

UNIFIED FIRE FIGHTERS of THE WOODLANDS

BY-LAWS

Article 1: NAME

Section 1:

The name of this organization shall be the Unified Fire Fighters of The Woodlands.

Section 2:

The purpose of this organization shall be the raising, receiving, and disbursement of funds.

Article 2: MEMBERSHIP

Section 1:

Membership shall be attained by the signing of a Membership Card.

Section 2:

The organization may bestow Honorary Membership on any one by a resolution favorably acted on by vote of members at any regular meeting. Such Honorary Members shall be without voice or vote in business meetings.

Section 3:

Membership in the organization is voluntary.

Article 3: MEETINGS

Section 1:

The regular meetings will be held on the second Tuesday and following Thursday in January.

Section 2:

A quorum shall consist of 7 members.

Section 3:

Special meetings may be called by vote of a majority of the Executive Board.

Section 4:

The rules attained in Atwood's Rules for meetings shall govern the meetings of this organization in all cases not in conflict with this Constitution and By-Laws.

Article 4: OFFICERS AND ELECTIONS

Section 1:

The officers of this organization shall consist of: President, Secretary, 1st Vice-President, 2nd Vice-President, and Local 3846 Treasurer. The Local 3846 Treasurer may not serve as the Fund Treasurer of this organization. These five officers shall compose the Committee Executive Board. The Local 3846 officers elected in accordance with that organization's Constitution and By-Laws holding the positions of President, Secretary, 1st Vice-President, 2nd Vice-President, and Treasurer shall hold these five positions on the Committee Executive Board.

The officers of this organization will also consist of: Two elected Trustees and a Fund Treasurer, each elected for a 2 year term. The Fund Treasurer may not hold the position of Treasurer on the Local 3846 Executive Board. Elected terms will expire at the end of the first regularly scheduled meeting of the year of even-numbered years. These three officers will be referred to as the Board of Trustees.

The term of office for each Committee Executive Board member shall be for two years, in accordance with the Local 3846 Constitution and By-laws.

Section 2:

When a vacancy occurs within the Committee Executive Board, the unexpired term shall be filled by appointment by the Committee Executive Board. When a vacancy occurs within the Board of Trustees, the unexpired term shall be filled at the next regular meeting by a vote of the membership.

Section 3:

Board of Trustees Elections will be held via online election during the two weeks prior to the first regularly scheduled meeting of even-numbered years. Results will be announced at the first regularly scheduled meeting of even-numbered years, and the newly elected officers will fill their positions at the conclusion of the meeting.

Article 5: DUTIES OF OFFICERS AND COMMITTEES

Section 1:

It shall be the duty of the President to preside at all meetings of the organization and at meetings of the Executive Board. He shall be a member ex-officio of all committees. He shall enforce strict observance of the Constitution and By-Laws of the organization and cause to be maintained such records as the Laws of the Land requires.

Section 2:

The Vice-Presidents shall assist the President in such a manner as the President may determine. In the absence of the President, he or she shall preside at meetings. If the office of the President becomes vacant, the 1st Vice-President shall be acting President until the Office of President is filled by the Executive Board.

Section 3:

The Secretary shall have custody of all documents, records, books, and papers of the organization. He or she shall keep an accurate record of the meetings of the organization and of the Executive Board. He or she shall discharge on behalf of the organization such duties as may be imposed upon him or her by the Laws of the Land.

Section 4:

The Fund Treasurer shall maintain all financial records of the organization including transactions, deposits, and expenditures. He or she shall discharge on behalf of the organization such duties as may be imposed upon him or her by the Laws of the Land.

Section 5:

A Campaign Manager may be appointed by the Executive Board. The Campaign Manager, if appointed, will serve as the point of contact between the organization and any candidate supported by the organization. The Executive Board may appoint multiple Campaign Managers and assign them to different candidates if deemed necessary by the Executive Board. The Campaign Manager may, but is not required to be a member of the Executive Board or Board of Trustees.

Section 6:

The majority of the Executive Board and Board of Trustees shall direct the distribution of all funds.

Article 6: AUDIT

Section 1:

The books and accounts of this organization shall be audited quarterly by the Board of Trustees.

Article 7: FILING

Section 1:

File Form 990, or Form 990-EZ shall be filed by the 15th day of the 5th month (May) after the organization's accounting period ends. If the regular due date falls on a Saturday, Sunday, or legal holiday, these forms shall be filed on the next business day. A business day is any day that is not a Saturday, Sunday, or legal holiday.

If the organization is liquidated, dissolved, or terminated, the return shall be filed by the 15th day of the 5th month after the liquidation, dissolution, or termination.

If the return is not filed by the due date (including any extension granted), a statement shall be attached giving the reasons for not filing on time. The return shall be sent to the:

Department of the Treasury
Internal Revenue Service Center
Ogden, UT 84201-0027

Article 8: ACCOUNTS

Section 1:

An account shall be established for all funds to be deposited.

Section 2:

Contributions to the account shall be made by members through the use of direct deposit through the member's financial institution.

Diamond Elite-	\$10.00 per pay period
Platinum Member-	\$6.00 per pay period
Gold Member-	\$5.00 per pay period
Silver Member-	\$4.00 per pay period
Bronze Member-	\$3.00 per pay period

Membership levels may be changed in January and July of each calendar year by submitting a request to the Fund Treasurer. Any other requests shall be considered by the Fund Treasurer and Trustees.

Article 9: AMENDMENTS

Section 1:

This Constitution and By-Laws may be amended by a two-thirds vote at regular meetings of members present, provided Notice of Amendment is made in writing to members at least 10 days in advance of the meeting at which the vote will be taken.