



**BY-LAWS  
OF  
NEW JERSEY  
STATE  
ASSOCIATION  
OF  
FIRE DISTRICTS**

*A Corporation Not For Profit*

**MISSION STATEMENT**

To track, analyze and advise Fire Districts and Fire Commissioners on important Fire Service and Legislative issues that affect them and to disseminate information involving these issues.

*Revised & Adopted on September 12, 2003  
Amended March 27, 2004*

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# ARTICLE I

## OFFICES

1. **Principle Office:** The principle office of the Corporation in the State of New Jersey shall be located at the current address of the Secretary. .
2. **Other Offices:** The Corporation may have such other offices within the State of New Jersey, as may be determined by the Board of Trustees (hereinafter referred to as "Board").

# ARTICLE II

## MEMBERS

1. **Classes of Members:** The Corporation shall have two (2) classes of members. The designation of such classes and the qualifications and rights of the members of such classes shall be as follows:
  - A. **District Membership:** Any Fire District incorporated pursuant to law and operating under the provisions of N.J.S. 40A:14-70 et seq. and any successor statutes is eligible for membership. Said Fire Districts shall be represented by Commissioners, and said Commissioners shall be eligible for election or appointment to the Board, Officerships and Committee positions and shall have floor privileges.
  - B. **Associate Membership:** Eligibility of Associate Membership. Individual persons not a Commissioner of or in a Fire District shall be eligible for appointment as an Associate Member by the Board of Trustees who shall approve same at a Regular Meeting of the Board of Trustees.
2. **Approval of Members:** Members shall be approved by the Board. The Board may prescribe forms of application for membership, which may request such information as may be relevant for a proper consideration of any applicant for membership. No application for membership shall be considered unless accompanied by a charter membership fee and the dues payment for the year or remaining portion thereof as hereinafter provided.
3. **Termination of Membership:** The Board, by affirmative vote of at least five (5) of all the members of the Board, may suspend or expel a member for cause after a hearing, unless waived. Cause may include but is not limited to actions intended primarily to disrupt or corrupt the activities or functions of the Corporations or actions which bring the organization into public disrepute. A member being considered for suspension or expulsion shall have all rights and privileges pending the required votes aforesaid, including the right to vote on said member's own suspension or expulsion.
4. **Resignation:** Any member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges theretofore accrued and unpaid.
5. **Reinstatement:** On written request from a former member and filed with the Secretary, the Board, by affirmative vote of at least five (5) of the members of the Board, may reinstate such former member to membership on such terms as the Board may deem appropriate, including but not limited to probationary status affording said member less than the full set of rights and privileges of membership.
6. **Transfer of Membership:** Membership in this Corporation is not assignable, except that any district member which merges with another Fire District not a member of the Corporation may transfer membership to the new combined Fire District without additional payment. Any Fire District, which is dissolved pursuant to law, shall cease to hold membership in the Corporation and all rights and privileges. Any member Fire District which is divided, in whole or in part, into two (2) or more Fire Districts shall cease to be a member, but an Fire District or Fire Districts not already members which absorb part or all of said Fire District shall automatically qualify for membership upon filing an application without the need for payment of an additional charter membership fee, provided that the application is received prior to the end of the fiscal year. There shall be no refund or rebate of dues or other payments to any Fire District terminating or ceasing membership.

7. **Application for Membership:** (One time filing only). Information provided to the Association is not used in any way which would affect your operation or personnel. The membership application is attached as Addendum "B".

8. **Attending Members:** Only District or Associate members are eligible to attend meetings unless special dispensation is approved by the Board (of at least five (5) affirmative votes) to authorize any guests (such as outside speakers) to attend meetings.

## **ARTICLE III**

### **MEETINGS OF MEMBERS**

1. **Annual Meeting:** An Annual Meeting of the members shall be held in September of each year, at a time, date and place to be set by the Board, for the purpose of electing Trustees and Officers and for the transaction of such other business as may come before the meeting. If the Annual Meeting is not held as provided aforesaid, the Board shall cause the election of Trustees and Officers to be held at a Special Meeting of the members as soon thereafter as may be feasible. Any business, which may be conducted at a Regular Meeting, may be conducted at the Annual Meeting.

2. **Regular Meetings:** Regular meetings of the members shall be held in March, June, September (the Annual Meeting) and December at 9:30 AM, with the date and place to be designated by the Board, provided that all meetings shall be held in the Trenton area.

