



MASSACHUSETTS FIRE DISTRICT FOURTEEN BYLAWS

ARTICLE I - DISTRICT FOURTEEN

Article I, Section 1 **NAME**

District Fourteen established pursuant to an agreement authorized by Chapter 40, Section 4A of Massachusetts General Law shall be known herein as Massachusetts Fire District Fourteen.

Article I, Section 2 **PURPOSE**

The purpose of District Fourteen shall be:

To provide Fire Services mutual aid assistance in the District Fourteen area including hazardous materials response and other specialized operations.

- To provide coordination of all Fire Services' mutual aid activities in the area.
- To interface with existing Civil Defense and provide fire mobilization.
- To provide overall planning for coordinated activities in times of emergencies and disasters.
- To provide for other common functions for the good of the Fire Service in the area served, including (but not limited to):
 1. Group Purchasing and Standardization;

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2. Group Training;
3. Common Maintenance;
4. Facilities Communications:
 - a. District radio network,
 - b. Ten-Alarm Mutual Aid Resource Guide,
 - c. Dispatcher training.
5. Common Insurance
6. Seminars for Exchange of Ideas;
7. Marketing:
 - a. Financing,
 - b. Grant writing/administration,
 - c. Revenue generation,
 - d. Donations,
 - e. Public relations.
8. EMS Development:
 - a. Regional ALS,
 - b. Training.
9. Hazardous Materials Coordination and Development;
10. Research and Development
11. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of Internal Revenue Code, or corresponding section of any future federal tax code.

Article I, Section 3

OFFICE

An office shall be established within Massachusetts Fire District Fourteen.

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Article I, Section 4 **MEMBERSHIP**

The Head of the Fire Department, as defined in Chapter 148, Section 2 of Massachusetts General Law, of the following Fire Departments shall be members of Massachusetts Fire District Fourteen:

Acton	Framingham	Lincoln	Northborough	Sudbury
Ashland	Holliston	Marlborough	Sherborn	Wayland
Boxborough	Hopedale	Maynard	Shrewsbury	Westborough
Carlisle	Hopkinton	Milford	Southborough	
Concord	Hudson	Natick	Stow	

The Head of the Fire Department may appoint delegates from within his/her department to represent him/her at meetings. Said delegates so appointed will have full authority at such meetings.

Article I, Section 5 **COORDINATOR**

A Coordinator shall be appointed by the District Chairman with a majority vote of the membership. The Coordinator's duties shall be as directed by the District Chairman and shall include the preparation of the Annual Report which will be presented at the August monthly meeting. The salary of the Coordinator shall be reviewed yearly in the month of May for submission and approval with the upcoming fiscal year's budget at the Annual meeting in June.

Article I, Section 6 **DISSOLUTION**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE II - OFFICERS

Article II, Section 1 **NUMBER**

The officers of Massachusetts Fire District Fourteen shall consist of a Chairman, Vice Chairman, a Secretary, and a Treasurer.

Article II, Section 2 **TERM**

The Officers shall hold office from the fourth Thursday in June for a period of one year or until his/her successors have been duly elected and qualified.

Article II, Section 3 **NOMINATION COMMITTEE**

At least thirty days prior to the June meeting or prior to any meeting called for the purpose of electing officers, the Chairman shall appoint a Nominating Committee of three members, none of whom shall be an officer of District Fourteen. The Chairman shall advise the membership of his appointments to the Nominating Committee. The members of the Nominating Committee shall elect their own Chairman. It shall be the responsibility of the Nominating Committee to nominate candidates for Chairman, Vice Chairman, Secretary, and Treasurer. The report of the Nominating Committee shall be sent to each member of District Fourteen at least ten days prior to the June meeting or any meeting called for the purpose of electing officers.

Article II, Section 4 **ELECTION OF OFFICERS**

The officers of Massachusetts Fire District Fourteen shall be elected by a majority of the members present and voting at the June meeting or at any meeting called for the purpose of electing officers.

Article II, Section 5 **VACANCIES**

If any office shall become vacant for any reason, an election to fill that office shall be held at the next regular or special meeting of District Fourteen, subject to the procedures of Section 3 of this article. Any officer so elected shall complete the unexpired term of the officer succeeded.

