

# **MCVFA Policy Manual & Committee Mission Statements**

October 1, 2015

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## **I. Policies**

### **A. Contributions**

#### **Line of Duty Death – April 2000/June 2004**

MCVFA Member: \$1000

Additionally, a memorial brick at the National Fallen Firefighter Memorial shall be purchased that will have the following inscription:

Name of firefighter  
Date of Death  
*We'll Never Forget*

Non-member call/volunteer firefighter: \$500

Career or out of state firefighter Not more than \$500, at the discretion of the  
Chaplain/Executive Board

#### **Permanent Disability – April 2000**

MCVFA Member: \$1000

#### **Contributions to the National Fallen Firefighter Foundation - June 2004**

\$500 to be reviewed annually

### **B. Communications**

Effective communications among Executive Board members is essential to the operation of the MCVFA organization. To facilitate this communication, all E-Board members will be eligible for reimbursement of actual communication expenses for a primary means of communications up to a maximum of \$50 per month. Reimbursement will be made upon submittal of receipts supporting these expenses to the Treasurer. Primary means of communication may include internet access (e-mail), cellular phone, phone land line (voice or fax), or other means so determined by the E-Board. This reimbursement is for service only and does not include reimbursement for any hardware items or other maintenance costs.

In addition to the above, the president of the association shall also be eligible for a mobile communications device (device determined by the E-Board) maintained in whole by the association.

## **C. Credit Card Expenses**

Receipts for all Association credit cards shall be forwarded to the Treasurer within 30 days of incurring the expense or when directed by the Treasurer. Failure to forward the receipts will mean suspension of the right to use the card.

## **D. Fire Company of the Month (*Suspended*)**

1. The President or their designee shall act as the program coordinator.
2. By the seventh day of each month, the Coordinator shall send to the Executive Board and others, as appropriate, the qualifying applications received the previous month. Each individual receiving the application package shall then rank the applications in a manner approved by the Coordinator and report back to the Coordinator within 14 days of receiving the application package.
3. The Coordinator shall make and announce the results of the ranking by the 28<sup>th</sup> day of the month.
4. Applications shall be eligible for review three (3) continuous months from the date received.
5. If an Executive Board member's fire company submits an application, that member is ineligible to participate in the ranking process. The Coordinator shall select an alternate to participate in the ranking process.

## **E. Investments**

February 19, 2011

### **Part 1 Investment Committee**

- 1.1 MCVFA investments shall be overseen and managed by an Investment Committee consisting of the Treasurer, the President and at least three other MCVFA members. The President shall annually appoint the Investment Committee.
- 1.2 The Investment Committee shall determine the investment strategies for the MCVFA.
- 1.3 The Investment Committee shall monitor and review all MCVFA investments.
- 1.4 The Investment Committee shall hire such financial managers, brokers and other investment professionals as appropriate for the management of MCVFA funds.
- 1.5 The Treasurer shall be the chair of the Investment Committee.

- 1.6 Changes to investments must be approved by the Investment Committee, except that the Treasurer may authorize changes of \$10,000 or less on his/her authority in order to meet financial obligations or otherwise for the benefit of the MCVFA. The Treasurer may also act independently to change investments in the event of a crisis or emergency when contacting the members of the Investment Committee would be impracticable.
- 1.7 The Investment Committee shall review MCVFA investments and the investment goals at least quarterly.
- 1.8 The Investment Committee shall annually report to the membership and to the Executive Board. Such report shall include, but not be limited to, a statement of investment policies and goals, identification of investment managers, current investment and an analysis of the performance of investments.
- 1.9 Each member of the Investment Committee will receive quarterly (or more often) statements from the financial institutions holding MCVFA investments showing all investments and transactions.
- 1.10 This investment policy shall be reviewed annually by the MCVFA Executive Board and the Investment Committee.

