

# BY-LAWS OF THE RETIRED FIRE FIGHTERS OF WASHINGTON



## **BY-LAWS CONTENTS**

*Approved March 12, 1988*

*Article V, Annual Audit Revised October 26, 2004*

*By-Laws, Amendment and Standing Rules Revised February 22, 2011*

*By-Laws, Board of Directors, Administrative Assistant, Officers and Their Powers and Duties, and Amendment of By-Laws Revised February 4, 2017*

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## **ARTICLE I**

### **Name**

Section 1. The name of this organization shall be RETIRED FIREFIGHTERS OF WASHINGTON, hereinafter referred to as the “organization”.

## **ARTICLE II**

### **Purpose**

Section 1. The purpose of this organization is to create and establish a social and fraternal organization to seek, improve and secure equitable and adequate pension laws and benefits as they pertain to retired firefighters of the State of Washington, their widows and beneficiaries who are members of this organization.

Section 2. The organization shall protect and preserve the just rights and privileges of its members through collective guidance and representation.

Section 3. The organization shall promote the good and general welfare of all its members, however, the organization assumes no obligation to protect or preserve the rights of honorary or associate members.

## **ARTICLE III**

### **Membership**

Section 1. Any retired or vested person, including spouse, widow or widower, who is receiving a pension under any Firefighter’s Pension Act of the State of Washington, that specifically identifies the person as a Firefighter or Firefighter’s spouse shall be eligible for membership.

Section 2. Any person, other than those covered in Section 1, Article III, who has expressed interest toward Firefighters may be submitted to the Board of Directors for associate membership. The Board of Directors will make its recommendations to the next regular meeting. Upon approved by majority of a vote taken, such associate membership will be presented. Associate members may participate

in all organizational privileges and activities except voting and holding office.

- Section 3. The name of any person, other than a retired Firefighter, who has demonstrated sincere friendship and dedication to Firefighters, may be submitted to the Board of Directors for honorary membership. The board of Directors will make its recommendations to the next regular meeting. Upon the approval by majority of a vote taken, such honorary membership will be presented. Honorary members may participate in all organizational privileges and activities except voting and holding office.

## ARTICLE IV

### Board of Directors

- Section 1. The affairs, business and transactions of this organization shall be the responsibility of a Board of Directors which shall be elected by the members of this organization. The Board of Directors shall have and exercise full powers and authority in the management, control, regulation and conduct of the organization.
- Section 2. The Board shall include the organization's President, Vice-President, and ~~eight~~ **seven (7) members-at-large** ~~10 total~~ **(9 members total)**.
- Section 3. The Board of Directors shall be nominated and elected by a majority vote of the membership present at the monthly meeting in November each year. The Directors shall be elected as follows:  
The President and four (4) members-at-large shall be elected on even numbered years and shall serve two (2) year terms.  
The Vice-President and ~~four~~ **three (3) members-at-large** shall be elected on odd numbered years and shall serve two (2) year terms.
- Section 4. Nominations for the Board of Directors may be written or oral with the consent of the nominee. An announcement of upcoming Retired Firefighters of Washington (RFFOW) Elections will be made no later than the October issue of the newsletter.
- a) An announcement will also be made during the October general Membership meeting listing vacancies, length of terms.

b) Elections are held during the November General Membership Meeting.

Section 5. Newly elected members of the Board of Directors shall assume office at the Board's January meeting following the elections.

Section 6. With the exception of the President and Administrative Assistant of the organization, members of this Board shall not be compensated financially for their services on the Board. The President and Administrative Assistant shall be compensated in an amount established by the board.

Section 7. Vacancies in the Board of Directors shall be filled by a majority vote of the remaining Directors at any regular or special meeting of the Board, and such person so elected shall serve until the next annual election.

Section 8. The President shall preside at all the meetings of such Board at which he is present.

Section 9. The Vice President shall preside at all meetings of such Board in the absence of ~~the chairman~~ **the President** and shall also perform such other duties as may be assigned to him by the Directors.

## **ARTICLE V**

### **Administrative Assistant**

Section 1. The Administrative Assistant will be approved by the President of the Board of Directors and confirmed by the Board in January of each year.

