

BYLAWS:

**PROVIDENCE CITYWIDE FIRE
NETWORK**

2003 EDITION

As adopted on 3/21/2003

ARTICLE 1: SCOPE OF OPERATION

SECTION 1: NAME

The organization shall be named “ PROVIDENCE CITYWIDE FIRE NETWORK” as incorporated with the Secretary of States Office, State of Rhode Island.

SECTION 2: PURPOSE

- A. The purpose of Providence Citywide Fire Network shall be the notification of emergency and public safety information via various electronic means, while providing assistance to the Salvation Army Emergency Disaster Services and any other agency as requested.
- B. Shall also promote fire safety and prevention in its day to day operation.

SECTION 3: AREA OF OPERATION

- A. The area of operation for Providence Citywide Fire Network shall be, but not limited to the Southern New England area.

ARTICLE 2: ORDER OF BUSINESS

SECTION 1: ORDER OF BUSINESS

- A. The following shall be the order of business for all regular and board of directors meetings. This order may be suspended by the President Officer:
 - I. Call To Order
 - II. Secretary / Treasurers report
 - III. Correspondences
 - IV. Board of Directors Report
 - V. Presidents Report
 - VI. Committee Reports
 - VII. Old Business
 - VIII. New Business
 - IX. Good Of the Organization
 - X. Adjournment

ARTICLE 3 MEMBERSHIP AND DUES

SECTION 1: MEMBERSHIP

- A. Regular members shall be those members that have attained the age of eighteen (18) years and have been accepted into the organization by a majority vote of members present at a regular meeting. They must remain in good standing with payments of dues.
- B. Associate members are those members that wish to support the organization but do not wish to obtain full memberships. Associate members will receive the organizational newsletter, may attend all meetings, but shall have no voting and, or radio privileges.

SECTION 2: DUES

- A. Dues are Eighty (80) dollars per year, Regular membership. Associate members shall pay Twenty (20) dollars per year.
- B. Dues will be paid by February 1st, each calendar year.
- C. Members that are thirty (30) days in arrears and have not contacted the Secretary/Treasurer, to initiate a payment plan, shall have their privileges suspended by the Executive Board. Notification of suspension will be made by mail. After Sixty (60) days in arrears, the Secretary/Treasurer will notify the executive board of such status for further action, up to and including revocation of membership.
- D. Members in good standing are those members whose privileges have not been revoked or suspended by the executive Board action.
- E. Any member wishing to withdraw from Providence Citywide Fire Network may do so by written notice, or in person at a regular meeting

ARTICLE 4: ELECTED OFFICERS

SECTION 1: DEFINITION OF OFFICE, TERMS OF OFFICE

- A. Executive board of Providence Citywide Fire Network will consist of the President, Vice President, Secretary/Treasurer, and four (4) Directors. All being members in good standing.
 - I. Members of the executive Council shall be the President, Vice President and Secretary/Treasurer.
 - II. Executive Council members will be elected to one (1) year terms. They shall hold office until a successor is duly elected.
 - III. Members seeking election to the Executive Council or Executive Board shall have been members in good standing for not less than one (1) year prior to elections.
 - IV. Elections will be held in accordance with the provisions of Article 9 of the Bylaws.
- B. Board of Directors shall consist of four (4) members in good standing haven been elected in accordance with article 9 of the Bylaws.
 - I. Directors shall hold office for a term of (2) years. Two (2) Directors shall be elected to office on alternating years.
 - II. One (1) Director will be elected by the Board of Directors to serve as Chairperson of the Board of Directors, and will be elected to office for a term of one (1) year.

- C. Newly elected members of the executive board will take office at the end of the December meeting.
- D. Any vacancy in the executive board will be filled by majority vote of the members present at the next regular meeting. Following proper notification of vacancy to the membership.

ARTICLE 5: DUTIES OF OFFICERS.

SECTION 1: PRESIDENT

- A. Shall preside at all Regular, Executive, Special and Social Meetings of the organization.
- B. Shall appoint all committees and act as Ex-Officio member on same.

