

Volunteer Firefighters' Relief Fund Committee of the City of Norwich By-Laws and Administrative Procedures

As Adopted April 25, 1988 and Amended November 21, 2016 and April 30, 2018

By-Laws

The following By-Laws are adopted by the Volunteer Firefighters' Relief Fund Committee ("Committee") of the City of Norwich to facilitate the performance of its duties and the exercising of its powers pursuant to Chapter 8, Article IV of the City of Norwich Code of Ordinances.

1 Officers

1.1 Selection

On or before the first meeting of each calendar year, the Committee shall elect from its membership a Chairperson, Vice- Chairperson and a Secretary. The Treasurer shall be the Comptroller or designate.

1.2 Tenure

The Chairperson, Vice-Chairperson and Secretary shall take office for a term of one year or until their successors are selected and assume office.

1.3 Vacancies

In the event of a vacancy in any of the above offices, the Committee shall appoint one of its members for the unexpired portion of the term.

2 Duties of Officers

2.1 Chairperson

The Chairperson shall preside at all meetings, appoint sub-committees, and perform such other duties as may be ordered by the Committee. The Chairperson shall have the privilege of discussing all matters before the Committee and to vote thereon.

2.2 Vice-Chairperson

The Vice-Chairperson shall act in the capacity of Chairperson in the event of the Chairperson's absence.

2.3 Secretary

The Secretary shall act in the capacity of corresponding secretary to the Committee and shall keep records of all business transacted by the Committee, serve notification to all members of all meetings,

keep on file all official records and reports of the Committee and perform such other duties as the Committee may direct. All communications and reports addressed to the Committee shall be delivered to the corresponding secretary. All communications and notifications concerning an individual member shall be mailed to the concerned member by certified mail with return receipt.

2.4 Treasurer

The Treasurer shall account for all monies belonging to the Volunteer Firefighters' Relief Fund from whatever source derived and to promptly enter on each eligible member's payment receipt record for the purpose to account of all money received and disbursed. The Treasurer shall initiate benefit payments and payments of expenses of administrating the plan in accordance with the administrative procedures approved by the Committee.

The Treasurer of the Committee should not be confused with the City Treasurer (Chapter IX, Sections 19-21 of the Charter of the City of Norwich). The City Treasurer is the custodian of all of the funds of the City of Norwich, including the Volunteer Firefighters' Relief Fund.

3 Meeting

3.1 Regular Meetings

Regular meetings of the Committee shall be held on the third Monday of February, May, August, and November. The time and place of the meetings shall be established before first meeting of each calendar year. When the regular meeting falls on a holiday, the meeting shall be held on the following day.

3.2 Quorum

Seven members of the Committee which must include a minimum of three Chiefs or their designates shall constitute a quorum for the transaction of all business or the taking of official actions. Whenever a quorum is not present at a regular, special or emergency meeting, those present may adjourn the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda.

No action taken at such meeting shall be final or official unless and until verified at a subsequent meeting at which a quorum is present.

3.3 Voting

Voting shall be by voice unless a request is made by a committee member that the Committee be individually polled.

No motion or vote shall be adopted by the Committee unless it shall have received the affirmative votes of the majority of the committee members present.

3.4 Order of Business

The order of business for a regular, special or emergency meeting shall be:

- (a) Call to order.
- (b) Roll call.
- (c) Determination of quorum.
- (d) Reports.
- (e) Approval of minutes of preceding meeting.
- (f) Communications.
- (g) Unfinished business.
- (h) New business.
- (i) Adjournment.

3.5 Permission to Speak

Any person wishing to speak on any item appearing on the agenda of a regular or special meeting of the Committee, may do so by submitting a request in writing to the corresponding secretary before the meeting or if permitted to do so by suspension of the rules granted by a majority vote of the Committee at the meeting. Such person may speak for ample period of time established at the meeting by the Committee. Committee members need not obtain prior approval to speak.

