

**SILVER LAKE  
VOLUNTEER FIRE DEPARTMENT, INC  
P. O. Box 60508  
Reno, NV 89506**

*Proudly Serving the Silver Knolls Community Since 1973*



## **BYLAWS**

**Revisions adopted May, 2017**

These Bylaws, adopted by a two-thirds vote of the Members present at the February 2017 Meeting of the Silver Lake Volunteer Fire Department, INC shall supersede and cancel all former Bylaws, General and Special Orders, or directions issued prior to the date adopted and in conflict herewith.

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## **ARTICLE I**      **Corporation Name and Intent**

**Section 1**            The name of this Corporation shall be the **Silver Lake Volunteer Fire Department, Inc.**, and shall be hereinafter referred to as the “**SLVFD, INC**”. It shall be a non-profit Organization and is incorporated under the laws of the State of Nevada.

**Section 2**            The purpose of SLVFD, INC shall be the promotion of social welfare and educational development within the Silver Knolls and Red Rock area communities. Also to support the Truckee Meadows Fire Station 221 volunteers when needed.

**Section 3**            **SLVFD, INC** does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

## **ARTICLE II**      **Membership**

### **Section 1**            **Category of Members**

1. **Members** - members shall be permanent residents of Silver Knolls or Red Rock area communities and will have met all meeting requirements set forth.

### **Section 2**            **General**

1. Members must be at least 18 years of age and a legal resident of the United States
2. All members will comply with the policies and procedures of SLVFD, INC.

## **ARTICLE III**      **Business**

**Section 1**            All business of SLVFD, INC will be conducted by the Board of Directors. The general membership will vote in Board elections, impeachment of directors, and Bylaw amendments.

**Section 2**            The order of proceedings shall be as follows:

1. Pledge of Allegiance.
2. Introduction of guests and prospective members.
3. Reading of previous meeting(s) minutes and approval of minutes as read.
4. Treasurer Report.
5. Auxiliary Report.
6. Resignations and Expulsions.
7. Unfinished Business.
8. New Business.
9. Committees Reports
10. Adjournment.

### **Section 3**            **Rules of Business Proceedings**

1. All meetings will be conducted in a professional manner and presided upon by the President or their appointee.

2. The Board may elect to use Roberts Rules of Order.

## **ARTICLE IV Election, Duties and Requirements of the Board of Directors**

### **Section 1 Election of the Board of Directors**

SLVFD, INC shall be governed by a Board of three voting Directors. The voting directors are: President, Vice President and Secretary. The Board may, at their discretion, combine the Secretary and Treasurer positions.

- A. The office of President and Secretary shall be elected in even numbered years. The office of Vice-President shall be elected in odd numbered years. The office of Treasurer will be an appointed position. Nominations shall be made in April, and shall be announced in May. Elections shall be held at the regular business meeting in June.
- B. All officers are for a term of two (2) years. Vacancies shall be filled by temporary appointment by the Board with a special election by the voting membership within three (3) months of the vacancy.
- C. Candidates must be in good standing with SLVFD, INC prior to their name being placed on the ballot.
- D. Nomination of Directors will be from the floor and consist of two members for each office unless a motion to close the nomination for a specific office has been approved by a two-thirds (2/3) vote of the members present.
- E. All Directors are elected by ballot. A member must accept nomination in order for their name to be placed on the ballot. By doing so, the member accepts the responsibilities and obligations of the office if elected.
- F. The Secretary shall develop a list of members meeting the eligibility requirements for each office to be elected two (2) months prior to the election. One (1) month prior to the election a sample ballot summary of offices and those nominated for the offices being elected shall be issued to the membership.
- G. Absentee ballots shall be made available by the Secretary upon request by members in good standing. Absentee ballots must be sealed and received by the Secretary prior to the election.
- H. Ballots shall be counted and confirmed by two (2) members of the Board and results announced by the President.

### **Section 2 Duties of the Directors**

**President:** The duties of the President are to preside at all the Business Meetings, to appoint officers and committees not otherwise provided for, and conduct the meeting according to Roberts Rules of Order and enforce the bylaws.

**Vice President:** The duties of Vice-President shall be to perform all the duties of the President, in the absence, of the President. In the event of the resignation or death of the President, the Vice President becomes President for the remaining term. A vacancy is to be filled by special election.

**Secretary:** The duties of the Secretary shall be to keep all minutes and records *except* financial records, take roll call at each meeting and to

handle all correspondence. Unapproved minutes shall be emailed to all Board members for their review prior to being approved. In the absence of the President and Vice President the Secretary shall call meetings to order and preside until election of Chairman Pro Tem. Election of Chairman Pro Tem should take place as soon as practicable. All pertinent records shall be open to inspection by members upon request with reasonable advanced notice. Vacancy is to be filled by special election.

**Treasurer:** The duties of the Treasurer shall be to keep a record of all monies received and disbursed, and to give a report at every business meeting. All pertinent records shall be open to inspection by members upon request with reasonable advance notice.