## **Part 2 Long Term Investment Goal**

- 2.1 The Long Term Investment Goal of the MCVFA is to grow its investments to a sum large enough to provide for the organization's minimum operating costs for five years so that the MCVFA can survive during times of low fundraising and poor economic conditions, and to generate an annual income that can be used to fund special MCVFA projects.
- 2.2 Long Term shall mean more than five years.
- 2.3 The Long Term level of risk for MCVFA investments shall be moderate to conservative.

## **Part 3 Short Term Investment Goal**

- 3.1 The Short Term Investment Goal of the MCVFA is to protect the principal amount of its investments and generate income to subsidize its current operating budget until fundraising improves to the point that investment income or principal is not needed to fund current operations.
- 3.2 Short Term shall be mean five or less years.
- 3.3 The Short Term level of risk for MCVFA investments shall be conservative.

#### **Part 4 Performance Measures**

- 4.1 The performance of equities shall be measured against the S&P 500 Index.
- 4.2 The performance of fixed income securities shall be measured against the Lehman Brothers Government/Corporate Index.

#### **Part 5 Prohibited Investments**

- 5.1 MCVFA funds shall not be invested in real estate (except for real estate mutual funds), commodities, oil & gas leases, derivatives, futures, options, initial public offerings, restricted securities, private placements, margined transactions or other similar high-risk investments. (Limited exception: These restrictions do not apply to the use of these investments by mutual funds that periodically utilize these prohibited investments to mitigate risk or enhance returns.)
- 5.2 No more than 5% of MCVFA funds may be invested in high-yield bonds (“Junk Bonds”). All other fixed income securities must be investment grade rated Baa or higher that possess a liquid secondary market.
- 5.3 No more than 5% of MCVFA funds may be invested in a single company or issuer.
- 5.4 No more than 20% of MCVFA funds may be invested in a single industry.
- 5.5 A quality money market fund will be utilized for the liquidity needs of the investment portfolio. The money market fund shall be one whose objective is to seek as high a current income as is consistent with liquidity and stability of principal. The money market fund shall have been rated by at least one nationally recognized rating agency in the highest category for short-term debt securities. No more than 45% of MCVFA funds may be invested in a money market funds.
- 5.6 No more than 75% of MCVFA funds may be invested in equities.
- 5.7 No more than 60% of MCVFA funds may be invested in fixed income securities.
- 5.8 The MCVFA investment portfolio shall be prudently diversified.
- 5.9 MCVFA funds will not be invested in any investment that is the result of an unsolicited offer.

## Part 6 Spending Policy

- 6.1 Each year the Treasurer is authorized to withdraw up to 5% of the total market value of the investments for the MCVFA's operating purposes. Any withdrawal in excess of this amount must be authorized by the Executive Board.
- 6.2 The dollar amount and timing of any distributions from the investment account shall be at the discretion of the Treasurer and the Investment Committee.

## Part 7 Conflict of Interest

- 7.1 MCVFA funds will not be invested in securities issued by a company owned or controlled by any member of the Investment Committee or any officer of the MCVFA.
- 7.2 MCVFA funds will not be held on deposit in any bank or financial institution owned or controlled by any member of the Investment Committee or any officer of the MCVFA.

## F. Membership

### ~~1. Anniversary Date~~

~~Effective July 1, 2010~~

~~With the Association having moved to a fiscal year calendar, effective this date all current members shall have an anniversary date of July 1, 2010.~~

~~Companies, organizations, associations, individuals, etc who join after July 1, 2010 shall have an anniversary date that coincides with the receipt of an official roster and dues at the MCVFA office.~~

### 2. B-6 Life Members

The Life members will be formed into a single company for voting purposes. It will be the responsibility of the Membership Committee to maintain the records and communication. (added 10/22/11)

### ~~3. At Large members~~

~~At Large members within a Region will be formed into a single company for voting purposes. It will be the responsibility of the Regional Coordinator to maintain the records and communication. (added 10/22/11)~~

#### 4. Dues

Effective **July 1, 2017** per state meeting 10.29.16

The annual dues for B-1, B-2, B-3, B-4, B-5 members shall be set at **\$20.00** per year per individual. The annual dues for B-7 members (retired) shall be set at \$10.00 per year per individual. The annual dues for B-8 members (explorers & juniors) shall be set at \$5.00 per year per individual (no change). The annual dues for B-6 (life) and B-9 (military) shall be waived as per the by-laws (no change).

