

**CONSTITUTION AND BY- LAWS OF
THE PAWLING FIRE DEPARTEMNT
PAWLING, NEW YORK**

ORG. 1895

(adopted and effective as of January 1, 2010)

**CONSTITUTION AND BY-LAWS REVISED AND
AMENDED, 1997, 1998, 1999, 2008, 2009**

BY-LAWS COMMITTEE

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Article 1

NAME

Section 1 THE NAME OF THIS ORGANIZATION SHALL BE THE PAWLING FIRE DEPARTMENT.

Section 2 THIS DEPARTMENT SHALL CONSIST OF SIX COMPANIES:

LIBERTY HOSE COMPANY #1
HOLMES HOSE COMPANY #2
MIZZENTOP ENGINE COMPANY #3
UNION HOOK AND LADDER COMPANY
FIRE POLICE
RESCUE

Article 2

MISSION STATEMENT AND PURPOSE

Section 1 MISSION STATEMENT: TO, WITH THE UTMOST DUE REGARD TO PUBLIC SAFETY, PROVIDE TO THE BEST OF OUR ABILITY, THE HIGHEST LEVEL OF SERVICE TO OUR COMMUNITY. THIS SERVICE SHALL INCLUDE, BUT NOT BE LIMITED TO, THE PROTECTION OF THE LIFE SAFETY AND PROPERTY OF THE CITIZENS AND VISITORS OF PAWLING WITH REGARD TO FIRES, ACCIDENTS, NATURAL DISASTERS, ACTS OF TERRORISM, AND ANY AND ALL OTHER EMERGENCIES, AND TO PROVIDE THE HIGHEST POSSIBLE LEVEL OF EDUCATION IN THE FORM OF FIRE PREVENTION AND SAFETY TO THE CITIZENS OF PAWLING.

Section 2 PURPOSE: TO INCULCATE LOVE OF COUNTRY, GOOD CITIZENSHIP, CIVIC VIRTUE AND SELF-SACRIFICE, AND TO PERPETUATE THE SPIRIT WHICH FROM EARLIEST DAYS HAS ACTUATED VOLUNTEER FIRE PERSONNEL IN THE RENDITION OF SERVICE OF THE HIGHEST TYPE IN THE PROTECTION OF LIFE AND PROPERTY.

Section 3 THIS DEPARTMENT SHALL AT NO TIME ENDORSE OR RECOMMEND ANY CANDIDATE FOR POLITICAL OFFICE, NOR SHALL RELIGIOUS DISCUSSION BE PERMITTED. NO OFFICER OR MEMBER OF THIS DEPTMENT SHALL USE IT AS A MEANS OF FURTHERING HIS OR HER PERSONAL, POLITICAL, OR OTHER ASPIRATION; NOR SHALL THE DEPARTMENT TAKE PART IN ANY MOVEMENT NOT IN KEEPING WITH THE REAL OBJECTIVES OF THIS DEPARTMENT.

Article 3
(revised July 2008)

ATTAINMENT OF MEMBERSHIP

Section 1 APPLICATION FOR MEMBERSHIP MAY BE VOTED ON AT ANY REGULAR MONTHLY MEETING.

Section 2 TRANSFERS FROM ANOTHER FIRE DEPARTMENT MAY BE ACCEPTED AT ANY REGULAR MEETING. THE TRANSFEREE MUST FILE AN APPLICATION FOR MEMBERSHIP AND A LETTER FROM HIS/HER FORMER FIRE DEPARTMENT LISTING ALL HIS/HER QUALIFICATIONS, I.E. DATE OF APPOINTMENT, COMPLETED FIREMATIC TRAINING COURSES, OFFICER STATUS, ETC. ARTICLE 3, SEC. 4 SHALL PREVAIL AS WELL AS THE pfdtrpp MANUAL. IF THE TRANSFEREE IS APPROVED FOR MEMBERSHIP, HE/SHE SHALL BE GRANTED A PROBATIONRY MEMBERSHIP STATUS, AND MUST MEET THE REQUIREMENTS SET FORTH IN ARTICLE 4 BELOW.

