

## BY-LAWS

Be it enacted by the Senate and General Assembly of the State of New Jersey:

### SECTION 1

Section Ten of the act entitled "An Act authorizing a Firemen's Home for the aged, indigent and disabled firemen of this State, and providing for the regulation and Government of such home, "approved April second, one thousand eight hundred and ninety-eight, be and the same is hereby amended to read as follows:

#### Managers: How Appointed

1. The Board of Managers of the New Jersey Firemen's Home shall hereafter consist of one (1) member from each County of the State, except the Counties of Essex and Hudson, and two (2) members from each of the Counties of Essex and Hudson, one of whom from each such Counties shall be a full-paid fireman. The President of the New Jersey State Firemen's Association, the Governor of the State, and Commissioner of Banking and Insurance of the State, and the Comptroller of the State, respectively. The elected members of said Board shall be elected by said New Jersey State Firemen's Association in an annual convention assembled for a term of four (4) years from the first day of October next succeeding their election and until their successors are elected and qualify; provided, however, that at the first election of Managers of said Home after the approval of this act, there shall be elected five (5) Managers for a period of one (1) year, six (6) Managers for a period of two (2) years, six (6) Managers for a period of three (3) years, six (6) Managers for a period of four (4) years, and thereafter each election shall be for a term of four (4) years, except in the case of an election to fill a vacancy as hereinafter provided. Any vacancy occurring among the elected members of said board shall be filled in the following manner. The President of the said New Jersey State Firemen's Association shall appoint from the County in which the vacancy shall occur a successor to serve until the first day of October next succeeding such appointment and at the next annual election of Managers by the New Jersey State Firemen's Association there shall also be elected from the County in which said vacancy shall occur a member of said Board to serve for the unexpired term of office so vacated. The said Managers shall receive no compensation for their service but may be reimbursed for their actual expenses in connection with their duties as Managers out of the funds of the Home.

2. The terms of office of all members of the Board of Managers of the New Jersey Firemen's Home serving at the time of the passage of this act shall expire on the thirtieth (30<sup>th</sup>) day of September next succeeding the approval hereof, anything contained in the act to which this act is a supplement notwithstanding, and upon the said date of their offices shall be and become vacant and upon the said date their offices shall be and become vacant.

3. This act shall take effect immediately.

## ARTICLE I

### Meetings

Sec. 1: All regular meetings of the Board of Managers shall be held at the Home Building in the Town of Boonton, New Jersey, unless otherwise ordered by the Board on the second Saturday of each month of each year at 9:00 a.m., or as scheduled. The meeting in October shall be the Annual/Re-organization Meeting. The September meeting will be held in conjunction with the N.J.S.F.A. convention. Managers are required to attend eight (8) of the twelve (12) meetings annually.

Sec. 2: Other meetings may be held by adjournment on call of the Chairman, or to the Secretary at the written request of five (5) Managers.

Sec. 3: Any special meeting shall be called by the Chairperson, with the consent of Board Officers. The Secretary shall notify the Board ten (10) days prior, including the date, time, and agenda.

Sec. 4: Notices of all meetings shall be mailed by the Secretary to each Manager at least ten (10) days prior to the date and time of such meetings which will be stipulated in the notice.

## ARTICLE II

### Officers: Duties

Sec. 1: Officers shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, Superintendent under contract, Assistant Superintendent and Assistant Treasurer if full Board desires, each of whom shall hold office for one (1) year or until their successor is elected or appointed, except the Chairperson, Superintendent under contract, Assistant Superintendent and Assistant Treasurer if full Board desires. The Chairperson shall be elected annually for a one (1) year term not to exceed eight (8) years.

### Chairperson

Sec. 2: The Chairperson shall preside at all meetings of the Board of Managers and shall decide questions of order, subject to an appeal of the Members of the Board of Managers. The Chairperson (of the Board of Managers) shall be ex-officio and a voting member of all Committees.