~~For the purposes of assessing dues, payment of dues for any individual member department shall be capped at 60 individuals beginning July 1, 2013, 70 individuals beginning July 1, 2014 and eliminated as of July 1, 2015.~~

~~This dues structure will be effective as of July 1, 2013.~~

### G. Merchandise

#### ~~Policy 91-1 Sale of Merchandise~~

~~September 25, 1991~~

~~The policy on the sale of merchandise carrying the logo of the MCVFA will be as follows:~~

~~All wearing apparel and decals excluding patches will only be sold to paid up dues members through their respective Delegate or Alternate. Any other items that this Association offers for sale that are not worn such as mugs, etc may be sold to the general public. The policy will remain in effect until revised or revoked in writing.~~

*Revoked  
October 26, 2014*

~~All Delegates and Alternates are responsible to the best of their ability to comply with this policy.~~

### H. Regional Budgets

#### **Special Regional Expenses - 2009-2**

Approved January 9, 2009

The Special Regional Expense Category is to be used to fund unanticipated one-time regional expenses associated with a regional event. The fund may be accessed by the regional vice president through a written request to the President of the Association who is authorized to approve the expenditure.

Requirements:

- a) The President must determine that the event is for the good of the Association.
- b) The request from the regional vice president shall include the following information:
  - The nature of the event including the proposed date and location.
  - The reason for the event and how it is for the good of the Association.
  - A budget for the event.

If the president approves the expenditure, the amount requested will be transferred from the Special Regional Expense line to the appropriate Regional Expense line.

The regional vice president shall forward all invoices with annotations per MCVFA policies.

The annual Regional Budgets shall include the \$50 per month communication reimbursement

## **I. Reimbursements**

### **Financial Accountability - 2009-1**

Approved January 9, 2009

1. Per the recommendations of Douglas Latham, CPA, who conducted the 2008 audit, to have a check on requested expenses and reimbursements and to better track the expenses of the Association, all expense reports and receipts including American Express and other credit cards shall be sent to All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison Once reviewed and approved prior to being sent to the WMCA Treasurer.
2. All expenses over \$25 require a receipt.
3. Mileage reimbursement rate shall be:
  - a. For privately owned vehicles: \$0.35 per mile (revised August 19, 2012).
  - b. When towing the MCVFA trailer: the IRS mileage rate for business mileage. The Treasurer shall verify at least annually the rate in effect. (revised January 1, 2015)
4. Per Diem expense of \$50/month maximum is allowed for communications expense (Telephone, internet access, fax). Receipt is required for reimbursement.
5. Expenses shall be submitted at a minimum quarterly. All expenses shall be submitted within 30 days of the end of the quarter. Requests for reimbursements received after the 30-day period are invalid.



6. Use the approved expense voucher for reimbursable expenses only. All organization charge card expenses are accounted separately.
7. This voucher may be used electronically or manually. The voucher has been published in Excel and Word formats. **For the Word version, double click on either of the tables in the sheet to launch Excel for data entry. Click outside the Excel window to close the spreadsheet.** Alternatively, print the form and fill it in manually.



## 2011 MCVFA Expense Voucher

Name/Position:

Today's Date:

Reporting Period:

Date	Paid to Whom	Description & Purpose of Expense	Amount	Receipt?
<b>Total</b>			<b>\$0.00</b>	

### Mileage

Date	Purpose of trip	Miles	Total (.51)
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total:</b>		<b>0</b>	<b>\$0.00</b>
<b>Grand Total:</b>			<b>\$0.00</b>

I hereby certify that this claim is correct and an authorized expense of the MCVFA.  
*(Person completing voucher should sign; Electronic signatures are*

**Attach receipts and remit to:**  
 MCVFA  
 Larry Holmberg  
 PO Box 176  
 Chesterfield, MA 01012

Signed: \_\_\_\_\_  
 Date: \_\_\_\_\_

Forms and receipts may also be faxed to 413-529-2237 or emailed to [treasurer@mcvfa.org](mailto:treasurer@mcvfa.org)

## **J. Robert J. Hindley Memorial Scholarship**

The Scholarship Committee shall have the annual announcement and application posted every January on the MCVFA web site and printed in *Smoke Showin'*.

