

**Amended  
Constitution  
And  
By-Laws  
Of**

**Blackwood Fire Company #1 of Blackwood, New Jersey**

By-Laws

**C o n t e n t s**

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1.	All Sections Revised	

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### **BLACKWOOD FIRE COMPANY #1**

#### **CONSTITUTION AND BY-LAWS**

##### **ARTICLE I      NAME**

**Section 1:** The name of this organization shall be the Blackwood Fire Company #1 of Blackwood, New Jersey

**Section 2:** Whenever the word Company is used in the context of these by-laws, it shall be meant to refer directly to this organization known as Blackwood Fire Company #1.

##### **ARTICLE II      PURPOSE**

**Section 1:** The objective and purpose of this Company shall be the protection and prevention of life and property from fire and other emergencies within the Blackwood Fire District also known as Fire District # 4, Township of Gloucester, Camden County, New Jersey, and to render mutual aid wherever possible when requested.

##### **ARTICLE III      MEMBERSHIP**

Any person of good character of the age of eighteen (18) years or older shall be eligible for membership in the Company, with all rights and privileges thereof, provided said person shall possess the qualifications for membership which may, from time to time, be established and set forth below.

###### **Section 1:      Classification, requirements, privileges, and regulations**

###### **A. Firefighter:**

1. Must be a minimum of eighteen (18) years of age.
2. Required to serve a one-hundred-eighty (180) day probationary period as outlined in Article III, Section 3.
3. Required to complete, or have completed Fire Training as required by the State of New Jersey or its equivalent (currently the Division of Fire Safety, part of the New Jersey Department of Community Affairs).
4. Will have a voice on the floor at all Company meetings.

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5. After completion of any and all required probation period, will be eligible to vote on all Company business.
6. After completion of any and all required probation period, will be eligible to vote in annual Company Administrative Officer elections.
7. Will be eligible to hold any Administrative Office of the Company providing the prerequisites of that office are met.
8. Will observe all rules, regulations, and procedures established by this Company; failure to do so may result in disciplinary action.
9. Firefighter Classifications
  - a. Active Firefighter
    1. Required to maintain the following minimum averages per year:
      - a. 25% - Incident Responses;
      - b. 25% - Drill Attendance;
      - c. 25% - Meeting Attendance;
    2. Will be eligible to hold any Line Office of the Company, provided prerequisites of the office are met, and vote in the line Officer Election as defined within these by-laws.
  - b. Contributing Firefighter
    1. Required to maintain the following minimum averages per year:
      - a. 10% - Incident Responses;
      - b. 25% - Drill Attendance;
      - c. 10% - Meeting Attendance;
    2. Will not be eligible to hold any Line Office of the Company, nor vote in the Line Officer election of the Company.

### B. Associate Member:

1. Will not respond to fire alarms or take part in any firefighting related aspect of the Company.
2. Must be a minimum of eighteen (18) years of age.
3. Required to serve a minimum one-hundred-eighty (180) day probation period.
4. Required to maintain a minimum of 25% meeting and activity attendance.
5. Will have a voice on the floor at all Company meetings.
6. After completion of any and all required probation period, will be

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- eligible to vote on all Company business.
7. After completion of any and all required probation period, will be eligible to vote in annual Administrative Officer elections, but not Line Officer elections.
  8. After completion of any and all required probation period, will be eligible to hold any Administrative Office of this Company, provided prerequisites of the office are met.
  9. Will not be eligible to hold any Line Office of this Company.
  10. Will observe all rules, regulations, and procedures established by this Company; failure to do so may result in disciplinary action.

### C. Honorary Member:

1. Elected by a majority vote of the voting membership at a regularly scheduled Company business meeting.
2. Honorary members will not respond to fire alarms or take part in any firefighting related aspect of the Company.
3. Will have a voice on the floor at all Company meetings.
4. Will not be eligible to vote on Company business.
5. Will not be eligible to vote in annual Administrative or Line Officer elections.
6. Will not be eligible to hold any Administrative or Line Office of this Company.
7. Honorary members will observe all rules, regulations, and procedures established by this Company; failure to do so may result in disciplinary action.
8. Honorary Member Nomination Process
  - a. The member making the nomination must forward the request in writing, listing the reasons for the nomination.
  - b. A vote shall occur at the next regular meeting, with such vote requiring a simple majority of the members present.

### D. Life Member:

1. This status will be granted to a member after accumulating fifteen (15) consecutive years of Active Firefighting status or a combination of twenty (20) years of service to the Company as an Active Firefighter, Contributing Firefighter, and/or Associate Member.

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2. Life members who wish to maintain a Firefighter Status, hold a Line Office or vote in Line Officer Elections must comply with provisions of Article III, Section 1.A.10.a or b
3. Will have a voice at all Company meetings.
4. Will be eligible to vote on all Company business.
5. Will be eligible to vote at Company Administrative Officer elections but not Line Officer elections, unless active firefighter status is maintained with the Company.
6. Will be eligible to hold any Administrative Office of this Company, provided the prerequisites of the office are maintained.
7. Will be eligible to hold any Line Office of this Company only if a Firefighter status is maintained with the Company, and all prerequisites of the office are met.
8. Life members will observe all rules, regulations, and procedures established by this Company; failure to do so may result in disciplinary action.

### **Section 2: Exemption from membership requirements**

- A. If the minimum requirements of the membership classifications are not met, the member must submit a written request for exemption from the requirements set forth, including the time period up to one (1) year in which the exemption is requested, and the reasons for which the exemption is sought to the Board of Directors.
- B. Yearly review statistics will be conducted by the President each November based on activity reports filed by the Chief for Fire Response and Drill Attendance and Meeting and Activity Attendance, by the Secretary. These statistics will be conducted based on the activity of the Company from the periods of October 1, through September 30 of the previous and current years, respectively. These statistics will be used in determining membership classification of the voting and Officer Eligibility requirements for Company elections. Members not having served a complete year of service in this Company, will have their statistics compiled based on their time since induction.

Firefighters and Associate members not meeting the minimum membership status requirements after one (1) complete year, and not being exempt from membership requirements, may be dismissed from the Company. Minimum requirements as set forth in this paragraph do not apply to Life members. Those members in jeopardy of dismissal may submit a letter to the Investigation Committee expressing their concerns

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within thirty (30) days of their dismissal notice for ruling. The Investigation Committee will conduct the ruling procedure as prescribed by Article X, Disciplinary Action Procedure.

- C. Any new member applicants who do not meet the requirements of the one-hundred-eighty (180) day probation period, as set forth and reviewed by the Line and Desk Officers of this Company, may be dismissed.
- D. Those members who leave for Active Military Duty, will remain in the classification they were in when activated, and will be exempted from all appropriate requirements until completion of their military duty. Active Military duty being defined as Called to serve for a period longer than the two (2) week normal training period including National Guard or Reserve classifications. Also the person being called to Active duty must give a copy of their orders to the President of the organization.

### **Section 3: Probation Period**

- 1. Description of the Probation Period
  - a. New member candidates shall be on probation for a period of one-hundred-eighty (180) days.
  - b. Auxiliary, Life, Inactive and Honorary membership candidates are exempt from probation period.
  - c. Purpose and Requirements of Probation:  
The purpose and requirements of probation is for the new member candidate to:
    - 1. Receive orientation by his mentor.
    - 2. Demonstrate his ability to satisfy the requirements of the Company.
    - 3. Acclimate himself to the requirements of the Company.
    - 4. Successfully complete all training required of new members as described in Section 1, Paragraph I of this Article.
  - d. Member candidates shall receive, upon acceptance as a probationary member, a membership kit. The kit shall consist of a copy of the Code of Conduct and Operational Guidelines, a copy of the Constitution and By-laws, and the ability to access the fire station(s).

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### 2. Application for Probationary Member Candidates

Potential candidates shall apply for probationary membership as specified in Section 4 of Article III.

### 3. Process to Terminate Probation

Candidates for membership can be recommended by the Board of Directors for consideration to full Company membership only after the probationary criteria has been successfully completed.

- A. At the end of the prescribed one-hundred-eighty (180) day probationary period, the candidate must, at the next general meeting of the Board of Directors be recommended to be removed from probationary status.
- b. The probationary period may be extended by the Board of Directors, but the maximum probation period shall be an additional one-hundred-eighty-five (185) days, after which, if not recommended, such candidate shall be terminated.
- C. Candidates may, at anytime during the probation period, be dropped from the Company rolls for disciplinary reasons or if they fail to meet Company requirements. Submittal of false information shall be grounds for termination of membership.
- D. A candidate not recommended by the Board of Directors will not be considered for membership and dropped from the rolls of the Company.
- E. The membership shall be informed by distribution of the meeting minutes and at the general membership meetings that the member candidate is either accepted off probation, extended probation, or dropped from the rolls of the Company.

### **Section 4: Applications for Membership**

- A. All applicants for membership to the Company must make application in writing, on the form provided by the Company.
- B. Applicants shall submit to a physical examination as required by the

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jurisdictional authority, providing the applicant is fit to perform the duties of membership applied for.

- C. Applicants with an unfavorable background check (Poor References, Criminal History, Driving Record, etc) may be rejected for membership. The decision shall be based on the circumstances made in accordance with all applicable laws, rules, and regulations regarding admittance to volunteer fire companies. Legal advice may be sought where appropriate. This determination will be made by the Investigation Committee at the time of application.
- D. After applying, applicants shall be processed through the New Member processing procedures.

### **Section 5: Resignation from the Company**

- A. Any member may withdraw from membership by presenting a written resignation to the Company President. This resignation will become effective upon return of all Company equipment and payment of all Company assessments.
- B. Any member in good standing who resigns from the Company and wishes to re-join must apply as new member.

## **ARTICLE IV BOARD OF DIRECTORS**

### **Section 1. Members of the Board of Directors**

The Board of Directors shall consist of the following five (5) officers: President, Vice President, Fire Chief, Assistant Chief, and Head Trustee, who shall be elected at the December membership meeting. The President shall be the Chairman of the Board of Directors.

### **Section 2. Responsibilities of the Board of Directors**

The Board of Directors shall have the following responsibilities in addition to any others conferred on it, by these by-laws:

- A. To govern the activities of the Company and be responsible for the administration of the policies of the Company and, in this capacity, shall constitute the executive Board of Directors of the Company and their action shall be final.
- B. To cause to be prepared an annual budget, containing an estimate of all receipts and disbursements, which it shall submit to the general

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membership for approval. Such budget shall also include the cash position of the Company at the time of drawing the same, and the estimated cash position at the end of the year.

- C. To approve all disbursements of money which shall be within the adopted budget, expenditures of funds not included in the budget shall be submitted to the general membership for prior approval.
- D. To have the financial records of the Company audited annually or more often, at their discretion.
- E. To designate the depository bank or banks for the Company and invest any surplus funds.
- F. To require, if deemed necessary, that the Treasurer be bonded and, if so, to approve the surety.
- G. To secure adequate fire and liability insurance covering members, buildings, equipment and contents.
- H. To cause to be maintained a record of their official acts and meetings and permit examination of the same upon request of any member(s) in good standing.
- I. To cause to be maintained, personnel records on all members and shall evaluate periodically all members' performance of duties and compliance with these by-laws.
- J. To enforce or defend through litigation or otherwise compromise, adjust or release obligations due to or by the Company.
- K. The Members of the Board of Directors may expend, without prior approval of the Company, a sum not to exceed \$200.00 for any one item of purchase, maintenance, or repair. The expenditure of any amount in excess of \$200.00 by the Board Member must first be approved by the Company.

### **Section 3. Quorum of and Voting by the Board of Directors**

A quorum of the Board of Directors shall be said to exist at any meeting of The Board of Directors when a majority of the Board members shall be in

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attendance. Board of Directors actions shall not be taken except pursuant to a vote of the majority of the members present and voting.

### **ARTICLE V        OFFICERS**

#### **Section 1.        Number**

The officers of the Company shall be the elected officers and the appointed line officers.

The elected officers shall be a President, a Vice President, a Secretary, a Treasurer, five (5) Trustees, a Fire Chief, Assistant Chief, two (2) Captains, and two (2) Lieutenants each of whom shall be elected in accordance with provision of Section 2. The appointed officers are appointed by the Fire Chief, as necessary, to assist him in the line operations.

#### **Section 2.        Election to Term of Office**

The officers of the Company shall be elected annually by the eligible members of the Company at its regular December meeting. Each officer shall hold office for a period of one (1) year beginning on January 1<sup>st</sup> following the election, until his successor shall have been duly elected, until his death, until he shall resign, or until he shall have been removed in the manner hereinafter provided. Transfer of authority to take place on January 1st.

#### **Section 3.        Removal**

Any elected officer may be charged, impeached and removed from office on the grounds of willful dereliction of duty, misconduct in office, abuse of authority, non-performance of duty, or misappropriation of the Company's property or funds. The following procedures are to be followed in bringing charges seeking impeachment and removal of an officer:

- A. The Board of Directors, by majority vote, may bring charges against an officer but the accused officer shall not have a vote. The Board may bring such charges on its own motion or upon the written petition of twenty percent (20%) of the general membership.
- B. The Board of Directors shall elect one of its members to bring the charges before the Trial Board.

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- C. Upon the filing of the charges with the Trial Board, the procedure to be followed shall be the same as that for bringing charges against a member.
- D. If the Trial Board shall find the officer guilty of charges, the Trial Board shall submit recommend actions and refer the matter to the general membership.

### **Section 4. Vacancies**

A vacancy in an elected desk office because of death, resignation, removal from office, or otherwise may be filled by appointment by the President. A vacancy in a line office shall be filled by all remaining officers moving up in rank, or may be appointed, at the discretion of the Fire Chief. If necessary, appointments to office may ignore the qualifications to be nominated to that office.

### **Section 5. President**

The President shall be the principal executive officer of the Company and, subject to the control of The Board of Directors, shall in general supervise and control all of the business and affairs of the Company. The President shall, when present, preside at all meetings of The Board of Directors and of the general membership. The President may sign, with the Secretary or any other proper officer of the Company thereunto authorized by The Board of Directors, deeds, mortgages, bonds, contracts or other instruments which The Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by The Board of Directors or by these by-laws to some other officer or agent of the Company, or shall be required by law to be otherwise signed or executes; and in general shall perform all duties incident to the office of the President and such other duties as may be prescribed by The Board of Directors from time to time. The outgoing President, if requested by the incoming President, may serve in an advisory capacity to The Board of Directors during their term of office.

### **Section 6. Vice President**

In the absence of the President or in the event of his death, inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned by the President or by The Board of Directors.

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### **Section 7. Secretary**

The Secretary shall:

- A. Keep the minutes of all meetings of the membership and of The Board of Directors in one or more books provided for that purpose.
- B. See that all notices are duly given in accordance with the provisions of these by-laws.
- C. Be custodian of the records.
- D. In general perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned by the President or by The Board of Directors.

### **Section 8. Treasurer**

The Treasurer shall:

- A. Have charge and custody of and be responsible for all funds of the Company.
- B. Receive and give receipts for monies due and payable to the Company from any source whatsoever, and deposit all such monies in the name of the Company in such banks, trust companies or other depositories as shall be elected in accordance with the provisions of Article XII of these Constitution and By-laws. [Contracts, Loans, Checks and Deposits]
- C. He shall pay no monies without the signatures of two (2) of the following: President, Vice President, Chief, or Treasurer. He shall present a written annual report of the financial condition of the Company at the January meeting of each year. He shall also arrange for an annual audit of the financial record of the Company by an independent outside authority, if necessary. He shall deliver all books, papers, etc. to his successor.
- D. In general perform all of the duties as from time to time may be assigned by the President or by The Board of Directors. If required by The Board of Directors, the Treasurer shall have bond for the faithful discharge of his duties in such sum and with sum surety or sureties as The Board of Directors shall determine.

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### **Section 9. Trustees**

The Trustees' responsibilities are to participate in the discussions and evaluation of decisions necessary in the operation of the Company. The Trustees of this Company shall have exclusive control and authority over all non-firefighting equipment and personal and real property of the Company and the use of same shall be at the discretion of the Trustees. The Trustees shall also be responsible for the purchase, maintenance and repairs of and to the property under their control and authority. The Trustees will select, from amongst themselves, a Head Trustee to serve for a term of one year commencing on January 1. The Head Trustee shall oversee all activities of the other Trustees and shall report at the Company's regular meetings. The Trustees shall perform such other duties as from time to time as may be assigned by the President or by The Board of Directors.

### **Section 10. Fire Chief**

The Fire Chief shall be the principal line officer of the Company and, subject to the control of The Board of Directors, shall in general supervise and control all of the firefighting activities and equipment of the Company. He shall give such orders and directions as he considers proper. He shall record the names of all firefighters at the fires. He shall suspend all members who disobey the orders of their superior officer. The Chief shall assign duties to the other Line Officers as necessary for the efficient operation of the Company. He shall also exercise and perform the powers and duties granted and imposed upon him under Article V of the Constitution of the Company. The activities for which the Fire Chief is responsible but are not limited to, firefighting, training, equipment, maintenance, public relations committee, pre-planning, inspections and all other duties incident to the office of the Fire Chief, and such other duties as may be prescribed by The Board of Directors.

### **Section 11. Elected and Appointed Line Officers**

The Fire Chief shall determine how many line officers are necessary and their ranks. The responsibilities of each officer are as specified by the Fire Chief for each position. Those line officers of the Company not elected shall be appointed by the Fire Chief of the Company. If necessary, appointments to office may ignore the qualifications to be nominated to that office.

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### **ARTICLE VI      QUALIFICATIONS FOR OFFICE**

#### **Section 1. Desk Officers**

- A. Be a member in good standing.
- B. Be eighteen (18) years of age or older.
- C. Have any dues or other financial obligation to the Company paid in full by the time of election.
- D. Possess a minimum of two (2) years in the Company at the time of nomination.
- E. Have attended a majority of meetings from October 1 of the proceeding year to September 30th of the year of nomination.

#### **Section 2: General Qualifications for Line Officers**

- A. Be a member in good standing.
- B. Be eighteen (18) years of age or older.
- C. Have any dues or other financial obligation to the Company paid in full by the time of election.
- D. Possess a minimum two (2) years in the Company at the time of nomination.
- E. Must meeting all qualifications for Active Firefighter.
- F. All nominees must have attended 40% of fires and emergencies responded to by this Company and have maintained 40% attendance at the training drills of this Company from October 1 of the preceding year to September 30 of the year of nomination.
- G. Nominees must present documentation of any training, if needed, to determine his eligibility for this or any other Line Office to the President of the Company for their study and approval.

#### **Section 3: Specific qualifications for each Line Office**

- A. Lieutenants:
  - 1. Nominees must meet the General Qualifications for Line Officers.
- B. Captains:
  - 1. Nominees must meet the General Qualifications for Line Officers.
  - 2. Have served at least one (1) year as Lieutenant in this Company

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### C. Chief, and Assistant Chief

1. Nominees must meet the General Qualifications for Line Officers.
2. Have served at least one (1) year as a Captain in this Company.

## **ARTICLE VII        MEETINGS**

Section 1: All meetings of the Company shall be held at one of the fire stations of Fire District #4, unless otherwise specified by the Board of Directors

Section 2: The regular meetings for the transaction of business shall be held on the first Tuesday of each month, starting at 7:30 p.m. When it is anticipated that legal holidays, or occasions of special activity or importance to the membership will occur on a regular meeting night, the meeting may be rescheduled for a date and time to be set by the President or presiding officer. The rescheduled meeting dates, time, and place will be announced at the preceding meeting, by the presiding officer, and posted at the fire station(s).

Section 3: Special meetings for the transaction of business of the Company shall be held at the call of the President or Secretary upon written request of five (5) members for a specifically stated purpose. The membership shall be notified of the special meeting by announcement at a regular meeting and by a notice posted at ALL stations and provided by e-mail when applicable, not less than five (5) days prior to such special meeting

Section 4: At any meeting of the Company, five (5) members, one of whom shall be the President, or a designated presiding officer, shall constitute a quorum for the transactions. Except for those otherwise specified, a majority vote shall govern.

## **ARTICLE VIII        CONDUCT OF THE MEETING**

Section 1: At the hour appointed for the commencement of the meeting, the President, or designated presiding officer, shall take the chair and, if a quorum is present, shall proceed to business in the following order:

- Call to Order
- Flag Salute
- Roll call
- Secretary's Report
- Administrative Officers' Report

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Treasurer's Report  
Trustees' Report  
Line Officers' Report  
Commissioners' Report  
Reports of Committees  
Second Roll Call  
G T Relief / Firemen's Assoc  
Camden Co Firemen's Assoc  
Camden Co Fire Chief's & Fire Officer's Assoc  
Old Business (Including any Tabled Motions)  
New Business  
Elections (If Necessary)  
Good and Welfare of the Company  
Adjournment

This order may be altered by a majority vote of the members present and a motion to that effect shall be decided without debate.

Section 2: If less than a quorum is in attendance fifteen minutes after the time for which the meeting has been called, the presiding officer may adjourn the meeting after the roll call. Any meeting for which a quorum is present may be adjourned by motion only after all business has been completed.

Section 3: The following rules shall govern the proceedings of all meetings;

- A. After the presiding officer has taken his chair, every member shall cease all conversation not connected with the business before the meeting.
- B. A member wishing to speak on business of the Company shall rise and address the presiding officer and shall not be interrupted except by a call to order from the presiding officer when he shall immediately cease or make an appeal from the call to the Company who shall decide without debate.
- C. When a question or motion is under consideration, no other motion shall be in order except on the following;
  1. For the previous question.
  2. To lay on the table.
  3. To amend.
  4. To refer to committee.
  5. For permission to speak.
- D. Motion to postpone, to be tabled and for the previous question shall take precedence over all other motions, they shall stand on equal grounds and neither shall be made while the other is pending.
- E. The yeas and nays upon any question shall be taken and inserted upon the minutes if called for by two members.

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### **ARTICLE IX      PARLIAMENTARY AUTHORITY**

#### **Section 1.    Parliamentary Authority**

The most current edition of Robert's Rule of Order, in effect as of January 1, shall govern the Company in all affairs where not inconsistent with these by-laws.

### **ARTICLE X      DISCIPLINARY PROCEDURE**

There shall exist, for the purpose of interdepartmental disciplinary matters, a written Company Disciplinary Policy.

Among other things, this policy outlines offenses, procedures and an escalating scale of consequences and shall conform to all pertinent local, state and federal laws along with any relevant Attorney General guidelines.

### **ARTICLE XI      COMMITTEES**

#### **Section 1.    Establishment and Membership of Committees**

The President shall appoint a chairman and members of the following standing committees: Banquet, By-Laws, Parade, and Investigation. The President or a majority of The Board of Directors may establish such other committees and specify the duties of such other committees as may from time to time be expedient or desirable to fill the needs of the Company. The President and Vice President shall be ex officio members of all these committees.

#### **Section 2.    Responsibilities and Duties of the Committees**

These committees shall be responsible to and shall report their affairs on a regular basis to The Board of Directors and general membership. The duties of the above-listed standing committees shall be as established by The Board of Directors.

### **ARTICLE XII      CONTRACTS, LOANS, CHECKS AND DEPOSITS**

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### **Section 1. Contracts**

The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Company with the consent of a majority of the general membership, and such authority may be general or confined to specific instances.

### **Section 2. Loans**

No loans shall be contracted on behalf of the Company and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of The Board of Directors and with the consent of a majority of the general membership. Such authority may be general or confined to specific instances.

### **Section 3. Checks, Drafts, etc**

All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Company shall be signed by such officer or officers, agent or agents of the Company and in such manner as shall from time to time be determined by resolution of The Board of Directors.

### **Section 4. Deposits**

All funds of the Company not otherwise employed shall be deposited from time to time to the credit of the Company in such banks, trust companies, or other depositories as The Board of Directors may select.

## **ARTICLE XIII ELECTIONS**

Section: 1: The annual elections of Officers shall be held at the December meeting and the new officers shall take office on January 1.

Section 2: At the annual election, there shall be elected a President, Vice President, Secretary, Treasurer, five (5) Trustees, Chief, Assistant Chief, two (2) Captains, and two (2) Lieutenants.

Section 3: Nominations for Officers shall be made at the regular meetings in October and November of each year and the nominees must be present on one night of the nominations to accept the nomination. If a nominee must be absent from both meetings, the nominee must submit a letter of acceptance a

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minimum of two (2) weeks before election night. The Secretary shall post the names of all nominees immediately following nominations.

Section 4: At the November meeting the President shall appoint an Election committee. The election committee will oversee eligibility and election of all offices and voting eligibility.

Section 5: Voting shall be by individual secret ballot and each member of the Company in good standing who is eligible to vote shall be entitled to cast one ballot for each office being elected. Proxies will not be recognized. The nominee receiving the greatest number of votes shall be elected to the office for which he or she was nominated.

Section 6: In order to qualify to vote, a member must be an Active Firefighter for the previous year. New members will qualify to vote providing they have completed their probation by December 1 and have maintained Active Firefighter status for the previous year or, if they have not been members for a full year, since joining the company. This section refers to Line Officers only.

Section 7: All members in good standing shall be eligible to vote for Administrative Officers.

Section 8: Acceptable excuses that would interfere with a member's eligibility to vote are employment or disability prohibiting attendance when approved by the Elections Committee prior to election night. It is the responsibility of the individual members to obtain such sanction prior to the election.

Section 9: A member shall be deemed "Not in good standing" and thereby ineligible to vote if on the day of elections the member:

- A. Has an outstanding debt to the Company.
- B. Is suspended
- C. Is expelled

Section 10: Any member who must work or who can prove that it would be a hardship to attend an election, as determined by the Elections Committee, shall be eligible to cast an absentee ballot provided that the absentee ballot is in the hands of the Secretary before the election meeting is called to order.

## **ARTICLE XIV AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

## By-Laws

### **Section 1. Committees**

A By-laws Committee shall be established each year, in accordance with Article XI, to review this Constitution and By-laws and recommend amendments hereto if deemed necessary and proper. This committee shall be responsible for interpreting the Constitution and By-laws.

### **Section 2. Changes**

- A. Any member in good standing of the Company may propose changes to the Constitution and By-laws that add to, alter, or delete all or part of the document. Said member will obtain and complete the Constitution and By-law Change Form . The form will show the old wording, the new wording proposed , and what benefit the change will provide.
- B. The Constitution and By-laws Change Form is shown in Article XIV, Form A.

### **Section 3. Presentation to Membership**

The member who completed the Constitution and By-laws Change Form shall introduce the same to the membership. The member requesting the change will be available to answer questions from the membership at the time the Constitution and By-law change is introduced at the general membership meeting.

### **Section 4. Posting**

The completed and introduced Constitution and By-Laws Change Form shall thereafter be posted on the bulletin board at the fire station(s) until the next regular meeting.

### **Section 5. Voting**

The matter of adoption or rejection of the proposed amendments shall be voted upon at the next general membership meeting after the introduction of a Constitution By-Laws Change Form. Such amendments (if not inconsistent with the articles of incorporation) shall be adopted if approved by two-thirds (2/3) of the members present and voting at such meeting. The By-Laws Change form must be read to the membership a second time prior to the vote.

## By-Laws

### **Section 5. Security**

For security reasons the following actions will be taken by the Secretary of the Company to protect the Constitution and By-laws. The Secretary shall keep one copy of the Constitution and By-laws on a computer digital media backup device marked "Master" and secured in the Company's safe deposit box. The Secretary shall keep another copy of the constitution and By-laws on a disk for them to use and make changes to. The Secretary shall also keep and make available a printed copy of the Constitution and By-laws and have that document secured in the office. This document will be labeled "Master Copy". Any changes made to the Constitution and By-laws will be made by the Secretary and the By-law committee, and all copies corrected and updated accordingly. These changes will be made after Section 1 through 4 of the Constitution and By-laws has been followed and changes approved. The Secretary shall also keep their copy updated and current.

### **Section 6. Documentation Control**

In order to keep all changes made to the Constitution and By-laws in an accurate format, the Secretary will keep the "Revision History Page" up to date and as page of the Constitution and By-laws preceding the Table of Contents. This list will mark the date, revision, and who made the changes. As incorporated in these Constitution and By-laws, all changes will be noted and recorded.

### **Section 7. Disclaimer**

If any provision of these Constitution and Bylaws is found to be in violation of any State or Federal law, rule, regulation, etc., that provision shall be deemed subordinate to said law, rule, regulation, etc., and the remaining Constitution and By-laws shall remain intact with the exception of said provision. As an interim measure, the Board of Directors will review said conflicts to determine an immediate course of action for the Company.

## **Form A**

### **Constitution and By-law Change Request Form**

By-Laws

Date: \_\_\_\_\_ Member Making Request: \_\_\_\_\_

Proposed Change: \_\_\_\_\_ Article: \_\_\_\_\_ Section: \_\_\_\_\_ Paragraph: \_\_\_\_\_

Old Text:  
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Proposed Text:  
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Benefit to the Company:  
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**ARTICLE XV      JUNIOR FIRE AUXILIARY**

Section 1: The Company may have a Junior Fire Auxiliary consisting of persons between the age of sixteen (16) and eighteen (18) years. The Junior Fire

## By-Laws

Auxiliary will abide by the Constitution and By-laws of the Company and the rules and regulations set forth by the Fire Chief.

### **ARTICLE XVI      PRESS/MEDIA CONTACT**

Section 1: No member of the Company or it's affiliates will release any official information or represent the position of the Company, regardless of the nature of the information; persons involved, type of incident or personal/professional opinion thereof, to any press/media personnel, without the expressed consent of the Officer in charge of the incident or situation regarding the Company or its affiliates.