

BYLAWS
OF
SIGNAL 51 GROUP

ARTICLE I
NAME AND LOCATION

Section 1. Name. The name of this organization shall be Signal 51 Group, hereinafter referred to as the "GROUP".

Section 2. Principal Office. The principal office of the GROUP shall be located in the City of Shreveport, Parish of Caddo, State of Louisiana, but meetings of members and directors may be held at such other places, either within or without the State of Louisiana..

Section 3. Registered Office and Agent. The GROUP shall continuously maintain in the State of Louisiana a registered office and a registered agent whenever such is required. The registered office and registered agent may be changed from time to time by the officers, and the GROUP may have such other offices, either within or without the state.

ARTICLE II
PURPOSE

This nonprofit organization is formed for the purpose of serving as volunteers in support of the Shreveport Fire Department, or providing aid in increasing public awareness of fire-safety measures, and providing continuing and expanded education in methods of saving lives and property, and providing rehabilitation services at major incidents. In addition support and maintain the Shreveport Firefighters Museum, INC. In addition we will serve other area public safety agencies if requested.

ARTICLE III
MEMBERSHIP

Section 1. Regular Members Citizens in good standing who paid dues as prescribed in Article III, Section 4, shall be members of the GROUP for the period for which dues were paid.

Section 2. Honorary Members. An honorary member shall have none of the obligations of membership, other than the rules of conduct, shall be entitled to attend meetings and participate in the projects and activities of the GROUP. Honorary members shall be excluded from making motions, from voting, from chairing committees, from holding office, and shall not count in establishing a quorum. They shall not represent the GROUP by wearing apparel that signifies them as an active regular member of the GROUP. An Honorary Member can become a Regular Member by paying the yearly dues. No acceptance vote will be required by the GROUP and he/she will not be required to serve a Probationary period.

Section 3. Dues and Assessments. To become a regular member or remain a regular member of the GROUP, dues in the amount of One Hundred (\$100.00) dollars per year shall be due and payable by the first day of January, this being the beginning of the GROUP's fiscal year. Dues may be raised or lowered by a motion and two thirds vote of the membership. In addition it may be required from time to time to assess members for additional funds to complete our mission. The President shall bring to the GROUP the reason and amount of assessment. The assessment can be paid in a lump sum or in three monthly installments. If the member does not pay the assessment he / she will be suspended from the GROUP until the assessment is paid. It will require a two thirds vote of the membership for the assessment to be effective.

Section 4. Voting Rights. Each regular member shall be entitled to one vote on each matter submitted to a vote of the regular members, though voting rights shall not be transferable or assignable.

Section 5. Records Inspection. All books and records of the GROUP shall be made available by the President within seven (7) days after written request for inspection is made by any regular member of the GROUP. Records of the GROUP shall not be removed from possession of the officer responsible for such records.

Section 6. Conduct. No member shall promote or represent himself/herself on behalf of the GROUP for personal, political, or financial gain, or engage in unduly disruptive behavior during any function or meeting of the GROUP and, upon termination of membership, shall return to the GROUP all property belonging to the Shreveport Fire Department or to the GROUP.

Section 7. Termination of Membership For Non-Payment of Dues. Failure to pay annual dues within sixty (60) days of the due date shall lead to termination of membership. During the sixty-day grace period, from the date dues are payable until termination of membership for nonpayment of dues, regular members shall be considered in good standing and shall retain all rights and privileges of membership. The members, after an appropriate hearing and an affirmative vote of two-thirds of its members, may censure, suspend, or terminate a member for non-payment of dues.

Section 8. Termination of Membership Other Than Non-Payment of Dues. Any member convicted of a felony, or immoral conduct (conduct that is considered to be damaging to the GROUP or the Shreveport Fire Department) is no longer eligible for membership and will be summarily dismissed.

Section 9. Section 2. Probationary Member. For the twelve (12) months after becoming a member is called the probationary period. During this period the probationary member can be expelled from the GROUP by a simple majority of vote by the GROUP. Honorary members are exempt from the probation period.

ARTICLE IV

OFFICERS

Section 1. Officers. The officers of the GROUP shall be a President, a Vice President **(this will be an optional office as stated in the job description.)**, a Secretary, and a Treasurer. No two offices may be held by the same person at the same time.

