

Hampton Township Volunteer Fire Department #1



Constitution

Hampton Township VFD #1: Constitution

CONSTITUTION

ARTICLE I

Title

SECTION 1. The name, style and title of this Corporation shall be the HAMPTON TOWNSHIP VOLUNTEER FIRE DEPARTMENT #1.

SECTION 2. The Corporation shall be located in the Township of Hampton, County of Allegheny, Commonwealth of Pennsylvania.

SECTION 3. The Corporation shall consist of one or more companies as the needs of the service may require.

ARTICLE II

Purpose

SECTION 1. The purpose of this Corporation shall be to protect life and property from fire and other hazards by providing Fire, Rescue, Fire Police and other such services as may be deemed necessary.

SECTION 2. To serve the community as a whole and lend assistance when necessary to surrounding communities.

ARTICLE III

Membership

SECTION 1. The Corporation shall at no time deny a person membership based on gender, financial status, religion, color or creed, or for any reason prohibited by state or federal laws which may apply to the organization.

SECTION 2. A candidate for membership must be at least sixteen (16) years of age at the time of application and must meet the requirements as may be set forth in the By-Laws.

SECTION 3. Membership will be limited to residents of the Township of Hampton and the surrounding townships which border Hampton as may be set forth in the By-Laws.

SECTION 4. It is the obligation and responsibility of every officer and member to comply with the Constitution, By-Laws and decisions of the Corporation, and they shall refrain from any conduct which may interfere with the performance of the Corporation in

Hampton Township VFD #1: Constitution

its obligations to the community, community affairs, internal affairs and local government affairs.

SECTION 5. An 'Active' member is defined as a member of the corporation who shall have met the additional requirements which may be set forth in the By-Laws. A determination of the number of active members shall occur at each annual meeting, and that count shall stand until the next annual meeting.

ARTICLE IV

Officers

SECTION 1. There shall be two (2) classes of Officers: Executive and Line.

SECTION 2. The Executive Officers shall consist of the following elected positions: President, Vice President, Recording Secretary, Treasurer and five (5) members of the Board of Directors. There will be one additional non-elected member of the Board of Directors, who shall be a life member, and who will be nominated by the members of the Board and then must be confirmed by the membership.

SECTION 3. The Line Officers shall consist of the following elected positions: Chief, Assistant Chief, and Captains and Lieutenants in such numbers as may be set forth in the By-Laws.

SECTION 4. All Executive and Line Officers will serve for one (1) year, except for the elected members of the Board of Directors who will serve for two (2) years.

SECTION 5. All newly elected officers shall assume their respective offices at the end of the annual meeting in January.

ARTICLE V

Government

SECTION 1. The Executive Council shall be composed of the Executive Officers. The Executive Council shall perform such duties as may be set forth in the Constitution and the Bylaws.

SECTION 2. The Board of Directors shall be responsible for conserving the real estate and property of the Corporation, along with such other duties as may be set forth in the Bylaws.

SECTION 3. The Line Officers shall be responsible for performing such duties as may be set forth in the Bylaws.

Hampton Township VFD #1: Constitution

SECTION 4. The Corporation shall not be enlisted by any religious sect or political party or affiliation or labor union to use the membership's influence or sympathy to favor one party, affiliation or religion over another.

ARTICLE VI

Meetings

SECTION 1. The rules contained in the most recent version of Robert's Rules of Order shall govern the meetings of the Corporation in all cases where they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order that may be adopted.

SECTION 2. The annual meeting of the Corporation shall be held on the first Wednesday in the month of January, the exception being for a special event, emergency or holiday which falls on the first Wednesday of that month, in which case the meeting will be rescheduled for the second Wednesday of the month.

SECTION 3. The regular meetings of the Corporation shall be held on the first Wednesday of each month, the exception being for a special event, emergency or holiday which falls on the first Wednesday of the month, in which case the meeting will be rescheduled for the second Wednesday of that month.

SECTION 4. All meetings shall be held at the Corporation's premises, but may be held at an alternate facility if the Corporation's premises are deemed uninhabitable.

SECTION 5. Special meetings can be held either at the request of the President or at the request of at least five (5) members. The request is to be in writing and shall be delivered to the President, or the Vice-President if the President is not available, and who will then give it to the Recording Secretary who will then notify the members by such means as are set forth in the By-Laws, prior to the date of the meeting.

SECTION 6. Twenty five percent (25%) or a minimum of ten (10) active members, whichever is greater, must be present at an annual or regular meeting in order to constitute a quorum for the transaction of business.

SECTION 7. Meeting attendance requirements shall be as are set forth in the By-Laws.

SECTION 8. In the absence of the President and the Vice President from any of the annual, regular or special meetings, the Chairman of the Board of Directors shall assume the duties of the President in conducting the meeting.

Hampton Township VFD #1: Constitution

SECTION 9. The Board of Directors shall meet as prescribed by the Constitution and the Bylaws. No business may be transacted unless a quorum of at least four (4) members are present.

SECTION 10. The Executive Council shall meet as prescribed by the Constitution and the Bylaws. No business may be transacted unless a quorum of at least seventy-five percent (75%), rounded down, of the eligible members are present.

ARTICLE VII

Elections and Nominations

SECTION 1. Nomination for and elections of new officers shall be performed at the annual meeting.

