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Form **990-EZ****Short Form**
Return of Organization Exempt From Income Tax

OMB No 1545-1150

2009**Open to Public Inspection**Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

► Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the year may use this form.

► The organization may have to use a copy of this return to satisfy state reporting requirements.

A For the 2009 calendar year, or tax year beginning , 2009, and ending , 20**B** Check if applicable:

- ☐ Address change
☒ Name change
☐ Initial return
☐ Terminated
☐ Amended return
☐ Application pending

Please use IRS label or print or type. See Specific Instructions.

C Name of organization

Grafton Firefighters Association

Number and street (or P.O. box, if mail is not delivered to street address)

PO Box 191

Room/suite

City or town, state or country, and ZIP + 4

Grafton, VT 05146-0191

D Employer identification number

03-6009987

E Telephone number

802-843-2401

F Group Exemption Number ►

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

G Accounting Method: ☒ Cash ☐ Accrual
Other (specify) ►**I** Website: ►**H** Check ☐ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).**J** Tax-exempt status (check only one) -- ☒ 501(c) (3) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527**K** Check ☐ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return.**L** Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts; if \$500,000 or more, file Form 990 instead of Form 990-EZ ► \$ **79,264****Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (See the instructions for Part I.)

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	50,654
	2	Program service revenue including government fees and contracts	2	0
	3	Membership dues and assessments	3	0
	4	Investment income	4	5,477
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	0
	6	Special events and activities (complete applicable parts of Schedule G). If any amount is from gaming, check here ☐		
	a	Gross revenue (not including \$ _____ of contributions reported on line 1)	6a	14,321
	b	Less: direct expenses other than fundraising expenses	6b	0
c	Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c	14,321	
7a	Gross sales of inventory, less returns and allowances	7a	60	
b	Less: cost of goods sold	7b	0	
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	60	
8	Other revenue (describe ► See Statement 1)	8	8,752	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	9	79,264	
Expenses	10	Grants and similar amounts paid (attach schedule)	10	0
	11	Benefits paid to or for members	11	0
	12	Salaries, other compensation, and employee benefits	12	4,367
	13	Professional fees and other payments to independent contractors	13	0
	14	Occupancy, rent, utilities, and maintenance	14	16,228
	15	Printing, publications, postage, and shipping	15	0
	16	Other expenses (describe ► See Statement 2)	16	33,383
	17	Total expenses. Add lines 10 through 16	17	53,978
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	25,286
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	196,257
	20	Other changes in net assets or fund balances (attach explanation)	20	6,788
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	228,331

Part II Balance Sheets. If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ.

(See the instructions for Part II.)

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	196,257	228,331
23 Land and buildings	0	0
24 Other assets (describe ►)	0	0
25 Total assets	196,257	228,331
26 Total liabilities (describe ►)	0	0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	196,257	228,331

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Cat. No 106421

Form **990-EZ** (2009)

SCANNED JUN 14 2010

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Part III Statement of Program Service Accomplishments (See the instructions for Part III.)

What is the organization's primary exempt purpose?	<u>Fire fighting and rescue services</u>
Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.	

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts, optional for others.)

28	Responded to approximately 30 calls for assistance within the town of Grafton (pop. 650) and surrounding communities as part of our mutual aid agreements.		
	(Grants \$) If this amount includes foreign grants, check here ▶ ☐	28a	53,978
29			
	(Grants \$) If this amount includes foreign grants, check here ▶ ☐	29a	
30			
	(Grants \$) If this amount includes foreign grants, check here ▶ ☐	30a	
31	Other program services (attach schedule)		
	(Grants \$) If this amount includes foreign grants, check here ▶ ☐	31a	
32	Total program service expenses (add lines 28a through 31a) ▶	32	53,978

Part IV	List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated. (See the instructions for Part IV.)	32	33,376
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[illegible]

Part V Other Information (Note the statement requirements in the instructions for Part V.)

