

## BYLAWS

### ARTICLE I

#### NAME

The name of this association shall be the *The Fire Musuem of Raleigh* and its headquarters shall be in the Dillon Building at 310 W. Martin St, Raleigh, NC 27601, established the 22th day of October, in the year 2008.

### ARTICLE II

#### MISSION

The mission of the association shall be the collection, preservation and dissemination of knowledge about the history of the Raleigh Fire Department and to relate that history to that of the State of North Carolina, and the City of Raleigh, more particularly, its objectives shall be:

1. To locate and collect any material that may help to establish or illustrate the history of The Raleigh Fire Department. These materials shall include but are not limited to printed matter, such as histories, genealogies, biographies, gazetteers, directories, newspapers, pamphlets, catalogs, circulars, handbills, programs and posters; geological and manuscript materials such as letters, diaries, journals, memoranda, maps, reminiscences, rosters, service records, account books, charts and oral history interviews; audio tapes, video cassettes, films and other multimedia materials; and other museum materials such as pictures, photographs, paintings, portraits, furniture, scenery, motorized and non- motorized firefighting equipment and such artifacts that illustrate the events and activities of the firefighters in the City of Raleigh in the State of North Carolina. These materials are to be collected, exhibited and preserved in accordance with all laws and regulations that may apply to the collection, possession, and exhibition of such materials.
2. To disseminate historical information to any interested persons, groups, and institutions, and to arouse interest in The Raleigh Fire Department by any of the following means: publishing historical materials in newspapers and books; holding meetings, featuring workshops, lectures or informative programs; conducting historic tours and/or re-enactments; marking or restoring historic buildings and sites; and operating a museum or historic site.
3. To make this material available for study and research by individuals, scholars, groups and institutions, ensuring that it is accessible to the public in compliance with the provisions of the Americans with Disabilities Act.
4. To accomplish these goals through the establishment of clearly defined collection, conservation and interpretation policies and procedures.

5. To provide that all programs, functions and events of the association, including membership, shall be made available to anyone regardless of race, color, age, national origin, marital status, disability, religious or political affiliation, sex or sexual orientation.

6. To have the power to own property, apply for and receive grants, accept bequests, and establish and maintain an endowment fund for carrying out the above-stated purposes.

7. To have the power to accept donations, either from public or private business, public or private organizations, public or private foundations, or individuals of the general public. That these donations be monetary, specific item, specific items, materials, vehicles, buildings, etc. as stated above.

8. To have the power to raise funds by personal, public, mail, phone, electronic mail, or website solicitation for the endowment fund as stated above as well as a fund for operational purposes.

### ARTICLE III MEMBERSHIP

1. The society shall be composed of members.
2. Any person interested in the history of The Raleigh Fire Department may be enrolled as a regular member upon receipt by the Secretary of the first payment of dues. Membership shall run from the date of receipt of payment to the same date the following year.
3. Change of dues for membership shall be proposed by The Officers subject to majority approval of members present and voting at the biennial meeting.
  - a. Dues
    - i. Individual Membership: \$24.00
    - ii. Individual Membership for retired Raleigh firefighters: \$18.00
5. No person shall be qualified as a Member and entitled to vote at regular, special or biennial meetings unless his/her annual dues have been paid to the Treasurer and his/her name inscribed on the membership list at or in advance of any meeting.
6. Members failing to pay their dues after they become payable shall be dropped from the member list 60 days after the mailing of a notice of such default.

7. Any individual, in recognition of achievements or for services rendered in line with the purposes of the organization or to The Raleigh Fire Department, may be elected an honorary member by a two-thirds vote of The Members present at any regular meeting.

8. Advisory Members shall be utilized for their professional expertise in areas of Historic preservation and/or Fire Service Historic Knowledge. Any person that fits this category may be elected by The Officers with a two-thirds vote.

9. Advisory and Honorary Members, due to their contribution to the society, shall not have to pay dues.

#### ARTICLE IV GOVERNANCE

1. Officers shall be The President, The Vice President, The Secretary, and The Treasurer. They shall manage the affairs of the organization, subject to such regulations and restrictions as may be prescribed by the organization.

2. The Officers shall be elected at the biennial meeting by ballot of The Members for a two-year term and shall hold office until their successors have been elected. Vacancies arising in any office may be filled for the remainder of the unexpired term through selection by the active Members.

