



ILLINOIS AUTOMATIC FIRE ALARM ASSOCIATION BYLAWS

Article I: NAME

1.1 The name of this organization shall be the Illinois Automatic Fire Alarm Association, Inc., (IL-AFAA) hereafter referred to as the Association.

Article II: OBJECTIVES

2.1 Objectives:

- A. To establish and maintain high professional standards among the members within the automatic fire alarm industry.
- B. To encourage sound business practices, methods, efficiency, harmony, and cooperation among its members and to raise the standing of the members in general within the fire alarm industry, and business community.
- C..To oppose unfair trade practices.
- D.To promote better relations between all of the individuals and organizations with which our members have business dealings.
- E.To advocate, foster, and promote constructive legislation, which will help to insure the sound development of public safety within the State Illinois.
- F.To make membership in this Association an assurance to the public of the skill, integrity, and responsibility of its members, by requiring that those admitted to membership shall have established an honorable reputation on these fundamental points, and by making continuance of such membership in this Association dependent upon the continued maintenance of such reputations and fair dealings with its employees, Association Members, and the public.
- G.To foster, promote, and advance the technical level of our field technician's by developing and maintaining individual and/or cooperative training programs to meet this objective.
- H. To encourage active participation in the Code and Standards development, and the implementation thereof.

ARTICLE III: PURPOSE

3.1 Purpose of the Association:

- A. The purpose of this Association shall be to carry out the objectives as set forth in Article II, and in so doing: To direct, manage, supervise, and control the business property, and funds of the Association.

3.2 Control of the Association:

- A. The Board of Directors that is duly elected by the General Membership shall exclusively exercise the management, control, and power of the Association. This duly elected Board of Director's authorization and power shall be limited by the Bylaws contained herein.

ARTICLE IV: MEMBERSHIP

4.1 Association Membership:

- A. The membership of this Association shall consist of: Corporate, Individual, Auxiliary Government, Fire Department, and Honorary, Members who have been accepted as such by the Board of Directors and who continue to comply with these Bylaws as amended.
- B. Membership may be obtained by making written application to the Association, accompanied by the appropriate fees. The application shall be in such form as to constitute an agreement by the applicant that they shall abide by the Bylaws and governing measures as set forth by the Association.
- C. Member election shall be by a majority vote of the Board of Directors

4.2 Types of Membership:

Corporate Member

Any corporation, company, partnership or proprietorship who is a fire alarm system distributor, dealer, contractor, or installer of automatic fire alarm systems or component parts; engineering or architectural firms; end users; insurers or any other corporation involved with fire alarm systems

Individual Member

Any individual who is an architect, engineer, consultant, insurer, user and others.

Auxiliary Member

Any individual who is an employee of an AFAA Manufacturing or Corporate Member who wants to support the IL AFAA. The member's employer must be a Manufacturing or Corporate Member of the National AFAA or be classified as a Corporate Membership.

Government Member

Any individual who is an employee of a government or municipality.

Fire Department Member

Any individual who is an employee of a Fire Department. Annual Dues: \$Free

Honorary Member (non voting)

An Honorary Member to the Association may be granted to a person who has performed distinguished service for the Nation, State, Industry, or the Association. An Honorary Membership shall require the unanimous vote of approval by the Board of Directors. Honorary Membership of a person shall not constitute membership in the Association for their agency, organization, firm or corporation. There is no fee for this member.

4.3 Limitations:

No, Honorary Member shall be permitted to hold office in the Association, be a member of the Board of Directors, or be entitled to an Association vote.

4.4 Transfer and Representation:

- A. A member in good standing who retires from business may retain their active membership in the Association by the payment of regular dues as set forth in the Bylaws.
- B. A member in good standing may designate an officer, agent, or employee of their Organization to represent that member.
- C. When a company changes its name as a result of a change in ownership, or for other reasons, it shall submit a letter of resignation and reapply for membership by submitting an application to the Association under the new company name, as outlined in Section 1 of the Bylaws. The new application shall include all applicable fees and charges as indicated in the Bylaws. Credit shall be given for prior fees paid, less such additional expenses incurred by the Association as determined by the Board of Directors.
- D. Changes in company name, address, or designated representative shall be made in writing to the Association.