	Yes	No
33 Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity		✓
34 Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes	✓	
35 If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T.		
a Did the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements?		✓
b If "Yes," has it filed a tax return on Form 990-T for this year?		✓
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		
37a Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a 0		
b Did the organization file Form 1120-POL for this year?		✓
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return?		✓
b If "Yes," complete Schedule L, Part II and enter the total amount involved 38b		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9 39a		
b Gross receipts, included on line 9, for public use of club facilities 39b		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ 0 ; section 4912 ▶ 0 ; section 4955 ▶ 0		
b Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		✓
c Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶		
d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T.		✓
41 List the states with which a copy of this return is filed. ▶ Vermont		
42a The organization's books are in care of ▶ Keith Hermiz Telephone no. ▶ 802-843-1160 Located at ▶ PO Box 97, Grafton, VT ZIP + 4 ▶ 05146-019		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	Yes	No
If "Yes," enter the name of the foreign country: ▶		✓
See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts .		
c At any time during the calendar year, did the organization maintain an office outside of the U.S.?		✓
If "Yes," enter the name of the foreign country: ▶		
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here ▶ ☐ and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43		
44 Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ	Yes	No
44		✓
45 Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ	Yes	No
45		✓

Part VI

Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only. All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46–49b and complete the tables for lines 50 and 51.

46	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46	☐	☒
47	Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II	47	☐	☒
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48	☐	☒
49a	Did the organization make any transfers to an exempt non-charitable related organization?	49a	☐	☒
b	If "Yes," was the related organization a section 527 organization?	49b	☐	☐
50	Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."			

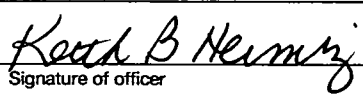
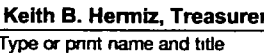
(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
None				

f Total number of other employees paid over \$100,000 ▶ _____

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over \$100,000 ▶ _____

Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge			
	 Signature of officer		Date <u>May 3, 2010</u>	
Paid Preparer's Use Only	 Type or print name and title			
	Preparer's signature	Date	Check if self-employed ☐	Preparer's identifying number (See instructions)
	Firm's name (or yours if self-employed), address, and ZIP + 4	EIN		Phone no.

May the IRS discuss this return with the preparer shown above? See instructions ▶ ☐ Yes ☐ No

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No 1545-0047

2009

Open to Public Inspection

Name of the organization

Grafton Firefighters Association

Employer identification number

03 6009987

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 ☐ A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E.)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vii)**. (Complete Part II.)
- 9 ☐ An organization that normally receives: (1) more than 33 1/3 % of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3 % of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 10 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See **section 509(a)(3)**. Check the box that describes the type of supporting organization and complete lines 11e through 11h.
- a ☐ Type I b ☐ Type II c ☐ Type III—Functionally integrated d ☐ Type III—Other
- e ☐ By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).
- f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box ☐
- g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

(i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?

(ii) A family member of a person described in (i) above?

(iii) A 35% controlled entity of a person described in (i) or (ii) above?

	Yes	No
11g(i)		
11g(ii)		
11g(iii)		

h Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–9 above or IRC section (see instructions))	(iv) Is the organization in col. (i) listed in your governing document?		(v) Did you notify the organization in col. (i) of your support?		(vi) Is the organization in col. (i) organized in the U.S.?		(vii) Amount of support
			Yes	No	Yes	No	Yes	No	
Total									

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
(Complete only if you checked the box on line 5, 7, or 8 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	8,965	9,316	8,785	15,816	10,254	53,136
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	29,750	30,500	30,500	23,250	40,400	154,400
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	38,715	39,816	39,285	39,066	50,654	207,536
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						207,536

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
7 Amounts from line 4	38,715	39,816	39,285	39,066	50,654	207,536
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	1,763	2,476	7,603	4,120	5,477	21,439
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)	14,936	15,285	39,044	13,194	23,133	105,592
11 Total support. Add lines 7 through 10						334,567
12 Gross receipts from related activities, etc. (see instructions)					12	0
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2009 (line 6, column (f) divided by line 11, column (f))	14	62 %
15 Public support percentage from 2008 Schedule A, Part II, line 14	15	67 %
16a 33 1/3 % support test—2009. If the organization did not check the box on line 13, and line 14 is 33 1/3 % or more, check this box and stop here. The organization qualifies as a publicly supported organization	☒	
b 33 1/3 % support test—2008. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3 % or more, check this box and stop here. The organization qualifies as a publicly supported organization	☐	
17a 10%-facts-and-circumstances test—2009. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization	☐	
b 10%-facts-and-circumstances test—2008. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization	☐	
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ►	☐	

Part III Support Schedule for Organizations Described in Section 509(a)(2)
 (Complete only if you checked the box on line 9 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ☐						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2009 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2008 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2009 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2008 Schedule A, Part III, line 17	18	%

- 19a 33⅓% support tests—2009.** If the organization did not check the box on line 14, and line 15 is more than 33⅓%, and line 17 is not more than 33⅓%, check this box and **stop here**. The organization qualifies as a publicly supported organization ► ☐
- b 33⅓% support tests—2008.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33⅓%, and line 18 is not more than 33⅓%, check this box and **stop here**. The organization qualifies as a publicly supported organization ► ☐
- 20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ► ☐

Part IV **Supplemental Information.** Complete this part to provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Provide any other additional information. See instructions.