SECTION 2: VICE PRESIDENT

- A. Shall in the absence of the president, perform all duties of the president.
- B. Shall oversee the dispatchers and ensure compliance with the radio procedures for the organization.

SECTION 3: SECRETARY/TREASURER

- A. Shall be charged with all correspondence of the organization.
- B. Shall notify all members of scheduled meetings (Regular and Special) by mail, or electronic means no later than (10) days prior to said meetings.
- C. Shall record all minutes of meetings (Executive, Regular and or Special) and maintain a permanent record of same for a period of five (5) Years from that meeting. Will also make available to each member all minutes of previous meetings through two (2) means
- D. Shall report all minutes of meetings at all regular meetings.
- E. Shall in cases of foreseen absence, make ready all necessary reports to be forwarded for presentation to the membership at regular meetings.
- F. Shall retain all radio licenses from the FCC.
- G. Shall maintain the members listing and email listings on the organization's website.
- H. Shall receive and record all monies of the organization from any source. And shall deposit it in a timely manner to the appropriate accounts of the organization.
- I. Shall pay all expenses of the organization as needed through out the year as directed by the Executive Board. Expenses not covered by the approved annual budget shall not be paid until approved by a vote of the membership and will be held until next regular meeting unless doing so will cause a hardship to the organization.
- J. Shall prepare and present a monetary report to be read at all regular meetings.
- K. Shall ensure that all checks, drafts, or transactions require two (2) signatures, Secretary/Treasurer and at least one other member of the Executive Council.
- L. Shall make all records, receipts, and alike available for review by the board of directors at least ten (10) days prior to each Annual meeting.
- M. Shall notify the executive board at each Executive Board meeting of the status of all members.
- N. Shall assign a Unit Identification Number to all new members.

SECTION 5: CHAIRPERSON, BOARD OF DIRECTORS

- A. Shall in the absence of the Secretary/Treasurer present to the membership all reports prepared by the Secretary/Treasurer at a regular meeting.
- B. Shall in the absence of the Secretary/Treasurer, record all minutes of the meetings and submit same to the Secretary/Treasurer to be included in the permanent record of the organization.
- C. Shall be responsible for the communication center and communication vehicles for the organization.

SECTION 6: BOARD OF DIRECTORS

- A. Shall act as a Finance Committee for the organization funds. Prior to the annual meeting, they shall audit the records of the organization and present a report of it at that meeting.

SECTION 7: EXECUTIVE BOARD

- A. Shall consist of the executive council and the board of directors.
- B. Shall act in an advisory capacity, considering all matters effecting the organization.
- C. Shall meet prior to all regular meetings and discuss matters of the organization and bring them forward to the membership at a regular meeting for approval.
- D. Shall be charged with maintaining and updating the Dispatcher Protocols and Operational Guide.
- E. Shall prepare and present a yearly budget of expenses and income to the membership for approval at the January meeting. Membership approval of said budget shall allow the Secretary/Treasurer to pay all bills as directed by a vote of the Executive Board. Any expenses outside of the approved annual budget must be presented to the membership for approval at the next full meeting.
- F. Shall be the sole authority on the reassignment of Unit Identification Numbers. Any member wishing to change his Unit Identification Number must submit the request to the Executive Board in writing.

SECTION 8: VACANCIES

- A. Any executive Board member being absent for three (3) consecutive board or regular meetings, without due cause, may have their position declared vacant by the executive board.
- B. Any executive board member may vacate their position by written request.
- C. Vacancies will only take effect after a majority vote by the members present at the next regular Monthly Meeting. Vacancies will be filled in accordance with Article 4, Section 1, and Paragraph D.