4.5 Suspension or Termination of Membership:

- A. When any dues paying Association member fails to pay any dues, assessment, service fees or other indebtedness imposed by virtue of these Bylaws within ninety (90) days from the date of such indebtedness, such member shall be automatically terminated from membership, provided that such member shall be given notice in writing at least fifteen (15) days prior to the date such termination shall become effective.
- B. The Board of Directors, by a two-thirds vote, may suspend or expel any member for actions deemed detrimental to the Association, including but not limited to the following grounds:
 - i Failure to uphold the principles of the Code of Ethics of the Association
 - ii Making false reports to the Association
 - iii Failure to continue to fulfill all standards and requirements for membership adopted by the Association

C. The Board shall first appoint an independent committee comprised of three members of the Board of Directors and two members at large from the Active (Voting) Members to fully investigate and verify all allegations and charges lodged against an Association member. The committee shall then make a report of their findings and a recommended course of action to the Board of Directors. The Board of Directors will then take action to reprimand, suspend, or expel a member for cause.

D. The period of such suspension shall not exceed three (3) months. At the next scheduled Board Meeting following the conclusion of such suspension, the Board shall consider reinstatement, further suspension or termination of membership.

E. Prior to any such suspension, termination or expulsion, the member shall be given at least fifteen (15) days notice in writing of the proposed action by the Board of Directors. The member shall be given the opportunity to submit a written appeal to the Board not less than five (5) days before the effective date of such suspension, termination or expulsion. The appellant shall also have the right to appear before Board to discuss their appeal with the Board of Directors

F. The Board of Director's may reinstate a suspended or terminated member upon application by the suspended or terminated member and the showing of good cause within one hundred eighty (180) days after the date of such suspension, termination or expulsion,

G. If a member who has been terminated reapplies for membership to the Association, such terminated member shall submit a new application accompanied by payment of all unpaid dues, assessments, service fees or other indebtedness accrued during the time of the previous membership .Said applicant shall also submit evidence indicating that any terms or conditions for lifting the original termination have been satisfied.

ARTICLE V: SERVICE FEES AND ASSESSMENTS

5.1 Purpose:

A. The Association is formed as a nonprofit organization for the purpose as set forth in the Bylaws. In order for these purposes to be fairly accomplished; members shall be required to pay certain fees and assessments for services to the Association.

5.2 Determination of Service Fees:

A. Each year at the annual meeting or by a special meeting called by the President, the Board of Directors shall submit a schedule formula for dues, initiation fees, special assessments, and other amounts to be levied against and collected from each member.

B. Any changes from previous schedules in the dues, initiation fees, special assessments, or other amounts shall be approved by the general membership at this meeting.

5.3 Payment:

A. Each member shall be responsible to the Association for the payment of their respective dues, initiation fees, special assessments, or other amounts due the Association, as set forth in Appendix 3.

ARTICLE VI: PAYMENT OF SERVICE FEES AND ASSESSMENTS

6.1 Obligation:

- A. The fiscal year of this Association is January 01 through December 31.
- B. The service fees for all members are due and payable annually in advance on October 15 and become delinquent on January 15.

6.2 Delinquency:

- A. A member becomes delinquent if any fee, dues, or assessment payable to the Association is not paid when due. After a thirty (30) day-notice and upon failure to make such payment, a member shall be recorded to be delinquent.
- B. While delinquent, no member shall be privileged to vote or be entitled to publications or services from the Association.
- C. While delinquent, no member may serve as an Officer or Member of the Board.

ARTICLE VII: BOARD OF DIRECTORS

7.1 Board of Directors:

- A. The Board of Directors shall be duly elected annually by the general membership. This election shall take place at the Annual General Membership Meeting.
- B. Eligibility to serve on the Board of Directors shall be limited to active members as defined in Article IV of the Bylaws.
- C. Each Board Member shall serve for a period of one (2) years. The term of office shall begin at the time of inauguration at the Annual Meeting and continue until the following years inauguration.
- D. The composition of the Board of Directors shall be:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Immediate Past President of the Association
 - Six (6) Directors at large
- E. For purposes of clarification:
 - i Northern Illinois shall be defined as that area within the State Illinois, north of Peoria
 - ii Southern Illinois shall be defined as that area within the State Illinois south of Peoria
- F. In the execution of Association business, each Board Member shall have one (1) vote.
- G. In the event of death, resignation or other vacancy or absence of a member of the Board of Directors, the vacancy shall be filled by the appointment of an active member in good standing as defined in Article IV of the Bylaws. The replacement shall be nominated by the President and approved by the Board of Directors.

