

THORNDALE VOLUNTEER FIRE COMPANY, INC.



CONSTITUTION

AND

BY-LAWS

Approved

June 16, 2008

PROMULGATION

The Thorndale Volunteer Fire Company, Inc. Constitution and By-Laws were voted on and approved by the membership at the June 16, 2008 membership meeting.

This document replaces any and all of the previous Constitution and By-Laws and/or changes.

John Cordisco, President

Chip Wagner, Vice-President

John Carbo, Trustee

Jack Mohler, Trustee

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REVISION TABLE

Change Made	Revision Date	Revised By
Article III – Meetings Section 2 Meeting Date and Time Removed reference to Club room being closed during the meeting	February 9, 2009	Donald Taylor
Section 9 – Not attending meeting This section was deleted	February 9, 2009	Donald Taylor
Article V – Membership Added new section regarding persons convicted of Arson	February 9, 2009	Donald Taylor
Article IV – Duties of Officers Section 1- President – No family member can hold office of treasurer Section 5 – Treasurer – No family member can hold office of president.	February 9, 2009	Donald Taylor
Article VI – Nominations and Elections Section 10 – Added new section regarding resignations. Outlines procedures for acting on resignation. Section 11 - Full Time Paid Employees. Cannot vote in an election. Section 12 – Elected Officers. Elected officers cannot hold more than one elected position at a time.	August 9, 2010	John Cordisco

THORNDALE VOLUNTEER FIRE COMPANY, INC.

CONSTITUTION

ARTICLE I – TITLE

This organization shall be known as the Thorndale Volunteer Fire Company, Inc., of Thorndale, Caln Township, Chester County, Pennsylvania.

ARTICLE II – OBJECTIVE

To preserve and protect life and property during emergency situations within Caln Township and surrounding communities. Also, to promote the civic and social welfare of the community.

ARTICLE III – MEMBERS

This organization shall consist of; MEMBER, LIFE, JUNIOR and HONORARY elected and governed as the by-laws shall direct.

ARTICLE IV – MEETINGS

The regular meeting of this organization shall be held on the second Monday of each month at 7:00 PM, and special meetings in such manner as the by-laws direct.

ARTICLE V – QUORUM

The quorum of this organization shall be seven members in good standing at the time of the meeting.

ARTICLE VI – OFFICERS

The officers of this organization shall consist of a; President, Vice-President, Recording Secretary, Membership Secretary, Treasurer, three (3) Trustees and a Fire Chief. All shall be elected as directed by the by-laws.

ARTICLE VII – CONSTITUTION AND BY-LAWS

Any additions, deletions, amendments or alterations to the Constitution or By-laws will require a mandatory two-thirds (2/3) vote of the members present at the regular scheduled monthly meeting or special meeting.

For the benefit of members not present when the membership approved the changes, these changes shall be posted in the engine room and in the club room for at least 28 days in advance of the official implementation.

THORNDALE VOLUNTEER FIRE COMPANY, INC.

BY-LAWS

ARTICLE I – TITLE

This organization shall be known as the Thorndale Volunteer Fire Company, Inc., of Thorndale, Caln Township, Chester County, Pennsylvania.

ARTICLE II – OBJECTIVE

To preserve and protect life and property during emergency situations within Caln Township and surrounding communities. Also, to promote the civic and social welfare of the community.

ARTICLE III – MEETINGS

SECTION 1. MEETING LOCATION

Meetings of the organization shall be held within the fire company. Exception: The meeting location may be changed at the previous meeting or as authorized by the President.

SECTION 2. MEETING DATE AND TIME

The regular meeting of this organization shall be held on the second Monday of each month at 7:00 PM.

SECTION 3. EMERGENCY POSTPONEMENT

In the event that a fire or other emergency arises during a regular scheduled meeting or special meeting the president will determine if the meeting should be adjourned. If it is decided that meeting is to be continued, no new business or old business is to be discussed until the next regularly scheduled meeting or a special meeting is convened.

