

Reno Firefighters Local 731 Benevolent Fund

CONSTITUTION AND BY-LAWS

ARTICLE I - NAME

Section 1: The name of this organization shall be the Reno Firefighters Local 731 Benevolent Fund. Hereafter referred to as the Association.

Section 2: Reference in this Constitution and By-Laws to the Association shall refer to the Association as set forth in Section 1 above.

Section 3: This Association, its officers, representatives and members, shall recognize, observe and be bound by the provisions of the Constitution and By-Laws, the resolutions and directives of officers of the Association when made in conformity; with the authority granted by the resolutions adopted and policies established by the members.

ARTICLE II- PURPOSE AND SCOPE

Section 1: It will, as a non-profit organization, operate within the meaning of section 501 (c) (3) of the IRS code.

Section 2: The primary objective and purposes of this non-profit organization shall be to provide charitable assistance to its members, disabled and retired members, their dependents and their survivors when needs are demonstrated. It shall also provide charitable assistance to firefighters or their families and to members of the public who demonstrate a need. Also, it may take action to provide assistance to otherwise improve the quality of life for members of the community.

Section 3: It will not directly pay any money to any individuals as charity. However, it may provide monetary expenditures for any party or parties who fit the description as set forth in Article II, Section 2.

ARTICLE III – FISCAL YEAR

Section 1: The fiscal year of this Association shall begin the 1st day of January and end the 31st day of December of each year.

ARTICLE IV - MEMBERSHIP

Section 1: Membership will consist of all members of Reno Firefighters Local 731 in good standing.

Article V - Meetings

Section 1: Meetings of the Association - Meetings of the Association's Board of Directors shall be determined at the close of the current meeting. Meetings shall be held to conduct the business of the Association. The time and date of the meetings shall be specified in accordance with the availability of a majority of the Board of Directors so as to achieve a quorum. A quorum shall be at least 4 members of the Board of Directors in attendance of the meeting.

Section 2: Special Meetings - Special meetings may be called by a majority of the Board to address specific and/or time sensitive issues. No regular or ongoing business shall be conducted at such meetings.

Section 4: Rights of Members - Every member in good standing shall have the right to attend any meeting of the Association. Members shall conduct themselves in such a manner as not to interfere with the legal or contractual obligations of the Association.

Section 5: Voting –All voting shall be conducted by the Board of Directors. All votes shall be decided by a simple majority. Rules for the election of Directors are as set forth in Article VII.

Section 6: Rules for Meetings - The rules contained in Robert's Rules for Meetings shall govern the meetings of this Association.

ARTICLE VI – ORDER OF BUSINESS

Section 1: Attendance – A list of all members attending shall be kept as part of the minutes.

Section 2: Meetings shall be called to order by the Chairman and shall be followed by a report from all of the individual directors.

Section 3: A review and approval of expenditures.

Section 4: All existing committees shall report to the Board of Directors.

Section 5: Conduct all Old Business

Section 6: Conduct any New Business

Section 7: Establish time and location for the next Board Meeting.

ARTICLE VII - DIRECTORS AND ELECTIONS

Section 1: Directors - The five (5) Member Board of Directors of this Association shall consist of members elected by Local 731 E-Board: Chairman, Secretary-Treasurer, and three (3) Directors. The Chairman will be chosen by virtue of election by the Reno Firefighters Local 731 E-Board. The Secretary Treasurer will be chosen by virtue of election by the Reno Firefighters Local 731 E-Board. The 3 remaining Board members will be chosen by virtue of election by Reno Firefighters Local 731 E-Board.

Section 2: Terms of service and elections - Each board member shall serve a term of two fiscal years. The fiscal year shall begin the 1st day of January and end the 31st day of December of each year. Elections shall be conducted no later than 90 days from the end of the second fiscal year of the Directors term.

