

BY-LAWS

Tolland County Mutual Aid Fire Service, Inc.

Tolland, Connecticut 06084

Article I – Name

This organization shall be known as the Tolland County Mutual Aid Fire Service, Inc., hereafter referred to as the Organization.

Article II – Objective and Purpose

Section A. – Objective

1. The objective of the Organization shall be to assist public safety agencies in the preservation of life and property in Tolland County, surrounding municipalities, and agencies with membership in the Tolland County Mutual Aid Fire Service, Inc. by coordinating emergency communications services.

Section B. – Purpose(s)

1. To establish, organize, maintain, conduct, and/or coordinate regional communications services for public safety agencies and municipalities. The Organization can organize and coordinate any special resources necessary to conduct emergency operations.
2. To acquire by gift, purchase, lease, or otherwise, any and all types of land, real estate, buildings, vehicles, fire fighting and rescue equipment, emergency management materials, radio communications equipment, and other types of communications equipment necessary to perform its purpose.

3. To operate, or hire personnel to operate, equipment, facilities, or radio communications equipment for the Organization.
4. To operate a Primary Service Answering Point (PSAP) for the benefit of member public safety agencies and municipalities. For the purpose of providing service, the Organization shall contract with public safety agencies and municipalities, levy a charge for service, assess member public safety agencies, collect membership dues, and otherwise raise and utilize revenues from public and private sources.

Article III – Organization

Section A. Membership

Membership in the Organization consists of the public safety agencies utilizing the services provided by the Organization and the municipalities which are directly served by the Organization.

1. Active Membership (Voting Members)

Active members shall be a representative appointed by the member municipality and a representative appointed by the public safety agency. The municipal representative and the public safety representative cannot be the same person.

The municipalities and the public safety agencies will provide their respective representatives name and the names of three alternates annually.

Notification of the appointment of the respective representatives will be done in writing annually at the January meeting.

Any permanent change of the municipal or public safety agency representatives will be done in writing.

2. Associate Membership (Non-Voting Members)

Ex agency heads, officers, or ex officers of the organization, or the heads of Public Safety agencies that do not belong to the Tolland County Mutual Aid Fire Service, Inc., may be, by vote of the organization, associate members with no voting privileges.

Section B. Officers

Officers of the Organization shall consist of:

President

Vice President

Secretary

Treasurer

Section C. Board of Directors

The Board of Directors shall consist of nine members. Four of the directors shall be the President, Vice President, Secretary, and Treasurer. The remaining five members shall be members at large.

Section D. Committees

Committees shall be appointed by the President to properly run the organization.

All committees shall be appointed or reappointed annually by the president after the annual meeting election. Each committee shall submit an annual report at the annual meeting of the Organization and upon termination of the committee.

Section E. Employees

The Organization may hire such personnel as necessary to carry out its purposes. The Organization, through its Board of Directors, shall hire an individual to supervise personnel and be responsible for running the day to day activities of the Organization.

Section F. Regional/State Organization Representation

The Board of Directors may appoint representatives to regional, area wide, or state organizations to officially represent the Organization and its membership.

Section G. County Coordinator and Assistants

There will be a County Coordinator to assist with area wide fire and emergency field operations and activities. The County Coordinator shall appoint personnel as needed to carry out the responsibilities of the position.

Article IV - Election of Officers and Filling of Vacancies

Section A. Election

The Organization shall elect a County Coordinator and a Board of Directors at the annual meeting In January of each year. The term of office for the County Coordinator and each Director shall be three (3) years from the date of election. The Board of Directors shall elect their own President, Vice President, Treasurer, and Secretary, on an annual basis, at the first board meeting following the organizations annual meeting

For the transition period starting January 2010, three members shall be elected to three year terms, Two shall be elected for two year terms. At the January 2011 annual meeting, three members shall be elected to three year terms, one member shall be elected to a one year term. Starting January 2012, all members elected shall be elected to three year terms.

Members eligible to serve on the board of directors shall be Active Members and their designated alternates.