7.2 Board Rules:

- A. The Board of Directors may establish rules governing its own conduct and procedures and has such express or implied authority as is not inconsistent with or contrary to the Laws of the State of Illinois or the Bylaws. It shall have full supervision of the business management of the Association and report thereon at the Annual Meeting.
- B. A quorum for the transaction of all business shall consist of a majority of the members of the Board of Directors.
- C. A Director shall receive reimbursement from the Association only for such expenses as are

approved by the Board of Directors.

- D. The Board may make or enforce rules for suspension and expulsion of Board Members from the Board of Directors for non-attention to duties or for cause.
- E. The Association's approval or endorsement of policies, activities, practices; commercial standards or other matters shall be given only by resolutions passed by the Board of Directors.
- F. An Officer or Director may be removed by a two-thirds (2/3) vote of the Board of Directors and notice to such Officer or Director for failure to attend meetings, inadequate participation in the Association affairs, or whenever, in the judgment of the Board of Directors, the best interests of the Association will be served thereby.
- G. Attendance at Board Meetings-The attendance of Board Members at all meetings is necessary for the welfare of the organization. It is specifically recognized that valid reasons may result in failure to attend. Nevertheless, if for any reason it becomes necessary for a Board member to miss two (2) regular meetings or three (3) meetings in total (both regular and special) during a fiscal year, the member may be removed for cause.

7.3 Board Powers:

- A. Full control and management of the affairs of the Association shall be vested in the Board of Directors.
- B. The Board of Directors shall operate pursuant to such budget, rules, or directives as may be adopted at the Annual Meeting.
- C. No contract or other obligation of this Association shall be binding unless approved by or ratified by the Board of Directors.

7.4 Board Voting:

- A. Actions taken by the Board of Directors shall require an approval vote of a simple majority of a quorum of the Board of Directors
- B. Regular Board of Directors voting shall be conducted by:
 - i Voice vote at a regularly scheduled or special scheduled meeting.
- C. Interim: Board of Directors voting may be conducted between Regular Board meetings on issues the President may deem necessary by:
 - i Written vote received by the President via USPS within fifteen (15) days after the call for the vote.
 - ii Written vote received by the President via electronic mail within seven (7) days after the call for the vote.
 - iii Such a vote shall be reported at the next Regular Board Meeting for inclusion in the minutes
 - iv A two-thirds vote of the Board shall be the final determination of the Board of Directors on such matters.

7.5 Board Committees:

- A. The President and/or Board of Directors may appoint such standing and/or select committees as deemed necessary to conduct the Association's affairs.
- B. At the first regular meeting of the Board of Directors after the annual meeting, the newly elected President shall present a listing of the standing and select committees and reaffirm the membership therein or appoint new members and fill any existing vacancies.
- C. Committees deemed no longer necessary shall be abolished with the consent of the Board of Directors.
- D. Standing Committees

General: All committee members shall serve for one year terms. Members may serve multiple terms.

1.. **Executive Committee:** The President, Vice-Presidents, Secretary, Treasurer and Immediate Past President shall serve as the Executive Committee. The Executive Committee will be responsible for the day to day operation of the Association through the President and will meet bi-monthly or as the needs of the Association require.

2. **Program Committee:** This Chairman shall provide leadership in the planning, developing, setting program specific task groups and oversee program execution. Programs include speakers for Association meetings and the special events as agreed with by the Board of Directors. The Chairman shall provide and annual forecast of the following years Program Plan.

3.. **By Laws Committee:** The By Laws Committee shall consist of at least three members appointed by the Board of Directors. The Chairman of the By-Laws Committee shall be a member of the Board of Directors. The duties of the By Laws Committee are to maintain the By Laws and Board Resolutions up to date. The Chairman of the By-Laws Committee shall serve as Parliamentarian to the Board and the Association.

4.. **Codes and Standards Committee:** The Codes and Standards Committee shall consist of at least three members appointed by the Board of Directors. The duties of the Codes and Standards Committee are to oversee association involvement in codes and standards making processes and provide periodic reports to the Board of Directors and the association on codes and standards issues of importance.