ARTICLE 6: COMMITTEES

SECTION 1: CONSTANT COMMITTEE AND GUIDELINES

- A. President shall appoint all committees by the close of the January meeting.
- B. Membership Committee
 - I. Shall consist of the Secretary/Treasurer, and two (2) members of the Board of Directors.
 - II. All Applications for membership shall be referred to this committee for their investigation. Their findings will be forwarded to the executive Board.
- C. Newsletter Committee
 - I. Shall consist of not less then 2 members.
 - II. Shall be responsible for the completion, publication and assist in the distribution of the Quarterly newsletter of the organization.
- D. Radio Advisory Committee
 - I. Shall consist of not less then three (3) members
 - II. Shall handle all matters concerning FCC Compliance, Licensing, and Frequency Coordination.
 - III. Shall review and update as necessary the status of all reciprocal agreements in effect between Providence Citywide Fire Network and any other Organization.
 - IV. Shall continually review the status of repeater sites, investigation of new locations and any other radio, operation, frequency and utilization as needed.
 - V. Shall instruct members on the correct procedures and radio etiquette to be used when reporting incidents.
- E. Bylaws Committee
 - I. Shall consist of not less the three (3) Members.
 - II. Shall be charged with the annual review of the bylaws to be completed by the June Meeting.
 - III. Shall review all request for bylaw changes submitted by the membership. Committee will issue a recommendation to the executive board that will be included in the appropriate notification to the membership
- F. All committees must report back to the membership in writing, all findings of said committee, for the approval or rejection of their findings.

ARTICLE 7: MEMBERSHIP

SECTION 1: REGULAR MEMBERSHIP

- A. Applicants for regular membership shall file the appropriate application, including application fees, with the Secretary/Treasurer. Filed applications will be recorded by the secretary and forwarded to the membership committee for review and investigation.
- B. Notification of an application will be made to the general membership soliciting comments on the applicant. Said comments will be forwarded to the Secretary/Treasurer, who will forward the same to the membership committee.
- C. Membership committee will report their findings to the executive board and a vote will be scheduled for the next available regular meeting.
- D. Applicants will not be issued temporary approvals under any circumstances. No membership will take effect until approved by a majority vote of members present at a regular meeting.
- E. No application for regular membership will be voted on unless applicant is present at the regular meeting.
- F. All applicants for regular membership will receive a ninety (90) day probationary period. At the end of the probationary period the applicant will be reviewed by the executive board. The executive board, based on performance during the probationary period, will make a recommendation to the membership as to final approval of the applicant.
- G. All applications for Regular membership may be rejected at any time, for any reason. Notification of rejection will be made to applicant by mail.

SECTION 2: ASSOCIATE MEMBERSHIP

- A. Applications for Associate Membership shall be brought forth at the next regular meeting for vote by members present.
- B. All applications for Associate Membership may be rejected at any time. For any reason. Notification of rejection will be made to applicant by mail.

SECTION 3: CONDUCT OF MEMBERS

- A. All members shall abide by the bylaws, and standard operating procedures.
- B. No member of the organization shall obligate the organization into financial or any other responsibility, without prior approval of the membership at a regular or special meeting.
- C. No member shall use the organization or its name for any publicity, personal welfare or gain without the approval of the Executive Board.
- D. Members and their guest shall conduct themselves in a proper manner at all times. At no time shall they commit any act that will bring disgrace to the organization
- E. Members violating this article may be dropped from the membership in Providence Citywide Fire Network, by a vote of the Executive Board.
- F. Any member leaving the organization will promptly return all property belonging to the organization.
- G. The general conduct of associate members will be taken into consideration when an application for regular membership is received.

SECTION 4: REINSTATEMENT

- A. Any former member in good standing may submit a request for reinstatement of membership to the executive board within two (2) years after that member resignation from membership.
- B. Any member having been dropped from the membership for disciplinary action or those members beyond the two (2) year reinstatement limit they must reapply for membership as if they were a new member.
- C. Members dropped for nonpayment of dues may apply for reinstatement within two (2) years along with payment of back dues. Beyond the two (2) year reinstatement limit, they must reapply for membership as if they were a new member.

