

STEESE AREA VOLUNTEER FIRE DEPARTMENT, INC.

**INCORPORATED JULY 2nd 1979 LAST
AMENDED: APRIL 15, 2014**

BY-LAWS

**STEESE AREA VOLUNTEER FIRE
DEPARTMENT, INC.
800 WILLIAM C. LEARY LN
FAIRBANKS, ALASKA 99712
907-457-1508
www.steesefire.org**



ARTICLE I

1.0 TITLE AND INTENT

- 1.1 This Organization shall be known as the Steese Area Volunteer Fire Department, Inc (SAVFD).
- 1.2 The purpose of the Steese Area Volunteer Fire Department is to respond to Fire and EMS emergencies within the Steese Fire and EMS Service Areas in order to protect lives and property, and preserve the environment through approved contracts with the Fairbanks North Star Borough.

ARTICLE II

2.0 BOARD OF DIRECTORS

2.1 The Authority and Function of the Board of Directors:
Authority of the Board of Directors is granted legal status through the adoption of the Steese Inc. Bylaws which are required in Article X of the company's Articles of Incorporation. The main purpose of a Board of Directors is for Fiduciary responsibility to the Steese Fire Service Area Commissioners, members of the corporation, and to the residents who are served. The Board has authority only during scheduled Board meetings where a quorum is present. Individual authority comes only after the Board authorizes a single Board Member to act on the Board's behalf for a specific responsibility. They are to perform the following duties:

1. Manage the affairs and business of the corporation except those reserved to the members by law, the By-Laws, and the Articles of Incorporation.
2. Adopt and maintain Board Policies of the corporation, and ensure quality board training.
3. Approve the annual fire budget for submission to the Fire Service Area Commissioners and the annual EMS budget for submission to Fairbanks North Star Borough.
4. Ensure compliance with the IRS, Alaska state laws and regulations for Steese Inc. as a Non Profit 501 (c) 3 Organization.
5. Develop, review and amend "Overall Goals and Objectives" of the department; provide assistance in developing the resources to carry them out.
6. Appoint or hire the Fire Chief who is the only personnel staff member the board supervises.
7. Approve written legal contracts on behalf of the corporation.

8. Propose changes in the Articles of Incorporation and By-Laws to the membership for adoption.
9. Select legal counsel for the corporation.
10. Authorize and appoint committees

2.2 Board Eligibility:

1. Residents of the Fairbanks North Star Borough of legal voting age who actively and openly support the mission of this corporation.
2. The Board of Directors shall be classified as “General Members” of the department in accordance with Article VII of the Articles of Incorporation.
3. The Fire Chief shall serve as a non-voting, Ex-officio member of the board.
4. A member of the Board of Directors may not serve on a different board whose Organization is involved in a contract with this Steese Inc. (I.e. Commissioner, EMS Advisory Board, ETC.).
5. Immediate family members (i.e. husband-wife, father-son, etc) cannot serve together on the Board. Also, a person may not serve on the Board of Directors if an immediate family member is a fulltime paid benefited employee.
6. Members of the Board of Directors who miss two (2) consecutive, Annual Membership meetings, without an approved absence from the Board President, shall be automatically removed from the Board of Directors. The President of the Board shall give formal notice to the member removed in writing.
7. An Active responding member may not serve on the board.

ARTICLE III

3.0 MEETINGS, VOTING, AND ELECTIONS

3.1 Annual and Special Membership Meetings:

1. An Annual Membership meeting shall be held in the spring of each year. A quorum of the Board Directors is required at the Annual Membership meeting.
2. Notice of Annual Membership meetings shall be prominently posted at least ten (10) days prior to the meeting. Email notifications/training announcements will also be utilized. The Board Secretary shall be responsible for ensuring proper notice is given.
3. Special Membership meetings which meet the same notification requirements of an Annual Meeting

- may be called by the President of the Board of Directors or by submission of a petition request, bearing signatures of a simple majority of active members. The petition shall state the reason for the Special Meeting request.
4. An agenda for the Annual or Special meeting shall be the responsibility of the Board President. Active Responding Members may request the Board President consider new items be added to the agenda.
 5. Minutes of the Special or Annual Membership meeting shall be posted to allow access by the membership.
 6. A required membership quorum shall be defined as one-third of the Active Membership being physically present with a quorum of Board of Directors being present.
 7. A simple majority vote shall prevail on all issues other than amendments to the “Articles of Incorporation”. Voting shall be public unless private voting by ballot is ordered by the Board President.
 8. Voting members shall have maintained active member status for 120 days prior to any vote. Active Member status is defined by the departments’ written policy and procedure.

