

# **TRENTON VOLUNTEER FIRE DEPARTMENT, INC.**

## **BY LAWS (revised March, 2001)**

### **Section 1**

#### **Name**

**By virtue of its corporate charter, this company shall be known as the TRENTON VOLUNTEER FIRE DEPARTMENT, INC.**

### **Section II**

#### **Membership & Election of Officers**

- Article I**     **The number of active members of this company shall be limited to thirty (30). All active officers and members who volunteer for service in the company during the time it is being organized, shall not be subject to election, but are accepted as charter members. After the company is fully organized and the BY LAWS of said company are adopted, application for membership in the active company must be submitted in writing by the applicant. Such application shall be subject to the majority vote of the company following a probation period in which member-applications must first attend 3 full meetings of the company, not counting the meeting at which the application is presented. The company shall make such vote at the first regular meeting following the completion of the probation period. Applicants must be at least eighteen (18) years of age.**
- Article II**     **The officers of this company shall consist of a Chief, Assistant Chief, Captain, First Lieutenant, Second Lieutenant, Secretary, and Treasurer, all whom shall be elected annually by ballot at the second regular company meeting in January. Except those provided for by Section II, Article I of these BY LAWS.**
- Article III**    **Any active member may resign from the company after turning over such property as belongs to same. Resignation must be in writing and shall take effect from the date of the meeting of the company at which the resignation and all equipment is presented.**
- Article IV**     **No member shall be elected to an office unless, he shall receive a majority of the votes cast by those present at the time of election and unless he has attended a minimum of six (6) company meetings in the past year, except those as provided for in Section II, Article I of these BY LAWS. All officers shall serve for a period of one year or until their successors are elected.**

**Article V** Any one desiring to be reinstated into the company must first make appropriate restitution for any equipment lost or damaged while in their control. An application for membership may then be obtained from the company Secretary. The application process shall then proceed as outlined for new members in Section II, Article I.

**Article VI** If an office becomes vacant it shall be filled, for the remainder of that term, by the process of election at the next regular meeting of the company, in accordance with Section II, Article V.

**Article VII** The following shall be designated as members of the Board of Directors: Chief, Secretary, Treasurer and three (3) members of the department, elected by the company at the first (1<sup>st</sup>) regular December meeting of the company.

### **Section III**

#### **Meetings**

**Article I** The regular meetings of the company shall be held on the first (1<sup>st</sup>), second (2<sup>nd</sup>), third (3<sup>rd</sup>), and fourth (4<sup>th</sup>) Monday evenings in each month at 7:00 p.m.

**Article II** The Chief shall call special meetings when it is deemed necessary or at the written requests of five (5) members, provided time is allowed for the Secretary to notify all members forty-eight (48) hours previous to the time appointed for the holding of such special meetings. If after such written request the Chief shall refuse to call such special meeting, then five (5) members can call a special meeting provided the time allowance above is met.

**Article III** Seven (7) members shall constitute a quorum for the transaction of any business brought before the company.

**Article IV** The company shall be called to order within fifteen minutes of the appointed hour for the meeting to begin. In the absence of the Chief, the next highest ranking officer shall conduct the meeting. If the Chief, Assistant Chief, Captain, First Lieutenant, Second Lieutenant, Secretary, and Treasurer are all absent the members present and constituting a quorum shall elect a Moderator Pro-Tem. No business shall be conducted (no decisions made on behalf of the department) without a minimum of two (2) officers present.

**Article V** No subject of sectarian or a political nature shall be introduced before the company.

**Article VI**     **The Chief shall reside at all meetings of the company, except as provided in Section III, Article IV, and the Chief of appropriate Officer or Moderator of the meeting is invested with all power appertaining to the office of Moderator in accordance with Robert's Rules of Order, except as provided for in Section III, Article IV. The conduct of business shall be in accordance with Robert's Rule of Order.**

**Article VII**   **The Board of Directors shall have at least one annual meeting which shall be on the first (1<sup>st</sup>) Tuesday evening of the month of September at 7:00 p.m. Other meetings shall be called for by the Chief as deemed appropriate. The quorum for all meetings of the Board of Directors shall be four (4) members.**

#### **Section IV**

##### **Duties of Officers**

**Article I**     **Chief**

**The Chief shall take command of the company at all fires and whenever the company is called out. It shall be the Chief's duty to see that all property and equipment of the company is kept in order. It shall be the Chief's duty to assign all Officers and members to such special duties and positions as the Chief may see fit. The Chief shall preside at all company meetings. The Chief shall enforce the BY LAWS rigidly and impartially. The Chief shall have the power to give a member permission to leave a fire, when in the Chief's judgement, the member has sufficient reason for asking such permission. The Chief shall be a member of and expected, as able, to attend all meetings of the Board of Directors. After a fire or at a meeting in the absence of the Secretary, the Chief shall have the power to appoint a Secretary Pro-Tem. The Chief shall have the power to set up any special committee deemed advisable. All Officers and all active members of the company are subject to the Chief's orders while on duty at a fire or at the fire house.**

**Article II**    **Assistant Chief**

**It shall be the duty of the Assistant Chief to aid the Chief in the discharge of the Chief's duties, and in the Chief's absence to act as Chief. The assistant Chief shall be second in command and all Officers, except the Chief, and all active members of the company are subject to the Assistant Chief's orders while on duty at a fire or at the fire house.**

**Article III**   **Captain**

**It shall be the duty of the Captain to aid the Chief and the Assistant Chief in the discharge of their duties; and in the absence of the Chief and the Assistant Chief. The Captain shall be third in the chain of command and all Officers, except the Chief and Assistant Chief, and all active members of the company are subject to Captain's orders while on duty at a fire or at the fire house.**

