

**SHERWOOD FOREST ESTATES FIRE DEPARTMENT AUXILIARY
BY-LAWS**

Approved: September 15, 2012

ARTICLE I: Name and Definition

Section 1: The name of this organization shall be Sherwood Forest Estates Fire Department Auxiliary.

Section 2: The Sherwood Forest Estates Fire Department Auxiliary is an organization of Sherwood Forest Estates Fire District property owners.

ARTICLE II: Objectives and Purpose

Section 1: The objective of this organization shall be to support the needs of the Sherwood Forest Estates Fire Department.

Section 2: The purpose of this organization shall be to raise funds through activities, projects and/or donations to purchase needed items requested by the Sherwood Forest Estates Fire Department.

ARTICLE III: Membership

Section 1: Membership in this organization shall be open to all property owners in Sherwood Forest Estates Fire District.

Section 2: Membership is voluntary. Membership is dues free.

ARTICLE IV: Officers

Section 1: The officers of this Organization shall be President, Secretary and Treasurer.

Section 2: The terms of President and Secretary will be 2 years commencing in even-numbered years and the term of the Treasurer will be 2 years commencing in odd-numbered years.

Section 3: The President shall:

- a. Prepare the agenda, preside at all meetings and act as chief officer.
- b. Be cosigner on the Auxiliary's bank account.
- c. Perform such other duties as pertain to the office.

Section 4: The Secretary shall:

- a. Take minutes at all meetings.
- b. Answer all correspondence that pertains to the organization.
- c. Be custodian of all organization records.
- d. Preside in the absence of the President.

Section 5: The Treasurer shall:

- a. Receive the funds for the organization and promptly deposit them in the organization's bank account.
- b. Pay all authorized bills.
- c. Make authorized purchases.
- d. Keep an up-to-date ledger.
- e. Prepare a financial statement for each meeting.

ARTICLE V: Meetings

Section 1: The 'year' of this organization shall be from September through August.

Section 2: Regular meetings of this organization shall be held monthly from April through September as scheduled and posted.

Section 3: Meetings shall be for the purpose of approving all business of this organization and planning future activity.

Section 4: The August meeting shall include acceptance of nominations for officers for the next year.

Section 5: The September meeting shall include election of officers for the next year. Officers' terms will begin at the conclusion of the September meeting.

Section 6: Special meetings may be called by the President as deemed necessary.

Section 7: A quorum shall consist of a minimum of 3 members, with a simple majority required for action.

ARTICLE VI: Executive Board

Section 1: The officers of this organization shall constitute the executive board.

Section 2: In emergency situations, the executive board may approve, by two-thirds vote, any business of this organization that cannot be voted upon at a regular or special meeting. This vote can be taken by telephone or email ballot.

ARTICLE VII: Amendments

Section 1: These By-Laws may be amended at any regular meeting by a two-thirds vote of those present provided that the amendment has been submitted in writing at the previous regular meeting.

Signed by:  (Anne Dudley, Secretary 2012)