Part II, line 10: includes proceeds from annual fall festival event, reimbursement of joint expenses by Grafton Rescue.

Statement 1.
Form: 990-EZ
Part I
Question 8

Grafton Firefighters Association
03-6009987

Description	Amount
Fire extinguisher service	\$258
Rental of firehouse	\$200
Sale of obsolete equipment	\$455
Rebate	\$100
Reimbursement of joint expenses by Grafton FAST	\$7,739
Total	\$8,752

Statement 2.
Form: 990-EZ
Part I
Question 16

Grafton Firefighters Association
03-6009987

Description	Amount
Loose firefighting equipment	\$3,559
Truck maintenance	\$2,119
Truck fuel	\$849
Dues and donations	\$223
Training	\$2,672
Mutual aid assessment	\$9,144
Personal protective equipment	\$5,653
Fund raising expenses	\$2,132
Radio equipment	\$4,763
Equipment repairs and supplies	\$1,062
Office supplies	\$542
Volunteer recognition	\$500
Total	\$33,218

Statement 3.
Form: 990-EZ
Part I
Question 20

Grafton Firefighters Association
03-6009987

Bookkeeping error discovered for calendar year 2008.

Statement 4.
Form: 990-EZ
Part I
Question 34

Grafton Firefighters Association
03-6009987

The attached copy of the substantially revised Constitution and By-Laws of the Grafton Firefighters Association is a complete and accurate copy of the original documents.



Keith B. Hermiz
Treasurer

CONSTITUTION AND BY-LAWS
THE GRAFTON FIREFIGHTERS ASSOCIATION OF GRAFTON, VERMONT

Revised 1996
Revised 2006
Revised 2008

Article 1

Title, Objective and Governance

Section 1 This organization shall be known as the Grafton Firefighters Association, Inc. (*hereinafter the Association*). It shall be responsible for the overall governance of the Grafton Fire Department (*hereinafter the Department*).

Section 2 The objective of the Association and the Department shall be the preservation and protection of life and property during such fires and other emergencies as may occur in the Town of Grafton, Vermont and vicinity

Section 3 The Association's principle governance responsibilities shall be

- 1 To assure that the Department's officers recruit and train a fully qualified cadre of active firefighters while maintaining an adequate level of discipline and safety
- 2 To protect and preserve the Department's properties, and assure that the Department maintains essential equipment in a ready state at all times
- 3 To exercise financial control, to assure financial support, and to actively participate in the Department's fundraising activities

Section 4 The Association recognizes the Grafton Firefighters Auxiliary (*hereinafter the Auxiliary*) as an extension of the Association and as such grants the use of the fire station and facilities for meetings and functions of said organization

Section 5 The primary purpose of the Auxiliary is to support the fiscal, public service and response support needs of the Department's firefighters. Membership shall be open to all interested parties. The Auxiliary shall elect its own officers and follow by-laws set down by its general membership which shall not be in conflict with this constitution and by-laws of the Department's Standard Operating Guidelines (SOG)

Article 2

Section 1 The officers of the Association shall be: President, Vice-President, Secretary, Treasurer, three Trustees (each serving a three (3) year term) and the President of the Auxiliary. Officers of the Department shall be Chief, Assistant Chief, Captain, and two Lieutenants (each serving a one (1) year term)

Section 2 There shall be an executive committee consisting of the President, Vice President, Secretary, Treasurer, three (3) Trustees, the President of the Auxiliary, the officers of the Department and the immediate past Chief

Section 3 The duties of the executive committee are

- 1 To take whatever action is necessary in transacting the business of the Department as governed by accepted business practices
- 2 To hold regular meetings annually and as needed at a time not in conflict with regular meetings of the Department but not to the exclusion of any active or inactive member desiring to attend such a meeting
- 3 To call special meetings of the entire Department to consider extraordinary circumstances or expenses involving the Department.
- 4 To render a full statement of expenses and receipts of the Department at the Annual meeting and to submit a copy of the statement to the Town for its annual report and meeting

Section 4 A quorum of the executive committee shall be met by the presence of a majority of the officers of the Association (with at least one such member being a Trustee) and a majority of the officers of the Department. Business may be legally transacted when that number is present at any meeting

Article 3

Section 1 The officers of the Association and the Department and trustees shall be elected by ballot at the regular Annual meeting. A majority of all votes cast shall elect

Section 2 One Trustee shall be elected each year so that the Board of Trustees shall always consist of three (3) members.