3. **Special meetings:** Special Meetings of the members may be called by the President, the Board or by written request of one (1) or more Fire Districts in not less than each of four (4) counties. Such written request shall include the date, time and place of the meeting and all arrangements therefore shall be the responsibility of those seeking the meeting. Upon receipt and verification of such request, the Secretary shall send notices of such meeting to all members. No Special Meeting may be called without an opportunity being provided for at least fourteen (14) days advance notice to the members.

4. **Notice of Meetings:** Written or printed notice stating the place, day and time of any meeting of members shall be delivered, either personally or by mail, to each member not less than twenty-one (21) days nor more than forty-two (42) days before the date of the Annual or any Regular Meeting and no less than seven (7) days before any Special Meeting. The notice for a Special Meeting shall include the purpose or purposes for which the meeting is called. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States Mail (or e-mail when available) addressed to the member at the address appearing on the records of the Corporation with the postage thereon prepaid.

5. **Parliamentary procedure:** Except as otherwise provided herein, all meetings shall be conducted in accordance with Robert's Rules of Order, Revised (the latest edition).

6. **Agenda:** The agenda for the Annual and Regular Meetings shall be prepared by the President, provided that the agenda for the Annual Meeting shall provide as the first substantive order of business for the election of Officers to be followed by the election of Trustees.

## **ARTICLE IV**

### **OFFICERS**

1. **Officers:** The Officers of the Corporation shall be a President, Vice-President, Secretary and Treasurer. The Board may elect or appoint such other Officers, including one (1) or more Assistant Secretaries and one (1) or more Assistant Treasurers, and personnel as it shall deem necessary, such Officers and personnel to have the authority and perform the duties prescribed, from time to time by the Board. No person may hold more than one (1) office. Appointed Officers may be salaried personnel with the approval of at least five (5) Board members.

2. **Election and Term of Office:** The President, Vice-President, Secretary and Treasurer shall be elected by the members at the Annual Meeting. Each Officer shall hold office until his successor shall have been duly elected and qualified.
3. **Removal:** Any Officer, elected or appointed, may be removed by the Board by at least five (5) affirmative vote of all Trustees, for cause and after a hearing, unless waived, provided that the President may not be removed without ratification by the membership at the next Regular Meeting or Special Meeting called for that purpose. The removal of any appointed Officer shall be without prejudice to the contract rights, if any, of such Officer.
4. **Vacancies:** A vacancy in any office shall be deemed to occur because of the death, resignation, removal or disqualification of any Officers, including but not limited to the terminations or cessation of membership of the Fire District of which said Officer is a Commissioner. An Officer who ceases to serve as a Commissioner in a member Fire District for any reason other than resignation or disqualification may complete his term of office until the next regularly scheduled meeting of the Board. Any vacancy shall be filled by the Board for the unexpired portion of the term at the next meeting of the Board.
5. **Duties of Elected Officers:** The elected Officers shall have the following duties:
- a. **President:** The President shall be the principal Executive Officer of the Corporation and shall generally supervise and control all of the business and affairs of the Corporation. He shall preside at all meetings of the members. He may sign, with the Secretary or any other proper Officer of the Corporation authorized by the Board, any deeds, mortgages, bonds, contracts or other instruments that the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board, by the By-laws or by statute to some other Officer or agent of the Corporation; and he shall perform all duties generally incident to the office of President and such other appropriate duties as may be prescribed by the Board from time to time. The President reports directly to the Board of Trustees.
  - b. **Vice-President:** In the absence of the President or in the event of his inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions on the President. The Vice-President shall perform such other appropriate duties as from time to time may be assigned to him by the President or by the Board.
  - c. **Treasurer:** The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; shall receive and give receipts for monies due and payable to the Corporation from any source whatsoever and shall deposit all such monies in the name of the Corporation in such banks, trust companies or other depositories as shall be selected by the Board (with the recommendation of the Treasurer); shall monthly provide the Secretary with the names of the members as their annual dues are paid; and shall perform all the duties generally incident to the office of Treasurer and such other appropriate duties as from time to time may be assigned to him by the President or by the Board. If required by the Board, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board shall determine, and such bond shall be paid for by the Corporation.
  - d. **Secretary:** The Secretary shall keep the minutes of all meetings, shall mail or deliver all notices in accordance with the provisions of these By-laws or as required by law; shall be custodian of the Corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, under its seal is duly authorized in accordance with the provisions of these By-laws; shall keep a register of the name and post office address of each member along with the name of the members Fire District, which shall be furnished annually to the Secretary by each member and shall perform all duties generally incident to the office of Secretary and such other appropriate duties as from time to time may be assigned to him by the President or by the Board.
6. **Compensation of Elected Officers:** The elected Officers shall be compensated annually as follows:
- a. **President:** No annual compensation.
  - b. **Vice-President:** No annual compensation.
  - c. **Treasurer:** No annual compensation.
  - d. **Secretary:** Annual compensation in the amount of \$500 payable at the September Meeting.