Section 3 TRANSFERS BETWEEN COMPANIES WITHIN THE DEPARTMENT MAY BE ACCEPTED AT ANY REGULAR MEETING. THERE WILL BE NO APPLICATION FEE OR INVESTIGATING COMMITTEE REPORT. SAID REQUEST MUST BE IN WRITING.

Section 4 PROPOSALS FOR MEMBERSHIP MUST BE IN WRITING ON THE FORM APPROVED BY THE DEPARTMENT, AND MUST BE SIGNED BY THE APPLICANT. THE APPLICATION FOR MEMBERSHIP SHALL INCLUDE THE SPECIFIC FIRE COMPANY TO WHICH THE INDIVIDUAL IS APPLYING. THE APPLICATION MUST BE PRESENTED AT A REGULAR MEETING, TOGETHER WITH A THREE DOLLAR (\$3.00) APPLICATION FEE. AFTER THE REPORT IS RECEIVED, A VOTE IS TAKEN BY THE DEPARTMENT MEMBERS PRESENT. IF THE MAJORITY OF THOSE PRESENT, WHO HAVE THE RIGHT TO VOTE, CAST THEIR VOTE IN THE AFFIRMATIVE, THE APPLICATION SHALL BE DEEMED ACCEPTED. IF REJECTED, THE APPLICANT SHALL BE NOTIFIED BY THE MEMBERSHIP SECRETARY, AND THE FEE RETURNED. A REJECTED APPLICANT MAY NOT AGAIN APPLY UNTIL AT LEAST SIX (6) MONTHS HAVE ELAPSED FROM THE TIME OF THEIR REJECTION. IF THE APPLICATION IS ACCEPTED, THE APPLICATION SHALL BE REFERRED TO THE INVESTIGATING COMMITTEE FOR INVESTIGATION. UPON THE INVESTIGATING COMMITTEE'S APPROVAL, THE APPLICANT WILL THEN BE REQUIRED TO COMPLETE A DISTRICT PHYSICAL. THE RESULTS OF THE PHYSICAL WILL THEN BE FORWARDED TO THE COMMISSIONERS FOR A VOTE TO ACCEPT THE APPLICANT AS A MEMBER OF THE DEPARTMENT.

Article 4

MEMBERSHIP

MEMBERSHIP IN THIS DEPARTMENT SHALL BE DIVIDED INTO FIVE CLASSES:

PROBATIONARY
ACTIVE
ASSOCIATE
HONORARY
LIFE

Section 1 PROBATIONARY MEMBERSHIP: ALL MEMBERS UPON ELECTION TO THE DEPARTMENT WILL PASS THROUGH A PROBATIONARY PERIOD OF ONE (1) YEAR, DURING WHICH TIME THEY:

- A) MUST MEET (AT A MINIMUM) ALL THE DUTY REQUIREMENTS OF AN ACTIVE MEMBER IN ACCORDANCE WITH ARTICLE 10; AND
- B) MUST ATTEND INTRODUCTORY COURSES APPLICABLE TO HIS/HER COMPANY AND AS REQUIRED BY THE DISTRICT

A CURRENT AND ONGOING LIST OF ALL PROBATIONARY MEMBERS SHALL BE CONSPICUOUSLY POSTED IN ALL STATIONS LISTING EACH PROBATIONARY MEMBER'S NAME, THE DATE EACH SUCH MEMBER'S PROBATIONARY PERIOD BEGAN, AND THE DATE UPON WHICH EACH SUCH MEMBER'S PROBATIONARY PERIOD WILL END.

AT THE END OF EACH MEMBER'S PROBATIONARY PERIOD, AND UNLESS OBJECTED TO BY THE DELINQUENCY COMMITTEE OR THE OFFICERS, SUCH MEMBER SHALL BE DECLARED AN ACTIVE MEMBER.