### Vice-Chairperson

Sec. 3: The Vice-Chairperson in the absence of the Chairperson shall be vested with all powers of that office, and will perform other duties as directed by the Chairperson. In the event that both the Chairperson and Vice-Chairperson are absent, the Secretary will call the meeting and ask for a Chairperson Pro-Tem.

### Secretary

Sec. 4: The Secretary shall keep accurate minutes of the proceedings of the Board of Managers. The Secretary shall forward a copy of the minutes to each Manager and

shall have charge of all the papers and documents that shall be required to be filed. All papers and documents relating to the Home are to be kept at the Home in Boonton, New Jersey in a safe or electronic file provided for that purpose.

#### Treasurer

Sec. 5: It shall be the duty of the Treasurer to receive, hold, and disburse all money appropriated or donated for the support and maintenance of the Home, or received from any source by said Home, for the use and benefit of said Home. Upon the refusal of the Chairperson of a sub-committee who may have incurred the bill, to indicate by his/her signature the correctness of same for passage and payment, the matter should then be referred to the Board of Managers and a two-thirds (2/3) vote of the members present in the affirmative shall be had for the passage of same. The Treasurer shall report to the Board of Managers at each regular meeting, the financial condition of said Home and furnish a statement of all monies received and disbursed by him/her during the preceding quarter. He/she shall obtain a bond, the amount to be set by the Auditor from a bonding corporation to be approved by the Board of Managers of said Home to whom said bond shall be issued, the premium for the said bond to be paid by the Treasurer in regular form from the funds of said Home.

#### Assistant Treasurer/Secretary

Sec. 5A: The Assistant Treasurer/Secretary not called for under Article II, Section 1 in the absence of the Treasurer/Secretary shall be vested with all the powers of that office and will perform certain duties as requested by the Treasurer/Secretary, if needed.

#### Superintendent

Sec. 6: The Superintendent shall serve a one (1) year performance evaluation term. If satisfactory, he/she may be elected to serve until he/she shows cause to be replaced. At age 70, he/she will be appointed for a one (1) year term or until replaced by another candidate.

It shall be the duty of the Superintendent to submit to the Board of Managers at their regular meeting, his/her report of the Home for the preceding month.

The Superintendent shall be the Chief Executive Officer of the New Jersey Firemen's Home and shall have the general management and care of the buildings, grounds, furniture, fixtures, and stock, and the government, direction, care, and treatment of guests and patients of the Officers, assistants and attendants, subject to the general code of the Board of Managers and in pursuance of the By-Laws, rules and regulations established by the Board and shall keep a correct and proper record of all his/her official acts and transactions. (Per N.J. Title 30:7-4).

#### Assistant Superintendent, if needed by the Board

Sec. 7: The Assistant Superintendent shall serve a one (1) year probationary performance evaluation term. If satisfactory, he/she may be elected to serve until he/she shows cause to be replaced. At age 70, he/she will be appointed for a one (1) year term or until replaced by his/her successor.

## ARTICLE III

### Board of Managers

Sec. 1: The Board of Managers shall annually on or before the first day of January in each year, report to the Governor, an estimate of the cost and expense of managing and conducting said Home for the succeeding year, a detailed statement of all monies received, whence received and how disbursed or expended, including a list of gifts of supplies, materials or other things received, from whom received and how the same was used or appropriated, the number of patients or guests for the preceding year, the average expense of such patients or guests, the number decreased or discharged, and generally all matters and things relating to the government, management, conduct and control of said Home.

Sec. 2: To provide the money and means necessary to govern, manage, conduct, and sustain said Home, said Managers may receive bequests or devices for the use and benefit of said Home, and the same invert, sell, convey, use or otherwise apply for the benefit of said Home, as said Managers may deem proper. Said Managers may also receive voluntary contributions of money or any article of food or material or merchandise of any kind from any person or corporation to be used and applied in and about the proper management, care, and conduct of said Home. In addition thereto, the Commissioner of Insurance shall from time to time, in each and every year, out of the said monies mentioned and referred to in sections five, six, and twenty of an act to incorporate the New Jersey Firemen's Home, approved April 2, 1898, pay over to the Treasurer of said Managers upon demand and requisition of said Managers, such sum or sums of money as said Managers may by resolution demand and require for the proper government, management and conduct of the Home and the care and comfort of its patients and guests, provided such resolution be approved by the Governor, after the demands and requirements of said Home upon said monies in any year shall have been met and discharged or provided.