Section 2. The Administrative Assistant will serve as the assistant to the President, as secretary to the Board, and as treasurer of the organization.

Section 3. The Administrative Assistant will not be a director or a voting member of the Board.

Section 4. The compensation and/or salary of the Administrative Assistant will be established by the Board of Directors.

Section 5. The Administrative Assistant will serve as the Editor of the RFFOW Newsletter unless otherwise directed by the Board.

- a) The Administrative Assistant shall maintain the complete and accurate records of all proceedings of the organization.
- b) The Administrative Assistant shall maintain all written communications for the organization.
- c) The Administrative Assistant shall act as secretary of all Directors meetings and shall maintain the minutes thereof.
- d) The Administrative Assistant shall maintain an accurate roll of membership recording the date when each person became or ceased to become a member.
- e) The Administrative Assistant shall be responsible for all notices being duly given in accordance with the provisions of these by-laws.
- f) The Administrative Assistant shall have the responsibility for the preparations of the organization's annual report to the Directors.
- g) The Administrative Assistant shall be responsible for **reporting the** collection and disbursement of all funds.
- h) The Administrative Assistant shall account for all funds of the organization in such bank or banks as approved by the Board of Directors.
- i) The Administrative Assistant shall keep the ~~Chair of the Financial Committee~~ **board of the directors** informed of all financial transactions.
- j) The Administrative Assistant shall have other duties as determined by the President.

## ARTICLE VI

### Officers and Their Powers and Duties

Section 1. President. The President shall be the principal executive officer of the organization and as such shall have general charge and supervision of the business of the organization and shall see that all orders and resolutions of the Board of Directors are carried out.

- a) The President shall attend and preside at all meetings of the organization.
- b) The President shall interpret all policy matters as set forth by the Directors and shall be responsible for the administration thereof.

- c) The President shall have the authority to enter into expenditures under five hundred dollars (\$500.00) ~~with~~ **without** approval of the Board of Directors.
- d) The President shall be the principal spokesman for the organization.
- e) The President may sign in the name of the organization all instruments required to be signed by the organization in the ordinary course of its business.
- f) The President shall perform such other duties as may be assigned by the Directors of these by-laws.
- g) The President and/or Vice-President shall be the signers of all checks.**
- h) The President receives all dues payments, issues all checks and makes all bank deposits and transmits information to the administrative assistant who receives the bank statements.**

Section 2. Vice-President. The Vice-President in the absence of the President shall perform the duties of the President and when so acting shall have all the powers granted to and be subject to all the restrictions imposed upon the President. The Vice-President shall be the second authorized signature on all accounts.

- a) The Vice-President shall have other duties as determined by the President.
- b) In the absence of or inability to act of both the President and Vice-President, the Board of Directors shall elect a President-Pro-Tem, who shall possess all the powers and perform all the duties of President.

Section 3. **All officers and directors shall turn over to the President all RFFOW records and property when vacating their office.**

## ARTICLE VII

### Definitions

Section 1. The term "organization" shall refer to the Retired Firefighters of Washington (RFFOW).

Section 2. Unless some other meaning and intent is apparent from the context; the plurals shall include the singular and vice-versa, and masculine and feminine words shall be used interchangeably.

## ARTICLE VIII

### Amendment of By-Laws

- Section 1. These by-laws may be amended or repealed, in whole or in part of new by-laws be made for the organization by the board members at any meeting of the organization; provided, that all proposed amendments shall be read at two (2) regular meetings of the organization before they will be voted upon; and provided further, that notice of such reading be given by the Administrative Assistant in the monthly newsletter to all members in good standing.
- Section 2. These by-laws shall be in forced and effect from the date of adoption, and supersede and take the place of the by-laws of this organization which were in force prior to said date and said by-laws are hereby revoked.
- Section 3. Amendments to these by-laws shall be in force and effect on the date of acceptance and shall render null and void any prior section in conflict with such amendment.

