

BYLAWS OF THE PLANO FIRE-RESCUE ASSOCIATES, INC.

ARTICLE I - PRINCIPAL OFFICE

Section 1.01. The principal office of PLANO FIRE-RESCUE ASSOCIATES, INC. (PFRA) will be located at Plano Fire-Rescue in the city of Plano, Collin County, Texas.

ARTICLE II - PURPOSE

Section 2.01. The purpose is to bring together graduates of Plano Citizens Fire Academy to enhance relations and public awareness between the community and Plano Fire-Rescue through ongoing education, community service projects, and direct support of Plano Fire-Rescue. This will be done within the meaning of Internal Revenue Code Section 501(c)3 and Texas Tax Code Section 11.

ARTICLE III - MEMBERS

Members

Section 3.01. Members shall be graduates of Plano Citizens Fire Academy, as determined by Plano Fire-Rescue, regardless of race, color, or national origin, and must have paid and be current on their PFRA dues.

Voting Rights

Section 3.02. A member in good standing will have one (1) single vote on each matter submitted for a vote of the members. Voting by proxy will not be allowed.

Annual Year and Dues

Section 3.03. The PFRA's annual year begins on January 1 and ends on December 31. The Board will set the annual dues for both existing members and new members joining PFRA after graduating from a Citizens Fire Academy class. This proposed amount of dues will be submitted to the membership for approval. Membership renewal dues are payable by January 15 of each year.

Default of Membership

Section 3.04. Any member who has not paid their dues after January 31 will no longer be considered a member of PFRA and will be removed from the membership roster, lose access to the members-only website, and will no longer receive any PFRA email notices.

Termination of Membership

Section 3.05. The Board, by a two-thirds (2/3) affirmative vote, may suspend or terminate a member for violating the PFRA Code of Ethics, as defined in PFRA Policies and Procedures, after an appropriate closed Board session and/or hearing. If a member is terminated and their annual dues for the current year have been paid, a refund may be issued upon receipt of a written request to the Secretary.

Resignation

Section 3.06. Any member may resign by submitting a written resignation to the Secretary. Paid dues of a resigning member will not be refunded.

Reinstatement

Section 3.07. Upon receiving a written request signed by a former member and submitted to the Secretary, the Board may reinstate that former member's membership. If the former member requests reinstatement during the same membership year in which they resigned and their dues have been paid, they will not need to pay again. However, if a new membership year has begun, the full year's membership dues will be required to be reinstated.

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Transfer of Membership

Section 3.08. PFRA membership is not assignable or transferable. However, PFRA may accept transfers of membership from individuals who are in good standing with any other organized Citizens Fire Academy Alumni Association. The PFRA Board and Plano Fire-Rescue must approve all membership transfers. Additionally, transfers of membership will be conditional, including certain volunteer activities, until transferring members complete the Plano Citizens Fire Academy at the earliest opening within twelve (12) months of joining PFRA. Specific conditions regarding conditional membership for transferring members will be outlined in a corresponding PFRA Policies and Procedures document.

Disputes

Section 3.09. All disputes will be resolved in the following order: PFRA Bylaws; PFRA Policies and Procedures; and the current edition of Robert's Rules of Order Newly Revised.

ARTICLE IV - OFFICERS AND DIRECTORS

Officers

Section 4.01 The Officers of PFRA will be a President, a Vice President, a Secretary, and a Treasurer.

President

Section 4.02. The President will be the principal Officer of PFRA and will, in general, supervise all business and affairs of PFRA, will preside at all meetings of the Board and general membership, may sign with the Vice President, Treasurer, or Secretary necessary documents, and in general, will perform all duties incident to the office of the President.

Vice President

Section 4.03. The Vice President will perform the duties of the President in the absence of, or in the event of an inability or refusal to act by the President, and when so acting, will generally have all the powers of and be subject to all the restrictions upon the President. The Vice President will perform such other duties as assigned by the President or by the Board.