SECTION 4. ORDER OF BUSINESS

The order of business of the regular meeting will be as follows;

1. President calls the meeting to order (taps gavel).
2. Pledge allegiance to the flag.

3. Moment of silence and reflection.
4. Installation of officers (January meeting or as necessary)
5. Roll call of officers and trustees.
6. Read minutes of preceding and special meetings.
7. Report from officers.
8. Report from standing committees.
9. Election of new members.
10. Report from the fire chief.
11. Report from special committees.
12. Report on old or deferred business.
13. Discuss new business.
14. Adjournment.

SECTION 5. SPECIAL MEETINGS

Special meetings will be called by the president when, in his/her judgment, the business of the organization may warrant it or when the president receives a written request for a special meeting signed by seven members or more that are in good standing with the organization.

Under emergency conditions, a notice will be posted in the engine room and in the club room not less than 48 hours preceding the requested meeting.

SECTION 6. SPECIAL MEETING CONTENT

When a special meeting is called, no other business will be conducted, other than that pertaining to the subject of the special meeting.

SECTION 7. SPECIAL MEETING ORDER OF BUSINESS

The order of business of the special meeting shall be as follows;

1. Roll call of officers.
2. Transaction of special business.
3. Adjournment

SECTION 8. EARLY MEETING EXIT

No member shall retire from any meeting without permission of the president or chairperson. Violators will be automatically suspended for 30 days by the president.

ARTICLE IV – DUTIES OF OFFICERS

SECTION 1. PRESIDENT

It shall be the duty of the president to preside at all meetings, preserve order and decorum, and enforce the provisions of the Constitution and By-Laws of this organization. He/she shall have the power to appoint all committees and shall sign all checks drawn on the treasurer. The president shall be the judge of order and his/her decision shall be immediately submitted to, unless two members require an appeal to the organization, which shall be decided without debate. He/she shall neither make nor second motions while in the chair.

When he/she desire to take part in a debate he/she shall, previous to addressing the organization, leave the chair and call the vice-president to preside; or, in the absence of the vice-president, he/she shall call on any member in good standing.

In case of absence of the president and the vice-president, a president pro tempore shall be elected by a majority (51%) of the members present, and he/she shall have no powers to appoint committees. The power of the president pro tempore shall be limited to running the meeting.

The president has the sole power to dismiss any member from any regular, special or emergency meeting whom, in his/her judgment, is disorderly. The president has oversight for of all committees and will be responsible for their progress and their reports to the membership, and will have the right to sit-in on and attend all meetings held by these groups in order to insure they properly carry out their duties. Additionally, the president will have responsibility for insuring that all of the company officers carry out their duties to their fullest extent as described in ARTICLE IV- Duties of Officers of the company by-laws. Should any officer not fulfill the obligation of their office, the president will have the authority to remove said officer from their office at the direction of the membership.

The President will be elected by the membership to a three year term.

The president shall be bonded and the amount shall be determined by the President and Trustees. The bond shall be paid for by the organization.

He/she shall, at the expiration of their term of office, deliver to the successor all books, papers, keys, passwords, alarm codes and other property belonging to the office within one week.

No immediate family member of the president shall hold the office of treasurer.

SECTION 2. VICE-PRESIDENT

The vice president, in the absence of the president, shall perform all duties pertaining to the office of president. The vice president shall keep an accurate ledger record of attendance of all regular and special meetings. The vice president shall at the end of new business read off the names in attendance, and at this time close the book and submit a record of attendance to the recording secretary.

He/she shall, at the expiration of their term of office, deliver to the successor all books, papers, keys, passwords, alarm codes and other property belonging to the office within one week.

SECTION 3. RECORDING SECRETARY

It shall be the duty of the recording secretary to keep an accurate account of all the proceedings of the organization, attend punctually all regular and special meetings and he/she shall process all communications that are sent to the organization.

He/she shall prepare the regular election ballots and absentee ballots. Absentee ballots shall be forwarded to the judge of elections.

He/she shall, at the expiration of their term of office, deliver to the successor all books, papers, keys, passwords, alarm codes and other property belonging to the office within one week.