5.. **Nominating Committee:** The Nominating Committee shall consist of three members. The Chair shall be appointed by the Board of Directors, and the two other members shall be elected by the membership at the annual meeting. The duties of the Nominating Committee are to develop a slate of nominees for election as specified in these By Laws.

6. **Membership Committee:** The Membership Committee shall consist of at least three members who shall be appointed by the Board of Directors. The duties of the Membership Committee include, but are not limited to, review of applications for membership. The committee shall assist in the financial tracking of the membership activity, utilizing the appropriate approved resources.

ARTICLE VIII: OFFICERS

8.1 Election:

A. Each year a Nominating Committee shall be created composed of the Immediate Past President of the Board of Directors, who shall act as Chair, and two (2) active members of the Association.

B. The Nominating Committee shall meet a minimum of sixty (60), but not more than ninety (90) days prior to the Annual General Membership Meeting. The Nominating Committee shall meet at a time and place selected by the Chair, who shall notify committee members prior to the meeting.

C. The Nominating Committee at its meeting shall by a majority vote, select a slate of nominees for the Officers and the six (6) Directors of the Association.

D. The Chairperson of the Nominating Committee shall present the slate of nominees selected by the Nominating Committee to the Board of Directors, by the last Regular Meeting before the Annual Meeting for publication in the Minutes.

D. The Chairperson of the Nominating Committee shall present the slate of nominees selected by the Nominating Committee to the Annual General Membership Meeting.

F Nominations for Officers and Directors shall be opened to the General Membership at the Annual Meeting.

G. The General Membership at this annual meeting shall elect the Officers and Directors by a majority vote of the members present, to serve until their successors are duly elected at the following years Annual Meeting. h The outgoing Association President will act as Chair of the Annual Meeting.

8.2 Duties:

A. The President, or in his/her absence the Vice President , shall preside over all meetings of the Association and the Board of Directors. In the absence of both Vice Presidents, a temporary presiding officer shall be selected from the Board of Directors members present.

B. The President shall exercise general supervision over all the affairs of the Association.

C. The President shall be a member, ex-officio, of all Committees, but he/she shall not be counted in determining a quorum.

D. The Secretary shall keep a record of all proceedings and correspondence of the Association and the Board of Directors, and shall perform all other duties usually pertaining to the office of Secretary.

E. The Treasurer shall perform all duties usually assigned to this office, including but not limited to the keeping of records of all Association receipts and expenditures, submission of financial reports to the Board of Directors, preparation of an annual budget and shall give bond, if required by the Board of Directors.

ARTICLE IX: FUNDS AND FINANCES

9.1 Funds:

A. This Association shall have the following fund accounts:

i A General Fund Account into which all funds of the Association shall be deposited other than special funds prescribed under Sub-Section ii below.

ii Such special fund or funds as the Board of Directors shall from time to time prescribe.

9.2 Finances:

A. The Treasurer shall be the custodian of the General Fund Account and of all special fund accounts. He/she shall make payment only for items approved by the Board of Directors. Payroll, routine monthly office overhead bills, and other administrative items, may be paid by the Treasurer without prior Board action, provided the same shall be reported in a hard copy general financial statement, at the next scheduled Board Meeting.

B. The Treasurer shall be authorized to sign checks for approved Association expenses up to \$2,500.00. All checks over the amount of \$2,500.00 shall bear two signatures, one signature by the Treasurer and one by the President, a Vice President, or the Secretary. In the absence or incapacity of the Treasurer, another officer may sign in his stead. Any officer of the Association may issue checks under the amount of \$500.00, with the approval of the

Board of Directors.

ARTICLE X: MEETINGS

10.1 Association Meetings:

- A. Annual General Membership Meetings shall be held each year between January 1st and February 25th, as determined by the Board of Directors.
- B. Written Notice of the Annual Meeting containing the time and location of the Meeting shall be sent via USPS mail or electronic mail to each member of the Association, at least sixty (60) days prior to the meeting date, but not more than ninety (90) days in advance thereof.
- C. Special Meetings of the Association may be called by a two-thirds vote of the Board of Directors, provided that notice of the time, location, and purposed agenda shall be sent via USPS mail or electronic mail to each member of the Association, at least fifteen (15) days prior to the meeting date but not more than thirty (30) days in advance thereof. Only matters listed in the meeting notice shall be considered at a special meeting.
- D. A majority vote of the Active Members actually present at any duly called Association meeting shall bind this Association, except as otherwise herein provided.