SECTION 2. Any office which is vacated prior to the expiration of that term of office shall be filled by election at the next regular monthly meeting, with the new officer finishing the remaining term of the office, except as may be set forth in the By-Laws.

SECTION 3. Any person who is nominated for an office must meet the requirements set forth for that office in Article VIII of the Constitution and additional requirements as may be set forth in the By-Laws as of the date of the annual meeting, or the previous annual meeting in case of a nomination to fill a vacated office.

ARTICLE VIII

Service Requirements for Office

SECTION 1. The requirements for Executive Officers are as follows, including any additional requirements as may be set forth in the By-Laws:

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| President — | No less than three (3) years active service. |
| Vice President — | No less than three (3) years active service. |
| Recording Secretary — | No less than one (1) year active service. |
| Treasurer — | No less than two (2) years active service, have an understanding of basic bookkeeping and be bondable. |
| Board of Directors — | No less than three (3) years active service. |

Hampton Township VFD #1: Constitution

SECTION 2. The requirements for Line Officers are as follows, including any additional requirements as may be set forth in the By-Laws:

- Chief — No less than five (5) years active service as a firefighter, and have completed at least two (2) terms as a line officer previously.
- Assistant Chief — No less than five (5) years active service as a firefighter, and have completed at least two (2) terms as a line officer previously.
- Captain — No less than three (3) years active service as a firefighter, and have held at least one (1) other line officer position previously.
- Lieutenant — No less than two (2) years active service as a firefighter.

ARTICLE IX

Expulsion

SECTION 1. Before any action on an expulsion can be taken, the member preferring the charges (accuser) must present them in writing, sign and deliver them to the Recording Secretary and the President. The Recording Secretary must give notice, in a certified letter or by personally delivering the letter with a witness, to the member charged (accused) stating that there will be a hearing on the charges and that the accused member's presence is requested on the date set forth. The accused member must be notified no less than ten (10) days prior to the hearing date, so that the accused member may have sufficient time to ready their testimony.

SECTION 2. The Executive Council working as whole will hear both sides of the case and report their recommendations on the charges and as to what action should be taken on the accused member, to the membership at the next regular meeting.

SECTION 3. At no time will an Executive Council member preside or vote at the hearing if they are in any way directly involved with the case, or are related by blood or marriage to the accused or to the accuser.

SECTION 4. The accuser and the accused must be present at the hearing on the date and time stated in the letter, and at least two-thirds (2/3) and no fewer than four (4) of the eligible Executive Council members must also be present in order to hear the case. If the accuser is not present at the hearing or insufficient Executive Council members are not present, and if no prior arrangements have been made to change the date or time by the

Hampton Township VFD #1: Constitution

accuser or the Executive Council chairman, then the accused member will be acquitted of the charges. If the accused member is not present at the hearing and no prior arrangements have been made to change the date or time by the accused, then an unfavorable recommendation on the accused will be given by the Council to the membership at the next regular meeting.

SECTION 5. Any action(s) to be taken on the accused member will be determined by a vote of the active members attending a regular or annual meeting, of which a two-thirds (2/3) majority vote is required for the Council recommendations to be passed. If a two-thirds vote cannot be attained then the accused shall be acquitted of the charges. Following an acquittal, a member may not be charged again for the same offense (No “double jeopardy”).

ARTICLE X

Relief

SECTION 1. Money received from the State Tax on Foreign Fire Insurance shall be kept in a separate fund and administered by the Relief Committee as provided in this section.

SECTION 2. The Relief Committee shall consist of all Executive Council officers who shall additionally hold office as members of the Relief Committee during their term as Executive Council officers, and such other members as the By-Laws may prescribe.

SECTION 3. The Relief Committee shall adhere to the By-Laws of the Relief Association and the guidelines given by the Auditor General of the Commonwealth of Pennsylvania in regards to Act 84.

SECTION 4. The Relief Committee shall appoint one of their members to act as Relief Treasurer for one (1) year or until the expiration of their term of office, whichever may come first. The Relief Treasurer must have an understanding of basic bookkeeping and be bondable. The Treasurer of the Corporation cannot be the Relief Treasurer.

SECTION 5. The Relief Committee meetings shall be held immediately following the adjournment of each regular or annual meeting of the corporation. Any Relief Committee meetings which may be cancelled shall be rescheduled to be held prior to the next regular or annual meeting.

ARTICLE XI

Amendments

Hampton Township VFD #1: Constitution

SECTION 1. Amendments to the Constitution must be submitted in writing to the Recording Secretary prior to the regular or annual meeting at which the amendment will be read. The amendment must be signed in addition to a legibly printed name by no less than five (5) active members.

SECTION 2. Proposed amendments shall be read at the meeting at which they are presented and a copy placed on the Station Bulletin Board at that time. However, no action on the amendment can be taken until the next regular or annual meeting, when a two-thirds vote of the active members shall be necessary for its adoption. A failed amendment may not be resubmitted for a second vote, but must begin the process again at the next annual or regular meeting.

SECTION 3. All amendments approved by the membership shall be posted until the following regular meeting on the Station Bulletin Board. The amendment shall also be written into the minutes and put in the master copy of the Corporation's Constitution and By-Law files.

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>