Application period shall be January to May 1 of any given year.

### **ELIGIBILITY**

- A member who is in good standing with the MCVFA and who has paid dues for at least two years prior to application, or immediate family member [i.e., son, daughter, stepchildren, etc. or spouse].
- High school diploma or equivalency, or in the final year of high school, or currently pursuing or planning to pursue undergraduate or graduate studies, vocation training, a certification program, or job skills training at an accredited institution.
- Currently enrolled or planning to enroll as a full or part-time student.
- Minimum cumulative grade point average of 2.0 on a 4.0 scale or "C" average for applicant pursuing an academic degree.

### **SELECTION CRITERIA**

- Academic Standing
- Statement of interest including personal, academic and career goals as well as involvement in extracurricular activities, including community and volunteer activities.
- Two letters of recommendation - One letter should be from a teacher, employer, or a leader from the community familiar with you and your goals, and the other from a member of the Fire Service. If it is not possible to provide a letter from a member of the fire service, please attach an explanation.

### **APPLICANT**

The MCVFA member or immediate family member must be a high school graduate or have received a GED to receive the scholarship. Students beginning or continuing in a degree program, a certificate program or a trade school may apply.

## **APPLICATIONS**

Completed applications are due by May 15, 20\_\_\_. They should be sent to MCVFA, Attention: Scholarship Committee, P. O. Box 2163, Teaticket, MA 02536. The applicant shall receive notification of receipt of their application. Applicants who do and do not receive awards will be notified. Those not receiving an award are encouraged to apply again the following year. Applications that do not meet the requirements or are not received by **the** application deadline (postmark will not be taken into consideration) will be disregarded. Recipients will be notified by mail within 90 days of the application deadline.

## **SCHOLARSHIP COMMITTEE**

The President of MCVFA will annually appoint a committee to select applicants.

## **AWARDS**

Scholarships will be awarded to the recipient upon verification of completion of the course or courses with a passing grade or completion of the first semester with a passing grade and showing enrollment of second semester

## **AMOUNT OF SCHOLARSHIP**

Five (5) \$1000 scholarships will be awarded. The amount is subject to change upon recommendation of the Scholarship Committee and a vote of the Executive Boar

## **NO APPLICANTS/FORFEITURES**

In the event there are no applicants or the scholarship is forfeited, the established amount shall be returned in the scholarship account.

## **K. *Smoke Showin'***

### **Policy and Procedures for Submitting Articles to *Smoke Showin'***

January 1, 2008

1. The President or their designee shall act as editor-in-chief (the editor).
2. All items are to be submitted to the editor by the announced deadline date. Items shall be submitted via e-mail unless prior approval is received from the editor.
3. The editor shall review all submittals for content, grammar, spelling, authorization, etc. The editor shall make the final determination as to the items to be printed in *Smoke Showin'*.

The editor shall make spelling and minor grammar changes. If the editor determines that an article needs major revisions, the editor shall return the article to the author for the necessary changes. The editor may offer suggestions. If the author believes the article should be printed without revision, the author shall so inform the editor. The editor shall make the final determination as to whether the article will be printed. The author may appeal the editor's decision by submitting the article to the Review Board.