**Article IV First Lieutenant**

**The First Lieutenant shall be next in command to the captain. All Officers, except the Chief, Assistant Chief, and Captain, and all active members of the company are subject to the First Lieutenants orders while on duty at a fire or at the fire house.**

**Article V Second Lieutenant**

**The Second Lieutenant shall be next in command to the First Lieutenant. All Officers, except the Chief, Assistant Chief, Captain, and First Lieutenant, and all active members of the company are subject to the Second Lieutenant's orders while on duty at a fire or at the fire house.**

**Article VI Secretary**

**It shall be the duty of the Secretary to keep the correct roll of the company and call the same at the opening of every meeting and after each fire alarm. The Secretary shall keep a true account of the proceedings of the company at each meeting and keep on file all documents relating to the business of the company. The Secretary shall make a report on all members who are in danger of not meeting the required number of training hours or the minimum attendance. The Secretary shall notify all newly elected members of acceptance into the company. If at any time the Secretary shall be unable to attend a meeting of the company, the Secretary shall convey or cause to be conveyed to the place of meeting all books of the company that may be in the Secretary's possession which are required at the meeting. It shall be the Secretary's duty to notify each member in writing of the time and place of each called meeting, in accordance with Section III, Article II. It shall also be the Secretary's duty to keep a record of all fires and locations of same, the cause of fire if known, the estimate of damage, and what the complete loss would have been.**

**Article VII Treasurer**

The Treasurer shall be in charge of all company funds. The Treasurer shall disburse these funds subject to the order and approval of the company. At each regular meeting, the Treasurer shall be required to read a balance sheet of all accounts; also an itemized statement of the receipts and disbursements. The Treasurer shall submit a monthly financial statement in writing to the Secretary at the second (2<sup>nd</sup>) regular meeting of each month for the preceding month. The Treasurer shall keep a record book of all monies received.

**Article VIII** It shall be the duty of the Officers as a whole to create, maintain, change, adjust, interpret, and enforce the Standard Operating Procedures of this company.

#### Section V

##### Active Members

**Article I** Active members, who are in good standing on the books, shall be entitled to all the privileges within the power of the company to grant.

#### Section VI

##### Roll of Honor

**Article I** There shall be a “Roll of Honor” for the members of this company which shall be the roll of highest honor in the Company; and can be attained as follows:

- A. All those active members of this company who have been active members of this company, continuously for a period of ten (10) years, and have held either the office of Chief or Assistant Chief.
- B. All those active members of this company who have served as an active member of this company for a period of fifteen (15) years.
- C. All those members of this company who have been seriously crippled, maimed for life or killed in the service of this company.
- D. All those members of this company, appointed by the Board of Directors, who be meritorious and heroic conduct save the life of any persons, by endangering their own life, while in the service of this company.

**Article II** The Secretary of this company shall enter into the minutes of this company the names and when and under what cause those members of the company were placed on the “Roll of Honor”.

#### Section VII

## Duties of Members

**Article I** It shall be the duty of every member to report immediately to the fire on every alarm, for the purpose of assisting and aiding in the saving of life and/or property, but a member shall be excused for non-attendance upon reasonable necessity. It shall further be the duty of every member to conduct themselves in accordance with and to strictly follow the Standard Operating Procedures of this company.

**Article II** Any member of this company who violates the Standard Operating Procedures of this company, fails to meet the required number as listed in the Standard Operation Procedures, or fails to attend at least one regular meeting of the company per quarter shall be liable to expulsion from the company or subject to the discipline of the company which shall be determined by the Officers of this company, based upon the nature of the violation. This decision may be appealed to the membership at a meeting called for this purpose and may be reversed by a 2/3 majority vote of the members present for this meeting.

## Section VIII

### Conduct

**Article I** Any conduct unbecoming a gentlemen or conduct which would reflect upon the standing of the company or its members shall render the offender liable to expulsion from the department or subject to the discipline of the company which shall be determined by the Officers of this company, based upon the nature of the offense. This decision may be appealed to the membership at a meeting called for this purpose and may be reversed by a 2/3 majority vote of the members present for this meeting.

## Section IX

### Safeguarding Equipment

**Article I** No person shall use any fire apparatus or equipment for any private purpose, nor shall any person willfully and without proper authority, take or conceal any article used in any way by the company.

**Article II** No person shall enter the fire house where the fire apparatus is kept, or handle any apparatus or equipment belonging to the company unless having special permission of an Officer or accompanied by a member of the company.

## **Section X**

### **Use of Fire House**

**Article I**      **The fire house shall not be used for any purpose other than housing of fire apparatus and equipment and the conducting of company meetings and programs, except by a majority vote of the members of the company present at the meeting as such request by made.**

## **Section XI**

### **Amendments**

**Article I**      **These BY LAWS may be amended at any regular meeting of the company, upon a two-thirds vote of the company members present at the meeting, provided a quorum for business is present in accordance with Section III.**

**Article II**      **All suggested amendments must be submitted in writing and will be voted on at the first (1<sup>st</sup>) regular meeting of the company following the meeting at which such suggested amendments are presented. All amendments which shall be properly voted upon and passed shall be attached to the end of these BY LAWS upon an amendment sheet(s).**

## **Section XII**

### **Order of Business**

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Reading of Minutes of Last Meeting**
- 4. Communications**
- 5. Secretary's Report**
- 6. Report of Treasurer**
- 7. Unfinished Business**
- 8. Applications for Membership**
- 9. Election of Members and/or Officers**
- 10. New Business**
- 11. Reports of Committees**
- 12. Adjournment**

*(recopied by MPM 10/11/09, Original at Fire House)*