## ARTICLE IX

### Standing Rules

- Section 1. Standing Rules shall be established by the Board of Directors, with the approval of the membership.
- Section 2. **Operating procedures shall be established by the Board of Directors and amended as needed.**

I hereby certify that the above by-laws were duly adopted at a meeting of the members of the Retired Firefighters of Washington held on November 12, 1988.

President

Amended Date: \_\_\_\_\_

# OPERATING PROCEDURES

*Approved March 9, 2004*

*Section 16, Annual Audit, revised October 26, 204*

*Operating Procedures amended February 4, 2017*

## Financial Records

- Section 1. RETIRED FIREFIGHTERS OF WASHINGTON records of operation, both computer records and hard copies, shall be maintained in such a manner as to be readily accessible by members of the Board of Directors.
- a) The Administrative Assistant shall maintain a file of all bank statements.
  - b) The Administrative Assistant shall receive all billing statements to the RFFOW and, after making payments in a timely fashion, is responsible to maintain such records in an orderly fashion.
  - c) The Administrative Assistant shall maintain all payroll records, issue necessary monthly paychecks, and complete all State and Federal Tax requirements.
  - d) The Administrative Assistant shall maintain computer records and hard copies of financial statements, and other records pertinent to the daily operation of the RFFOW.

## Dues

- Section 2. The Administrative Assistant will receive yearly dues for membership in the RETIRED FIREFIGHTERS OF WASHINGTON
- a) The President is responsible for depositing all dues payments received into the General Fund of the RETIRED FIREFIGHTERS OF WASHINGTON. Deposits should be made by the 15<sup>th</sup> and 30<sup>th</sup> of each month.
  - b) The Administrative Assistant shall maintain accurate documentation of dues payments received and shall maintain copies of all bank statements received.
  - c) Dues are currently ~~\$45.00~~ **\$57.00 per year.**
  - d) Dues are due beginning January 1 of each year. However, members may pay for future dues at any time.
  - e) Several dues options exist; members may pay dues by check ~~\$45.00~~ **@\$57.00/yr**, dues with Legislative Fund contribution ~~\$48.00~~ **@\$60.00/yr**, dues with charitable contribution ~~\$48.00~~ **@60.00/yr**. Members may also elect to have their dues collected using payroll deduction of ~~\$4.00~~ **\$5.00/month** from their monthly pension check. This option is available only to members who retired after March 1970.
  - f) **A \$60.00 initiation fee is due at time of enrollment.**

## Legislation Fund

- Section 3. The President of the RFFOW shall be responsible for maintaining accurate records of the funds.
- a) The President of the RFFOW shall maintain the fund bank statements, and shall forward copies to the RFFOW Administrative Assistant.
  - b) Copies of all checks written from the RFFOW Legislative Fund account will be forwarded to the Administrative Assistant.
  - c) The fund President is responsible for completion of the monthly form L-2 (Lobby Report) which is to be filed by the 15<sup>th</sup> of the following month, and the annual L-3 report to be filed by February 28 of the following year. Copies of the report will be forwarded to the ~~Administrative Chair position~~ **Assistant**.
  - d) The President will prepare all necessary PAC Public Disclosure Forms (C-3 & C-4) forwarding copies to ~~the Fund Chairperson~~ **the Administrative Assistant** (*This is currently under review as there may not be sufficient Legislative Funds to require these forms*).
  - e) A “credit card” shall be maintained by the President to use for committee expenditures such as meals, lodging, fees, air travel, etc. from the Legislative Funds.
  - f) All receipts for purchases using the Legislative Fund credit card shall be forwarded to the Administrative Assistant.
  - g) ~~The Fund Chairperson~~ President will issue himself a salary (\$40.00 per hour) from the Legislative Fund account for hours worked specifically on Legislative/Lobby duties. This salary will be reported on his monthly reports and to the Administrative Assistant to be recorded in the quarterly payroll record. The Administrative Assistant will then calculate the required State and Federal taxes (.0765% FICA and 15% IRS). All necessary Federal and State taxes will be withheld from the payroll amount claimed.
  - h) Mileage for Legislative duties will be compensated at the appropriate rate established by the IRS and will be paid from the Legislative Fund.