SECTION 4. MEMBERSHIP SECRETARY

It shall be the duty of the membership secretary to receive all membership dues of the organization, and turn them over to the treasurer promptly, taking his/her receipt for the same. Before the first day of February, he/she shall notify all members in writing that dues must be paid before March 1 of that year under penalty of loss of company seniority and club privileges. He/she shall report to the organization all members in arrears as of March 1. (Cards will be provided to the membership secretary to be used in notifying members that their dues must be paid before March 1 of the current year).

He/she will forward all new members their membership card within ten days. He/she will maintain a standard system of accounting.

The Membership Secretary shall be bonded and the amount shall be determined by the President and Trustees. The bond shall be paid for by the organization.

He/she shall, at the expiration of their term of office, deliver to the successor all books, papers, keys, passwords, alarm codes and other property belonging to the office within one week.

SECTION 5. TREASURER

It shall be the duty of the treasurer to receive all monies due the organization. He/she shall keep an accurate record of all financial transactions and give a written report of the treasury at all regular meetings, pay all bills when due for utilities and working supplies when signed by the trustees and fire chief where applicable. All bills submitted to the treasurer for payment must be accompanied with a purchase order for payment. He/she shall have the president sign all checks before they become legal. He/she, at the expiration of their term of office, will deliver to the successor all books, papers, and other property belonging to the office within one week.

The Treasure shall be bonded and the amount shall be determined by the President and Trustees. The bond shall be paid for by the organization.

He/she shall, at the expiration of their term of office, deliver to the successor all books, papers, keys, passwords, alarm codes and other property belonging to the office within one week.

No immediate family member of the treasurer shall hold the office of president.

SECTION 6. TRUSTEES

The board of trustees shall consist of three members, one of whom shall be elected annually to serve a term of three years. The Trustees will be limited to no more than two consecutive terms. The trustees shall have charge of all property of the organization, report damage of the property and keep it in order. They shall float all loans when authorized by the organization. They shall make all repairs which the property of the organization may require but in no case shall spend in excess of \$1500.00 for emergency repairs, unless authorized by the organization. All bills (including daily operational encumbrances) incurred by, or presented to, the organization shall be referred to them for investigation to ascertain their correctness and shall be signed by at least two trustees. They shall be required to make a detailed report to the organization at the meeting in January as to the assets and liabilities of the organization, or more often if required.

Due to the peculiar nature of the work and responsibilities of the trustees of this fire company, they (meaning at least two) are provided with the authority to take immediate action in cases of emergency involving loss of monies, loss of property, hiring and firing of all full or part-time personnel (except paid firefighting personnel) for improperly handling organizational monies or properties, and the authority to demand and/or make invalid any member's membership card on the spot, based on their judgment at the time of an incident, and pending their request for an emergency meeting where evidence of such an incident will be brought to the attention of a QUORUM of the members, or for a motion to appoint a disciplinary committee to investigate said incident.

It must be thoroughly understood by all members that the trustees MUST have whatever authority they require in order to carry out their duties and their responsibilities to the membership.

It is believed that with this emergency authority vested to the trustees, they will take whatever action is required to control any emergency that may occur.

No immediate family member(s) shall be permitted to hold the office of trustees at the same time.

He/she shall, at the expiration of their term of office, deliver to the successor all books, papers, keys, passwords, alarm codes and other property belonging to the office within one week.

SECTION 7. FIRE CHIEF

In order to be eligible for the position of Fire Chief, he/she must be a member in good standing for a minimum of five years and must have attended at least 15% of activity, as reporting on the Firehouse Software Activity Report, during the previous year. The Board of Directors will review and confirm each candidate's eligibility to hold this position. He/she must hold a PA State Certification (Pro-Board or IFSAC) Firefighting I, Firefighting II, Fire Officer I, PA Department of Health Vehicle Rescue Technician, Hazardous Materials- Operations Level and Incident Command including; FEMA's IS 700, IS 800, ICS 100 & ICS 200. In addition the Fire Chief shall have, and maintain, a valid Pennsylvania driver's license. Failure to comply and maintain the required qualifications will result in a review by the Board of Fire Directors.

The Fire Chief will be elected by the membership to a three year term. The Fire Chief will be limited to no more than two consecutive terms.

The Fire Chief shall see that the equipment is properly cleaned and maintained in good condition at all times, and he/she may loan fire company owned equipment or borrow in emergency cases to or from other fire companies, any part thereof without the sanction of the trustees.