Section 3 Any necessary committee or committees shall be elected or appointed at the option of the membership

Section 4 A quorum shall be met by the presence of a majority of the officers of the Association (with at least one such member being a Trustee); a majority of the officers of the Department and a majority of the Active members of the Department who are not officers. Business may be legally transacted when that number is present at any meeting

Article 4

Duties of the President

Section 1 The President shall carry out and enforce the Constitution and By-Laws of this Association to the best of their ability.

Section 2 It shall be the duty of the President to call meetings as hereinafter provided, to preside at all Executive Committee meetings, special meetings, and the Annual meeting of the Association, to give a deciding vote in case of tie, and to preserve order. The President shall decide all points of order that may arise. Such decisions are subject to an appeal from the members of the Association and may be reversed by the vote of the majority of all members present

Section 3 To see that all financial obligations are promptly and properly paid by the Treasurer

Section 4 To represent the Department on all formal occasions or on any other occasion at the request of the Chief

Section 5 Shall at all times coordinate efforts with the Chief and other Department officers, for a better functioning of the Association

Section 6 The President shall call special meetings of the Association at the request of three (3) members in good standing. Such requests shall state the object of the call

Article 5

Duties of the Vice-President

Section 1 It shall be the duty of the Vice-President to serve in the absence of the President assuming such duties and acting in the President's behalf

Article 6

Duties of the Secretary

Section 1 It shall be the duty of the Secretary to keep a true record of all proceedings of the Association. Each member shall be given at least four (4) days notice of any meeting. The records of the Association shall be preserved by the Secretary

Article 7

Duties of the Treasurer

Section 1 It shall be the duty of the Treasurer to receive all money collected, to properly administer accounts payable and to keep a regular account of all money received and paid out

Section 2 The Treasurer shall make a quarterly and annual itemized report of the money received, the money paid out, and of the balance on hand. The books shall be submitted with supporting documents to the Town Auditors for an annual audit

Article 8
Duties of the Chief

Section 1. It shall be the duty of the Chief to assume complete supervision over the Department at all emergencies and incidents, work periods and fire drills

Section 2. The Chief shall see that each subordinate officer adequately performs their duty

Section 3. The Chief shall be present at all emergencies and incidents, if possible, to plan the attack

Section 4. The Chief shall make a report at the next regular meeting of all fires and emergency calls

Section 5. The Chief shall represent the Fire Department in the Mutual Aid program

Section 6. It shall be the responsibility of the Chief to see that all equipment of the fire department (mobile equipment, portable equipment, in station equipment, buildings and property) be properly maintained in a manner that is required for its immediate and rapid use when needed, and to preserve the longevity of its life cycle

Article 9
Duties of the Assistant Chief

Section 1. It shall be the duty of the Assistant Chief to perform the duties of the Chief in case of absence of the Chief

Section 2. It shall be the duty of the Assistant Chief to assist the Chief in the discharge of the several duties

Article 10
Duties of the Captain

Section 1. It shall be the duty of the Captain to assist the Chief in the discharge of the several duties

Section 2. In the absence of the Chief or the Assistant Chief, the Captain will officiate in their capacity

Article 11
Duties of the Lieutenant

Section 1. It shall be the duty of each of the Lieutenants to assist the Captain in the discharge of the Captain's several duties. In the absence of the Captain, one of the Lieutenants shall officiate in that capacity

Article 12
Duties of the Firefighters and Officers

Section 1. It shall be the first duty of all members of this Department to obey the lawful commands of their officers while on duty

Section 2. It shall be the duty of all members to be prompt at all meetings and drills, on every alarm, to assemble at the engine house without delay, to assist in getting the apparatus to the incident and in readiness for operation as soon as possible, and to assist in returning the apparatus to an "in service" state as soon as possible if needed

Section 3. No member shall appear at the meetings of the Department or on duty under the influence of drugs or alcohol or shall be guilty of using improper language or behavior