3.2 Electing Board of Directors:

1. New Board Directors shall be elected by the current standing Board at the Annual Meeting.
2. The President of the Board shall be responsible for ensuring that a nominating committee is formed 30 to 120 days in advance of the Annual meeting date. The Nominating Committee shall at a minimum be comprised of two (2) active responding members and one (1) standing Board Director. The committee shall nominate capable qualified individuals. The active responding members on the committee shall seek the input from the full membership for nominations.
3. Nominations for Board Directors shall be accepted from the floor prior to the actual vote. Votes for a Board Director position shall be by private ballot.
4. The Board of Directors shall consist of five (5) to seven (7) members, elected to three (3) year terms. Terms shall be staggered with no more than 3 seats open for election each year.
5. Any Board Director may be dismissed with a majority vote of dismissal by the Board of Directors at any scheduled meeting. The vote is final. If not in attendance, the removed Director shall be notified by the current Board President of the removal vote.

6. The Board of Directors shall annually elect board officer positions as stated in the Articles of Incorporation at the next Board meeting.
7. Vacancies shall be filled by the Board with a majority vote of Board Directors for the remainder of that unexpired term.

3.3 Board of Directors Meetings

1. The Board of Directors shall notify the full membership of regular scheduled monthly Board meetings.
2. The Board of Directors shall make and keep current its Board Policies.

ARTICLE IV

4.0 CLASSES OF MEMBERSHIP

4.1 Dues are not required for membership.

4.2 Any responsive and responsible individual shall be eligible for membership in the fire department providing he or she is at least eighteen (18) years of age and is capable of performing the physical needs commensurate to the duties as a firefighter, medic, or support member. Members are required to follow the Policies and Procedures of the organized department. Membership in this department may not be denied on the basis of age, sex, race, color, creed or national origin.

4.3 Membership consists of the following categories:

Firefighter – Active Responding Firefighter members of the department defined by Department Policies and Procedures.

Medic - Active Responding EMS members of the department defined by Department Policies and Procedures.

Support - Active support members of the department defined by the Department Policies and Procedures.

General - Legal Residents of the Fairbanks North Star Borough who serve on the Steese Board of Directors.

Honorary - Honorary Memberships are designated by the Board of Directors for outstanding contributions by non-members to the Department.

Life - Members who have contributed active service to the department of eight (8) years or more may apply to the Board for Life Membership. Life Members shall be recognized on the Department's Life Membership Plaque.

ARTICLE V

5.0 DEPARTMENT POLICIES AND PROCEDURES

5.1 The Steese Area Volunteer Fire Department Policies and Procedures shall govern in all circumstances not mentioned in and not in conflict with the Articles of Incorporation, the Bylaws, or Board Policy. The Fire Chief shall develop and establish the Department Policies and Procedures.

ARTICLE VI

6.0 ROBERTS RULES OF ORDER

6.1 Meetings will be governed by the parliamentary rules as outlined in Roberts Rules of Order Newly Revised in all cases where current By-Laws and current Board Policies do not apply.

ARTICLE VII

7.0 BY-LAWS AMENDMENTS

7.1 These By-Laws may be amended by a simple majority vote by active members present at any Annual or Special Membership meeting where a quorum of active members and Board Directors are present under the following provisions:

1) The intended amendment has been proposed to members in writing at a previous Special or Annual meeting

Or

2) The intended amendment is posted prominently at least thirty (30) days prior to the meeting. Email notifications/training announcements will also be utilized.