4. If a previously published article, photograph, etc. are submitted, the submitter shall provide proof that permission has been received to use the article. In the case of third-party non-published articles or photographs, the submitter shall provide proof that permission has been received from the author or photographer. Authors, photographers, and other sources shall be given credit if used.
5. The Review Board shall be appointed by the Editor. When requested by an author or the editor, they shall review the decision of the editor as to the article in question and shall vote to uphold or overturn the editor's decision.
6. The editor shall work with the *Smoke Showin'* publisher to layout the newsletter.
7. The deadline for submittals is January 1, April 1, July 1, and September 1 of each year.

## **L. Travel & Entertainment**

1. All travel expenses i.e.: Hotel accommodations, Airlines, Trains, Rental Cars, Common Carrier expenses, Airport Limo's, Parking, Meals, shall be expensed at the lowest possible for the area in which the travel is authorized. All air travel shall be at the lowest coach fare.
  
2. **Alcoholic Drink Expense Policy - 2009-3**  
Approved January 9, 2009

The Association does not encourage the consumption of alcoholic drinks but does recognize that it is part of the social and business atmosphere that the Association lives in. Therefore, the following policies are enacted:

- a) A \$10.00 per person per day limit on the purchase of alcoholic drinks while on Association business when not consumed during a meal (breakfast, lunch, dinner).
- b) The purchases will be considered Entertainment for budgeting purposes. Request for reimbursements or credit card expenses shall include the approximate number of individuals present and the names and/or affiliations of the individuals for which the drinks were purchased.
- c) It is recognized that occasionally a situation will arise which will exceed the per day limit. It is expected that the Association member will use common sense in determining what the appropriate level of expense should be. Procedures for reimbursement and reporting the expense shall be the same as outlined in (b).
- d) Alcoholic drinks consumed during a meal shall be included with the meal expense.

## **M. Web Site**

The MCVFA Web Site is intended as a publicly accessible site to promote better communication of ideas, news, issues and events concerning the MCVFA and the call/volunteer fire service to MCVFA members and the fire service community. Given public accessibility to the site, care should be taken to represent the professionalism of the call/volunteer fire service and not disclose any confidential or sensitive information in areas with public access.

### **Acceptable Use Policy**

Content posted on the MCVFA Web Site must not be abusive, discriminatory, obscene, vulgar, slanderous, hateful, threatening or sexually-oriented, must not be for commercial purposes (unless it is MCVFA-approved advertising) and must not violate any laws of

the Commonwealth of Massachusetts, laws of the state the user/submitter resides in, or federal laws of the United States of America.

## **For Content Submitters**

### **Submitting Content for the Web Site**

Content submitted for posting on the MCVFA Web Site should be complete and accurate, exactly the way the Submitter wishes to see it posted, including complete text, title, graphics and/or photographs, and must not violate the Acceptable Use Policy.

Content Submitters should provide as much information as possible regarding the layout and formatting of the content, including how it should look and where it should be placed.

While the Web Site Administrators will assist in formatting the content so that it looks appropriate on the Web Site, Content Submitters should not assume that the WebSite Administrators will know what to write, where to place or how to format content.

To submit content for the Web Site, email the content to [webmaster@mcvfa.org](mailto:webmaster@mcvfa.org).

Content Submitters ***must*** provide the following when submitting content for posting on the MCVFA Web Site:

#### **A. How the content is to be structured on the Web Site**

Is it a new Site Section (in the menu), an Article under an existing section, a Document under an existing page, a Calendar item, etc.? For example:

- *Fire Company of the Month* is a **Site Section** under the *Member Resources Menu*
- *Hatfield Awarded December 2008 Fire Company of the Month* is an **article** under the Fire Company of the Month Site Section
- *Fire Company of the Month Application* is a **document** under the Fire Company of the Month Site Section

#### **B. Where the content is to be placed**

- Under which Site Section or Page should it be placed?
- Should it also be placed on the Home Page?