The Fire Chief shall report at the regular scheduled company meeting and the monthly scheduled Caln Township meeting the number of alarms answered, time of service, and to keep a record of all fires reported to him/her, plus a record of each member attending every alarm, stated date, hour, time in attendance, location of major incidents and/or any other information that is requested by the Caln Township Manager.

The Fire Chief shall appoint from the Emergency Responder Membership not more than one deputy chief and one assistant chief, one battalion chief, one rescue captain, one fire captain, four lieutenants, one chief engineer, assistant chief engineer, captain of the fire police, two fire police lieutenants, one fire police sergeant, one QRS coordinator and one

QRS assistant coordinator. The Fire Chief has the right to appoint or delete officers from the previous list as necessary.

The Fire Chief shall ensure all needed repairs to the fire equipment are completed. The Fire Chief shall have authority to spend up to \$1500.00 (per repair) for emergency repairs. The Fire Chief shall approve and track all spending through the use of a purchase order system.

He/she shall, at the expiration of their term of office, deliver to the successor all books, papers, keys, passwords, alarm codes and other property belonging to the office within one week.

ARTICLE V – MEMBERSHIP

SECTION 1. TYPES OF MEMBERSHIP

Membership of the Thorndale Volunteer Fire Company is a privilege. The categories of membership are: MEMBER, LIFE, JUNIOR and HONORARY. The membership will be further divided into two groups; EMERGENCY RESPONDER and CLUB MEMBER. The Junior Membership will be divided into two groups; JUNIOR MEMBER and JUNIOR-EMERGENCY RESPONDER.

SECTION 2. INVESTIGATION COMMITTEE

The investigation committee may consist of up to seven (7) members in good standing appointed by the president of this organization.

All questions on the application form must be completed by the applicant, signed by the applicant and the two (2) sponsors. At least three members of the investigating committee will sign the application, indicating their approval or disapproval, after completing this investigation. If any part of the application is falsified or the applicant is found unfit by the investigating committee, they may not reapply or be on the fire company premises for five years, at which time they may reapply. A member of the investigating committee will report to the membership on the action taken by the committee on the applications processed by the committee. The members will vote on the applicants recommended by the investigation committee at the regular monthly meetings. The members will vote by paper ballot and a simple majority is required for passage.

All applications must be accompanied by an application fee and first year dues. Anyone applying for membership after October 1st will receive a membership card for the following calendar year.

SECTION 3. MEMBERSHIP

Any person over the age of 21 years of age and of good moral character, may become a member of this organization by making application in writing on the “Application for Membership” provided by the fire company.

All applications must be signed by TWO members in good standing, which are willing to sponsor the applicant in accordance with the preceding provisions as outlined in this Article III. Once application is made the three time sign in will be waived until membership is acted upon.

All proposed memberships will be referred to the investigating committee by the president of this organization.

Any person convicted of any arson offense shall not hold a membership to the Thorndale Volunteer Fire Company, Inc.

SECTION 3A. EMERGENCY RESPONDER

In addition to the requirements set within SECTION 3. MEMBERSHIP or SECTION 4. LIFE MEMBER, this individual shall participate as a line officer, firefighter, medical responder or fire police.

An emergency responder shall have achieved the following certification status; Firefighting I (Pro-Board or IFSAC) or Pennsylvania Department of Health First Responder or Pennsylvania Department of Health EMT (Emergency Medical Technician) or a Caln Township appointed Fire Police Officer.

In order to maintain emergency responder status, a member must respond to a minimum of 10% of activity, as reporting on the Firehouse Software Activity Report. Failure to maintain a minimum of 10% for a calendar year will result in returning to Club Member status.

The Board of Fire Directors shall confirm a Club Member or Life Members status as an Emergency Responder. The Board of Fire Directors shall give the Judge of Elections a list of eligible voters for the position of Fire Chief.

SECTION 3B. CLUB MEMBER

Any person over the age of 21 years of age and of good moral character.

