



**Atlantic Engine Company, Number 2
Revised By-Laws, September 12, 2011**

ARTICLE I

Sec. 1 - NAME AND MOTTO: This Company shall be known and designated as the Atlantic Engine Company, No. 2, and its motto shall be: "We Come To Save." Atlantic Engine Company, No. 2, is an incorporated non-profit organization.

Sec.2 MISSION: It is the Company's mission to support the members of the Camden Fire Department; conduct fund raising opportunities to aid in the acquisition of supplies, equipment, or other related items not purchased by the Town of Camden; provide information, advice, and expertise when requested by the Fire Chief; and aid in recruitment and retention activities that support the Fire Department and its members.

**ARTICLE II
MEMBERSHIP & POSITIONS**

Sec. 1 - MEMBERS: All members of the Camden Fire Department will be accepted into the Company upon date of hire by the town, subject to Advisory Committee review and approval. Members who maintain their good standing with the Camden Fire Department shall remain in good standing with the Atlantic Engine Company.

Sec. 2 - OFFICERS: The officers of the Company shall be President, Vice President, Secretary, Treasurer, and Steward.

The Municipal Fire Chief shall serve as the President of the Company. The Chief shall appoint the Vice President annually.

The Secretary, Treasurer and Steward shall be elected at the annual meeting and serve for a term of one year, or until others are appointed in their stead.

Sec. 3 - STANDING COMMITTEES

Advisory Committee: There shall be an Advisory Committee consisting of the President of the Company, Vice President of the Company, Treasurer, and four (4) members, two (2) elected annually from the Company, for a two year term, not to exceed two consecutive terms.

Finance and Relief Committee: There shall be a Finance and Relief Committee consisting of three (3) members; one as Chairman, two of whom shall be elected annually. Of the two elected annually, one shall remain as Chairman for the

following year. The chairman for the following year shall be decided by the Finance and Relief Committee members prior to the annual meeting.

Nominating Committee: There shall be a Nominating Committee consisting of the four (4) elected members of the Advisory Committee.

Sec. 4 - VACANCIES: Should a vacancy occur in any office, the President shall appoint a replacement to serve the balance of the term.

ARTICLE III MEETINGS

Sec. 1 - The annual meeting of the Company shall be held at the Fire Station on the first Monday in January at 7:00 P.M. If the day fixed for the annual meeting is a legal holiday, such meeting shall be held on the succeeding Monday that is not a holiday.

Sec. 2 - Regular meetings shall be held at the Fire Station at 7:00 P.M. on the first Monday, not a legal holiday, of each month. If the day fixed for the monthly meeting is a legal holiday, such meeting shall be held on the succeeding Monday that is not a holiday.

Sec. 3 - The President shall call a special meeting upon written request of ten (10) members of the Company. Special meetings may also be called by the Vice President.

Sec. 4 - A simple majority of the number of twelve (12) members of the Company constitute a quorum for the transaction of business at regularly scheduled meetings or special meetings pursuant to Section 3 of this Article. A vote of seven (7) members of the quorum shall make an affirmative action for the transaction of any business during a meeting.

Sec. 5 - There shall be a Finance and Relief Committee meeting as needed, prior to the Company's regular monthly meeting. Special Finance and Relief Committee meetings may be called by the chairman of the committee, President, Vice President, or Treasurer.

Sec. 6 - The members of the Nominating Committee shall meet at least once with the members of the Company during the month of December to determine interest in nominations for the annual meeting.

ARTICLE V

DUTIES OF OFFICERS AND COMMITTEES

- Sec. 1 -** It shall be the duty of the President of Atlantic Engine Company #2 to see that all the property of the Company is kept in good repair, to take command of the Company and see that all Company officers and members do their duty. The President shall preside at all meetings; enforce the by-laws of the Company; and temporarily fill all vacancies in any office that may occur between regular meetings of the Company.
- Sec. 2 -** It shall be the duty of the Vice President to aid the President in the discharge of the President's duties and in the absence of the President to perform the duties of the President.
- Sec. 3 -** It shall be the duty of the Secretary to keep and maintain a correct record of all meetings of the Company and to perform such duties as may be required by the Company.
- Sec. 4 -** It shall be the duty of the Treasurer to receive all funds of the Company; to keep a true and accurate record thereof; to report the same to the Company, and to pay out funds under the following provisions;
- 1) Bills or expenses contracted by the Company up to five hundred dollars (\$500.00) each require review and approval of a majority of the Finance and Relief Committee before payment.
 - 2) Bills or expenses contracted by the Company in excess of five hundred dollars (\$500.00) require the approval of the Company before payment.
 - 3) No member of the Company shall commit the Company to expenses without the approval of the President or Treasurer of the Company.
 - 4) The Company, by majority vote, may authorize the Treasurer and the Finance and Relief Committee to pay certain routine bills or expenses of any amount on a regular basis without prior review by the Company.
 - 5) It shall be the duty of the Treasurer to ensure that the President and Vice President are authorized to disperse funds from Company accounts under the above restrictions.
- Sec. 5 -** It shall be the duty of the Steward to obtain all refreshments ordered by the President, or by vote of the Company.
- Sec. 6 -** It shall be the duty of the Advisory Committee to:

- 1) Oversee the business of the Company, including but not limited to:
 - a) Recruitment and Retention
 - i) Member Selection
 - ii) Social Functions
 - iii) Member Recognition
 - b) Fundraising and Financial oversight
 - c) Community Relations
 - i) Direct Volunteer work
- 2) Admit eligible applicants to the Company, by majority vote.
- 3) Investigate all cases of alleged violations of the by-laws or the incompetence or neglect of duty by any member. After due hearing they shall, by majority vote, exonerate, suspend for a definite period of time, expel from the Company, or take other appropriate action against such member.

Sec. 7 - It shall be the duty of the Finance and Relief Committee to review and approve, by majority vote, all bills and expenses contracted by the Company under the provisions and limitations of Section 4 of this Article.

Sec. 8 - It shall be the duty of the Nominating Committee to determine nominations for Secretary, Treasurer, Steward, Advisory Committee, and Finance and Relief Committee and to submit them to the Company at the annual meeting.

ARTICLE VI

Atlantic Engine Company #2 RELIEF FUND

Mission Statement – The Atlantic Engine Company #2 Relief Fund is a fund established to provide financial relief for Members of Atlantic Engine Company #2 who are out of work due to sickness or injuries and under the care of a physician; a death benefit is also included in this fund. It is the intent of this fund to ensure the safety and well being of the members and their family during these periods.

It is also noted that these funds can be used for the same purposes in case of a family emergency. Criteria for these payments will be determined by the Relief Association Committee and approved by 50 percent of the roll call of the general membership at a regular or special meeting of the Company.

- Sec. 1 -** The government of the Relief Fund shall be by a Committee consisting of the President, Vice President, Treasurer and three (3) members elected annually from Atlantic Engine Company #2. The Treasurer of the AEC is also the Treasurer of the Relief Fund.
- Sec. 2 -** It shall be the duty of the Relief Fund Committee to oversee the dispersal the funds as outlined herein.
- Sec. 3 -** The Relief Fund Committee shall investigate all cases of sickness, accident, death and/or family emergency of a member of the AEC when Relief has been requested by a member. Orders for payment of Relief must be signed by two (2) members of the Relief Fund Committee. All special emergency cases shall go to the AEC at a regular or special meeting for discussion and approval.
- Sec. 4 -** In the event of sickness, or accident any member of the AEC must be out of work or under the care of a physician and must have a letter from a physician to be eligible to collect the relief benefit. In the event of a death of a member, the Relief Fund Committee shall cause to be paid \$1,000.00 (one thousand dollars) at once to the proper beneficiary of the deceased member.
- Sec. 5 -** Relief benefits from the Fund will be in the amount of \$140.00 per week for a period not to exceed six (6) weeks for each particular request for relief. A member must be out of work for 1 (one) week before the relief benefit shall start to be paid. (The intent is that there is no fractional payment for the first week.) Additional requests for relief within any 12 month period will be addressed at the discretion of the Relief Committee.
- Sec. 6 -** All retired members shall receive full benefits after having provided a minimum of 20 (twenty) years of service to the AEC.
- Sec. 7 -** All active members of the Atlantic Engine Company #2 must be in good standing with the Camden Fire Department.
- Sec. 8 -** In no case shall any of the preceding articles be altered, amended, or repealed unless by the vote of two-thirds of the roll call at a general meeting of AEC #2.

ARTICLE IX

- Sec. 1 -** All amendments to these by-laws must be submitted in writing and must lie on the table twenty (20) days before being acted upon. They must receive a two-thirds majority vote to be adopted.

- Sec. 2 -** It shall be the duty of the President to see that these by-laws are posted in a conspicuous place in the Fire Station and that each member has a copy.
- Sec. 3 -** These by-laws shall take effect when adopted by the Company.
- Sec. 4 -** When adopted and approved according to Section 3 above, all other by-laws and amendments previously enacted by this Company shall become null and void.