# ARTICLE V

## BOARD OF TRUSTEES

1. **General Powers:** The Board shall have all powers accorded to it by law, the Certificate of Incorporation and the By-laws. It may act only by resolutions or motion, and all resolutions and motions shall be reflected in the minutes. Any resolution adopted by the Board establishing policy or making a public statement may be reversed by the membership at the next Regular Meeting or Special Meeting called for that purpose. The Board shall be the repository of any powers not specifically enumerated herein for the Officers or any other persons or bodies.
2. **Number, Tenure and Qualifications:** Seven (7) Trustees shall be elected; three (3) representing the Southern Counties of Atlantic, Cape May, Burlington, Ocean, Salem, Gloucester, Camden, Cumberland, Mercer); three (3) representing the Northern Counties of Monmouth, Hudson, Somerset, Hunterdon, Bergen, Warren, Sussex, Middlesex, Essex, Morris, Passaic, Union and one (1) at-large Trustee appointed by the executive officers. The at-large Trustee cannot hold a current position as an executive officer. Each Trustee shall be a voting member and hold office until the subsequent Annual meeting following his term and until a successor shall has been duly elected and qualified. Two (2) of the Trustees representing the Southern Counties and two (2) of the Trustees representing the Northern Counties shall be elected for a two (2) year term and the other three (3) Trustees, which includes the at-large Trustee, shall each be initially elected for a one (1) year term. At the next annual meeting, the three (3) one (1) year term Trustees shall be re-elected for two (2) year terms thereafter. Only District Members can hold a position on the Board of Trustees. Once the seven (7) Board members are duly elected, amongst themselves, they shall elect a Chairman, Vice-Chairman and Secretary who shall each serve a one (1) term. .
3. **Regular Meetings:** Regular Meetings of the Board shall be held prior to any regular, annual or special meetings as designated within these By-laws.
4. **Special Meetings:** Special Meetings of the Board may be called by or at the request of the President or any five (5) Trustees. The call for such Special Meeting shall include the purpose thereof and the time, date and place. If a Special Meeting is requested by the Trustees, said Trustees shall be responsible for providing the place for the Special Meeting. However, if the Corporation obtains a regular office for the day to day conduct of its business, all Special Meetings must be held at such office unless waived by phone call, written or personal authorization by at least five (5) of the members of the Board.
5. **Notice:** Notice of any Special Meeting of the Board shall be given at least five (5) days previous thereto by written notice delivered personally or sent by mail or e-mail to each Trustee at his address as shown by the records of the Corporation, unless known to be at a different address. The mailing requirements shall be the same as those for Special Meetings of the members. Any Trustee may waive notice of any meeting, and the attendance of a Trustee at any meeting shall constitute a waiver of notice of such meeting, except where a Trustee attends a meeting for the express purpose of objecting to a transaction of any business because the meeting is not lawfully called or convened. The only business to be transacted at the meeting shall be the purpose for which the meeting is called. Notice of any Regular Meeting shall be given no less than seven (7) days nor more than fourteen (14) days prior to the meeting. The Secretary shall be responsible for notification of all meetings.
6. **Removal:** A Trustee may be removed from the Board by the affirmative vote of at least five (5) Trustees, but only for cause and after a hearing, unless waived.
7. **Vacancies:** Vacancies shall be created as provided in Article IV, Section 4 for Officers, except that a Trustee who ceases to serve as a Commissioner in a member Fire District may remain as a Trustee only until the next Annual Meeting, at which time his successor shall be elected by the members present. Except as hereinabove provided, any vacancy occurring in the Board shall be filled by a majority of the remaining Trustees present and voting though less than a quorum of the Board, and a Trustee elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.
8. **Manner of Acting:** The act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board, unless the act of all or a greater number is required by law or by these By-laws.
9. **Eligibility:** No persons shall be eligible for appointment as an Associate Member until the Board of Trustees approve same at one of the Board's Regular Meetings. Associate Members may not hold the position of a voting Officer, or a

position on the Board of Trustees and shall not have any floor voting privileges. An Associate Member shall, however, be eligible for Committee appointments as determined by the President.

