

**CUNDY'S HARBOR  
VOLUNTEER FIRE DEPARTMENT**

**BY-LAWS**

**REVISED THRU  
JANUARY 14, 2008  
ANNUAL MEETING**

CHVFD By-Laws  
Revised January 14, 2008

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## **Article 1 Name**

The name of this Corporation is Cundy's Harbor Volunteer Fire Department.

## **Article 2 Purpose**

The purpose of this Corporation is to provide protection against fire and to provide ambulance service to residents and property owners in Cundy's Harbor and Great Island, Town of Harpswell, County of Cumberland and State of Maine. In order to provide such protection, the Corporation may purchase, own, and hold real estate and personal property of every kind and nature, including particularly but not limited to emergency response materials, vehicles and equipment, may raise and expend funds, and in general do any and all things deemed necessary and proper to effect and promulgate such purposes.

## **Article 3 Membership**

Those adult persons, permanent or summer residents or property owners of Cundy's Harbor or Great island, who make a financial contribution to the Corporation shall be deemed members of the Corporation for the fiscal year in which such contribution is made and shall have the right to vote at any Corporation meeting in such fiscal year, annual or otherwise. Any qualified member of a Junior Firefighters Organization sponsored by the corporation whose membership is consistent with their own By-Laws may also be considered non-voting members of this organization.

## **Article 4 Meetings**

The Annual meeting of the Corporation shall be held in the month of January each year at an hour and place in Cundy's Harbor, Harpswell, Maine, indicated in the call for such meeting. Notice of the Annual Meeting shall be published at least 7 days before the day of such meeting in a newspaper having circulation in the Town of Harpswell and on the Cundys Harbor Community Hall Bulletin board, a notice of the time and place of the meeting. Special meetings of the Corporation may be called by the President at his or her discretion, or by the Secretary upon the written request of at least ten members directed to the President, in the same manner as the Annual Meeting. At all meetings of the Corporation four members shall constitute a quorum, but a lesser number may meet and adjourn from time to time.

## **Article 5 Officers**

The officers of the Corporation shall be a President, a Vice-President, a Secretary, a Treasurer, a Rescue Chief and a Fire Chief. There shall be a Board of Directors consisting of six members in addition to the President, Vice President, Secretary, Treasurer, Rescue Chief and Fire Chief, who shall be members of said board. All shall be entitled to vote at meetings of the Board of directors. The President, Vice President, Secretary, Treasurer, Rescue Chief and Fire Chief shall be members of the Corporation. With the exception the Rescue Chief and Fire Chief, they shall be elected by the Corporation at its Annual meeting and shall hold their offices until the next annual meeting or until their successors are elected and qualified. In addition to the six directors noted previously, the Corporation members may, upon the recommendation of the Board of Directors, elect from time to time at any duly called meeting of the Corporation one or more Honorary Directors. These Honorary Directors shall be afforded all privileges customarily given to any director with the exception of the right to vote. They shall serve during their lifetimes and at their

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pleasure unless previously removed by a two-thirds vote of the Corporation. The Fire Chief and Rescue Chief shall be appointed annually by the Board of Directors.

At the first annual meeting of the Corporation following the adoption of these By-Laws a Board of Directors of six members shall be chosen, two of whom shall hold office for one year, two for two years, and two for three years. At subsequent annual meetings of the Corporation two directors shall be chosen to hold office for terms of three years. A seventh director as of the annual meeting of 1979 shall be the President ex-officio of the Cundy's Harbor Volunteer Fire Department- Auxiliary. Directors shall serve until their successors are elected and qualified.

Nothing herein shall be interpreted to preclude the re-election of any officer of the Corporation or any members of the Board of Directors for a further term or terms.

Vacancies in any office or on the Board of directors, from death, resignation or otherwise, shall be filled by appointment by the Board of Directors at a meeting called for such purpose, and such appointee shall serve until the next annual meeting of the Corporation.

## **Article 6 Duties of officers**

The President, Vice President, Secretary and Treasurer shall perform the usual duties of their positions for the Corporation and for the Board of directors.

The President, when present, shall preside at all meetings of the Corporation and the Board of Directors, and in his or her absence the Vice President shall perform such duties.

The Secretary shall give notice of and attend the meetings of the Corporation and the Board of Directors, shall keep a record of all the proceedings of each, shall notify all officers of the Corporation and of the Board of Directors of their election and shall notify members of their appointment to committees.

