

# Ashland Emergency Fund

## BY-LAWS

### Article I

#### Name

The name of the organization shall be the Ashland Emergency Fund, Inc. (AEF), a corporation incorporated under and pursuant to the G.L.c. 180 of the Commonwealth of Massachusetts.

### Article II

#### Objectives

The objectives of the AEF are:

- To provide emergency financial support for citizens of the Town of Ashland, who find themselves in need, who are unable to resolve that need without assistance, and who are unable to get that assistance from State, Federal or other sources;
- To create a permanent fund from which moneys may be drawn to meet the emergency requirements of individuals and/or families living in Ashland;
- To establish an association of individuals which will be able to respond rapidly to emergency situations for which the emergency fund itself may not be adequate;

and

- To create a heightened sense of responsibility within the community to support community for the need to support our neighbors.

### Article III

#### Membership

#### Section 1

Any individual, firm partnership, corporation or association may become a member by making therefore and by paying the dues as specified in Section 2 hereof.

## Section 2

There shall three (3) kinds of memberships:

1. Voting Member: Any individual, firm, partnership, corporation or association which subscribes to the objectives of the AEF and donates, within a calendar year and in each subsequent calendar year, such sum as the membership shall establish at each annual meeting.

Unless otherwise voted, Voting membership shall be granted to members who have donated one hundred dollars (\$100) or more within one calendar year.

2. Sustaining Member: Any individual, firm, partnership, corporation or association which subscribes to the objectives of the AEF and makes a donation less than the sum determined by the membership to become a voting member.
3. Charter Member: Any member who joins during the Calendar year 1988.

## Section 3.

Each Voting Member in good standing of this Association shall be entitled to one (1) vote on any matter and/or election brought before any regular or special meeting of the AEF. For a member to be in good standing he/she must have paid all dues and other obligations owed by him or her to the AEF.

## Section 4.

Any member having a grievance or complaint against the AEF may appeal to the members of the Association at any regular or special meeting.

## Section 5.

Unless otherwise provided by law or these by-laws, all the rights, title, and interest of a member of the AEF in or to the AEF or its property shall cease on the termination of membership.

## Section 6.

All the books and records shall be open for inspection by any member at the offices of the Treasurer.

### Section 7.

Any member of the AEF who violates the By-laws or rules and regulations of this AEF, or who shall deceive or wrong the AEF or a member thereof or other person, or who shall conduct himself or herself so as to make the AEF undesirable shall be censured, suspended or expelled by majority vote of the membership after notice and a formal hearing at a specially called meeting of the AEF.

The Executive Committee must notify a member in writing by certified mail of any impending action to censure, suspend or expel said member; the Executive Committee shall also notify the membership at large for such pending meeting by mail, though not necessarily certified mail. The member shall have 14 days from the postmark date of the notification letter in which to respond in writing by certified mail to the Chairperson of the Executive Committee of the AEF requesting a formal hearing before a meeting of the AEF. Such formal hearing will be held at a time and place designated by the Chairperson not more than 21 days after the postmark of the member's reply letter. If the member fails to respond as specified above, membership shall be immediately canceled. If a formal hearing is held at a special meeting of the AEF, the Executive Committee shall record the action taken and notify the member in writing within ten (10) day of the action taken. There shall be no refund of membership dues paid.

## **ARTICLE IV**

### Officers

### Section 1.

Officers of this Association shall be: Chairperson, Secretary, and Treasurer who are to be elected for terms of one (1) year by majority vote of all voting members present of the AEF held at the regular annual meeting or any special meeting of the AEF held in lieu thereof. These officers shall perform the duties prescribed by the parliamentary authority adopted by this AEF and those prescribed by these By-laws. Officers shall be selected from the voting membership at large.

Section 2.

The Chairperson shall:

- a. Preside over all meetings of the AEF and the Executive Committee.
- b. Sign, with the Treasurer, all notes and deeds on behalf of the AEF.
- c. Ex-Officio or at the request of three members or officers, call special meetings of the AEF and the Executive Committee.
- d. Appoint the Chairperson and members of all other committees, except the Screening Committee, of the AEF (as defined hereinafter by Article VII).
- e. Serve as ex-officio member of all committees, except any nominating committee and of the Screening Committee.

Section 3.

The Secretary shall:

- a. Keep a complete and accurate record of all meetings of the AEF and the Executive Committee.
- b. Perform such other duties as may be required by the Executive Committee.

Section 3.

The Treasurer shall:

- a. Sign all checks and with the Chairperson sign all notes, deeds and other obligations of the AEF.
- b. Receive all funds, disburse all funds approved for dispersal by the Screening Committee, and serve as the custodian of all securities and property of the AEF.

- c. Keep a full and accurate account of all financial transactions of the AEF in books belonging to the AEF and deliver such books to the successor in office when elected.
- d. Prepare a full report of all financial matters and present such to the members at the annual meeting and to the Executive Committee whenever requested.
- e. Deposit all moneys of the AEF in the name and to the credit of the AEF in such depositories as may be designated by the Executive Committee.
- f. Present to the Executive Committee all books, records, and other documents as may be necessary for a complete and accurate audit of financial books of the AEF.

Section 5.

Candidates for the offices of Chairperson, Secretary and Treasurer shall be nominated by any member at the Annual Meeting or Special Meeting held in lieu thereof.

Section 6.

Vacancies occurring in any office shall be filled by majority vote of all members at a specially called meeting of the AEF, the notice for which must indicate that such an election is to take place.