10. **Eligibility:** No person shall be eligible for election as a Trustee or Officer who is not at the time of his election a Commissioner. Eligibility to remain as a Trustee shall be the same as that required to remain as an Officer.

11. **Associate Membership:** The Board may from time to time appoint upon resolution or motion a person whom the Board deems worthy of such position to an Associate Members. All such appointments shall be reflected in the minutes.

12. **Compensation:** Trustees shall not receive salaries or other compensation for their services, but a Trustee or Officer may be reimbursed for expenses incurred in the performance of his duties and, further, any Trustee or Officer may be indemnified for expenses and costs, including attorney's fees, actually and necessarily incurred by him in connection with any claim asserted against him, by action in Court otherwise, by reason of his being or having been such Trustee or Officer except in relation to matters as to which he shall have been found guilty of negligence or misconduct in respect of the matter in which indemnification is sought.

13. **Duties of the Trustees:**

The Chairman shall serve as the Executive Officer of the Board of Trustees, preside at all meetings of the Trustees, be an ex-officio member of all Committees, exercise general supervision over affairs of the Trustees, and perform such other duties as are ordinarily incumbent upon a Board of Trustees Chairman. The Chairman shall only vote if a 3-3 vote is on the table.

The Vice-Chairman shall perform such duties that are ordinarily incumbent upon the Vice-Chairman as authorized by the Board of Trustees. Also, the Vice-Chairman shall review all minutes and records (maintained by the Secretary) and coordinate the submission of all Committee reports. In absence of the Chairman, the Vice-Chairman shall assume the duties of the Chairman.

The Secretary shall keep and maintain all correspondence and records, keep and maintain accurate minutes of all meetings of the Board of Trustees, keep and maintain accurate minutes of all business meetings where required, keep and maintain accurate records of all ballots, conduct all correspondence as may be required by the Chairman or Vice-Chairman and shall generally perform such duties that are ordinarily incumbent upon a Board Secretary.

## ARTICLE VI

### QUORUM

1. **Annual and Regular Meetings:** The quorum for the transaction of any business at the Annual or at any Regular Meeting shall be a minimum of five (5) member Fire Districts or ten (10) Commissioners from member Fire Districts.
2. **Special Meetings:** The quorum for the transaction of business at any Special Meeting shall be a minimum of ten (10) member Fire Districts or twenty (20) Commissioners from member Fire Districts.
3. **Meetings of the Board of Trustees:** The quorum for the transaction of business at any meeting of the Board shall be five (5) of the Trustees.

## ARTICLE VII

### VOTING

1. **District Members:** A District Membership includes membership for each of the five (5) members of the Board of Fire Commissioners for that Fire District. Each individual Fire Commissioner is entitled to one (1) vote each, with

the maximum number of votes from said Fire District being five (5). Each Fire Commissioner must be present to cast a vote. Trustees and Executive Officers shall have one (1) vote each.

2. **Associate Members:** Associate Members shall have no voting power and shall not be included in the determination of a quorum.
3. **Payment of Dues:** No member shall be eligible to vote unless all dues and other assessments of fees have been paid.
4. **Good Standing:** No member may be eligible to vote who is not in good standing.
5. **Manner of Acting:** The act of a majority of those members eligible to vote at a meeting at which a quorum is present shall be the act of the membership, unless the act of a greater number is required by law or by these By-laws.

