

BYLAWS
Goodwins Mills Fire Department, Inc.

Article SEVEN
(Amendment 7)

DUTIES OF THE VICE PRESIDENT; TREASURER;
SECRETARY AND ASSISTANT TREASURER

Section 7.1 Vice President:

- A. Elected by majority vote of the membership for a one-year term.
- B. The vice president shall preside over the corporation in the absence of the president. Should the president be unable to fulfill his/her duties, the vice president will assume the duties of the president (acting) until a successor is elected or the president is able to reassume his duties.
- C. The vice president shall aid and assist the president as necessary.

Section 7.2 Treasurer:

- A. Elected by a majority vote of the membership for a three-year term.
- B. The treasurer shall keep true and accurate records of all financial accounts and transactions of the corporation. He/she shall ensure the corporation is in compliance with all tax laws and regulations of the Federal, State, local governments.
- C. The treasurer shall pay all bills, salaries, and all other debts as directed by contract and/or vote of membership.
- D. The treasurer shall provide the membership with a financial report at each business meeting.
- E. Written financial reports shall be provided to the president, fire chief or the board of trustees upon request.
- F. The treasurer will appoint an assistant treasurer from the membership for a three-year term.

Section 7.3 Secretary:

- A. The secretary shall be elected by a majority vote of the membership for a three-year term.
- B. The secretary shall keep a true and accurate record of all business meetings of this corporation.
- C. The secretary shall handle all corporation correspondence.
- D. The secretary shall perform other clerical duties as assigned by the president and/or fire chief.
- E. In the absence of the secretary, the president shall appoint a secretary-pro tem to serve until the return of the secretary.
- R7) F.** Should the president and vice-president be absent at a regular meeting, the secretary may appoint a moderator to preside over a regular meeting.

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Section 7.4 Assistant Treasurer:

- R) A. Appointed by the Treasurer from the membership for a three-year term.
B. The assistant treasurer shall assist the treasurer as required. He/she shall be the second or alternate signatory on all financial accounts of the corporation.
C. Should the treasurer become unable to perform his/her duties for any reason the assistant treasurer shall assume all duties of the treasurer (acting) until such time as a successor is elected or the treasurer is able to reassume duties.

Section 7.5 Removal or resignation of an elected officer, committee or board member:

- A. Any elected officer or member of a committee or board may be removed from such office, committee or board by a two-thirds vote of the membership present at any business meeting.
B. Should an individual desire to resign from an elected office, committee or board, written notification must be made to the president.
C. When a vacancy occurs in an elected office, committee or board, refer to article 5 section 5.2(D).