**Section 3** **Duties of the Board**

- A. It shall be the duty of the Board of Directors to audit financial records. The Board shall transact all business and approve all policies or procedures of SLVFD, INC. A majority of the Board of Directors shall constitute a quorum to transact business.
- B. The Board must accept and investigate any complaint against SLVFD, INC, its Board or officers. The complaint must be in writing and will be accepted from any member or the public.
- C. Maintain a Post Office Box.

**Section 4** **Requirements – Board of Directors**

- 1. Candidates shall be a member with a minimum of two (2) years in good standing with SLVFD, INC.

**ARTICLE V** **Impeachment of Directors**

**Section 1** When any 3 members bring a motion to the floor during a Business Meeting, they shall have the power to impeach any Director of SLVFD, INC for:

- a. Breach of Safety.
- b. Inability to discharge the duties of the office.
- c. Unwarrantable exercise of power.
- d. Chronic neglect of official responsibilities or duties.
- e. Inappropriate conduct or conduct resulting in the defamation of SLVFD, INC.

Said Director shall have the right to resign before they are tried. No group of Directors may be impeached collectively; each must be impeached separately.

**Section 2** The impeachment charges shall be filed in writing with the Secretary, to be read into the minutes of the meeting, and are not to be voted on until the next business meeting. A copy of the charges shall be supplied to the Director in question.

**Section 3** When the impeachment is made, the Director impeached shall be tried before the Members and shall be liable to such action as SLVFD, INC may deem proper. All witnesses shall be examined in the following order: first, prosecution; second,

defense. Rebutting evidence may be offered on either side, and when the testimony and arguments on the part of the counsel shall have been closed, a vote shall be taken upon the guilt or innocence of the party accused. Impeachment shall require a two-thirds (2/3) majority vote of the active membership.

**Section 4** Any member preferring charges, which upon trial shall prove to be malicious or frivolous, shall be subject to expulsion from SLVFD, INC if; upon trial, as provided in Article VI, they are found guilty.

## **ARTICLE VI**     **Discipline, Suspensions and Expulsions**

**Section 1** The Board of Directors may, in their sole discretion discipline, suspend or expel any Member who neglects their duties, or for the safety or good working order of SLVFD, INC.

**Section 2** Any member subject to discipline, suspension or expulsion will be notified by certified mail as to the personnel action. Any member may appeal said discipline, suspension or expulsion to the Board of Directors. Such appeal must be made in writing within 30 days of the notice.

**Section 3** Expulsion shall require a two-thirds (2/3) majority vote of the Board of Directors. Consideration of the appeal of discipline or suspension shall require a simple majority vote of the Board of Directors.

**Section 4** Members shall conduct themselves in a manner that does not discredit SLVFD, INC and in conformance with the Company Rules of Conduct. Should members fail to conduct themselves in such a manner, the incident shall be documented, and members may be expelled as described in this Article.

## **ARTICLE VII**     **Quorum**

In order for business to be legally transacted at Regular Business Meetings, a quorum of the majority of Board of Directors must be present. A Quorum will be at least 2 of 3 Board members.

## **ARTICLE VIII**     **Voting Rights**

Voting rights are limited to all members.

## **ARTICLE IX**     **Meetings**

**Section 1** A regular business meeting shall be held quarterly, subject to the Board of Directors discretion as to date and time. Notifications must be done to all members.

**Section 2** If business needs to be conducted, the Board may communicate and vote by telephonic or electronic means. A decision can be made as long as all available Board Members are surveyed and a quorum responds.

## **ARTICLE X**     **Amending the Bylaws of SLVFD, INC**

**Section 1** Bylaws may be amended or revised with the following procedure:

- a. Proposed changes can be submitted in writing to the Board of Directors by any two (2) members or by any Board Member.
- b. Approved changes must be submitted in writing to all members by the Board of Directors at least one month prior to a vote.

- c. Proposed changes will be passed by a two-thirds (2/3) majority vote at a regular Business Meeting.
- d. Bylaws shall be effective until amended by a two-thirds (2/3) vote of the voting membership.

Section 2           The Bylaws may be suspended by a two-thirds (2/3) majority vote of the voting membership.

**ARTICLE XI**       **Miscellaneous**

The board has the ability to spend \$250.00 without membership approval. No expenditures may be made beyond \$250.00 without a vote of the membership.

Any business or questions coming before the organization not covered in these Bylaws shall be settled by the Board of Directors.

All questions or definitions regarding this document will be the decision of the Board of Directors.

**ARTICLE XII**     **Dissolution**

In the event that SLVFD, INC shall be disbanded, whether voluntary or involuntary, or by operation of law, none of the property, assets nor the proceeds thereof shall be distributed to any members of SLVFD, INC. After payment of debts of SLVFD, INC, the Board of Directors shall give its property and assets to a charitable organization for the benefit of the community. All properties that belong to other entities or persons shall revert back to original owners.