

CAPE MAY COUNTY  
FIREMAN'S AID ASSOCIATION

CONSTITUTION  
AND  
BY – LAWS

REVISED JUNE 10, 1999

Amended April 18, 2010

Amended April 8, 2015

Amended April 13, 2016

Amended April 23, 2017

Constitution: Article I thru VI

By-Laws: Article I thru VIII

# CONSTITUTION

## ARTICLE I

### Name and Location

- Section 1. The name of this Association shall be; Cape May County Fireman's Aid Association of Cape May County, and the State of New Jersey.
- Section 2. The Home office and principle place of business of the Association shall be the office of the Secretary – Treasurer wherever located, but at all times within the county of Cape May, except when an out of county address is duly noted and approved by two thirds vote of the Board of Directors and the majority vote of the membership present at the annual meeting.

## ARTICLE II

### Eligibility to Membership

- Section 1. Any Active or Exempt Fireman between the ages of 18 and 60 who is a member of any Fire Organization, in Cape May County, New Jersey, which said organization (either paid or volunteer), is a member of the Cape May County Fireman's Association, may become a member of this association, subject to approval of the Board of Directors thereof.
- Section 2. Any person who becomes a member of this association shall continue to be a member as long as his Assessments are paid, even though he may cease to be a member of his particular Fire organization.

## ARTICLE III

### Quorum

- Section 1. Twenty members of this Association shall constitute a quorum for the transaction of business.
- Section 2. Five members of the Board of Directors of this Association shall constitute a quorum for the transaction of business of the said board.

## ARTICLE IV

### Meetings

- Section 1. The annual meeting of the Association shall be held the second Wednesday of April of each year at 8pm, preceding the Cape May County Fireman's Association meeting.
- Section 2. Special meetings of the Association may be called at any time on written request of five (5) Directors, or twenty (20) members of the Association with the reason(s), for said meeting to be stated in said request.

Section 3. Stated meetings of the Board of Directors shall be held at such time, hour, place, as the Directors may determine.

**ARTICLE V**  
**Notice of Meetings and Assessments**

Section 1. Notice of the Annual meeting of the Association, and all stated meetings shall be given by the Secretary – Treasurer as the Directors shall order.

Section 2. Notification of Assessments consequent on the death of a member shall be delivered in person or mailed, to each member by the Secretary – Treasurer and his statement that he has complied with the provisions of this section, made upon records, shall be good and sufficient evidence of such notice.

**ARTICLE VI**  
**Types of Memberships**

Section 1. There shall be two types of membership in this association, to wit:

Type F Full benefits; those members under the age of forty - five (45) years at the time when becoming a member.

Type L Limited Benefits; Those members between forty – five (45) and sixty (60) years of age at the time when becoming a member.

**BY-LAWS**  
**ARTICLE I**  
**Officers and their duties**

Section 1. The officers of this association shall be a President, Vice President, and Secretary - Treasurer.

Section 2. The President shall preside at all meetings of the Association and shall be Chairman of the Board of Directors; exercise an active roll in the supervision of the affairs of the Association; approve all applications for membership and death claims; sign all official papers except notices or notifications; and submit report of events and condition of the Association at each Annual Meeting.

Section 3. In case of removal, absence or temporary inability of the President, the Vice President shall assume and perform all the duties of the President.

- Section 4. The President, Vice President, Secretary-Treasurer and Asst. Secretary- Treasurer shall be members of the Board of Directors.
- Section 5. The Secretary-Treasurer shall make correct records of the proceedings of the Association and of the Board of Directors; Also: Receive all monies due the Association; keep an accurate account of same. Make and deliver to each member a certificate of membership, either by mail or otherwise. Keep a complete register of names and addresses of all members, date of admissions, and name of beneficiary of record. Make, serve or publish all notices and notifications of assessments, and perform such other duties as may be prescribed by the Board of Directors, with all printing, postage and incidental operating expenses to be paid by the Association. Make a report of the proceedings of the Association at each annual meeting and at such other times as the Board of Directors may require.
- Section 6. The Secretary-Treasurer shall receive as compensation a percentage of receipts of a given year (excluding interest on savings accounts.) to be determined by the Board of Directors each year. The percentage should not exceed 20%.
- Section 7. The President, Vice President, Secretary-Treasurer shall furnish a surety bond in such amount as fixed by the Board of Directors for the faithful performances of their duties and the safe keeping of the property and funds of the Association. The premium on such bond shall be paid by the Association.
- Section 8. The Secretary-Treasurer shall keep an accurate account of all monies disbursed or invested; and shall invest money only as directed by the Board of Directors. All checks drawn on the funds of this Association shall be signed by the Secretary-Treasurer and President or Vice President.
- Section 9. The Board of Directors shall consist of, in addition to those mentioned in Section 4 of this article, the Chief of each Fire Department in the Cape May County Fireman's Association, providing he is a member of the Aid Association; or a designated member representative, (who is a member of the Aid Association), from any Fire Company in the County Association where the chief of such Company or Department is not a member of Cape May County Aid Association.
- Section 10. The Board of Directors shall have general control of the affairs of the Association and make rules for guidance of the officers, which shall not be inconsistent with these by-laws, and shall have the power to remove any officer of the association for cause upon a two-thirds vote of said Board of Directors; also upon vacancy occurring in any office, for any cause, the Board of Directors may designate a person to act in such capacity until the next annual meeting.