Section 2. Election of Officers. At the annual meeting, nominations from the floor shall be accepted, and officers shall be elected by ballot on the majority vote of the membership at the annual meeting.

Section 3. Term of Office. All Officers of the GROUP shall serve in the office to which elected from the first day of May through the last day of April or until their successor is elected unless an officer should sooner resign, be removed, or otherwise become unable or disqualified to serve.

Section 4. Resignation and Removal. Any officer may resign at any time by giving written notice to the President, or the Secretary. Any officer may be removed from office by two-thirds vote of the membership.

Section 5. Vacancies. Subject to majority approval by the general membership at the next regular meeting, the President shall have the power to fill, by appointment for the remainder of the term, any vacancy occurring. In the specific case of a vacancy in the office of President, the Vice President shall become President for the remainder of the term, and the office of Vice President shall be filled by a majority vote of the general membership on nominations from the floor at the next regular meeting.

Section 6. Duties. All officers of the GROUP shall be voting members and shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the GROUP, such duties to include but not limited to the following:

- (a) President. The President shall supervise the business and affairs of the GROUP, call meetings of the membership as required, preside at meetings of the membership, sign necessary documents, approve written communications made in the name of the GROUP, serve as non-voting ex officio member of all committees except the Nominating Committee, and serve as the liaison officer in communications with the Shreveport Fire Department.
- (b) Vice President. **This office will be allocated, but not necessarily filled.** If so needed a special election will be held and a majority of the membership will nominate and elect a person to this position. The Vice President shall perform all the duties of the President in the absence, inability, or disqualification of the President, or in the event that the President refuses to act. When acting for the President, the Vice President shall have all the powers and all the restrictions which apply to the President and shall perform such other duties as may be assigned by the President.
- (c) Secretary. The Secretary shall keep the minutes of general membership meetings, give all notices in accordance with the provisions of these bylaws or as required by law, keep a current record of the postal address of each member, perform other duties as may be assigned by the President and assume the duties of the President in the absence of both the President and Vice President. In the absence of the Secretary, the President shall assign the Secretary's duties to another member of the GROUP.
- (d) Treasurer. The Treasurer shall have custody of all funds of the GROUP, shall promptly deposit all funds in a depository approved by the membership, shall give receipts for funds received, shall obtain receipts for funds disbursed, such disbursements to be made as

authorize by the officers or as the affairs of the GROUP may require, sign checks for all disbursements, shall present a financial report at meetings of the general membership. Shall keep a full and accurate account of monetary transactions, shall suspend transactions on the fifteenth of April.

ARTICLE V

MEETINGS

Section 1. Regular Meetings. The regular meetings of the GROUP shall be held on the second Sunday of each month, except when changed by an officer with five days notice, at a time and place set by the President. To better accommodate the general membership, the day of the month, time of day, and the place of meetings may be changed from time to time by two-thirds vote of the membership. All regular members shall be notified of meeting date, time, and place.

Section 2. Annual Meetings. The first meeting of the new year shall be considered the annual meeting, unless changed by the President. shall be considered the annual meeting for the purpose of electing officers and for conducting any other business that may arise, unless the President has ordered differently and all regular members shall have been notified.

Section 3. Special Meetings. The President may call special meetings, and a special meeting shall be called upon the written request of twenty percent of the regular members of the GROUP. The purpose of all special meetings shall be stated in the call. Except in case of an emergency, at least three days notice shall be given to all regular members.

Section 4. Quorum. The presence of not less than fifty percent plus one (1) of the regular members in good standing shall constitute a quorum and shall be necessary to conduct the business of the GROUP.

ARTICLE VII

PARLIAMENTARY PROCEDURE

The GROUP shall be governed by the rules contained in the most current edition of *Robert's Rules of Order* in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the GROUP may adopt.

ARTICLE VIII

AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting or special meeting by a two-thirds vote of the general membership present provided that the amendment has been submitted in writing to all regular members no less than two weeks prior to the meeting.

ARTICLE IX

DISSOLUTION

In the event that the GROUP is dissolved without disposing of its funds and/or any other assets, such funds and/or assets shall be used to discharge any obligations of the GROUP, and the remainder shall be donated to the Shreveport Fire Department.