10.2 Board of Directors Meetings:

- a Regular Board Meetings:
 - i The Board of Directors shall hold regular meetings at least bimonthly at a time and location as established at a preceding Board Meeting or in the absence thereof, as selected by the President. Written notice thereof shall be sent via USPS mail or electronic mail to each member of the Association stating the time and location of the meeting. Such notification shall be made within a reasonable time period in advance of the meeting. No notice of the proposed agenda shall be required and the Board may act on any and all matters that come before it.
- b Special Meetings:
 - i A Special Meeting maybe called by the President or any three board members by providing written notification via USPS mail or electronic mail, to all Board Members of the time, location, and proposed agenda thereof, at least fifteen (15) days in advance of, but not more than thirty (30) days in advance of the meeting. Only items contained in said notice may be considered at a special called meeting.

ARTICLE XI: ASSOCIATION MANAGER (Section not used at this time)

11.1 Management of the Association:

11.2 Duties, Salary or Compensation:

ARTICLE XII: MISCELLANEOUS

12.1 Dissolution:

a The Association may be dissolved by a two-thirds vote of approval of the General Membership at an Annual Meeting or by a two-thirds vote of approval of the entire Board of Directors.

b In such event, all monies due the Association or monies derived from the sale of the Associations' assets shall be distributed as set forth in the articles after payment of all just debts and obligations of the Association.

12.2 Conduct of Meetings:

a Robert's Rules of Order shall prevail at all meetings of the Association, including the Board of Director's meetings, unless specifically provided otherwise in these bylaws.

12.3 Voting:

a All balloting and voting shall be conducted by voice vote unless a written ballot is demanded by 20% of the voters in attendance at any scheduled Association Meeting.

12.4 Use of Association Logo:

a Members may use the logo of the Association on their stationary, advertising, buildings, job signs, equipment, or elsewhere after receiving approval to do so from the Board of Directors. All such requests for approval shall be submitted in writing and must include sufficient detail to indicate the exact use and purpose. (See Appendix 2)

12.5 Ethical Communications:

A. **General:** At all IL-AFAA Membership and Board of Director meetings, USPS mail, electronic mail, phone calls, and conference calls, the practice of good taste and politeness shall be followed. Since all meetings and emails are "on-the-record", be sure all comments are appropriate for recording. If they are not, they are probably not proper for a IL-AFAA meeting and should not be made.

B. **Topics:** No commercial topics should be discussed, including, but not limited to:
Price or pricing policies, including discounts Sales or production quotas, territories, or market shares Identified individual company statistics, inventories, or merchandising methods
Any discussion of competitors or customer's commercial liabilities, warranties, or guarantees
Terms or conditions of sales including credit, shipping, and transportation arrangements
Discussion of coercive trade uses or the exclusion or the controlling of competition

ARTICLE XIII: BYLAWS AMENDMENT

13.1 Amendments to the Association Bylaws:

A. The Board of Directors and/or General Membership may propose amendments, additions, or deletions to the Bylaws by a two-thirds vote of the entire Board of Directors.

B. The two thirds vote required by the Board of Directors may be obtained either by:

- i A voice vote at a regularly scheduled meeting
- ii By written consent thereto received via USPS mail by the Association within fifteen (15) days after such regularly scheduled meeting.
- iii By written consent thereto received via electronic mail by the Association within fifteen (15) days after such regularly scheduled meeting.

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HISTORY

The Bylaws of the Illinois Automatic Fire Alarm Association were approved and adopted by the Board of Directors meeting **September 16,2011**

They were amended by action of
the Board of Directors at the _____

(List Changes made and dates)

APPENDIX TO IL-AFAA BYLAWS

APPENDIX 1: ETHICS COMMITTEE

NAME:

The name of this Committee shall be the Ethics Committee of the Illinois Automatic Fire Alarm Association, herein referred to as the Committee.

OBJECTIVES:

The objective of the Committee shall be to assist the Association in the application of the Association's objectives as outlined in Article II of the Bylaws or any other subject referred to the Committee by the Association President or Board of Directors.