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Article II, Section 6 **CHAIRMAN**

The Chairman shall serve as the Chief Officer of District Fourteen and Chairman of the District Fourteen Executive Board and shall have the right to vote. He is authorized to appoint members to all committees consistent with the requirements of District Fourteen. He shall perform such other duties as are incidental to his office or may be required of him by District Fourteen. The Chairman shall be a member of all committees of District Fourteen ex-officio.

Article II, Section 7 **VICE CHAIRMAN**

The Vice Chairman shall serve as an officer of District Fourteen and be a voting member of the District Fourteen Executive Board. The Vice Chairman shall preside in the absence from the Chair of the Chairman and shall perform such duties as are incidental to this office and required by District Fourteen.

Article II, Section 8 **SECRETARY**

The Secretary of District Fourteen shall also serve as Secretary of the District Fourteen Executive Board. The Secretary shall keep and preserve all minutes of District Fourteen and of the District Fourteen Executive Board and shall keep and preserve all resolutions, transactions, findings, and determinations of District Fourteen and the District Fourteen Executive Board. The Secretary shall preside in the absence from the Chair of the Chairman and the Vice Chairman and shall perform such duties as are incidental to this office and required by District Fourteen.

Article II, Section 9 **TREASURER**

The Treasurer of District Fourteen shall also serve on the District Fourteen Executive Board. The Treasurer shall keep and preserve the financial records and shall act as the Chairman of the Finance Committee. He shall present the financial report at each regular meeting and shall be responsible for the performance of an annual audit, the results of which shall be presented at the annual meeting. He shall perform such duties as are incidental to this office and required by District Fourteen.

ARTICLE III - MEETINGS OF DISTRICT FOURTEEN

Article III, Section 1 **REGULAR MEETINGS**

Regular meetings of Fire District Fourteen shall be held monthly on the third Thursday of each month, at the direction of the Executive Board, and at such other times as may be required. The annual meeting shall be held in the month of June.

All meetings are open to all District 14 Fire Chiefs, Associate members and sitting committee members. Invited guest presentations and committee reports will be given at the beginning of the meeting and once complete, only voting members and their delegates will be in attendance for the balance of the meeting.

Executive session, when requested by any voting member, will be attended by only voting members. If necessary the District Administrative Assistant will not be in attendance during this session and a voting member will take appropriate notes for the record.

Article III, Section 2 **SPECIAL MEETINGS**

Special meetings may be called at any time by the Chairman or the District Fourteen Executive Board. Special meetings shall also be called on written request of three or more members of District Fourteen.

Article III, Section 3 **NOTICE OF MEETINGS**

Each member of District Fourteen shall be given at least seven days' written notice of the date, time, and place for each meeting.

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Article III, Section 4 **QUORUM**

One-third of the total district membership or a minimum of eight members or their representatives shall constitute a quorum at any meeting. In the absence of a quorum, a lesser number can adjourn meetings.

Article III, Section 5 **VOTING**

Each member or delegate present at a meeting shall have one vote. A majority of those present and voting is required for the adoption of any motion or resolution, except for the amendment of these bylaws, which is covered under Article VII.

Article III, Section 6 **CONDUCT OF MEETINGS**

Except as otherwise required by these bylaws, the rules of order of District Fourteen shall be in accordance with the latest revised edition of ROBERTS RULES OF ORDER.

ARTICLE IV - DISTRICT EXECUTIVE BOARD

Article IV, Section 1 **DUTIES, RESPONSIBILITIES, AND POWERS**

The District Fourteen Executive Board shall act as the advisory committee for the operation of District Fourteen and shall assume the duties, responsibilities, and powers of the District Fire Mobilization Advisory Committee authorized by the Massachusetts Civil Defense Agency.

Article IV, Section 2 **ELECTION OF DISTRICT FOURTEEN EXECUTIVE BOARD**

The District Fourteen Executive Board shall be elected from District Fourteen members by a majority vote of the members present and voting at the June meeting. Executive Board members shall serve a three-year term and may not hold consecutive terms. Three members shall make up the Executive Board with rotating vacancies of 3, 2, 1 members in consecutive years. The officers shall also serve on the Executive Board in accordance with their term of office.