- Do you want it to always be at the top of the page (sticky)? For example, an article announcing the Texas A&M Grant recipients should be placed on the Training Grants page, as well as on the Home Page.
  - Regional meeting announcements should be placed on the Region page and in the Calendar, but generally not on the Home Page.
- C. The **Title** of the section, article, or document (i.e. Hatfield Awarded December 2008 Fire Company of the Month is the Title of the article)
- D. For articles, a **Short Description** of the article, providing one to two sentences to be shown on the Site Section hosting the article. Typically, this is simply the first sentence or two of the full text. For example:
- Hatfield Fire Company has been awarded the December 2008 Fire Company of the Month grant. Re ad Mo re ...
- E. The **Full Text** of the Site Section or Article, including any links to documents, other web sites, or other MCVFA Web Site pages. The submitter must specify where the links are to be placed in the text and what to title them.
- F. Any **Photos, Images, Logos or Graphics** to be included with the content. These elements should be provided at the highest resolution or quality level. The Web Site Administrators can reduce the size or quality to fit on the Web Site. The submitter must specify where the Images or Graphics should be placed, and how large. For example, should it be part of the Short Description or part of the full text? Located above or below specific text?
- G. **Whether and when the content should be removed** from its location, or moved to another location. For example, after a News Event in 2008 has passed, should the article be moved to the 2008 News Archive section?

If Content Submitters or Approvers have any questions on how to appropriately place of format content, please ask the Web Site Administrators by emailing [webmaster@mcvfa.org](mailto:webmaster@mcvfa.org).

## **For Web Site Administrators**

### **Content Approval**

While any MCVFA members or other interested parties can submit content for the MCVFA Web Site, the content must first be approved by MCVFA officials to ensure it properly represents the mission of the MCVFA and the professionalism of the Call/Volunteer fire service.



Only members of the Executive Board (or Regional Coordinators on behalf of Regional VP's), Committee Chairs and other specific official MCVFA positions appointed by the MCVFA President may approve content.

Approved content must not violate the Acceptable Use Policy.

Any submitted content received by the Web Site Administrators from someone who does not have approval authority should be forwarded for approval to the most appropriate MCVFA official with approval authority.

## Formatting Content

To ensure proper display of content on the Web Site, Web Site Administrators should adhere to the following guidelines:

Stand-alone documents should be converted to PDF format to allow for download by any user.

Calendar entry Titles should be very short to allow fitting multiple entries into the box provided for each day of the week. For example, "Region 1 Meeting" or "E-Board Meeting" is sufficient. The full text of the entry can be used to provide additional details.

Photos or other graphics to be displayed on a Site Section or within the text of an article or page must be no wider than **600** pixels.

Photos or other graphics to be displayed in either the left or right frames must be no wider than **150** pixels (they can be as tall as you want).

## Posting Content on the Web Site

Only appointed Web Site Administrators can post content on the Web Site.

When content is submitted:

The Web Site Administrators should post approved content to the website within 48 hours of submission, unless a different schedule is agreed to in advance.

The Web Site Administrators should modify, move, or remove content within 48 hours of such request, unless a different schedule is agreed to in advance.

The Web Site Administrators may provide minor editorial corrections (i.e. spelling, grammar, or formatting) to the content without approval from the submitter, but should **NOT** alter the substance of the content.

The Web Site Administrator *may* provide recommendations regarding the substance of the content back to the submitter if it would significantly improve the impact or understanding of the information. It is then the submitter's responsibility to update the content and re-submit to the Web Site administrator.

## Web Site Administration

Only the President and the Chair of the Web Site Committee may appoint Web Site Administrators.

Duties of the Web Site Administrators:

- Request approval of unapproved content in a timely manner.
- Post approved content to the Web Site in a timely manner
- Modify, move, or remove content as requested, in a timely manner
- Maintain the Web Site structure and operations so that it is available and functioning properly as much as possible.

The Web Site Administrators are ***NOT*** responsible for generating any Web Site content, nor for substantially altering or providing major editing of content before posting on the site.