SECTION 4. LIFE MEMBERS

Members having 20 years of membership will automatically become life members. Life members will be subject to compliance with the Constitution and By-Laws of this fire company. Life members will have the same voice and voting authority as members. Life members have the privilege of running for and holding any office that they are officially elected to, if qualified. Life members are EXEMPT from paying dues to this

organization. Active members wishing to become life members shall pay the existing yearly dues for the balance of 20 year period.

SECTION 5. JUNIOR MEMBERS

Junior Members are individuals, between the ages of 14 and 21, that support the emergency responders of this organization.

All applicants must be at least 14 years of age and less than 21 years of age. Applicants between the ages of 14-18 must have working papers, have written consent from their parents or legal guardian and must comply with the associated child labor laws. The working papers must be attached to the application at the time it is presented to the fire chief. The fire chief will maintain a permanent file on all junior members that have been admitted to serve as junior firefighters. Junior member's years of service shall be counted towards life membership. The number of active years will be recorded by the membership secretary as any other member would. Junior member's membership money is to be deposited into the general account. Junior members cannot bring guests into the club room. A parent or guardian of the applicant must be present with the applicant at the investigating committee meeting. Junior members may not vote or hold an elected officers position. When a junior member reaches the age of 21 and pays the appropriate dues and completes an updated membership application may transition to the next level of membership.

SECTION 5A. JUNIOR MEMBERS - EMERGENCY RESPONDER

In addition to the requirements set within **SECTION 5. JUNIOR MEMBERS**, between the ages of 18 and 21, this individual shall participate as a line officer, firefighter, medical responder or fire police.

An emergency responder shall have achieved the following certification status; Firefighting I (Pro-Board or IFSAC) or Pennsylvania Department of Health First Responder or Pennsylvania Department of Health EMT (Emergency Medical Technician) or a Caln Township appointed Fire Police Officer.

In order to maintain emergency responder status, a member must respond to a minimum of 10% of activity, as reporting on the Firehouse Software Activity Report. Failure to maintain a minimum of 10% for a calendar year will result in returning to Junior Member status.

The Board of Fire Directors shall confirm a Junior Members status as an Emergency Responder. Junior Members that have obtained the level of Emergency Responder may vote for Fire Chief. The Board of Fire Directors shall give the Judge of Elections a list of eligible voters for the position of Fire Chief.

SECTION 6. HONORARY MEMBERS

Honorary members are individuals that the company recognizes for their outstanding service to the organization. Honorary members enjoy all of the benefits of a member EXCEPT they cannot vote or hold an elected office. Honorary members are EXEMPT from paying dues to this organization.

ARTICLE VI – NOMINATION AND ELECTION

SECTION 1. TERMS

The President and Fire Chief shall be nominated and elected every three years. The Vice-President, Recording Secretary, Membership Secretary, Treasurer shall be nominated and elected every year. Annually one Trustee shall be nominated and elected to a three year term. The position of President, Fire Chief and Trustee shall be limited to two consecutive terms.

SECTION 2. NOMINATIONS

Nominations for officers shall be made by a nomination committee, appointed by the president at the regular scheduled meeting in October. The nominating committee must submit their report at the regular scheduled meeting in November. No member may be nominated unless he/she has been a member in good standing for a period not less than six (6) months before the regular nominating time and has attended four (4) meetings (regular and/or special) during the current election year, prior to nomination. (EXCEPTION: The candidate for fire chief must be a member in good standing for a minimum of five years and meet the qualifications of Article IV, Section 7.

SECTION 3. ELECTION PERIOD

The election of all officers shall be held on the first meeting date of December of each year and shall be held with printed ballots. The election shall be held between the hours of twelve o'clock noon and seven pm. In all elections, the candidate receiving the highest number of votes shall be elected. In case of a tie, the President of the organization will officiate a coin toss to determine the winner of the election. The candidate who "calls" the coin toss will be determined alphabetically, by last name. If the tie is for the position of President than the Vice-President will conduct the coin toss.

SECTION 4. ELECTION BOARD

The election board will be appointed by the president at the November Company meeting. The board shall consist of a judge and two inspectors who shall sit during the above mentioned hours. The board shall see only members in good standing and who have in their possession their current membership card. The voting shall be done in a legal and orderly manner. There will be two members of the election committee at the

election table at all times. The election committee will have no voice at the election table directing members as to how to cast their vote.