ARTICLE VIII - DUTIES OF OFFICERS

Section 1: Duties of the Chairman - It shall be the duty of the Chairman to preside at all meetings of the Board of Directors. He shall be the Executive head of the Association. Together with the Treasurer, he shall sign all orders and checks lawfully and properly drawn. The Chairman shall discharge, on behalf of the Association, such duties as may be imposed upon him by applicable law, including the execution and filing of any reports to the Federal or State Authorities, and shall cause to be maintained by the Association, such records as the law requires to be kept in support of reports filed by it.

Section 2: Duties of the Secretary-Treasurer- The Secretary Treasurer shall keep an accurate record of the meetings of the Board of Directors. He shall conduct the correspondence of the Association promptly. In the absence of the Chairman, he shall preside at meetings of the Board of Directors. He shall have custody of all documents, records, books and papers belonging to the Association, except as may otherwise be provided by the Constitution and By-Laws. He shall attest all official documents with his signature. He shall discharge, on behalf of the Association, such duties as may be imposed upon him by applicable law, including the execution and filing of any reports to Federal or State authorities, and he shall cause to be maintained by the Association, such reports as the law requires to be kept in support of reports filed by it. He shall receive all money due the Association from whatever source, and shall disburse the same only by voucher signed by the Chairman and Secretary Treasurer in conformity with a vote of the Board of Directors. Such disbursement shall be by check and shall also be signed by the Chairman.

Section 3: Duties of Directors - Directors shall assist the Chairman, Secretary and Treasurer in their Association duties. The Directors shall also audit the Association books each year.

ARTICLE IX - CONTRIBUTIONS

Section 1: Contributions – Any contribution received by the Association can, at the request of the contributor, be receipted for tax purposes.

ARTICLE X - MANAGEMENT, INVESTMENT AND DISBURSEMENT OF ASSOCIATION FUNDS AND PROPERTY

Section 1: The money and property of the Association shall be used solely for the benefit of the Association and its purpose. Association Directors who handle the Association funds or property shall be held to this standard of conduct and accountable for any breach thereof under this Constitution and By-Laws shall manage, invest, and expend its funds and property only in accordance with applicable provisions of the Associations governing, and any resolutions properly adopted there under. Otherwise, funds and property may not be invested, used or disbursed, except upon approval of a majority of the Board of Directors at regular or special Board meetings.

Section 2: An audit of the books of the Association will be conducted at least once a year. An audit committee shall be appointed by the Chairman. The audit committee shall have full access to all books and records of the Secretary Treasurer pertaining to the financial matters of the Association and shall be given custody of those books and records on or before the meeting of the month of January. The auditors shall make a report of their findings on the audit of the books to the Board during the meeting of the membership in the month of February, after which, the books and records, together with a completed audit form, shall be returned to the custody of the Treasurer.

ARTICLE XI - NON-LIABILITY OF DIRECTORS

Section 1: The Directors shall not be personally liable for the debts, liability, or other obligations of the Association

ARTICLE XII - EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

Section 1: EXECUTION OF INSTRUMENTS

The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Association to enter into any contract or execute and derive any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 2: CHECKS AND NOTES

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money and other evidence of indebtedness of the Association shall be signed by the Secretary Treasurer and countersigned by the Chair of the Association.

Section 3: DEPOSITS

All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories which the Board of Directors may select.

Section 4: GIFTS

The Board of Directors may accept on behalf of the Association any contribution, gift, bequest or devise for the charitable or public purposes of this corporation.

ARTICLE XIII – DISSOLUTION CLAUSE

Section 1: Until this Association is dissolved by its' Board of Directors, the Association shall have perpetual existence. Upon the dissolution of the Association, its assets shall be distributed to one or more nonprofit organizations, provided that said organizations qualify as a tax-exempt organization within the meaning of Section 501(c)(3) of the Internal Revenue Code.

ARTICLE XIV – AMENDMENT OF CONSTITUTION AND BY-LAWS

Any suggested amendment to the Constitution and By-Laws shall be made in the form of a motion at any Board of Directors meeting where all Board members are present.