Article IV, Section 3 **VACANCIES**

If any member of the District Fourteen Executive Board can no longer serve, his replacement shall be elected in the same manner and under the same conditions provided in Section 2 of this article at the next regular meeting of District Fourteen. Such replacement shall complete the unexpired term of the person succeeded.

Article IV, Section 4 **REGULAR MEETINGS**

The District Fourteen Executive Board shall meet at the call of the Chairman.

Article IV, Section 5 **SPECIAL MEETINGS**

Special meetings may be called at any time by the Chairman. Special meetings may also be called upon written request therefore by three or more members of the District Fourteen Executive Board.

ARTICLE IV - DISTRICT EXECUTIVE BOARD

Article IV, Section 6 **NOTICE OF MEETINGS**

Each member of the District Fourteen Executive Board shall be given at least seven days' written notice of the time, place, and date for each meeting except for emergency meetings for which this section may be waived.

Article IV, Section 7 **QUORUM**

The majority of the members of the District Fourteen Executive Board shall constitute a quorum at any meeting. In the absence of a quorum, a lesser number can adjourn a meeting.

Article IV, Section 8 **VOTING**

Each member present at a meeting shall have one vote. A majority of those present and voting is required for the adoption of any motion or resolution.

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Article IV, Section 9

CONDUCT OF MEETINGS

Except as otherwise required by these bylaws, the rules of order for the District Fourteen Executive Board shall be in accordance with the latest revised edition of ROBERTS RULES OF ORDER.

ARTICLE V - FINANCIAL

Article V, Section 1

FISCAL YEAR

The fiscal year of District Fourteen shall be from July 1 to June 30.

Article V, Section 2

ASSESSMENTS

Each member of District Fourteen shall be assessed a sum of money per year for the operation of District Fourteen. The amount of the annual assessment shall be determined by a vote of the membership at the Annual Meeting in June. The Treasurer shall bill each community during July with payment due by September 30 of each year.

Article V, Section 3

BUDGET

The Chairman of each District Fourteen committee shall prepare a budget of expenditures for his committee for each fiscal year and said budgets shall be submitted for approval by the membership at a regular meeting at least thirty days prior to the beginning of each fiscal year.

Article V, Section 4

DISBURSEMENT OF FUNDS

Funds of District Fourteen will be held in a bank chosen by the Treasurer with the approval of the Executive Board. Disbursement of funds will be by voucher approved as follows:

1. **Budget Items** - Signature of the Treasurer or of the Chairman in the absence of the Treasurer.
2. **Non-Budget Items** - Signature of the Treasurer or of the Chairman in the absence of the Treasurer, for sums up to \$ 1000. Sums over \$300 require the approval of the membership at the next regular meeting, except in cases of purchases of equipment

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previously approved by the Executive Board and general membership of District Fourteen.

Article V, Section 5 **ANNUAL REPORT**

An annual report outlining the activities for the year and containing the year-end fiscal report shall be prepared and distributed to District Fourteen members no later than the August following each year's end.

ARTICLE VI - NEW MEMBER COMMUNITIES

Article VI, Section 1 **NEW MEMBERSHIP**

New communities will be considered for membership. Approval for membership requires a two-thirds vote of the membership of District Fourteen at a regular meeting, approval from the State Fire Mobilization Chairman, and approval of the Massachusetts Emergency Management Agency.

Article VI, Section 2 **Associate Membership**

Associate members would border existing communities in District Fourteen, pay half the established dues, and may vote at meetings. Any communities wishing to become associate members of District 14 shall make a request in writing and will then be put on the agenda for approval at the next regular meeting.

ARTICLE VII - AMENDMENTS

Article VII, Section 1 **AMENDMENTS**

These bylaws may be amended at any regular meeting of District Fourteen or at any special meeting called in accordance with these bylaws for that purpose. The Chairman shall deliver to each member a copy of the proposed amendment(s) or changes to these bylaws at least three (3) days prior to the date of the meeting. Amendments of these bylaws requires a two-thirds vote of the District Fourteen members present and voting.

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