**CHELAN COUNTY FIRE DISTRICT #9 AUXILIARY**

**BY-LAWS**

**ARTICLE I**

**NAME**: This organization shall be known as Chelan County Fire District #9 Auxiliary.

**ARTICLE II**

**PURPOSE:** The primary purpose of this organization shall be to support the ~~Chelan County Fire District #9 Volunteer Fire Fighters.~~ Lake Wenatchee Fire District #9 Volunteer Firefighters Charitable Assn.

**ARTICLE III**

**MEMBERSHIP:** Membership shall consist of a completed membership information sheet on file.

**ARTICLE IV**

**MEETINGS:**

**SECTION 1.** Meetings shall be held on the first Wednesday of each month at 7:00 p.m. at Fire Station #1.

 **2.** For resolving conflict we will refer to Robert’s Rules of Order.

**ARTICLE V**

**VOTING:**

**SECTION 1.** Voting members shall have attended at least two previous meetings.

 **2.** A quorum shall consist of a simple majority of voting members in attendance.

**ARTICLE VI**

**OFFICERS:**

**SECTION 1.** The officers shall consist of a President, Vice-President, Secretary and a Treasurer.

 **2.** Officers term shall consist of one year.

 **3.** Elections shall be held in April.

**OFFICER DUTIES**

1. President
2. Conducts monthly meetings according to agenda.
3. Oversees all operations of the Auxiliary
4. Is the liaison between the Auxiliary and the Fire Department.
5. Vice President
6. Maintains the membership roster and call list.
7. Acts in the absence of the President.
8. Secretary
9. Keeps records of meetings (minutes).
10. Keeps all files in order.
11. Conducts all business correspondence.
12. Treasurer
13. Keeps monthly financial records and gives a report at each meeting.
14. Maintains a checking account with three officer’s signatures on file with the bank and with two officer’s signatures requirement on each check.
15. All expenditures shall be presented and voted on at the meetings.

**ARTICLE VII – AMENDMENTS**

The By-Laws may be amended at any regular monthly meeting by a two-thirds vote of the members present, providing that the amendments shall have been proposed in writing at the meeting preceding the one at which action is taken and all members shall have received a copy of the proposed amendment at least five days prior to the meeting.

These By-Laws were read and approved March 6, 1996.

Susan M. McDannald

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