Secretary

Section 4.04. The Secretary will take the minutes of the Board and general membership meetings, give notices by provisions of these Bylaws or as required by law, and in general, perform all duties incident to the office of the Secretary and such other duties as assigned by the President or by the Board.

Treasurer

Section 4.05. The Treasurer will have charge and custody of and be responsible for all funds and security of PFRA, receive and give receipts for monies due and payable to PFRA, deposit all funds in the name of PFRA in such financial institutions as selected by the provision of these Bylaws (see section 8.02), and in general, perform all duties incident to the office of the Treasurer and such other duties as assigned by the President or by the Board.

Directors

Section 4.06. A maximum of six (6) Directors will serve as voting members of the Board, including one (1) member who is the most recent available past President. The President may appoint Directors as needed, provided they are available, willing to serve, and subject to the approval of a majority of the Board. Specific titles, roles, and responsibilities will be outlined in a related PFRA Policies and Procedures document. Additionally, the Board may, at its discretion, invite members to participate temporarily in an advisory capacity as Advisors. These Advisors will not have voting rights.

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ARTICLE V - BOARD OF DIRECTORS

Board of Directors

Section 5.01. The PFRA Board of Directors, is composed of all Officers and Directors. Each Board member will serve a minimum two (2) year term or until a successor has been appointed and/or elected. There will be no term limits.

Nominations and Eligibility

Section 5.02. Nominations for PFRA Officers and Directors will be made at least four (4) weeks prior to the November general meeting by a Nominating Committee appointed by the Board. The Nominating Committee will present its report at the October general meeting, listing only those members who have consented to serve if elected. All nominees must be members in good standing. Additionally, no nominee may be related to another nominee, Officer, or Director, as further defined in the corresponding PFRA Policies and Procedures.

Elections

Section 5.03. Elections will take place during the December general meeting. Officers & Directors shall be elected in staggered terms to promote continuity among the Board. The President and Secretary shall be elected in the same year, starting their term in even-numbered years. Vice President and Treasurer shall be elected in the same year, starting their term in odd-numbered years. Directors shall be elected in December of the specified year if appointed, and then every two years thereafter.

Voting

Section 5.04. Elections will take place during the December general meeting by secret ballot or by acclamation if there are no opposing candidates. A nominee can run for only one (1) position.

Vacancies

Section 5.05. If any Officer or Director position becomes vacant for any reason, the President, with majority Board approval, may appoint a qualified and consenting replacement to serve the remainder of the term.

Board Meetings

Section 5.06. The Board will meet each month at a date, time, and location determined by the Board. However, if it is decided that there is no need for a meeting in a particular month, the meeting may be cancelled. This decision will be made based on a poll of the Board conducted via email or telephone. Additionally, the President or a majority of the Board can call for extra meetings as needed.

Duties

Section 5.07. The Board is responsible for establishing policies, procedures and activities for PFRA. It oversees the discipline of members, approves all expenditures, and manages the organization in general. Any exceptions to the Board's approval of expenditures would be outlined in a corresponding PFRA Policies and Procedures document.

Quorum

Section 5.08. A quorum will be established with a majority of Board members, which must include either the President or Vice President. If both the President and Vice President are unavailable, whether in person or through electronic communication, a quorum will not be established.

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ARTICLE VI - MEETINGS

General Meetings

Section 6.01. General meetings of the membership will be held each month, with the date, time, and location determined by the President.

Special Meetings

Section 6.02. Special meetings of the membership may be called by the President or by a majority of the Board. The date, time, and location of these meetings will be determined by the President or the Board. Members will be notified electronically or in writing no less than three (3) days in advance of a special meeting.

Quorum

Section 6.03. The presence of at least twenty-five percent (25%) of the PFRA membership in good standing will constitute a quorum. A quorum is required to conduct PFRA business when a vote is necessary.

ARTICLE VII - COMMITTEES

Committees

Section 7.01. The President may designate and appoint one or more committees, except the Nominating Committee (see Section 5.02). Obsolete committees may be dissolved by a majority vote of the Board. Additionally, committee(s) may be dissolved once they have completed their designated tasks. The President will serve as an ex-officio member of all committees, except the Nominating Committee.