The Treasurer shall have the custody of the monies and securities belonging to the Corporation and shall receive all incomes, donations and bequests and shall hold the same in the name of the Corporation. The Treasurer shall deposit all securities belonging to the Corporation in a safe deposit box in an approved bank and shall have access to said box. The Treasurer shall keep a full and correct account of all financial transactions and shall pay out no monies that are not in accordance with a budget approved by the Board of Directors submitted at their annual meeting. Emergency expenditures not exceeding \$500 may be approved from time to time by the President and the Treasurer. All other expenditures must be approved either by inclusion in the annual budget or by vote of the Board of Directors at a duly called meeting. The Treasurer shall render at the annual meeting of the Corporation an itemized account of the receipts and disbursements for the Corporation's fiscal year. The Treasurer shall furnish bond with securities in such sum, as the Board of Directors requires, the cost of which bond shall be paid by the Corporation.

The Fire Chief shall have charge of all the fire-fighting equipment of every kind and nature that is the property of the Corporation, shall see that the same is kept and maintained in good and efficient working order, and shall have full and complete control of such equipment and of the

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Corporation's fire-fighting personnel, as hereafter defined, at times of fire and other emergencies. The Fire Chief shall appoint, with the approval of the Board of Directors, an Assistant Fire Chief, who shall assume the Fire Chief's duties during absences. The Fire Chief may enlist the services of member of the Corporation and of other persons to assist in fulfilling those duties as set forth herein.

The Board shall also appoint a Rescue Chief, who shall be responsible for all Rescue equipment and in charge of all Ambulance personnel. Such an appointee must be qualified under State regulations concerning rescue personnel.

The Ambulance Chief may enlist the services of members of the Corporation or other persons, provided each is qualified for ambulance duty.

## **Article 7 Board of Directors**

The Board of Directors shall have the entire management of all the affairs of the Corporation and shall control the funds and property of the Corporation.

From the membership of the Corporation the Board of Directors may appoint each year at its annual meeting a Finance Committee, a Committee on Membership, a House Committee, a Grounds Committee, a Nominating Committee and other such committees as are deemed necessary from time to time for the effective accomplishments of the Corporation's purposes. Such committees shall consist of no less than three members. The Board of Directors shall hold an annual meeting of the Corporation. The call for such meeting shall indicate the hour and place of such meeting and shall be given by the Secretary by written notice to each Director at least three days before such meeting.

Special meeting of the Board of Directors may be called at the discretion of the President, or by the Secretary upon request of at least four Directors, by personal notice to each Director at least twenty-four hours before the hour of each meeting.

Four members of the Board of Directors shall constitute a quorum but a lesser number may convene from time to time.

If a Director, or Officer, shall be absent from three consecutive Board of Director's meeting, unless excused prior to each meeting by the President, that Director or Officer shall be removed from office. A replacement representative shall be chosen by the Board and serve until the next annual meeting.

## **Article 8 Auditor**

The Board of Directors shall appoint each year an Auditor or Auditors who shall examine the financial records of the Treasurer and report the results of the audit to the Corporation at its annual meeting.

## **Article 9 Committees**

### **9.1 Finance Committee**

The Officers and Directors shall manage the financial affairs of the corporation and particularly as to the investment of any monies accumulated by the Corporation, or changes of investment if and when advisable.

### **9.2 Membership Committee**

The Officers and Directors shall, with the assistance of the Secretary and Treasurer, keep accurate records of the membership of the Corporation, shall be charged with keeping the number of members at as high a level as possible, and to effect the same, may solicit new membership and renewal of membership from eligible persons.

### **9.3 House Committee**

The Officers and Directors shall generally supervise maintenance of building facilities of the Corporation and the use of the same by the Corporation itself or by other persons or organizations and shall establish such rules and regulations for the use of the building facilities as are deemed in the best interest of the Corporation.

### **9.4 Grounds Committee**

The Officers and Directors shall have general supervision of any land of the Corporation and the maintenance, improvement and landscaping of the same.

### **9.5 Nominating Committee**

The Nominating Committee shall present each year at the annual meeting of the Corporation the names of two persons to be nominated, for election as Directors, together with a slate of officers to be nominated for election for the ensuing year.

## **Article 10 Fire Fighting Personnel**

Deleted.

## **Article 11 Seal**

The Corporation Seal shall be a circular disc bearing the name of the Corporation. It shall be kept in custody of the Secretary. All instruments under seal shall be executed by the President in the name of the Corporation.

## **Article 12 Fiscal Year**

The fiscal year of the Corporation shall be the same as the calendar year.

## **Article 13 Amendments or Repeal**

These by-laws may be altered, amended or repealed by two-thirds vote of the members present at any annual or special meeting of the Corporation provided that, in the call for such meeting, notice is given that such alteration, amendment or repeal will be presented for consideration.

<<End of By-Laws document>>