## Legislation Fund Contributions

- Section 4. The Administrative Assistant will collect contributions to the RETIRED FIREFIGHTERS OF WASHINGTON Legislative Fund.
- a) The President is responsible for transferring 6.25% of the Department of Retirement Systems monthly collection of “Option A” (automatic withholding) to the Legislative Fund.

- b) Twice a year, the ~~Administrative Assistant~~ **the President** shall transfer to the Legislative Fund a sum total equal to \$3.00 for each “Option C” member’s dues collected for the year.
- c) The Administrative Assistant shall maintain a copy of each Legislative Fund deposit transaction and forward a copy to the President.
- d) The Administrative Assistant shall maintain accurate computer and hard copy records of each deposit.

## Credit Cards

Section 5. There shall be maintained two (2) VISA Bank of America Business Account credit cards for use by the President of the RETIRED FIREFIGHTERS OF WASHINGTON, **one for the General Fund and one for the Legislative Fund.**

## Tax Reports

Section 6. The Administrative Assistant will prepare and file all required RETIRED FIREFIGHTERS OF WASHINGTON State and Federal tax reports and the quarterly payroll returns. The Administrative Assistant will then pay the required tax amounts from the business checking account.

## Annual Report

Section 7. Using material compiled for the income and expenses financial reports, the Administrative Assistant will, each year, prepare an “Annual Report”.

- a) The report shall contain a “budget projection” for the coming year
- b) The budget projection is to be prepared in time for presentation to the Board of Directions at the January RFFOW Directors Meeting.

## Inventory

Section 8. An inventory will be maintained by the Administrative Assistant documenting all items such as computers, files, etc. used and owned by the RETIRED FIREFIGHTERS OF WASHINGTON.

- a) The Administrative Assistant shall make changes to the inventory as necessary to maintain an accurate record.

## Elections

### Section 9.

An announcement of upcoming RETIRED FIREFIGHTERS OF WASHINGTON elections will be made no later than the October issue of the newsletter.

- a) An announcement will also be made during the October General Membership meeting listing vacancies, and length of terms.
- b) Elections are held during the November General Membership meeting.

## Newsletter

### Section 10.

The Administrative Assistant is responsible for publishing the monthly RETIRED FIREFIGHTERS OF WASHINGTON newsletter.

- a) The Administrative Assistant shall establish the newsletter format.
- b) The RFFOW President shall have his "President's Message" to the Newsletter to reach the membership prior to the regular monthly membership meeting 2<sup>nd</sup> (3<sup>rd</sup> Wednesday of each month except June, July and August).
- c) The Administrative Assistant shall have the completed newsletter to the printer of choice by such a date as to provide sufficient time for the printing and mailing so the newsletter is able to reach the membership prior to the 2<sup>nd</sup> 3<sup>rd</sup> Wednesday of each month.
- d) The newsletter shall be sent each month except for the month of July each year.
- e) The current "printer" is ~~Del Bet Printing Company~~ Savage Color, 3614 2<sup>nd</sup> Ave NE Seattle WA 98107 206-632-2866.
- f) The current "mailer" is Mail N'Stuff Services, Inc., 24310 101th Avenue W., Edmonds, WA 98020-5714 206-542-0978.
- g) The RFFOW newsletter is mailed at the "non-profit" rate (authorization number 0794623-SSW, permit number 83848).
- h) Websites to monitor for newsletter information
  - a. [www.leoff1.net](http://www.leoff1.net)
  - b. [www.socialsecurity.gov](http://www.socialsecurity.gov)
  - c. [www.drs.gov](http://www.drs.gov)
  - d. [www.leoff.wa.gov](http://www.leoff.wa.gov)
  - e. [www.1.leg.wa.gov/scpp.htm](http://www.1.leg.wa.gov/scpp.htm)
  - f. [www.iaff.org](http://www.iaff.org)
  - g. [www.iaff27.org](http://www.iaff27.org)
  - h. [www.wscff.org](http://www.wscff.org)
  - i. [www.aarp.org](http://www.aarp.org)
  - j. [www.osa.eg.wa.gov](http://www.osa.eg.wa.gov)
  - k. [www.leg.wa.gov](http://www.leg.wa.gov)
  - l. International Association of Fire Chiefs