SECTION 5. TAKING OFFICE

All elected officers will take office at the regular meeting in January. All officers will assume their office after receiving the “oath of office” from the company president.

OATH OF OFFICE

I _____ do solemnly swear that I will support, obey and defend the Constitution of the United States of America, the Constitution of the Commonwealth of Pennsylvania and the Constitution and By-Laws of the Thorndale Volunteer Fire Company.

I will discharge my duties as an elected officer of the Thorndale Volunteer Fire Company, Caln Township, Chester County, Pennsylvania with loyalty and fidelity, so help me God.

SECTION 6. UNEXCUSSED ABSENCE

Any officer absent for three meetings without a valid reason will be removed from office per a president’s order. Any officer not attending a meeting shall notify the president that they will be absent from the stated monthly meeting and scheduled meetings. Any Fire Department function and training will be considered as an excused absence.

SECTION 7. ABSENTEE BALLOT

Any members not being present for the election of officers may request from the Judge of Elections an absentee ballot or obtain one from the clubroom. A letter must accompany the absentee ballot as the reason for the absence. The letter and the ballot must be submitted in a sealed envelope and given to Judge of elections to be opened the day of the election.

SECTION 8. ELIGIBILITY TO VOTE FOR FIRE CHIEF

Any Member, Life Member or Junior Member that has achieved Emergency Responder status that intends to vote for the fire chief position must attend four (4) meetings between January and November of the election year. The Board of Fire Directors shall have a list of eligible voters available at the November monthly meeting.

SECTION 9. VACANCY

If an elected officer resigns or is discharged of his/her duties prior to completion of the elected term, an election will be held at the next regularly scheduled meeting. Any resignation must be submitted in writing to the president. All members in attendance at

the meeting are eligible to run for office; except Junior Members. The newly elected individual will hold office for the remainder of the term of office.

If the president no longer holds office, for any reason, the vice-president will automatically assume the duties of president until a special election takes place.

If the Fire Chief no longer holds office, for any reason, the Deputy Fire Chief will automatically assume the duties of Fire Chief until a special election takes place.

If a vacancy occurs within any of all other positions, the president may temporarily appoint someone to fill that position until a special election is held.

SECTION 10. RESIGNATIONS

Any elected member wishing to resign from his/her position needs to submit their resignation in writing to the president. The president will accept said resignation in writing and the president will announce/read said resignation letter to membership at the next monthly meeting under new business. A resignation cannot be rescinded once it has been acted upon (i.e. announced/read off at a meeting and/or an interim officer had been appointed). Any elected member who resigns his/her position cannot run for the same position for one year from the time the resignation was accepted.

SECTION 11. FULL TIME PAID EMPLOYEES

Any full time employee of the organization cannot vote in an election. This is to include township paid firefighters/drivers.

SECTION 12. ELECTED OFFICES

No one member can hold more than one elected position within the organization at any one time. This does not include the Thorndale Volunteer Fire Company Relief Association.

ARTICLE VII – DUES

SECTION 1. DUE FEE CHANGE

Membership dues will be an annual fee subject to change by a two-thirds (2/3) vote of the membership at a monthly meeting.

SECTION 2. GOOD STANDING

Membership dues cover a calendar year January 1 through December 31. Any members whose dues are not paid by March 1 will lose company privileges and may not be signed

in as a guest. Any member who pays his/her dues after March 1, and on or before December 31 of the same calendar year may be reinstated after paying the initiation fee and shall be considered a member in good standing. This will entitle him/her to all the privileges afforded all members of the organization.

SECTION 3. NEW MEMBERS

Any new members accepted into membership on or after the October regular meeting will be given a membership card for the next calendar year. All new members will be given a copy of the by-laws, if requested.

ARTICLE VIII – FIRE EQUIPMENT

SECTION 1. TYPE & AMOUNT

The fire chief shall determine that sufficient equipment is available and in good condition for the use of firefighters at emergencies. He/she shall be responsible for all equipment and/or vehicles.