*Note: See Article VI, Section 1 for minimum amounts*

## ARTICLE VIII

### DUES

1. **Annual Dues:** The Board shall determine at the Annual Meeting the amount of the charter membership fees for each membership classification, which shall be paid by all members upon initially being approved for membership, and set the amount of the annual dues payable to the Corporation by members of each classification; provided, however, that the charter membership fee and dues may not be increased by more than ten percent (10%) in any one (1) year without a two-thirds ratification by the membership present at the annual meeting. Notwithstanding anything to the contrary herein contained, the individual members may participate in the vote on any increase in dues affecting said individual members. The initial charter membership fees and the annual fees are attached as Addendum "A".
2. **Payment of Dues:** The annual dues shall be payable no later than the commencement of the election of Officers at the Annual Meeting, and the President may declare a reasonable recess prior to the commencement of the election of Officers to give those members who have not paid the annual dues for the coming year the opportunity to do so. Dues for a new member shall be prorated from the first day of the month in which such new member is elected to membership for the remainder of the fiscal year of the Corporation. Annual membership dues must be received by the Executive Treasurer no later than the June meeting of the association. Payments will be accepted after the June meeting or at the annual meeting, but no voting rights shall be permitted at the annual meeting.
3. **Default and Termination of Membership:** Any member in default in the payment of dues shall be suspended from membership during the period of default, provided that the membership of any member in default for a period of three (3) months shall be terminated. Any member so terminated may be reinstated immediately upon payment of all current dues, assessments and fees together with a late payment fee of \$10 as long as said payment is tendered prior to the end of the fiscal year. Thereafter, the former member shall be required to reapply for membership as a new member. Any Officer or Trustee serving as a Commissioner of a terminated District Member, whether eligible for reinstatement or not, shall as a result thereof forfeit his office or Trusteeship, and said position shall thereafter be deemed vacant, unless the Officer or Trustee elects to continue membership as an Individual Member within thirty (30) days of default or termination of District Membership pursuant to the proper notification by the executive Secretary and the Board Secretary.

## ARTICLE IX

### COMMITTEES

1. **Standing Committees:** The following Standing Committees are hereby created, the Chairman and members of which shall be designated by the President or the Committee Chairman, whichever is appropriate:

- A. **Credentials Committee:** The Credentials Committee shall consider all challenges to the credentials of any member and shall present its findings and decision with respect to any challenge to the membership at the next Regular Meeting, including the Annual Meeting. The Credentials Committee shall be responsible for the continued monitoring of all members credentials. The Credentials Committee shall be appointed by the Board of Trustees.
- B. **By-Laws Committee:** The By-Laws Committee shall receive and review all proposals for amendment of modification to the By-laws and shall issue a report or recommendation to the membership with respect to each amendment proposal. The Committee shall have forty-five (45) days from receipt of a By-law proposal to prepare any such report or recommendation. The Committee shall also initiate its own proposals for amendment or modification of the By-laws from time to time and shall present a report or recommendation with respect thereto to the membership. The Chairman of the Committee shall serve as parliamentarian for the Corporation. The Chairman of the Committee shall be appointed by the President.
- C. **Ways and Means Committee:** The Ways and Means Committee shall make financial recommendations for funding the operation of the organization and shall prepare an annual budget for the coming year and present same to the Board no later than sixty (60) days before the end of the current fiscal year. The Ways and Means Committee must be represented by the executive Treasurer and represented by the Board Secretary, whom shall serve as the Committee Chairman, and any other members appointed by the executive President.
- D. **Audit Committee:** The Audit Committee shall be responsible for conducting an annual audit of the books and accounts of the Corporation and such other audits as the Committee deems desirable. The Audit Committee shall also issue reports or recommendations pertaining to the accounting methods and controls of the Corporation. The Audit Committee must be present at the time of the audit and represented by the Board Chairman,, who shall serve as Committee Chairman and represented by the remaining 6 Trustees and any other members appointed by the Board of Trustees.
- E. **Legislative Committee:** The Legislative Committee shall review all pending legislation affecting Fire Districts and the fire service in New Jersey and shall issue reports and recommendations to the Board and the membership with respect thereto. The Legislative Committee shall initiate proposals for new and amendatory legislation from time to time and submit it to the Board. The President shall make appointments to the Legislative Committee.

2. **Special Committees:** The Board may from time to time create a Special Committee and designate the subject areas for which said Committee shall be responsible. Special Committees shall serve until the next succeeding Annual Meeting, except in the case of Special investigating Committees, which shall be given a fixed life. The Chairman and members of all Special Committees shall be appointed by the President, except for Investigating Committees, the Chairman and members of which shall be appointed by the Board.

3. **Emergency Committees:** The President may create Emergency Committees with a fixed life less than one (1) year in duration for specific and enumerated purposes, and he shall appoint the Chairman and members thereof.

4. **Vacancies:** Vacancies in the membership of any Committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

5. **Quorum:** A majority of the whole Committee shall constitute a quorum, and the act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Committee.

6. **Rules:** Each Committee may adopt rules for its own government not inconsistent with these By-laws or with rules adopted by the Board. Any rules adopted not consistent with these By-laws must receive approval from the Board of Trustees.