4 Sub-Committees

4.1 Standing Sub-Committees

Standing sub-committees shall be appointed by the Chairperson with the approval of the Committee.

4.2 Tenure

Standing committees shall be appointed for one year and shall consist of three members. Vacancies shall immediately be filled by the Chairperson.

4.3 Special Committees

Special committees may be appointed by the Chairperson with the approval of the Committee for such purpose and terms as may be specified.

5 Amendments, Suspensions

5.1 Amendments

These By-Laws may be amended at any regular or special meeting by an affirmative vote of at least seven (7) members of the Committee. To be proposed at one meeting and voted on at the subsequent meeting.

5.2 Suspensions

The Committee may temporarily suspend any of these By-Laws by a unanimous vote of the members present.

Administrative Procedures

1 Approval of Bills

Committee will approve a budget for each fiscal year. Any expenditures which were not anticipated when the budget was approved will need to be approved by the Committee. The Committee would not need to approve the payment of bills that were already approved in the budget. The Treasurer of the Committee will continue to provide quarterly Treasurer's reports which give detail of the revenues and expenditures of the Fund.

2 Refund Requests

When a refund request is received from a Plan Member, the Finance department will contact the Plan Member's department and compare its contribution history records to the Finance department's records. If they match, the Finance department will calculate the interest and issue the refund. If they do not match, the member's department and Finance department will research and resolve the discrepancy and then the Finance department will calculate the interest and issue the refund. If there are any questions regarding the validity of the refund request or the party to whom the payment should be issued, the matter will be brought up at the next meeting of the Committee. Refunds will be listed in the quarterly Treasurer's report.

3 New Applications for Benefits

Plan Members who have reached the minimum number of years of service and who will be turning the minimum age to receive benefits within the next six months will be added to the agenda of the next meeting of the Committee for approval of benefits at the appropriate rate for the years of credited service purchased as of the date of approval and effective in the month of the member's next birthday.

Plan Members who have reached the minimum age to receive benefits and are expected to reach the minimum number of years of service within the next six months will be added to the agenda of the next meeting of the Committee for approval of benefits at the minimum number of years of service effective in the month of the City's receipt of payment by the Plan Member for the purchase of the credited service and the annual roster verifying the satisfaction of the training and call requirements certified by the chief of the member's department.

In the event that the Committee is not able to hold a meeting to approve a new application for benefits prior to the Plan Member's Normal Retirement Date, the Finance department may begin benefit payments as long as it is satisfied that there are no questions about years of credited service purchased and all requisite forms have been received from the Plan Member.

4 Increases in Benefit Payments for Retired Members Who Earn Additional Years of Credited Service

The monthly benefit payments for Retired Members who have earned and purchased additional years of Credited Service will be increased effective in the month of the City's receipt of payment by the Plan Member for the purchase of the Credited Service and the annual roster verifying the satisfaction of the training and call requirements certified by the chief of the member's department. No action is required by the Committee.

5 Approval of Investment Changes

The Treasurer of this Committee, or his/her designee, may approve investment changes recommended by Trustee as long as they are consistent with the Strategic Asset Allocation prescribed in the Fund's Investment Policy Statement. The Investment Policy Statement may only be changed by a vote of the Committee.

6 Qualified Domestic Relation Order ("QDRO") Calculations

If the Plan incurs costs for calculating QDRO benefits and adjustments for a Plan Member and his/ her ex-spouse, such costs shall be recovered from such Plan Member. Prior to authorizing the actuary to perform the calculations, such Plan Member shall pay the Plan the fee quoted by the actuary.

If the Plan has already paid the actuary for the QDRO calculation before a Plan Member has paid, the Treasurer of the Committee shall send the Plan Member a letter requesting that he/she reimburse the Plan. If the Plan Member is receiving benefits, the Treasurer of the Committee shall give the Plan Member the option of having the reimbursement withheld from his/her next monthly benefit payment.

If the Plan Member does not reimburse the Plan, he/she will be precluded from purchasing additional years of Credited Service until he/she does reimburse the Plan.