MEMBERS:

The members of the Ethics Committee shall consist of a Chairman and four Association Members who shall serve at the pleasure of the Association President.

The President of the Association shall appoint a Chairman of the Committee in accordance with Article VII - 7.5 of the Bylaws.

Members appointed to the Committee shall be as recommended to the Association President by the Chairman of the Ethics Committee.

The President of the Association shall serve as an Ex-Officio member of the committee pursuant to Article VIII – 8.2c, of the Association Bylaws.

DUTIES:

1. The Committee shall review items presented to it and recommend actions to be taken.
2. No action is to be taken directly by the ethic committee without prior instructions and directions from the Association's Board of directors except as provided in Item 7 herein.
3. The Committee shall not become involved in any situation not referred to the Committee by the Association Board of Directors except as provided in Item 7 herein.
4. The Committee shall review and recommend to the Board of Directors, actions to be taken relative to a IL-AFAA member or nonmember relating to "The Principle of right or good conduct and the principles of the Association as it relates to the sale, distribution, marketing and installation of fire protective signaling equipment, including the conduct of members and nonmembers of the Association wherein their actions can and would be deemed detrimental to the public safety of the citizens of Illinois.
5. All conclusions and recommendations from the Committee referred to the Board of Directors shall be reviewed in a closed Board meeting prior to the Board instructing the Committee as to the actions(s) to be taken.
6. It is the intent that any action taken by the Committee must have full concurrence and support of the Board of Directors acting for the entire Association.
7. The Committee may, without Board approval, advise individuals, firms, corporations, or companies, if the Illinois law requiring State Fire Marshal's approval and listing prior to any fire alarm system or device being sold, offered for sale, marketed or distributed is found. Such advice shall simply indicate the provisions of the State law and offer assistance to the violator in obtaining the procedures for such approval and listing.
8. The Committee shall be a standing committee, which shall meet at the call of the Chairman and at such location, as he/she shall designate.
9. The Chairman of the Committee shall give a status report of the committee activities at each general membership meeting and at the request of the Association President.

Adopted as an Appendix to the Bylaws _9-16.11

APPENDIX 2: IL-AFAA LOGO GUIDELINES (Use of)

The IL-AFAA logo is registered as a membership identification mark. The Association prescribes acceptable use of the logo and expressly forbids the use of it to represent anything other than possession of membership. Possession of membership and use of the logo in no way constitutes or reflects IL-AFAA approval of any product, method or component. Furthermore, compliance of any such item with standards published or recognized by IL-AFAA is not indicated by presence of the logo.

Prior to the use of the logo, the applicant intending to use the logo shall submit to the IL-AFAA Board of Directors, in writing, a request for such use, outlining the intended use. A sample of the use intended shall be submitted. The use of the logo shall be contingent upon written approval of the Board of Directors in accordance with the Bylaws of the Association.

The following is a partial list of permitted uses of the logo:

1. Letterhead,
2. Personal cards and similar stationary,
3. Telephone listings,
4. Printed matter, including advertising.

The above permitted uses are subject to written request for use and the submission of samples of the material intended for such use.

Adopted as an Appendix to the Bylaws 9.16.11

APPENDIX: 3 ANNUAL IL-AFAA DUES

Annual dues shall be based upon the following formula:

Corporate Member

Any corporation, company, partnership or proprietorship who is a fire alarm system distributor, dealer, contractor, or installer of automatic fire alarm systems or component parts; engineering or architectural firms; end users; insurers or any other corporation involved with fire alarm systems.- Annual Dues: \$350.00 [[Register for Corporate Membership](#)]

Individual Member

Any individual who is an architect, engineer, consultant, insurer, user and others. Annual Dues: \$150.00 [[Register for Individual Membership](#)]

Auxiliary Member

Any individual who is an employee of an AFAA Manufacturing or Corporate Member who wants to support the IL AFAA. The member's employer must be a Manufacturing or Corporate Member of the National AFAA or be classified as a Corporate Membership. Annual Dues: \$50.00. [[Register for Auxiliary Membership](#)]

Government Member

Any individual who is an employee of a government or municipality. Annual Dues: \$25.00 [[Register for Government Membership](#)]

Fire Department Member

Any individual who is an employee of a Fire Department. Annual Dues: \$Free

Adopted as an Appendix to the Bylaws 9.16.11