## **ARTICLE V**

### Meetings of the Association

Section 1.

The regular meeting of this AEF shall be held before the last day of February of each year in Ashland Massachusetts or such other place designated by majority vote of the Executive Committee. The purpose of the meeting shall be to receive reports from officers and committees, to elect officers of the AEF and to conduct other business as appropriate.

Section 2.

The Executive Committee shall determine the time and place for the annual meeting or any special meetings of the AEF to be held in lieu thereof and

notice therefore shall be given by the Secretary by mail at least ten (10) days prior to such meeting to each member at his/her residence or place of business as it appears on the books of the AEF.

Section 3.

A quorum of a properly called annual meeting or special meeting shall be three (3) voting members present.

Section 4.

Proxy votes may be cast at a properly called meeting of the AEF. Proxy votes must be received by the Secretary of the AEF not less than five (5) days prior to the date of that meeting in order to be cast at the meeting.

**ARTICLE VI**  
Executive Committee

Section 1.

The governing body for the AEF shall be the Executive Committee. The Executive Committee shall determine the policy for the AEF within guidelines established by the membership in attendance at the annual and/or special meetings of the Association.

Section 2.

The Executive Committee shall be composed of the Chairperson, Secretary and Treasurer and two (2) voting members at large of the AEF.

Section 3.

Meetings of the Executive Committee shall be called by the Chairperson not less than twice annually or more frequently, if in his/her judgment the business of the AEF requires it. Upon requests by two (2) members of the Executive Committee, a meeting may be called at any time, provided that those requesting the meeting serve notice to the entire Executive Committee, together with a detailed list of the objects to be considered or discussed. Notice of all Executive Committee meeting shall be postmarked by first class mail at least ten (10) days in advance of such meetings.

Section 4.

The Executive Committee shall control the business and affairs of the AEF, shall enforce the rules and regulations established by the membership which

are not in conflict with the law or these bylaws, shall manage the activities of the AEF and shall guide the officers and agents of the AEF.

Section 5.

A quorum for a properly called Executive Committee meeting shall be a majority of the Executive Committee membership.

Section 6.

Telephone meetings of the Executive Committee may be called by the Chairperson and he/she shall submit the minutes of the meeting to the Secretary within three (3) days. The Secretary shall deliver copies of the minutes to the other Executive Committee members.

Section 7.

In order to fill a vacancy on the Screening Committee, the Executive Committee may meet with less than ten (10) days advance notification, for the sole purpose of filling that vacancy.

## **ARTICLE VII**

### **Committees**

Section 1.

There shall be a Screening Committee and such other Committees as the Executive Committee or the Chairperson shall determine. All committees, except the Screening Committee, shall act under the authority and direction of the Executive Committee. The Chairperson shall be an ex-officio member of all committees except the Screening Committee and any nominating committee which may be appointed. Committee members shall be selected from the membership at large, except the Executive Committee which shall be elected from the voting membership at large.

## **ARTICLE VIII**

### **Screening Committee**

Section 1.

A Screening Committee consisting of Five (5) members in good standing shall be appointed by majority vote of voting members present at each annual meeting of the AEF for a term of one (1) year or until his/her

successor shall be elected and qualified. No member of the Executive Committee shall serve concurrently on the Screening Committee.

Section 2.

The Screening Committee shall review all requests for assistance and approve or disapprove same. Two members may approve a request and will indicate the same in writing to the Treasurer of the AEF. Should any Screening Committee member vote No, approval must be by recorded, majority vote and the results shall be communicated in writing to the Treasurer of the AEF with all votes, for and against, noted. Requests for assistance shall be held confidential, shall describe the need to be met in detail and shall keep confidential the name(s) of applicants or recipients (except on special circumstance) from all members of the AEF, including the Screening Committee and the Treasurer.

Section 3.

The Screening Committee shall meet as frequently as is required in order to review requests for assistance. Such meetings may be by telephone.

Section 4.

At each meeting of the Executive Committee, the Screening Committee shall provide a summary of requests for assistance approved or disapproved for the period since the last meeting.

Section 5.

Any vacancy in the Screening Committee shall be filled by majority vote of the Executive Committee, until the next Annual Meeting or Special Meeting held in lieu thereof.

**ARTICLE IX**  
Parliamentary Authority

Section 1.

Meetings of the AEF shall be governed by the current edition of “Roberts Rules of Order”, except as may be modified by these by-laws as time to time amended.

## **ARTICLE X**

### **Miscellaneous**

#### Section 1.

No officer or member of the AEF shall be compensated for work performed on behalf of the AEF.

#### Section 2.

No officer or member of the AEF shall hire or cause to be hired an employee to work on behalf of the AEF.

#### Section 3.

The AEF shall annually bond the Treasurer for an amount to be determined by the Executive Committee.

#### Section 4.

The Fiscal Year of the AEF shall be January 1 to December 31.

#### Section 5.

Upon dissolution of the AEF, should such event occur, any and all remaining funds of the AEF shall be delivered by the Treasurer to the Framingham Chapter of the American Red Cross for use as that organization sees fit.

#### Section 6.

These by-laws may be amended by majority vote of members present at any annual meeting or special meeting, called for such purpose, of the AEF. Amendments must be approved by a majority vote of members present. Any member may present amendments for consideration by the voting members.

**CHAIRPERSON:** John Ellsworth  
**TREASURER:** Mary McRobert  
**SECRETARY:** Lorraine Hickey