3. The Raleigh Fire Department Historical Society is and shall be an equal opportunity employer. It does not discriminate based on race, color, age, national origin, marital status, disability, religious or political affiliation, sex or sexual orientation. All vacancies, whether paid or volunteer, will be filled on the basis of the applicant's qualifications in relation to the job requirements.

#### ARTICLE V DUTIES OF OFFICERS

1. The President shall preside at all meetings of the organization and oversee the findings of committees and bureaus. If The President is absent at any meeting, the Vice President shall assume his/her duties. The President shall act as the liaison between the committees and members. The President, with the help of The Vice President, shall determine the agenda for all meetings.

2. The Vice President shall assume the office of President should The President be unable to execute his/her duties. The Vice President shall also be in charge of

activities directly related to the members; for example, programs for the members and membership recruitment.

3. The Secretary shall keep the minutes of all meetings. The Secretary shall maintain a current membership list at the organization's headquarters and will have a current membership list present at all meetings. The Secretary shall also conduct the correspondence of the organization, give notice of all meetings, notify committee members of their appointments, and carry on such other correspondence as may be necessary for conducting the affairs of the organization. Said duties may be transferred to other Officers or other persons to be carried out under the direction of the Secretary.

4. The Treasurer shall collect the dues of members and all subscription donations and allocations of money to the organization. The Treasurer shall keep an account of the same and shall make a report thereof at the biennial meeting and whenever required by the Membership. All organizational monies are to be kept in the organization's accounts. The Treasurer shall pay out monies of the organization upon presentation of bills attested to by The Secretary and approved by the other Officers. At the close of each fiscal year, the books shall be audited and a report be available to the membership.

#### ARTICLE VII MEETINGS

1. The biennial meeting shall be in the month of February of each year. The Officers shall set the date of the meetings. Two weeks' written notice must be given to all members.

2. Business meetings shall be held at least once a month, on dates determined by The Officers. At the discretion of the members, these meetings may be held on a rotating basis in locations around the City of Raleigh.

3. Officers may be called by The President at any time or upon written request by a majority of The Officers or ten (10) members of the organization for special meetings.

4. The organization shall operate on a fiscal year running from January 1 through December 31.

5. All eligible voters may cast one vote. Voting will be done by ballot. Voting by proxy is not allowed.

#### ARTICLE VIII COMMITTEES, BOARDS AND BUREAUS

1. The President shall appoint such standing committees as are deemed necessary for the efficient operation of the organization. Chairs of such committees shall, insofar as possible, be appointed from Members. Such committees may include regular Members of the organization; if the organization has chapters, they should be included whenever possible.

2. The President shall appoint, or cause The Officers to appoint, such other committees as is deemed to be to the benefit of the organization. Chairs of such committees shall, insofar as possible, be appointed by The President from The Members of the organization.

3. All standing committees shall be appointed to serve until a particular project is completed or until the next biennial meeting, whichever occurs first. All committees may be re-appointed biennially. There shall be no limit to the number of two-year terms to which a member of a committee, board or bureau may be appointed. Insofar as possible, all committees and boards should represent geographically the area served by the society.

4. The President, or in his/her absence The Vice President, shall be an ex-officio member of all committees, boards and bureaus.

#### ARTICLE IX DISPOSITION OF ALL MATERIAL

1. The organization or its Officers shall make provision for the custody and housing of all material of historic value received by the society. No artifact that has been received as the result of a donation or by purchase may be disposed of or returned to the donor or their heirs unless provision is made to assure that there is compliance with all rule and regulations of the Internal Revenue Code of 1986, Section 170, as relates to charitable contributions.

#### ARTICLE X INDEMNIFICATION OF OFFICERS

1. The organization shall indemnify any officer, trustee, employee or volunteer who is sued for actions done in good faith for the benefit of the organization and in the performances of his/her duties for the same to the fullest extent permitted by law.

2. Indemnification may be covered through the purchase of insurance or by other means.

ARTICLE XI  
ACCOUNT WITH A FINANCIAL INSTITUTION

The society shall open and maintain checking and/or savings accounts with a local financial institution. It shall be the responsibility of The Treasurer to conduct the business of the society using funds within the account and manage the account in a professional manner. The President shall be made aware of all checks or payments made by The Treasurer.

ARTICLE XII  
AMENDMENTS

Amendments to these Bylaws may be proposed in writing and filed with the Secretary by any three (3) members. The Secretary shall notify all Members in writing of proposed amendments. Amendments may be adopted by a two-thirds vote of the Members present at a regular meeting provided that a quorum is present and that two weeks have elapsed since sending the notice.