## ~~N. Forums Policies~~

~~The MCVFA Forums are intended as an open, public discussion forum for the purpose of exchanging information and ideas about the call/volunteer fire service. While we want to encourage open and honest dialogue, care should be taken to represent the professionalism of the call/volunteer fire service and not disclose any confidential or sensitive information in areas with public access. The MCVFA will vigorously enforce the Acceptable Use Policy.~~

## ~~Forums Acceptable Use Policy~~

- ~~a. Content posted on the MCVFA Forums ***must*** not be abusive, discriminatory, obscene, vulgar, slanderous, hateful, threatening or sexually oriented, must not be for commercial purposes (unless it is MCVFA-approved advertising) and ***must*** not violate any laws of the Commonwealth of Massachusetts, laws of the state the user resides in, or federal laws of the United States of America.~~
- ~~b. Any user posting content in violation of the Acceptable Use Policy may have the content altered or removed, and/or may be banned temporarily or permanently from the MCVFA Forums.~~

## ~~For Forums Administrators~~

### ~~1. User Registration and Account Activation~~

~~The MCVFA Forums are open to the public (except for the Members Only and E-Board sections). Anyone is allowed to register and use the MCVFA Forums as long as they adhere to the Forums Acceptable Use Policy.~~

- ~~a. The Forums must be configured to allow only manual Account Activations by the Administrator (no automatic account activations) to reduce spam and abuse~~
- ~~b. The Forums Administrators should do their best to ensure new registrations are not from known or suspected spammers or abusers before approving the account.~~
- ~~c. Only approved Forums Administrators may activate new accounts.~~
- ~~d. Only confirmed active MCVFA members may be added to the MCVFA Members Only group for access to the Members Only Forums.~~
- ~~e. Only current MCVFA E-Board members may be included in the E-Board group for access to the E-Board Forums.~~

### ~~2. Moderating Forum Content~~

- ~~a. Forum Moderators and Forums Administrators are responsible for ensuring Forum content adheres to the Forums Acceptable Use Policy.~~
- ~~b. Only appointed Forums Moderators or Forums Administrators may moderate content~~
- ~~c. Any topics or posts discovered not adhering to the Forums Acceptable Use Policy should be altered or removed by the Moderators or Forums Administrators.~~
- ~~d. If only a few words or a phrases do not meet the Acceptable Use Policy, the words or phrases should be removed and replaced with the following string to indicate they were removed: **[...]**~~

~~For Example, change the phrase: “here is some **unacceptable wording** in a sentence” to “here is some **[...]** in a sentence”~~

~~This should be done without altering any other content.~~

- ~~f. If many words or multiple phrases do not meet the Forums Acceptable Use Policy, the entire post or topic should be removed, and if feasible, notify the poster.~~

~~g. Any content found in violation of the Acceptable Use Policy should be reported to the Forums Administrators ([webmaster@mevfa.org](mailto:webmaster@mevfa.org)) as soon as possible. Please include the name of the user, the Forum or Topic where the abuse was posted, and the full text of the content and date it was removed if the content had to be removed immediately.~~

~~h. Any user who has their posts altered or removed for violating the Acceptable Use Policy three times or more should be banned from the Forums.~~

### ~~3. Forums Administration~~

~~Only the President and the Chair of the Web Site Committee may appoint Forums Moderators and Forums Administrators.~~

#### ~~a. Duties of Forums Moderators~~

- ~~• Modify or remove content violating the Acceptable Use Policy in a timely manner~~
- ~~• Notify the Forums Administrators of any violation of the Acceptable Use Policy.~~

#### ~~b. Duties of the Forums Administrators~~

- ~~• Approval User Registration requests in a timely manner.~~
- ~~• Modify or remove content violating the Acceptable Use Policy in a timely manner~~
- ~~• Ban or remove abusive users in a timely manner.~~
- ~~• Maintain the Forums structure and operations so that it is available and functioning properly as much as possible.~~

## O. Email Policies

MCVFA email accounts, aliases and mailing lists are intended to promote better communication of official MCVFA business. Limited personal use is acceptable as long as long as it is not the primary use of the account, alias or mailing list and meets the Acceptable Use Policy.