## ARTICLE IV

Deleted – January 13, 2024

## ARTICLE V

### Standing Committees

The following Standing Committees shall be appointed by the Chairperson of the Board of Managers or his/her designee:

- Sec. 1 Buildings and Grounds
- Sec. 2 Applications
- Sec. 3 Employees
- Sec. 4 Finance and Budget
- Sec. 5 Insurance
- Sec. 6 Legislative
- Sec. 7 By-Laws
- Sec. 8 Museum
- Sec. 9 Public Relations
- Sec. 10 Ethics and Code of Conduct
- Sec. 11 Pension
- Sec. 12 Inventory
- Sec. 13 Liaison to State Association
- Sec. 14 Inspections

## ARTICLE VI

### Order of Business

Sec. 1 The Order of Business at the meeting of the Board of Managers, except when otherwise ordered, shall be:

1. Call the meeting to order
2. Salute the Flag
3. Invocation
4. Roll call
5. Approval of the minutes
6. Communications
7. Secretary
8. Treasurer
9. Superintendent
10. Legal Counsel
11. Buildings and Grounds
12. Application
13. Employees
14. Finance and Budget
15. Insurance
16. Legislative
17. By-Laws
18. Museum
19. Public relations
20. Ethics and Code of Conduct
21. Pension
22. Inventory
23. Liaison to State Association
24. Inspections

Order of Business continued.....

25. State Firemen's Association
26. Unfinished business
27. New Business
28. Payment of bills
29. Motions and Resolutions
30. Public participation
31. Executive Session (if needed)
32. Good and welfare
33. Adjournment

## REORGANIZATION MEETING

### Sec. 1

1. Call meeting to Order
2. Pledge of Allegiance
3. Invocation
4. Roll call
5. Welcome to Managers – Swearing in or Managers
  - List of names and Counties
  - New and re-elected
  - Full and unexpired terms
6. Appointment of Election Judges
7. Appointment of Chairperson Pro-Tem
8. Nomination of Chairperson
9. Nomination of Officers
10. Adjournment

Sec. 2 Regular meetings of all committees shall be held on the same date as the Board of Managers, or as scheduled

Sec. 3 The yeas and nays shall be recorded on all questions involving the appropriate of money and upon all other questions on request of one (1) Manager with exceptions to Chap. V, Sec. 1-A as written

Sec. 4 All resolutions shall be in writing with the name of the Manager offering the same.

Sec. 5 All reports shall be signed by a majority of the committee to whom the subject matter was referred. The Board of Managers may, however, in an emergency, receive and act upon any report when this provision cannot be complied with by reason of the non-attendance of members.

Sec. 6 The name “New Jersey Firemen’s Home” is to be placed on all automobiles, farm machinery, tools, etc., belonging to the Home.

Sec. 7 All purchases of supplies and equipment amounting to \$1,000.00 or over shall be made on the requisition of the Chairman of the Sub-committee or the Superintendent, by the Board of Managers to the lowest responsible bidder.

Sec. 8 No money shall be appropriated out of the funds of the Home in the hands of the Treasurer, except for the normal maintenance and administration of the Home in accordance with law.



Reorganization Meeting continued....

Sec. 9 Two-thirds (2/3) members present of the Board of Managers shall constitute a quorum for the transaction of business.

Sec. 10 The By-Laws of the New Jersey Firemen's Home may be amended at a full Board meeting of the Board of Managers by a vote of two-thirds (2/3) of the Managers present and voting, provided that written notice of such proposed By-Law amendment has been mailed to each Manager thirty (30) days prior to the Board meeting.

Sec. 11 All changes/amendments to the Rules, Regulations and Benefits of the New Jersey Firemen's Home shall have at the bottom of each sheet the day, month and year of such change.