PROBATIONARY MEMBERS MAY ATTEND MEETINGS AND SOCIAL FUNCTIONS OF THE DEPARTMENT, BUT AT NO TIME SHALL THEY BE ALLOWED A VOICE OR VOTE IN THE FIREMATIC, ADMINISTRATIVE OR BUSINESS PROCEEDINGS OF THE DEPARTMENT.

Section 2 ACTIVE MEMBERSHIP:

A. ACTIVE MEMBERS SHALL BE CONFINED TO PERSONS OF THE AGE OF AT LEAST EIGHTEEN YEARS (CANDIDATES UNDER TWENTY-ONE YEARS OF AGE MUST HAVE AT LEAST ONE PARENT'S OR LEGAL GUARDIAN'S CONSENT IN WRITING), WHO ARE RESIDENTS OF THE PAWLING FIRE DISTRICT. LENGTH OF RESIDENCE MUST BE AT LEAST 30 DAYS PRIOR TO APPLICATION.

THE FIRE DEPT. WILL MAKE A JUDGMENT REGARDING REASONABLE DISTANCE FOR NON-RESIDENT APPLICANTS. NON-RESIDENT MEMBERSHIP CANNOT CONSTITUTE MORE THAN 25% OF THE TOTAL MEMBERSHIP OF THE FIRE DEPARTMENT.

CANDIDATES MUST BE OF GOOD MORALE CHARACTER, SOUND OF BODY, WHO HAVE NEVER BEEN CONVICTED OF A FELONY, AND WHO SHALL MEET ADDITIONAL REQUIREMENTS AS MAY BE CONTAINED IN ANY LAW OR REGULATION APPLICABLE TO THE DEPARTMENT.

ACTIVE MEMBERS SHALL BE REQUIRED TO PERFORM THE FULL DUTIES OF VOLUNTEER FIRE PERSONNEL, INCLUDING THE COMPLETION OF ALL NECESSARY OR REQUIRED NEW YORK STATE FIREMATIC TRAINING COURSES APPLICABLE TO HIS/HER COMPANY AND REQUIRED BY THE DISTRICT, AND TO SATISFY THE DUTY REQUIREMENTS SET FORTH IN ARTICLE 10, SECTION 1.

B. ANY MEMBER WHO SHALL HAVE SERVED AS AN ACTIVE MEMBER FOR AT LEAST FIVE YEARS SHALL BE ENTITLED TO APPLY FOR, AND RECEIVE, A VOLUNTEER FIREMAN'S EXEMPTION CERTIFICATE IN ACCORDANCE WITH THE PROVISIONS OF SEC. 200 OF THE GENERAL MUNICIPAL LAW. AN ACTIVE MEMBER WHO HAS RECEIVED SUCH A CERTIFICATE IS IN ALL RESPECTS AN ACTIVE MEMBER WITH DUTIES AND PRIVILEGES AS PROVIDED IN THESE BY-LAWS, HOWEVER, SUCH ACTIVE MEMBER MUST STILL MEET THE REQUIREMENTS OF THIS SECTION 2.

Section 3 LIFE MEMBERSHIP: ANY MEMBER WHO SERVED AS AN ACTIVE MEMBER IN GOOD STANDING FOR TWENTY-FIVE YEARS IN THE PAWLING FIRE DEPARTMENT SHALL BE ENTITLED TO LIFE MEMBERSHIP, AND SHALL RECEIVE A LIFE MEMBERSHIP CERTIFICATE, AND A BADGE OR PIN. SAID MEMBER SHALL BE EXEMPT FROM DUES AND THE DUTY REQUIREMENTS SET FORTH IN ARTICLE 10. IF ANY MEMBER IS OUT CONTINUOUSLY FOR MORE THAN A YEAR, THEIR TIME TOWARDS LIFE MEMBERSHIP SHALL BE FROZEN UNTIL THEY BECOME ACTIVE AGAIN, EXCEPT IF INJURED AT ANY FIREMATIC FUNCTION. IF ANY LIFE MEMBER WISHES TO REMAIN ACTIVE, THEY SHALL MEET ALL REQUIREMENTS AS SET FORTH ABOVE IN SECTION 2 AND IN THE Pawling Fire District Rules and Regulations Policy and Procedures (pfdrrpp) MANUAL.

Section 4 ASSOCIATE MEMBERSHIP: AN ACTIVE MEMBER IN GOOD STANDING FOR AT LEAST FIVE (5) CONSECUTIVE YEARS MAY REQUEST THAT HE/SHE BE CLASSIFIED AS AN ASSOCIATE MEMBER. ASSOCIATE MEMBERS SHALL NOT ATTEND FIRE DEPARTMENT RESPONSE CALLS OR OTHER FIREMATIC OR RESCUE INCIDENTS. HOWEVER, THEY SHALL BE REQUIRED TO PARTICIPATE IN FUND RAISING ACTIVITIES AND RELATED WORK DETAILS. THEY MUST COMPLETE AT LEAST FIVE (5) FUND RAISING POINTS A YEAR. IF SAID MEMBER FAILS TO COMPLETE SAID POINTS THEY WILL BE SUBJECT TO ACTION BY THE DELINQUENCY COMMITTEE AND/OR DROPPED FROM THE ROLLS OF THE

DEPARTMENT. THEY SHALL HAVE THE SAME SOCIAL PRIVILEGES AS ARE ENJOYED BY THE ACTIVE MEMBERS, INCLUDING THE USE OF THE FIRE HOUSE AND SOCIAL FACILITIES THEREOF. ASSOCIATE MEMBERS DO NOT HAVE THE RIGHT TO VOTE IN ANY FIREMATIC OR ADMINISTRATIVE ELECTIONS OF THE DEPARTMENT, NOR CAN THEY VOTE OR HAVE A VOICE IN ANY BUSINESS PROCEEDINGS OF THE DEPARTMENT.

ANY ASSOCIATE MEMBER WISHING TO BECOME AN ACTIVE MEMBER MUST FIRST COMPLETE A PROBATIONARY PERIOD AND SATISFY ALL REQUIREMENTS SET FORTH IN SECTION 1 ABOVE. THERE SHALL BE NO EXCEPTIONS TO THIS RULE.

Section 5 ...HONORARY MEMBERSHIP: HONORARY MEMBERSHIP MAY BE GRANTED TO ANY PERSON WHO HAS PERFORMED AN OUTSTANDING SERVICE DIRECTLY BENEFICIAL TO THE PHYSICAL OR MORAL WELL-BEING OF THE PAWLING FIRE DEPARTMENT. A PERSON HAVING BEEN PROPOSED FOR HONORARY MEMBERSHIP SHALL BE VOTED UPON AT THE NEXT REGULARLY SCHEDULED MEETING. A MAJORITY VOTE OF ELIGIBLE MEMBERS PRESENT SHALL BE NECESSARY FOR ELECTION TO HONORARY MEMBERSHIP STATUS.

HONORARY MEMBERS MAY ATTEND MEETINGS AND SOCIAL FUNCTIONS OF THE DEPARTMENT, BUT AT NO TIME SHALL THEY BE ALLOWED A VOICE OR VOTE IN THE FIREMATIC, ADMINISTRATIVE OR BUSINESS PROCEEDINGS OF THE DEPARTMENT.

Section 6 ...LEAVE OF ABSENCE: AN ACTIVE MEMBER IN GOOD STANDING ENTERING THE ARMED FORCES IN A TIME OF WAR OR UPON BEING CALLED TO SERVICE IN THE ARMED FORCES, MAY REQUEST IN WRITING TO BE PLACED ON A LEAVE OF ABSENCE (AS PER LAWS OF THE STATE OF NEW YORK, GENERAL MUNICIPAL LAWS SEC. 200 (B) OR LAWS OF THE UNITED STATES OR ITS MUNICIPALITIES). UPON HIS/HER RETURN TO THE DEPARTMENT, SAID MEMBER SHALL RETURN TO THE SAME MEMBERSHIP STATUS AS HELD BEFORE HIS/HER LEAVE OF ABSENCE.

AN ACTIVE MEMBER OF THE DEPARTMENT IN GOOD STANDING MAY ALSO REQUEST FAMILY LEAVE, NOT TO EXCEED TWELVE (12) MONTHS, HOWEVER REASONABLE EXTENSIONS MAY BE GRANTED UPON WRITTEN REQUEST. ALL REQUESTS FOR FAMILY LEAVE MUST BE SUBMITTED TO AND APPROVED BY THE EXECUTIVE COMMITTEE.

UPON ANY ACTIVE MEMBER'S KNOWLEDGE OF A PERSONAL OR PHYSICAL IMPEDIMENT TO, OR CONCERN REGARDING, MEETING HIS/HER DUTY REQUIREMENTS SET FORTH IN THESE BYLAWS, INCLUDING A FEMALE MEMBER'S KNOWLEDGE OF PREGNANCY, SAID MEMBER WILL BE EXPECTED TO INFORM THE BOARD OF COMMISSIONERS. IF IT IS DETERMINED THAT SAID MEMBER SHOULD NOT BE PARTICIPATING IN FIREMATIC ACTIVITIES, THE BOARD OF

COMMISSIONERS SHALL SO INFORM THE DISTRICT CHIEF. AT ALL TIMES SAID MEMBER'S CONDITION, PHYSICAL IMPEDIMENT AND/OR CONCERN SHALL BE MAINTAINED IN THE STRICTEST CONFIDENCE, AS SHALL THE REASONS FOR ANY MEMBER TO BE PLACED ON FAMILY LEAVE. ANY MEMBER PLACED ON FAMILY LEAVE MAY STILL ATTEND ALL ADMINISTRATION AND SOCIAL FUNCTIONS. REINSTATEMENT WILL BE THROUGH THE EXECUTIVE COMMITTEE AS PER THE PERSONNEL POLICY MANUAL. (SEE pfdrrpp Pg. 8 #38). UPON REINSTATEMENT, SAID MEMBER SHALL RETURN TO THE SAME MEMBERSHIP STATUS AS HELD BEFORE HIS/HER FAMILY LEAVE.

Article 5

OFFICERS AND THEIR ELECTIONS

Section 1....THE ADMINISTRATIVE OFFICERS OF THE DEPARTMENT SHALL CONSIST OF PRESIDENT, VICE-PRESIDENT, TREASURER, RECORDING SECRETARY AND MEMBERSHIP SECRETARY.

PRESIDENT – MUST HAVE BEEN AN ACTIVE AND/OR LIFE MEMBER OF THE DEPARTMENT, IN GOOD STANDING, FOR AT LEAST THREE CUMMULATIVE YEARS PRIOR TO THE ELECTION.

VICE-PRESIDENT – SHALL MEET THE SAME REQUIREMENTS AS THE OFFICE OF PRESIDENT.

TREASURER, RECORDING SECRETARY AND THE MEMBERSHIP SECRETARY – MUST HAVE BEEN AN ACTIVE AND/OR LIFE MEMBER OF THE DEPARTMENT, IN GOOD STANDING, FOR AT LEAST TWO CUMMULATIVE YEARS PRIOR TO THE ELECTION.

Section 2....THE FIREMATIC OFFICERS OF THE DEPARTMENT SHALL CONSIST OF A DISTRICT CHIEF, DEPUTY CHIEF, THREE ASSISTANT CHIEFS, SIX CAPTAINS AND SIX LIEUTENANTS. ALL MUST MEET THE REQUIREMENYTS AS PER THE PFDRRPP.

Section 3....LINE OFFICERS IN EACH FIRE COMPANY SHALL CONSIST OF ONE CAPTAIN AND ONE LIEUTENANT, ALL OF WHOM SHALL BE ELECTED BY THEIR RESPECTIVE COMPANY MEMBERS AT THE ANNUAL MEETING BY BALLOT IN THE FORM OF EXHIBIT B ATTACHED HERETO.