- m. Western Fire Chiefs Association
- n. Washington State Association of Fire Chiefs
- o. Daily Dispatch Newsletter

## Member Roster

- Section 11. The Administrative Assistant shall maintain an accurate membership roster.
- a) The roster is maintained on the RFFOW computer.
  - b) Each year a new roster shall be made from the roster of the previous year. The previous year's roster shall then be saved and the current year roster maintained.
  - c) The roster shall be a record of current members. Of particular importance is an accurate records of their current name, spouse, e-mail address, mailing address, phone number and dues status.
  - d) A copy of the record shall be forwarded to the RFFOW President.
  - e) In addition, the Administrative Assistant shall establish a method of recording member e-mail addresses in such a manner to allow for a bulk mailing of information if warranted.

## Payroll Deduction

- Section 12. Members may pay their dues through payroll deduction.
- a) The amount taken from their monthly retirement check would be ~~\$4.00~~ **\$5.00 a month (\$57.00 dues + \$3.00 for PAC** each year).
  - b) To sign up for payroll deduction, the member must sign an RFFOW application with their SSN (or last four digits).
  - c) As long as the Administrative Assistant has a copy of the member's signature, the member's name and SSN can be emailed to the RFFOW contact at the Department of Retirement Services (DRS).
  - d) The RFFOW contact at DRS is Linda Gamboa ([lindag@drs.wa.gov](mailto:lindag@drs.wa.gov) - 800-547-6657)
  - e) When a payroll deduction member dies, they are taken off payroll deduction. The **widow spouse** then needs to contact the RFFOW **with an application for payroll deduction under the spouse's name**, and ask to be put on payroll deduction (The Administrative Assistant will be notified via email by DRS when a member is dropped from payroll deduction and should contact the spouse to assist in the process).

## Bank Accounts

- Section 13. The following are the current bank accounts maintained by the RETIRED FIREFIGHTERS OF WASHINGTON
- 1) General Fund Checking: Bank of America
  - 2) Legislative Fund Checking: Bank of America
  - 3) Market Rate Savings: Bank of America
  - 4) 1 year Certificate: Bank of America
  - 5) Savings Account: Seattle Metropolitan Credit Union
  - 6) 5 year Certificate: Seattle Metropolitan Credit Union
  - 7) 4 year Certificate: Seattle Metropolitan Credit Union
  - 8) Washington Federal Savings Certificate
  - 9) Frontier Bank Certificate
- a) The Administrative Assistant shall forward to the ~~Chair of the Financial Committee~~ **the Board of Directors** the monthly financial reports and copies of all other documents regarding any and all financial transactions.

## Annual Audit

- Section 14. The financial affairs of the organization shall be audited annually by the **Financial/Audit** Committee of the organization.
- ~~Every three (3) years a compilation of the organization will be conducted by an independent qualified auditor and or CPA.~~
- a) The organization audit shall consist of, but not limited to, the following:
    1. A verification that all disbursements have been necessary for the adequate operation of the organization and have been properly approved and documented. All expenditures are accompanied by a voucher or receipt.
    2. A verification that all cash receivables have been properly recorded and accounted for.
  - b) A statement of finds of the above organization audit, shall be included in the annual report of the organization.
  - c) An annual inventory of all properties of the RFFOW will be conducted.
  - d) The Operating Procedures of the RFFOW shall be approved and amended when necessary by the Board of Directors.
  - e) All documents shall be dated when amended and/or approved.

## Financial Hardship of Members

- Section 15. The RFFOW Board of Directors recognized that under certain circumstances, payment of yearly dues may compound an already existing financial hardship for some members. In that regard, the Board has authorized the following:

- a) Under Article 1, Section 7 of our Standing Rules, the following is declared: *The Board of Directors shall, at their discretion, vote to remit dues of a member when there is a cases of financial hardship.*
- b) It is therefore approved, that members who feel that to pay their yearly dues will compound an existing financial hardship, shall notify the Administrative Assistant of their hardship. The Administrative Assistant will then notify the Board who will then make the final decision as to whether the member will be excused from paying the current years dues.
- c) This dues exemption will be for the current year only and subsequent years will require another declaration of hardship.
- d) As this hardship may be sensitive to the member, the Board is to insure confidentiality of the member's information.

