provide all existing benefits prescribed in the association by-laws, (2) pay all debts and expenses of the association, and (3) convey the

association's remaining assets and property to the remaining relief association affiliated with the volunteer fire department or departments providing service to the municipality or municipalities. In all circumstances, the distribution will be done in accordance with applicable federal and state laws and regulations governing non-profit charitable institutions.

## **ARTICLE XII: AMENDMENTS**

Section 1: The By-Laws of this Association shall not be amended, altered, added to, or annulled unless proposed in writing before the membership of the Association at a regular stated meeting, signed by at least five board members and approved at the next regular meeting by a two-thirds vote of the members present.

Recommended for adoption: 4/25/2017 by Dillsburg Firefighter's Relief Association

President:

Secretary:

Adopted: