

Hampton Township Volunteer Fire Department #1



By-Laws

HAMPTON TOWNSHIP VOLUNTEER FIRE DEPARTMENT #1
By-Laws

Article I – Membership

Classes of Membership

Section 1. There shall be eight (8) membership classes: (1) Active-fire, (2) Active-business, (3) Junior-fire, (4) Junior-business, (5) Inactive, (6) Honorary, (7) Associate, and (8) Life.

Section 2. Active-fire members are those who conduct the department's service and business activities. They are required to take such training as may be prescribed by the department. They shall attend fires and other emergencies, drills, meetings and participate in the business activities.

- (A) Active-fire members can vote, hold line or executive office and nominate to office.
- (B) Have to attend six (6) monthly membership meetings in the preceding year to run for office or to vote.

Section 3. Active-business members are those who conduct the department's business activities. They are required to take such training as may be prescribed by the department. They shall attend meetings and participate in the business activities. They shall provide support to the active fire members engaged in emergency service as requested by the line officer in command.

- (A) Business members can vote on business matters, hold executive office and nominate officers.
- (B) Business members cannot vote for line officers and/or anything to do with fire fighting business, except for board members at board meetings.
- (C) Have to attend six (6) monthly membership meetings in the preceding year to run for office or to vote.

Section 4. Junior-fire members are 16- and 17-year-old members that are interested in becoming active fire members upon reaching eighteen (18) years of age.

- (A) Junior fire members are permitted to perform those activities permitted under the child labor laws and by policy jointly enacted by the line and executive council.
- (B) Junior fire members are not permitted to vote, nominate to or hold office, drive departmental vehicles, nor will they receive a key for the building.

- (C) Junior fire members are required to successfully complete the Pennsylvania State Fire Academy Essentials of Fire Fighting (Basic).
- (D) After a junior firefighter has been in the department for five (5) years, his or her time in the department will be counted as active.
- (E) Junior members must provide appropriate work certificates from their school district as required by law.

Section 5. Junior-business 16- and 17-year-old members that are interested in becoming active-business members upon reaching eighteen (18) years of age.

- (A) Junior-business members are permitted to perform those activities permitted under the child labor law and by the policy jointly enacted by the line and executive council.
- (B) Junior-business members are not permitted to vote, nominate to or hold office, drive departmental vehicles, nor will they receive a key for the building.
- (C) Junior members must provide appropriate work certificates from their school district as required by law.

Section 6. Inactive membership will be extended to those members who due to schooling, military service, temporary job relocation or any other reason that may keep them from making the activities of the department.

- (A) Inactive members cannot hold office, vote or serve on committees until they return to active status.
- (B) To return to active status, they must submit a letter to the Recording Secretary requesting to return to active status. At the next regular meeting the letter will be read and they shall be returned to active status, no vote shall be required.
- (C) An inactive member has 4 years to return to active status from the time inactive status was granted. After that time it shall be up to the Executive Council to deal with the situation as best serves the interests of the department.

Section 7. Honorary Membership status may be requested by an active member who has completed 10 years active service.

- (A) Honorary members cannot nominate to or hold office or vote.
- (B) Honorary members are permitted to attend meetings but may not attend fire suppression or rescue activities.

Section 8. Associate members are those to which the Department has extended recognition for their services rendered by their specific talents or skills.

- (A) They have no membership privileges other than social or to act as consultants on departmental business or activities.
- (B) Associate members may assist in fundraising activities.

Section 9. Life members are those with twenty (20) years active service.

- (A) Life members are not required to make fire or emergency calls, but they are required to continue training prescribed for Active-Fire members if they desire to take part in the fire suppression or rescue squad activities.
- (B) Life members retain their voting privileges, can hold office and serve on committees.
- (C) In recognition for their services, the department will issue to the life member a personalized badge.
- (D) Have to attend six (6) membership meetings in a year in order to run for office.

Section 10. A member may request to change their membership class, provided that they meet the requirements for the class they wish to enter.

- (A) The written request shall be submitted to the President and will be read at the next monthly meeting.

Section 11. Any member not making a call or attending any function for three months consecutively will be sent a letter informing them that if not attending any functions for the next three months will result in termination of their membership.

Article II – Order of Business

- 1) Call or order, Pledge of Allegiance to the Flag, appointment of Sergeant of Arms.
- 2) Roll call.
- 3) Action on new members and guests.
- 4) Reading of last month's minutes.
- 5) Presentation of the bills.
- 6) Chief's monthly fire report and information.
- 7) Executive Council and Board of Directors' report.
- 8) Committee reports.
- 9) Association business report.

- 10) Nominations and elections.
- 11) Unfinished business.
- 12) New business.
- 13) Good and welfare.
- 14) Reading of and questions on bills to be paid.
- 15) Request for adjournment.

Article III – Rules of Order

Section 1.

(a) The meeting will start when the President assumes his seat and the Executive Officers their respective places. When the gavel is sounded the meeting shall come to order.

(b) The order of business shall be followed for all regular and annual meetings. Special meetings are covered under Article III, Section 2.

(c) The President will make sure all motions from the floor are recorded and seconded, then will ask if there is any question on the motion. The floor will then be opened for debate. Once the debate is completely finished and all persons have been heard, then the membership will vote on the motion. The results of the voting shall then be made public to the membership. For all motions to pass it must pass by two-thirds majority of the total votes available. The results of the motion shall be recorded and available to all.

(d) The department shall be governed in debates by *Robert's Rules of Order* to the extent that they are not superseded by the Constitution, By-Laws or departmental rules of order.

(e) The meeting shall be run in an orderly fashion with no one speaking except those to whom the floor was given and only when he/she is finished can the floor be given up. The President may assume the floor if:

- (1) the conversation has nothing to do with the motion or subject to which the topic of discussion was; or
- (2) the debate is repetitious; or
- (3) if they are being interrupted and order has to be restored.

All debates by anyone shall be limited to five (5) minutes.

(f) Any member misbehaving at a meeting, either by using abusive or profane language, by disorderly conduct or by refusing obedience to the President shall be ordered to leave for the remainder of the meeting.

(g) Once a motion has been voted on it cannot be brought up again until the next regular meeting for an appeal.

(h) Any of the above rules of order may be superseded by a two-thirds vote of the membership prior to the Chief's report.

Section 2.

(a) Special meetings may be called for the purpose of presenting to the membership issues of particular nature in which the regular meeting could not cover for the time involved or an issue has to be taken care of prior to the next regular meeting or for the appeals of an issue to which more time is needed to present a complete accurate picture of the issue.

(b) Special meetings shall be ONLY on the issue called and will be run as to the Rules of Order for regular meetings. The order of business will be superseded.

(c) After the meeting has been called or order and the Pledge of Allegiance spoken, the President shall turn the meeting over to the spokesperson for the group calling the meeting. The President will remain to preserve order during the meeting's entire length and make sure the rules or order are followed.

(d) The Recording Secretary shall notify all active members within at least seventy-two (72) hours prior to the date set for the special meeting. Notification can be by telephone, mail or verbal presentation at a regular meeting, members not at the meeting must be notified by telephone or mail.

(e) Special meetings cannot be held on legal holidays.

(f) There also shall be no special meeting if less than ten (10) voting members are present for the meeting or that all of the active membership could not be notified for the meeting.

Article IV – Duties of the Executive Officers

Section 1.

(a) The President shall preside at all meetings and preserve order and discipline of those meetings. He/she shall receive question and motions from the floor and see that all motions are seconded and that the motion can be questioned before a vote is taken. In all cases of voting he shall declare the result and in the case of a tie cast the deciding vote. The President will head the Executive Council, in his absence the chain of command shall be: Vice President, Recording Secretary, Treasurer and Chairman of the Board of Directors.

(b) The President shall appoint all committees and will be ex-officio of same. He shall make sure all committees provide progress report at every meeting in assurance that the committee is doing the work prescribed. If the committee is inefficient in its duty, he can replace any or all of the members on the committee.

(c) The President shall be the Executive head and official representative of the Hampton Township Volunteer Fire Department #1 at all organizational meetings.

(d) The President shall be responsible for the strict enforcement of the Constitution and By-Laws of the department and shall interpret such law. He shall decide any disputes or controversies concerning their meaning or application, which shall be appealed to him. Such decisions shall be binding until changed by appeal.

(e) He shall see that all officers of the department (Executive and Line) perform their respective duties and he shall give notice of a hearing to the officer or officers he feels are not performing their respective duties. (This is covered in more detail in Article VII, Removal from Office.)

(f) In addition to the above duties, he shall also have the other duties as prescribed in other sections of the Constitution and By-Laws.

Section 2.

(a) The Vice President shall perform all duties of the President in his absence and assume the office if the President is removed from office or resigns.

(b) The Vice President shall perform such other duties as the Constitution and By-Laws require.

Section 3.

(a) The Recording Secretary shall keep true and correct record of the department, execute all writing required, and preserve all books, papers and documents entrusted to their care. He/she shall keep a roll of the membership and their addresses as needed for the transaction of business through the local mails. The Recording Secretary shall also be responsible for notifying members of special meetings, hearings and unscheduled training sessions.

Section 4.

(a) The Treasurer shall be entrusted with all the finances of the department. He/she shall receive all monies (except Foreign Fire Relief) due the department, pay all orders sanctioned by it and render a report of his/her accounts at each regular meeting. He/she shall deposit all monies in a reliable bank and be responsible for the safe keeping of all negotiable investments of the department. He/she shall, upon request, furnish a suitable bond of the office. The premium and all costs incidental thereto to be paid by the department. The Treasurer shall, also, have the authorization to pay all monthly bills (i.e., gas, electric, telephone, water, sewage, insurance, etc.) as received before meeting night, so as not to pay any late fees or interest charges. All bills will be read at the regular meeting, stating which bills were paid and which bills will need to be paid. Membership will vote to approve all bills at that time.

Section 5.

(a) The Financial Secretary shall be appointed by the President with the approval by the membership after next regular meeting after the annual meeting.

He/she shall assist the Treasurer in conducting the financial business of the department. The Financial Secretary shall also be able to furnish bond and the incidental cost and premium to be paid by the department.

Section 6.

(a) The Board of Directors shall have charge of all the real estate and personal property of the department, except that which is otherwise accounted for. They shall recommend such measures as they deem proper for the care of the same. They shall have the power to receive bids on proposed work for the department and supervise and inspect such work, if the work is ordered. They may make contracts for work not exceeding \$500.00 per contract. They may employ a custodian whose services shall be fixed by the Board, subject to approval of the membership. They shall be responsible for the rental and loaning of department property and seeing that such property is returned in the condition it was loaned out in or that restitution is made for loss or damage. They shall also provide for the written contract for hall rentals with the price and conditions of the contract approved by the membership. They shall hold their monthly meeting on the last Wednesday of the month. They shall have at least a quorum of 3 board members to hold a legal meeting. Any change in the monthly meeting date must be approved by a majority of all the Board members.

(b) The Board with membership approval may appoint one life member to serve on the Board for one year.

Section 7.

(a) The President may not attend the following meetings unless invited by the perspective heads of those meetings: (1) Board of Directors and (2) Line Officers.

Section 8.

(a) The President of the fire department may not hold the following offices: (1) Chief and (2) Board of Directors.

Article V – Duties of the Line Officers

Section 1.

(a) The Chief shall have over all supervision of the service duties of the fire department. He/she shall be responsible for all service apparatus and training. He shall attend fire and general service calls and plan a method of handling the same. He shall decide whether outside help is needed and request the same. He shall decide when the service call is over and that all equipment is returned to the fire station.

(b) He shall make reports on all services rendered together with a list of all members attending same and present them at the next regular meeting.

(c) He shall make a monthly inspection of all equipment and apparatus and report condition of it with recommendations to the Board of Directors at the Board's monthly meeting if needed. He shall see that the apparatus and equipment is in working condition and ready at all times.

(d) He shall be authorized to have emergency repairs made at once, however, when major repairs are needed he shall consult with the Board of Directors.

(e) In case of an accident to a member or equipment, he shall see that immediate medical attention is obtained for the member and that a full report of the member's accident and/or equipment damage is prepared and submitted to the President.

(f) The Chief shall be authorized by HTVFD to have a radio, red light and siren for his personal vehicle to be installed at the expense of the Relief Association only once a year, unless a new person becomes Chief. He/she shall be responsible for observing the rules of the FCC and Pennsylvania Department of Transportation Motor Vehicle Code, as well as other Federal and State laws that pertain.

(g) He/she shall have the authority over the use and eligibility of BLUE LIGHTS for members' personal vehicles. The list will be posted and updated as necessary. He/she shall make sure all members requesting same understand the laws (Commonwealth of Pennsylvania Motor Vehicle Code) and see that those laws are obeyed by the members.

Section 2.

(a) The Assistant Chief shall aid the Chief in the performance of his duties and take his place in his absence.

(b) He/she shall be authorized by the fire department to have a radio, red light and siren for her personal vehicle to be installed at the expense of the Relief Association only once a year, unless a new person becomes assistant chief. He shall be responsible for observing the laws of the FCC and the Pennsylvania Department of Transportation Motor Vehicle Code, as well as other Federal and State laws that pertain.

Section 3.

(a) The Captain shall have command of his company at all times and receive his orders from the Chief. He/she observes that each member does the duty he is ordered to. He shall excuse a member from his duty at a fire when it may deem proper and obtain a discharge of his company as soon as possible upon completion of a service call.

(b) The Captain shall keep his apparatus and equipment in good working condition and ready for service at all times. He shall make a report to the Chief on the condition of his apparatus and equipment.

(c) The Captain will work directly with the Engineer and make sure that the minor repairs and upkeep are done properly and maintain a log on the maintenance of each vehicle.

(d) The Captain shall aid the Assistant Chief, as needed, in the performance of his duties.

Section 4.

(a) The First Lieutenant shall be responsible for a correct and accurate inventory of all equipment on all equipment on his assistant vehicle. He/she shall be responsible to make an inventory check of all equipment on his vehicle and make sure all equipment is in good operating order, any discrepancies shall be immediately reported to the Line Officers over him.

(b) The First Lieutenant shall aid the Captain in the performance of his duties and take his place in his absence.

Section 5.

(a) The Second Lieutenant shall be responsible for a correct and accurate inventory of all equipment on his assigned vehicle. He/she shall be responsible to make an inventory check of all equipment on his vehicle and make sure all equipment is in operating order, any discrepancies shall be immediately reported to the Captain or others above him.

(b) The Second Lieutenant shall aid the Captain and First Lieutenant in the performance of their duties and shall take their place in their absence.

Section 6.

(a) The Third Lieutenant shall be responsible for a correct and accurate inventory of all equipment on his assigned vehicle. He/she shall be responsible to make an inventory check of all equipment on his vehicle and make sure all equipment is in operating order, any discrepancies shall be immediately reported to the Captain or others over him.

(b) The Third Lieutenant shall aid the Captain, First Lieutenant, and Second Lieutenant in the performance of their duties and shall take their place in their absence.

Article VI – Vacancies

Section 1. Vacancies in the Executive Council shall be filled by election, except if the president resigns or is removed from office, then the Vice President will have the option to accept the office or not. In either case, the vacant office will be filled by an election with the new member finishing the remaining term of the member who left office.

Section 2. Vacancies in the Line Office shall be filled by election, except if the Chief resigns or is removed from office, then the Assistant Chief will have the option to accept the office or not. In either case, the vacant office will be filled by an election with the new officer finishing the remaining term of the officer who left office.

Section 3. All members running for any vacancies must meet the requirements for that office at the time of the original election.

Article VII – Removal from Office

Section 1. Any officer or director, either Executive or Line (elected or appointed) may be removed from office for failure to perform his/her duties or other just causes by a two-thirds vote of the members present and voting at a regular meeting or a special meeting called for the express purpose of hearing the charges against the officer or director. The accused will be allowed a rebuttal, if requested in writing (30) days after his/her removal from office.

Section 2. Members requesting for a removal from office must have a letter requesting the officer charged and the charges for removal with the signatures of no less than five (5) active members to be given to the Recording Secretary. If the Recording Secretary is the one being charged then the letter will be subjected to the Vice President. First a date will be set for the hearing before the Executive Council. Second, the Executive council's decision on the officer will be brought before the membership at the next regular meeting or a special meeting called for this action. The membership will then vote on the officer. This is only for removal from office and NOT expulsion.

Article VIII – Fire Police

Section 1. Ten (10) members, not line officers, shall be appointed by the Chief and the Line Officers to serve as Fire Police. One of them shall be appointed Fire Police Captain. It shall be their duty to act in conjunction with the Police Department to establish fire lines, guard property, direct traffic, keep anyone not engaged at the fire scene beyond the fire lines and enforce the laws of the Commonwealth of Pennsylvania.

Section 2. They may have other duties as the S.O.G. may dictate.

Section 3. The names of the members shall be submitted by the Chief to the Township.

Section 4. The Captain may appoint one (1) Lieutenant.

Section 5. Only the Captain may have red and blue light and siren on his/her personal vehicle.

Article IX – Duties of the Executive Council

- (a) House Rules
- (b) Expulsion of members
- (c) Hearings on members
- (d) Removals from office
- (e) Restitution for damages
- (f) Emergency repairs over \$250.00 and not exceeding \$500.00

- (g) Anything else having to do with the law making of the department

Article X - Drivers

Section 1. Members shall be appointed drivers/operators by the line officers, working as a whole. The Line Officers will determine in their S.O.G. driver qualification and training necessary to become drivers/operators. Those requesting to be drivers/operators must meet the following guidelines: (1) be twenty-one (21) years of age, van drivers must be eighteen (18), and (2) have a current Pennsylvania driver's license, and (3) be an active member.

Section 2. Drivers will be responsible for obeying the Officer in Charge of the vehicle for that call and the Motor Vehicle Codes of the Commonwealth of Pennsylvania.

Section 3. The Chief shall post a DRIVER LIST on the bulletin board with the names of the members who are qualified to drive and the vehicles they are qualified to drive. This list must be updated as necessary.

Section 4. No member that is not qualified for that vehicle may drive or warm up that vehicle. The Line Officers will be responsible for enforcement of all laws concerning drivers and their mental state prior to driving the vehicle.

Section 5. No one shall drive any vehicle while under the influence of any controlled substance.

Article XI – Zero Tolerance Policy for Alcohol and Drugs

Section 1. Any member in and around the station, who will be responding on a call, is not under the influence of alcohol and/or drugs. The fact that a member did not consume alcohol on department property, but consumed alcohol prior to his or her arrival on fire department property with the intent to respond on call, is in violation of this article and will result in disciplinary action. Any member found to have been drinking alcohol or is believed to be intoxicated should be reported to the Chief.

Section 2. Any member who is taking prescription drugs must notify the senior officer or the Chief of such.

Section 3. As a guideline to assist with a member's decision to determine if he/she is still under the influence, your body can process approximately 1/2 ounce of alcohol every hour to hour and one half. However, the department is implementing a minimum time period that members must wait before responding to call which are:

At least 8 hours from your last drink,

At least 12 hours from your last drink before driving HTVFD apparatus

It is the members' responsibility to use their discretion to allow more than enough time after drinking and/or using drugs to provide sufficient time to not be under the influence when responding to a call.

Any member found to be in violation of this policy would be disciplined as follows:

(1) Automatic suspension from responding to fire calls of 30 days from date of occurrence,

AND

(2) Approved drivers will lose driving privileges for 30 days from date of occurrence. Repeat offenders may be expelled from the department, which will be at the discretion of the membership.

This document was adopted by the membership as of January 3rd, 2007 at 8:30PM, due to the loss of all previous corporate records in a flood and other unforeseen accidents.

Signed,

<online version>

Marissa Bailey, Recording Secretary
Hampton Township Volunteer Fire Department #1

<Corporate Seal>