## Website

### Section 16.

The RFFOW website ([www.rffow.org](http://www.rffow.org)) shall be designed and updated by the Administrative Assistant.

- a) The website will be hosted by Westside Technologies.

## Directors

### Section 17.

The affairs, business and transactions of this organization shall be the responsibility of a Board of Directors made up of the President, Vice-President, and ~~8~~ **7 (seven)** members-at-large.

- a) Members of the Board will be compensated for their mileage, while attending Board functions, at the amount regulated by the IRS.
- b) Board members attending other sanctioned functions other than the regularly scheduled Board meetings are responsible for notifying the Administrative Assistant of the date, purpose, and mileage related to the event.
- c) ~~The Administrative Assistant shall maintain a record of the Board member attendance and shall, in January and July pay each Board member the appropriate mileage reimbursement amount for the preceding six months'~~ **pay appropriate mileage reimbursement as received by voucher.**

# STANDING RULES CONTENTS

*Approved March 9, 2004*

*Revised September 2009*

*Standing Rules amended February 4, 2017*

## ARTICLE I

### Dues

- Section 1. **Members shall pay sixty dollars (\$60.00) initiation fee at enrollment.** Regular members and spouses shall pay fifty-seven dollars ~~\$45.00~~ **(\$57.00) annual dues** each January. Surviving spouse's dues shall be ~~fifty-seven dollars (\$57.00)~~ **\$45.00 per January.**
- Section 2. **All members can pay a voluntary political action contribution (PAC) of three (\$3.00) a year for a total of sixty (\$60.00) per year.**
- Section 3. Associate members shall pay twenty-five dollars (\$25.00) annual dues and may participate in all organizational privileges and activities except voting and holding office.
- Section 4. Annual dues shall be due and payable on the first day of January of each year.
- Section 5. A notice requesting payment shall be sent by the Administrative Assistant to any member of the organization who shall become six (6) months in arrears of regular dues.
- Section 6. Any member of the organization who shall become twelve (12) or more months in arrears of regular dues shall cease to be a member.
- Section 7. Members who are delinquent for non-payment of dues may be reinstated by the payment of one year's back dues and the current dues.
- Section 8. The Board of Directors shall, at their discretion, vote to remit dues of a member when there is a case of financial hardship.
- Section 9. Honorary members shall not pay dues but may participate in all organizational privileges and activities except voting and holding office.

## ARTICLE II

### Meetings

- Section 1. Meeting of the Directors shall be in accordance with the following:
- a) Directors shall meet in ~~January, March, May, September and November~~ **quarterly January, April, July and October** before the Regular Meeting and may have special meetings call between regular meetings.
  - b) Regularly scheduled meetings shall be held at a time and place chosen either by the Directors at a prior meeting or by the President.
  - c) Special meetings of the Directors may be called by the President by a petition of at least three (3) Directors, however, a notice of the purpose, place and time of all such meetings shall be mailed, emailed or phoned to each Director no less than five (5) days prior to such special meeting.
  - d) Robert's Rules of Order shall govern all official meetings unless a two-thirds (2/3) majority of the members present at said meeting vote to suspend said Rules for that meeting only.
  - e) A quorum of the Directors of **three officers** shall be a simple majority of the Board.
  - f) A quorum of the General Meeting shall be simple majority of the members present.
  - g) The Administrative Assistant of the organization shall act as Administrative Assistant of the Board meetings. In his/her absence, the President shall appoint a Secretary of the meeting.
  - h) Typewritten copies of the minutes of all meetings of the directors shall be mailed out to all Directors prior to the next meeting.
- Section 2. Regular monthly meetings will be held by the members of the Retired Firefighters of Washington, except there shall be no meetings during June, July or August.
- a) The regular monthly meetings shall be held **on the second third Wednesday** of each month designated in Article II, Section 2 as regular meeting months.
- Section 3. A written notice in the newsletter shall be transmitted to each member by the Administrative Assistant specifying the date, time and location of each regular meeting. Such notice shall be in the monthly newsletter at least one week prior to such meeting.