Section B. Vacancies and Annual Meeting Elections

Vacancies caused by death, resignations, etc. may be filled by the president until an election can be held. Nominations shall be from a member agency or member municipality to fill the position on an interim basis until the next regular meeting. The person so elected shall hold office for the remainder of the term of office.

Article V – Duties of Officers, Coordinator, and Committees

Section A. Duties of Officers

President – The President shall preside at all meetings, preserve decorum, and decide questions of order, subject to the right of members to appeal, and appoint all committees. The President shall be ex-officio member of all committees. The President shall be the point of contact with legal entities, and shall assist the dispatch center directors with operational, financial, and corporate matters. The President shall act when authorized by the Board of Directors to enter into contracts and commitments on behalf of the organization.

Vice President – The Vice President shall perform duties in support of or absence of the President.

Secretary – the Secretary shall record, file, and maintain minutes of the proceedings of the business and board of directors meetings. The Secretary shall maintain a current file of all legal matters of the corporation, attend to all correspondence, notify all members of regular and special meetings, and prepare and submit an annual report at the annual meeting of the Organization.

Treasurer – The Treasurer shall oversee the financial activities of the corporation as legally required. The Treasurer shall assist the dispatch center managers, operational and financial, in regard to preparing an annual budget. The Treasurer shall prepare and submit an annual report as well as any other pertinent reports throughout the year as needed.

Board of Directors – The Board of Directors shall be responsible for conducting the business affairs of the organization. The Board of Directors shall approve the applications prior to hiring of personnel. The Board of Directors shall establish and enact policies and procedures pertaining to the operation of the Organization and provision of services. Any proposed policy or procedural change(s) with a current or projected non-budgeted financial impact on member Public Safety Agencies or Municipalities shall be reviewed by the Board of Directors, and then presented to the membership, with the Board's recommendation, for a vote. Policy or procedural change(s) enacted by the Board of Directors may be overturned by a two thirds majority vote of the active membership. The Board of Directors shall present a yearly budget to the membership for approval.

Section B. Duties of Coordinator

County Coordinator – The County Coordinator, when requested, shall be responsible for coordinating all field operational services of the Organization and any special field service teams, area wide operations, or other field services established to carry out the purpose of the

organization. The County Coordinator shall be responsible for coordinating area wide requirements directed by the state of Connecticut. The County Coordinator shall establish a plan for carrying out such field services and appoint such assistants, deputies, commanders, or other personnel appropriate to achieve its purposes. The County Coordinator shall prepare and submit an annual report at the annual meeting of the Organization.

Section C. Duties of Committees

Duties, responsibilities, and appointment of Committees shall be determined by the President. The President shall define and document the tasks and responsibilities of all appointed committees.

Article VI – Meetings

Section A. – Meetings

Regular meetings of the organization shall be held bimonthly on the third Wednesday of January, March, May, July, September, and November. Special meetings may be called by the President, by the Board of Directors, or when requested by five (5) active members in writing.

Section B. – Quorum

Twelve (12) active members shall constitute a quorum for a regular or special meeting.

Section C. – Membership Notification

Prior to any regular or special election, revision of the by-laws, special meeting, or change to the regularly scheduled meeting, the Secretary shall notify the membership seven (7) days in advance of the meeting with regard to the positions to be elected and the content to be discussed.

Section E. – Rules of Order

Robert's Rules of Order, revised, shall be the parliamentary authority in all situations not covered by these by-laws.

Article VII – Amendments to the By-Laws

Any alterations or additions to these by-laws may be offered in writing at any regular meeting of the Organization or by presentation to the membership by a special by-law committee appointed by the President. Member agencies will be notified by the secretary in writing seven (7) days in advance of the regular meeting when the vote is to be taken. Changes must be approved by a two thirds vote of the members present and voting.

Article VIII – Dissolution

In the event of dissolution of the Organization, the assets shall go for like purposes and not be divided among its members or any individuals. All dissolution procedures will conform to state law governing non-profit corporations.

These by-laws will supersede the by-laws dated November 18, 1998, amended September 15, 1999 and will take effect from passage.

Article IX – Effective Date of These Revised By-Laws

The effective date of these by-laws shall be January 20, 2010.