Section 4. It shall be the duty of all firefighters and officers to function in accordance with the established SOGs

Article 13
Duties of the Trustees

Section 1. It shall also be the duty of the Trustees to see that the Town is properly represented in the financial oversight of the Department. Such oversight shall include review and approval of the Department's annual budget prior to its submission to the Town and any expenditure in excess of that approved budget. The Trustees shall ensure that the assets of the Department, including building and apparatus, are maintained or replaced in a responsible manner

Article 14
Election of Members

Section 1. Any person of good character and good standing shall be eligible to membership in the Department upon election by the department line officers and by expressing their willingness to accept the duties of membership as expressed in Article 12 and satisfactory completion of probation

Section 2. Any member shall have the privilege of presenting the name or names of candidates for membership

Section 3. All prospective members shall serve a probationary period of at least three (3) months. During the probationary period the prospective member is expected to demonstrate their interest in becoming a member of the Department by attending Department meetings, training sessions, and responding to alarms. Satisfactory completion of the probationary period as determined by the Line Officers is a prerequisite for being considered for full membership. Failure to do so within twelve (12) months of the start of the probationary period will result in the prospective member not being considered further for membership

Article 15
Classification of Membership

Section 1. Active Members. Those members in good standing who have attended at least 50% of meetings and emergency calls and who participate in other activities of the Department

Section 2. Inactive Members. On an annual basis the President, Chief and Training officer will review all Department members in good standing. A member not meeting the requirements to be an Active Member, and whose lack of participation is not due to excusable reasons, may be placed in Inactive status.

An Inactive Member may return to Active status by meeting the Active status requirements within one year of being placed on the Inactive list. An Inactive Member who fails to do so may be dropped from the membership list.

Inactive Members shall have the right to be present at all Association meetings and to address the body on matters of business, but shall not have the right to vote.

Inactive Members may be asked to return all firefighting equipment assigned to them including but not limited to turnout gear, radio equipment, and car plaques.

Due to the potential lack of on-going training an Inactive Member will not be allowed to participate in any active fire fighting activities except by request of the fire officer in charge of the incident.

Section 3. Honorary Members. Those members who have served honorably and faithfully, but who are unable, because of their age or physical status, to participate further in the Association activities, and who by vote of the members, become honorary lifetime members.

Article 16
Impeachment of Officers or Members

Section 1. Any officer or member of the Department may be impeached for the abuse of their authority or misconduct in their office, by vote of two thirds of the whole number, provided that the charge against the individual be made in writing and be filed with the Secretary at least one month before any vote be taken upon it, and a copy of said charge shall be served upon the individual by the Secretary at least two weeks before such vote shall be taken.

Article 17
Disbandment and Dissolution

Section 1 This Department shall not be disbanded except by a three-fourths vote of the entire membership and a published or served notice shall be given of the meeting for such action at least one month before such vote shall be taken. To assure continuity of protection of the Town the effective date of disbandment shall be not less than 90 days after official notice of disbandment has been served upon the Town by the Secretary

Section 2 Upon dissolution of the Association, any assets remaining after payment of or provision for its debts and liabilities shall, consistent with the purposes of the organization, be paid over to charitable organizations exempt under the provisions of Section 501(c)(3) of the U.S. Internal Revenue Code or corresponding provisions of subsequently enacted federal law. No part of the net assets or net earnings of the corporation shall inure to the benefit of or be paid or distributed to an officer, director, member, employee, or donor of the organization

Article 18
Amendments

Section 1 No alteration or amendments shall be made to this constitution unless proposed in writing at a regular meeting. Any such amendment shall be referred to a special committee who shall report at the next regular meeting, when it may be acted upon and adopted by three-fourths of the members present

Article 19
State Firefighter's Association Qualifications

Section 1 Any member in good standing shall be eligible to apply for membership in the Vermont State Firefighter's Association

Article 20
Rules of Order

Section 1 All meetings shall be governed by Roberts Rules of Order in its most recent edition

Article 21
Duties of the President of Auxiliary

Section 1 It shall be the duty of the President of the Auxiliary to exercise general supervision of the affairs of the Auxiliary, hold Auxiliary meetings as necessary to organize fundraising and other activities, attend regular meetings of the Association to stay informed of general business of the Department and report this information back to the Auxiliary members, and regularly attend and assist at scheduled fundraisers