ARTICLE 8: MEETINGS

SECTION 1: REGULAR MEETINGS

- A. Shall include all members and their guest present
- B. Shall take place in the Months of January, March, May, June, July (cookout), August, October and December, on a date, time and place determined by the President.
- C. Business will include but not limited to any matter brought forth by the members present.
- D. Seven (7) regular members in good standing will constitute a Quorum. Once a Quorum has been obtained matters of financial concern may be acted upon.
- E. Notifications on regular meetings will be made under the provision of Article 5, Section 3, Paragraph B. (Duties of the secretary)

SECTION 2: EXECUTIVE MEETINGS

- A. Will be limited to members of the executive board, and when necessary those members requested to appear before the executive board.
- B. Will be scheduled in accordance with the provision of Article 5, Section 6, Paragraph C. (Duties of the Executive Board)
- C. Business at Executive Board meetings will be those brought forth by members of the Executive Board.

SECTION 3: SPECIAL MEETINGS

- A. Special meetings will be held on the order of the president, or by signed petition. Said, signed petition must be signed by 2/3 majority of the regular membership. Signed petition must be presented to a member of the executive board.
- B. Special Meeting dates shall be set by the executive Board within five (5) working days after receiving the petition.
- C. A Ten (10) day notice will of special meetings shall be made to the membership, by the secretary. This notification will include date, time and the purpose of the Special meeting.
- D. Purpose stated in the notice of the special meeting will be the only business discussed at the special meeting.
- E. Fifty – five (55) percent of the members signing said petition, shall be in attendance at the special meeting. If Fifty Five (55) percent of signed petitioners are not present: no action will be taken on the matter.

SECTION 4: ROBERTS RULES OF ORDER

- A. Roberts's rules of order shall be the order of business and govern all meetings. In cases of question or concern regarding the bylaws or procedures of this organization, Roberts Rules of order will be the prevailing reference.

ARTICLE 9: BALLOTING

SECTION 1: ELIGIBILITY

- A. Eligible voters must be a regular member in good standing. The secretary will keep a permanent record of voting members for a period of five (5) years following all votes.

SECTION 2: ELECTION BALLOTING

- A. The president shall appoint two (2) members in good standing that are not seeking office, to act as tellers. Tellers shall receive and count all ballots cast under supervision of the secretary.
- B. A Sample ballot will be mailed to members no later then ten (10) days following the close of nominations. Information on requesting and using absentee ballots will be included in the ballot packet.
- C. Secretary will open the polls two (2) hours prior to the scheduled beginning of the December election meeting. Polls will close fifteen (15) minutes prior to the scheduled start of the December meeting.
- D. All elections will be a majority vote of paper ballots cast.

SECTION 3: ABSENTEE BALLOTS

- A. Absentee ballots will only be available for the purpose of the election of the organization's officers.
- B. Members wishing to vote by absentee ballot must request to do so in writing to the Secretary/Treasurer at least 14 days prior to the annual election meeting.
- C. Secretary/Treasurer will send out the official ballot in the SASE provided by the Secretary/Treasurer.

ARTICLE 10: AMEMDMENTS TO THE BYLAWS

SECTION 1: SUBMISSIONS

- A. Any proposed amendment or change to the bylaws must be submitted in writing at a regular or special meeting of the organization. Said amendment will be referred to the BYLAW Committee, in accordance with Article 6, Section 1, Paragraph F, and Line III.
- B. When an amendment of change is forwarded to the executive board, said amendment shall be sent by mail to all regular members not less than ten (10) days prior to the next regular or special meeting that said amendments will be voted upon.

SECTION 2: RESTRICTIONS TO SUBMISSIONS

- A. No new bylaws, amendment, or revision of the existing bylaws can be introduced or voted upon under any form of suspension of the rules or parliamentary procedures other than the current bylaws of the organization.

ARTICLE 11: DISBANDMENT

SECTION 1: ACT OF DISBANDMENT

- A. This organization shall not be disbanded or discontinued under any condition except by an act of roll call vote, with three fourths (3/4) of the regular member's approval.
- B. Disbandment vote can only be held at a special meeting called for that purpose
- C. Notice of disbandment vote must be made in writing to all regular members not less than thirty (30) days in advance of said special meeting.