### Email Acceptable Use Policy

- a. Email sent from an MCVFA email address ***must*** not be abusive, discriminatory, obscene, vulgar, slanderous, hateful, threatening or sexually-oriented, must not be for commercial purposes (unless it is MCVFA-approved advertising) and ***must*** not violate any laws of the Commonwealth of Massachusetts, laws of the state the user resides in, or federal laws of the United States of America.

- b. MCVFA email accounts, aliases and mailing lists should be used primarily for MCVFA official business. Limited personal use is acceptable as long as it does not violate this Policy.
- c. Any user violating the Acceptable Use Policy may have access to their email account, alias, or mailing list suspended or terminated.

## **For Email Administrators**

### **Email Accounts**

- a. Only appointed Web Site Administrators may create email accounts, aliases and mailing lists
- b. Only the President may approve creation of a personal mailbox for an MCVFA member, associate or contractor.
- c. Only the President and Chair of the Web Site Committee may approve suspension or termination of an email account, alias or mailing list.
- d. Members of the Executive Board (including Regional Coordinators acting on behalf of their Regional VP), Committee Chairs and other specific official MCVFA positions appointed by the President may request creation of aliases and mailing lists.

### **Email Administration**

Only the President and the Chair of the Web Site Committee may appoint Email Administrators.

Duties of Email Administrators:

- a. Create, modify or remove email accounts, aliases and mailing lists as requested in a timely manner.
- b. Notify the President and Chair of the Web Site Committee of any violations of the Acceptable Use Policy.
- c. Maintain the Email structure and operations so that it is available and functioning properly as much as possible.

## **II. Committee Mission Statements & Policies**

### **Bylaws Committee**

The mission of the Bylaws Committee is to maintain the current Association bylaws and policies and interpret their meaning. Maintenance includes periodically reviewing them for relevance and to propose revisions to the bylaws and policies and to review and make recommendations on proposed revisions submitted by the membership in accordance with the accepted Bylaws and policies of the Association.

### **Elections Committee**

The mission of the Elections Committee is to coordinate and supervise the election process for state and regional positions per Article 4 of the MCVFA Bylaws. This includes the posting and distribution of available positions, the vetting of all candidates, preparation of the slate of candidates, supervising the actual elections, and the announcement of the results.

- The committee shall consist, at a minimum, of a representative from each region who shall be appointed by the President.
- No individual who holds a position whose term concludes December 31 of a given year or is running for an elected position in a given year shall sit on the Elections Committee during that calendar year
- The Committee shall develop and maintain the *Delegate Pro Tem* form and the *Proxy Notification* form as outlined in Article 2 Section D and Article 4 of the MCVFA Bylaws.
- Each April, the available positions and a call for nominations shall be posted on the MCVFA website and in *Smoke Showin'* and this information shall be forwarded to all Delegates and Alternates via electronic distribution.
- Only members within a given Region may nominate or vote for the positions of Vice President and Regional Coordinator. The Regions shall hold a nominating meeting by July for the purpose of identifying candidates for the regional positions. The Regions will forward their list of candidates within one (1) week following the nominating meeting.
- Upon receiving a nomination, the Committee shall determine whether the candidate is qualified to hold the office he/she is seeking. Qualifications to be evaluated include but are not limited to continuous membership, payment of dues, standing within their member fire company and other factors that may affect the Association.
- The Committee shall adhere to the Association's anti-discrimination policy as stated in Article 9 of the Bylaws.
- By August 15, the Committee shall forward a slate of qualified candidates for each post to all affected Delegates and Alternates.

A member of the Elections Committee shall preside at all elections involving the offices of the President, State Secretary, State Treasurer, Vice President and Regional Coordinator.

### **Membership Committee**

The mission of the Membership Committee is to handle all membership relations and benefits, new and existing.

The goals of the Committee are to:

1. Increase and retain an active membership;
2. Explore additional membership benefits and review existing benefit programs. This work will be done in coordination with other committees and officers as appropriate.
3. Review current membership format: fire company versus individual membership;