## ARTICLE II Election of Officers

- Section 1. The President, Vice President, Secretary-Treasurer and Asst. Secretary- Treasurer shall be elected at each annual meeting. Prior to the annual meeting, the Board of Directors shall recommend the nominations of persons for the various offices, which the Secretary-Treasurer

shall present to the annual meeting. Nominations may also be made from the floor during the annual meeting under proper order of business.

### ARTICLE III Application for Membership

- Section 1. All applications for membership shall be made in writing, on forms to be supplied by the Association. Over the signature of the applicant, stating name, age, date of birth, residence, Fire Organization, date of joining said organization, general condition of health, and name and relationship of beneficiary of record.
- Section 2. Every application must bear the recommendation of either the Chief or Secretary of the Company, or Department, of which application is a member; also to be accompanied by the admission fee hereinafter specified.
- Section 3. If there appears to be no objection to an application, the president may accept the same, but if an objection be found or made, or the President feels it necessary, the matter of acceptance may be referred to the Board of Directors to be acted on at their next stated meeting; and their action thereon shall be certified on the application, and be signed by the Secretary and countersigned by the President.
- Section 4. The acceptance of an application in the manner prescribed in Section 3 of this article shall make the commencement of an applicant's membership and entitle him to a Certificate thereof. Duplicate membership certificate will be issued upon request and a fee paid in the amount as determined by a recommendation of the Board of Directors to the general membership at the annual meeting.

### ARTICLE IV Fees and Use

- Section 1. The fees for membership in this association shall be \$10.00
- Section 2. Upon the death of a member, each surviving member shall be assessed an amount as determined by a recommendation of the Board of Directors to the general membership at the annual meeting. Provided that such assessment may be passed in accordance with Article VI, Section 1, of the by-laws.
- Section 3. Monies collected under the foregoing Sections 1 and 2 of this Article (less Secretary-Treasurer's fees) shall constitute the reserve fund of the association, and from which all expenses and claims shall be paid.

### ARTICLE V

## Failure to pay Assessments

- Section 1. Any member failing to pay an assessment within 30 days after having been notified, shall forfeit his membership and benefit privilege in the Association; provided, that he may be reinstated upon payment of all assessments levied during the period of lapsed membership and /or such other plan or plans as may be adopted at the discretion of the Board of Directors.
- Section 2. The mailing date post-mark on the notice of assessment shall constitute the starting date of the prescribed 30 day payment period.
- Section 3. When a member from any cause, except death, ceases to be a member of this association, shall forfeit any and all claims upon the funds thereof.

## ARTICLE VI Benefits

- Section 1. When a paid member of this Association dies, a sum of dollars in a amount to be set by the Board of Directors for Type F, Type L , memberships and so reported to the Association at the annual meeting each year, shall be payable as set forth in Section 2 of this article. The membership certificate of the deceased member and also a certified copy of the Death Certificate must be forwarded to the Secretary-Treasurer of the Association before the death benefit claim can be passed for payment.
- Section 2. Such amount as stipulated will be paid to the person, or persons designated by the deceased member in his application for membership as his beneficiary of record, the Association reserving the right, in case such person persons are minors, to require a guardian to be appointed over them, before his or her portion of said sum shall be paid.
- Section 3. Whenever, in the judgment of the Board of Directors, it is necessary or proper to appropriate said sum, or portion thereof, to defray the expenses of the last sickness and/or funeral expenses of the deceased member, the balance only, after the payment of said expense, shall be due from the association to the specified beneficiary of record.
- Section 4. Death of a paid up member by self destruction, whether sane or insane, within a period of 3 years from the date he was accepted for membership in this association, is a risk not assumed by Cape May County Fireman's Aid Association, and in the event of death as foresaid, the beneficiary of record in such case shall receive only the actual assessment money, less fee, paid into this association on the account of said member.
- Section 5. In the event the beneficiary of record may predecease the member, and said member subsequently fails to designate a new beneficiary in place thereof, on the prescribed form" change of beneficiary" furnished by the association, then any death benefit for which said member may be eligible shall be payable to his estate, subject however, to the provisions mentioned in section 3 of this article.

Section 6. In the event, after proper notification by certified mail to the beneficiary of said deceased member's entitlement to a benefit of this association, the beneficiary fails to claim the benefit within a seven year period, the beneficiary will forfeit their right to the benefit and said benefit will become part of the general funds of this association. The date of the certified mailing will constitute the beginning of the Seven years.

## ARTICLE VII Amendments

This Constitution and By-Laws shall not be altered or amended except by a two thirds vote of the members present at an annual meeting of the association, or at a special meeting called for the purpose; provided always that notice of such annual or special meeting shall contain proposed alteration or amendment to be submitted.

## ARTICLE VIII Parliamentary Authority

The Rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this Association may adopt.

Committee on by-laws  
Approved June 10<sup>th</sup>, 1999.

By Laws amended April 8, 2015  
Article VIII