Member Terms

Section 7.02. Each committee member may serve in their position until a successor is appointed, unless the committee is dissolved, the member resigns voluntarily, or the member no longer meets the requirements for good standing.

Chairperson

Section 7.03. Each committee shall elect a member to serve as Chairperson, or the Board may appoint a Chairperson, except for the Nominating Committee, which shall elect its own Chairperson.

Vacancies

Section 7.04. Vacancies in a committee may be filled at any time by an eligible and consenting member appointed by the committee's Chairperson.

Quorum

Section 7.05. A quorum consists of a majority of the entire committee. The actions taken by a majority of the members present at a meeting with a quorum will be considered the actions of the committee.

Rules

Section 7.06. Each committee may establish its own rules for governance, provided they do not conflict with these Bylaws, PFRA Policies and Procedures, or the Articles of Incorporation. Each committee is required to report to the Board and will not make any binding policies or agreements without the Board's approval.

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ARTICLE VIII - FINANCE AND RECORDS

Expenditures

Section 8.01. All checks, payment orders, or other documents evidencing indebtedness issued in the name of PFRA must be signed by two (2) officers. These signatures must include the Treasurer and either the President, or in their absence, the Vice President, who is authorized to sign.

Deposits

Section 8.02. All funds of PFRA will be promptly deposited in financial institutions chosen by the Board.

Gifts

Section 8.03. The Board may accept any contribution or gift on behalf of PFRA if the contribution or gift aligns with the purpose defined in Article II.

Records

Section 8.04. PFRA will maintain accurate financial records, minutes of member and Board meetings, and a comprehensive list of members entitled to vote, including their names, addresses, email addresses, and phone numbers. Members may inspect these records upon written request, subject to the Board's discretion, at any reasonable time.

All records kept by the Board or any PFRA member are the exclusive property of PFRA. These records must be submitted to the Board upon the conclusion of an officer's term or the Board's request.

An auditing committee may be established, with its responsibilities outlined in a corresponding PFRA Policies and Procedures document.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 9.01. The rules outlined in the most current edition of Robert's Rules of Order Newly Revised shall govern the PFRA in all applicable situations, as long as they do not conflict with these Bylaws, PFRA Policies and Procedures, or the PFRA Articles of Incorporation.

ARTICLE X - AMENDMENTS TO BYLAWS

Section 10.01. These Bylaws may be amended during any regular meeting where a quorum is present. Proposed amendments must be submitted to the Board for review and approval first. The Board will notify eligible voting members at least thirty (30) days before the membership vote. This notice will include the exact wording of the proposed amendment, the voting process, and the date on which the vote will take place.

Section 10.02. PFRA Bylaws and the PFRA Policies and Procedures documents shall be reviewed at least every five (5) years and amended if necessary.

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ARTICLE XI - DISSOLUTION

Dissolution

Section 11.01. PFRA can only be dissolved by a three-fourths (3/4) vote of the members present and in good standing at a meeting specifically called for the purpose of dissolving the organization.

Distribution of Funds

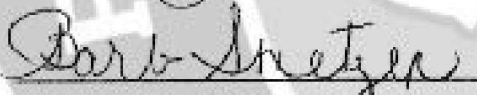
Section 11.02. In the event PFRA is dissolved, the remaining funds, after paying any debts for which the Board has made no provision, will be distributed in accordance with the Articles of Incorporation of PFRA, as required by 501(c)(3) non-profit regulations.

Adopted by the Plano Fire-Rescue Associates members on the 10th day of November 1998.

AMENDED August 19, 1999
AMENDED October 9, 2001
AMENDED October 12, 2004
AMENDED October 22, 2008
AMENDED September 16, 2025



Mauri Way (President)



Barb Smetzer (Vice President)



Erin Laughary (Secretary)



Kim Primos (Treasurer)