SECTION 2. EQUIPMENT SUBSIDIZED BY CALN TOWNSHIP

When any equipment or vehicles subsidized by Caln Township is sold, the funds shall be returned to Caln Township.

SECTION 3. EQUIPMENT PURCHASED BY THORNDALE VOLUNTEER FIRE COMPANY RELIEF ASSOCIATION.

When any equipment or vehicles are purchased by Thorndale Volunteer Fire Company Relief Association is sold, the funds shall be returned to the Relief Association.

ARTICLE IX – CHARGES

SECTION 1. PROCEDURE

All charges must be presented to the organization in writing. Any member of this organization who shall willfully charge a member with matters which he/she knows to be false shall be suspended and/or expelled at the option of the disciplinary committee.

ARTICLE X – DISCIPLINARY COMMITTEE

SECTION 1. COMMITTEE MEMBERS

The Disciplinary Committee shall consist of five members. These members shall be drawn by lot from the members present (EXCEPT Junior Members) at the company meeting. The names of all members present (except the president and recording

secretary) shall be written on slips of paper and then deposited in a ballot box. The president will draw slips from the ballot box until five names are obtained, these five members will constitute the Disciplinary Committee. The first member selected shall serve as the foreman of the committee. The President will oversee the committee, but not have a voice in the matter. The committee will hear the case at issue, hear the witnesses, review the proof, determine as to the guilt or innocence of the accused and render a verdict. The verdict shall be binding on the organization and the accused member. No immediate family member of the accused or accuser will be allowed to sit in judgment. Only members of this organization may testify. All Disciplinary Committee meetings will be closed to the general membership.

SECTION 2. RECORDING SECRETARYS DUTIES

The recording secretary shall attend all the Disciplinary Committee meetings and record all minutes of such meetings, but shall have no voice in the case at issue. All minutes will be turned over to the foreman and President and be made part of the permanent record of the accused.

SECTION 3. NOTIFICATION PROCESS

The recording secretary will notify the accused (by certified letter) to contact the president of the organization to schedule his/her Disciplinary Committee meeting date and time. Failure to contact the president within 10 days of receipt of the certified letter will constitute permanent suspension.

The Disciplinary Committee meeting shall be held within 30 days of confirmation with the president.

If the accused member fails to appear at the scheduled Disciplinary Committee meeting he/she will be permanently suspended.

SECTION 4. INFORMATION GATHERING

All information gathered by the accuser and the accused must be presented to the Disciplinary Committee foreman a minimum of three days prior to the Disciplinary Committee meeting. The foreman will call a meeting prior to the Disciplinary Committee meeting to review the information so that the committee can prepare for the meeting.

The information given to the committee shall be limited to the information that deals directly with the incident at hand. It shall contain a list of all witnesses and specific details of the event.

ALL INFORMATION IS TO BE CONSIDERED CONFIDENTIAL AND NOT TO BE DISCUSSED WITH ANYONE WHO IS NOT A DISCIPLINARY COMMITTEE MEMBER.

SECTION 5. PERMANENT FILE

The Disciplinary Committee foreman and the President shall create a permanent file to be kept and made available if the accused member is ever brought before any future Disciplinary Committee's for the same issue or any new issue.

The permanent file is to contain the charges brought against the accused member, all minutes from all Disciplinary Committee meetings, written findings and actions that were taken. If the accused is an emergency responder, a copy will also be given to the Fire Chief to make part of the accused personnel file.

ARTICLE XI – DISCIPLINARY ACTION

SECTION 1. LOSS OF PRIVILEGES

Any member under suspension by Disciplinary Committee shall not be permitted to attend meetings of the organization, parades, and events or enjoy any other membership privileges. A suspended member will not be allowed on fire company property while under suspension.

SECTION 2. FALSELY ACCUSED

Any member of this organization who shall willfully charge a member with matters which he/she knows to be false shall be suspended and/or expelled at the option of the disciplinary committee.

SECTION 3. IMMEDIATE SUSPENSION

The fire company President and/or Trustee has the right to suspend an individual, prior to a disciplinary committee meeting, based on circumstances of the event.