Section 4. There shall be no business transacted at a special meeting except for that business relating to the purpose for which said meeting was called.

Section 5. ~~A simple majority present at a meeting shall be necessary to constitute a quorum. When a quorum is present at any meeting, a majority present shall decide any questions properly brought before such meeting.~~ **The members present at a regular meeting constitute a quorum. All voting activity requires a simple majority.**

## **ARTICLE III**

### **Committees**

Section 1. The President shall appoint the Chair of the standing committees at the regular meeting in January of each year as follows:

- a) Auditing/**Finance** Committee
- b) Courtesy Committee
- e) ~~Finance~~ Committee
- d) Legislative Committee
- e) Membership Committee
- f) Nominating Committee
- g) LEOFF II Committee

Section 2. The President shall appoint the ~~Chairman~~ **Chair** for other committees which may be necessary for the good of the organization.

Section 3. Whenever a vacancy exists in the ~~Chairmanship~~ **Chair** of a committee the President shall make such appointment to fill the existing vacancy.

Section 4. **A Chair** ~~Chairman~~ of each committee shall select a minimum of three (3) additional members to the committee.

Section 5. Committee members may serve on more than one committee at any one time.

Section 6. ~~A Chair~~ ~~Chairman~~ shall submit findings and recommendations of this committee to the membership when so requested by the President.

Section 7. Standing and other sub-committee of the Board of Directors shall be as follows:

- a) The Directors, shall by a simple majority vote, establish any standing sub-committee it deems necessary.
- b) The President shall create and discontinue any additional sub-committees they deem necessary.
- c) The President shall appoint the committee ~~chairman~~ **chair** to all sub-committee thereof, and be an ex-officio member of all committees of the Board of Directors.
- d) The committee ~~chairman~~ **chair** of all sub-committees shall be a Director. The remaining members shall be selected by the committee ~~chairman~~ **chair** and shall be a minimum of two (2) additional members.
- e) Sub-committee members may serve on more than one (1) sub-committee at any one time.
- f) The task of all sub-committees shall be to fulfill the responsibilities set forth for it; and to submit its findings and recommendations to the Board of Directors for its appropriate action.
- g) Policies and policy changes may be recommended by a sub-committee, but it is the responsibility of the Board of Directors to officially establish or change policies to the organization.

## ARTICLE IV

### Order Of Business

Section 1. The order of Business of the regular meetings shall be as follows:

- a) Call to order
- b) Flag Salute
- c) Self-Introduction
- d) Reading of minutes of prior meeting
- e) Reading of minutes of Board of Directors meeting
- f) Financial Report
- g) Applications for membership
- h) Correspondence
- i) Moment of Silence for Departed Members
- j) Committee Reports
- k) Unfinished Business
- l) New Business

- m) Drawing for door prizes if and when appropriate
- n) Adjournment

Provided, however, that the members present at any such meeting may, by majority vote, change the order of business.

## **ARTICLE V**

### **Annual Audit**

- a) The financial affairs of the organization shall be audited annually by the Audit/**Finance** Committee of the organization.
- b) The organization audit shall consist of, but not limited to, the following:
  - a. A verification that all disbursements have been necessary for the adequate operation of the organization and have been properly approved and documented. All expenditures are accompanied by a voucher or receipt.
  - b. A verification that all cash receivables have been properly recorded and accounted for.
- c) A statement of findings of the above organization audit, shall be included in the annual report of the organization.
- d) An annual inventory of all properties of the RFFOW will be conducted.
- e) The Operating Procedures of the RFFOW shall be approved and amended when necessary by the Board of Directors.
- f) All documents shall be dated when amended and/or approved.

I hereby certify that the above Standing Rules were duly adopted at a meeting of the members of the Retired Firefighters of Washington held on February, 4 2017.

President \_\_\_\_\_