7. **Ex-Officio Members:** The President and Chairman of the Trustees shall be ex-officio members of all Committees, except the following:

Investigating Committees – Board Chairman Only  
Audit Committee – Board Chairman Only

They shall serve without a vote and without being included in the total attendance for quorum purposes.

8. **Nominating Committee:** There shall be a Nominating Committee consisting of at least three (3) members, which shall be appointed by the President at the Regular Meeting in March and said Committee shall nominate candidates for each office and Trusteeship to be filled by election at the Annual Meeting. A report of the Nominating Committee shall be issued in writing to the President and the Board and reported to the membership at the Regular Meeting in June. At that time, nominations for any office or Trusteeship may be made from the floor, but thereafter nominations shall be closed. No nominations may be made at the Annual Meeting unless all persons nominated for any office or Trusteeship have withdrawn as candidates or, where more than one (1) person was nominated for any office or Trusteeship, all candidates but one (1) have withdrawn.

9. **Elections Committee:** The President shall appoint an Elections Committee of three (3) which shall supervise the conduct of elections at the Annual Meeting, and said Committee shall also serve as tellers in the counting of the ballots, provided that each candidate may have one (1) designated representative to oversee the count of the ballots. As to each office to be filled, the candidate at the conclusion of each ballot having the highest number of votes shall be determined the winner. The Elections Committee shall be provided with and shall utilize a list (provided by the Secretary) of all members in good standing with respect to the annual payment of dues in order to determine which members attending the Annual Meeting are eligible to vote.

10. **Committee Appointments:** All committee appointments must be made by the appropriate officer and Board of Trustees no later than October 1<sup>st</sup> of each year following the annual meeting and newly elected officers and trustees.

## **ARTICLE X**

### **AMENDMENTS**

1. **Amendment Procedure:** The By-laws of the Corporation may be amended, repealed or modified or new By-laws may be adopted by a two-thirds majority at a meeting of members duly called for that purpose or the notices for which contained the proposed amendment or new By -laws.

2. **Procedural Amendments:** Notwithstanding the provisions of Section 1 of this Article, any provision of Article 3 of these By-laws may be suspended at any meeting by a two-thirds majority.

## **ARTICLE XI**

### **MISCELLANEOUS**

1. **Books and Records:** The Corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its membership, Board and Committees and shall keep the principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Corporation may be inspected by any member, or its agent or attorney, for any purpose at any reasonable time. The Board may impose a reasonable charge for copies of said records to the extent that it is feasible to provide said copies.

2. **Fiscal Year:** The fiscal year of the Corporation shall begin on October 1 and end on September 30.

3. **Corporate Seal:** The Board shall provide a corporate seal, which shall be maintained by the Secretary.

4. **Waiver of Notice:** Whenever any notice is required to be given under the provisions of law, the Certificate of Incorporation or the By-laws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

5. **Governing Law:** These By-laws shall be construed in accordance with the laws of the State of New Jersey.

6. **Definitions, Number and Gender:** Whenever in these By-Laws words, including pronouns are used in the singular or plural, or masculine or feminine they may be read and construed in the plural or singular, or feminine or masculine, respectively, wherever they so apply.

7. **Effective Date of Revised By-laws:** It is anticipated at the September 2003 meeting, the membership shall be given the opportunity to approve these revised By-laws, and if approved, the rules and regulations of said By-laws shall take effect immediately, including all Officer elections, Board of Trustee elections and Committee appointments.

IN WITNESS WHEREOF, the Board of Trustees and the Executive Officers have adopted these amended by-laws effective as of the month, day and year written on the cover page.

**Executive Officers**

By \_\_\_\_\_  
President

By \_\_\_\_\_  
Vice-President

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_  
Treasurer

**Board of Trustees**

By \_\_\_\_\_  
Chairman

By \_\_\_\_\_  
Vice-Chairman

By \_\_\_\_\_  
Board Secretary

By \_\_\_\_\_  
Trustee #1

By \_\_\_\_\_  
Trustee #2

By \_\_\_\_\_  
Trustee #3

By \_\_\_\_\_  
Trustee #4

**Addendum “A” – Membership Fees**

<b><u>Membership Type</u></b>	<b><u>Charter Fee</u></b>	<b><u>Annual Fee</u></b>
District Member	\$100	\$25
Associate Member	\$25	\$10