ARTICLE XII - EMPLOYEES

SECTION 1. SPECIAL EMPLOYEES

The trustees may employ persons to assist them in taking charge of the property of the organization when they deem it necessary.

SECTION 2. CLUB ROOM MANAGER

The club manager will be hired and placed on a 30 day probation period. At the completion of this probationary period, he/she will be voted on by the membership and either confirmed or released from employment. The club room manager shall be bonded and the amount shall be determined by the President and Trustees. The bond shall be paid for by the organization.

SECTION 3. GENERAL

The trustees shall have charge of all employees of the organization and shall issue rules governing their duties with the exception of paid firefighting personnel.

All full time and part-time employees or their spouses shall not hold an elected office.

Printed copies of job descriptions will be disseminated to all employees and acknowledgement of receipt of such shall be kept on file. This must be done prior to placing any person on the job.

A Full time employee is defined as working at least 35 hours per week.

A Part-time employee is defined as working between 15-34 hours per week.

ARTICLE XIII - FIREFIGHTING PERSONNEL

SECTION 1. BOARD OF FIRE DIRECTORS

A board of fire directors will be appointed annually in January consisting of: President, Fire Chief, one Trustee and two members in good standing with knowledge in firefighting, and one representatives appointed by the Caln Township Board of Commissioners who will oversee of setting up guidelines and firefighting practices for fire personnel including but not limited to; budgeting, discipline, management and capital planning. At the first Board of Fire Directors a chair will be elected by the committee. The Board shall meet quarterly and additionally as needed.

SECTION 2. SUPERVISION

The fire chief will act as the immediate supervisor of all paid fire personnel under the direction of the Board of Fire Directors

SECTION 3. DISCIPLINE

When dealing with paid firefighting personnel the fire company will adhere to Caln Township's disciplinary policies and procedures in conjunction with the fire company's operating guidelines.

ARTICLE XIV – MISCELLANEOUS LAWS

SECTION 1. SURENDERING OF CHARTER

The charter of this organization shall not be voluntarily surrendered as long as seven members that are in good standing are willing to continue under this charter.

SECTION 2. BY-LAWS

The by-laws of the organization shall be equally binding with the charter and all laws and resolutions coincide with the principles therein declared shall be equally binding.

SECTION 3. AUTHORIZED PURCHASES

No purchases shall be made by any member or employee except the trustees, fire chief and club manager, unless authorized by the organization.

SECTION 4. MINORS IN THE CLUB ROOM

All children under the age of 18 must be in the company of their parents, guardian that is a member in good standing when in the fire house or club room, junior members are exempt. Members will be responsible for all minors or guests when they are in the fire house or club room.

SECTION 5. JUNIOR MEMBERS

Junior firefighters are authorized in the club room only as prescribed by the membership, as noted in the clubroom rules.

SECTION 6. MEMBER GUESTS

A guest may only be signed into the club room three times. Then the guest must apply for membership and abide by the existing by-laws. A member may sign-in up to five (5) guests at a time.

SECTION 7. CONTROLLED SUBSTANCE

Any member found guilty by the disciplinary committee of possession, dealing or using any illegal substance on fire company property will be suspended for life. Any member's guest found possessing, dealing or using any illegal substance on fire company property will be banned from the fire company property for life. The member responsible for the guest will be dealt with as above as though they committed the violation.

ARTICLE XV – RECOVERY BY LAW

SECTION 1. DESTRUCTION OF PROPERTY

Upon satisfactory evidence that any member guilty of destroying any property of the organization and refusing to make restitution, or any member refusing to deliver keys, equipment, books, papers, etc. belonging to the organization, money collected or otherwise received, after due notice. The president shall be instructed to bring legal action, if necessary, on behalf of the organization for the recovery of damages.

ARTICLE XVI – AMENDMENTS

SECTION 1. ADDITIONS/ALTERATIONS

No additions, alterations or amendments shall be made to these By-Laws or shall any part or parts of it be repealed without a two-thirds vote of the members present at a regular meeting. All proposed changes to the By-Laws must be posted for all members to view for one month before a vote can occur.

SECTION 2. IMPLEMENTATION

The adoptions, additions, alterations of these by-laws are to be followed to the fullest upon the official implementation date.