Section 4....ALL CANDIDATES FOR ELECTION TO A POSITION IN THE ADMINISTRATIVE, CHIEF OFFICER AND LINE OFFICER RANKS MUST IDENTIFY THE POSITION FOR WHICH THEY ARE RUNNING BY NOTIFYING THE DEPARTMENT IN WRITING AT LEAST TWO (2) REGULAR MONTHLY MEETINGS

PRIOR TO THE ANNUAL MEETING. SAID LETTER SHOULD ALSO LIST THE MEMBER'S QUALIFICATIONS TO SERVE IN THE DESIRED POSITION AND SHOULD ATTACH ALL CERTIFICATES EVIDENCING THOSE QUALIFICATIONS. A CANDIDATE CAN ONLY RUN FOR THE OFFICE SPECIFIED IN HIS/HER CANDIDATE LETTER. FIREMATIC OFFICERS MUST ALSO MEET THE REQUIREMENTS IN THE pfdrrpp MANUAL.

Section 5....ALL CANDIDATE LETTERS WILL BE PROVIDED BY THE DEPARTMENT TO THE FIRE COMMISSIONERS FOR THEIR REVIEW AND DETERMINATION AS TO WHETHER SAID CANDIDATE IS QUALIFIED. THE FIRE COMMISSIONERS WILL GIVE THE DEPARTMENT A LIST OF QUALIFIED CANDIDATES, WHICH LIST SHALL BE READ, ALONG WITH THE QUALIFIED MEMBERS' CANDIDATE LETTERS, ONE MONTHLY MEETING PRIOR TO THE ANNUAL MEETING.

Section 6....THE TERM OF OFFICE OF EACH OFFICER SHALL BE ONE (1) YEAR FROM THE DATE OF JANUARY 1 TO DECEMBER 31. AT THE END OF EACH OFFICER'S TERM, HE/SHE SHALL HAND OVER ALL MATERIALS AND OTHER INFORMATION RELATING TO SAID POSITION SO AS TO ENSURE AN ORDERLY TRANSITION.

IN THE EVENT OF FAILURE TO FILL A FIREMATIC OR ADMINISTRATIVE OFFICER POSITION AT THE ANNUAL MEETING BECAUSE OF A LACK OF QUALIFIED AND/OR INTERESTED CANDIDATES, THAT POSITION SHALL REMAIN VACANT UNTIL AN INTERESTED AND QUALIFIED CANDIDATE IS PRESENTED AND A SPECIAL ELECTION IS HELD TO FILL SAID POSITION. THERE SHALL BE NO EXCEPTION TO THIS RULE AND THE BYLAWS MAY NOT BE SUSPENDED TO FILL A FIREMATIC OR ADMINISTRATIVE OFFICER POSITION WITH AN UNQUALIFIED MEMBER.

THE TERM OF ANY OFFICER POSITION NOT ELECTED AT THE ANNUAL MEETING SHALL EXPIRE ON DECEMBER 31 IMMEDIATELY FOLLOWING. REGARDLESS OF WHEN ANY MEMBER IS ELECTED INTO AN OFFICER POSITION, HE/SHE MUST BE SWORN IN BY THE BOARD OF FIRE COMMISSIONERS.

Section 7.... THE FOLLOWING OFFICERS SHALL BE ELECTED BY BALLOT AT THE ANNUAL MEETING VIA A SIMPLE MAJORITY VOTE:

PRESIDENT
VICE-PRESIDENT
TREASURER
RECORDING SECRETARY
MEMBERSHIP SECRETARY
DISTRICT CHIEF
DEPUTY CHIEF
ASSISTANT CHIEFS

EACH ELIGIBLE VOTING MEMBER SHALL RECEIVE ONE BALLOT UPON WHICH SAID MEMBER SHALL CAST HIS/HER VOTE FOR THOSE OFFICER POSITIONS FOR WHICH HE/SHE IS ELIGIBLE TO VOTE. MEMBERS SHALL ONLY VOTE IN STRICT ACCORDANCE WITH THE VOTING ELIGIBILITY RULES SET FORTH IN ARTICLE 4 ABOVE. BALLOTS SHALL BE IN THE FORM ATTACHED HERETO AS EXHIBIT A, WHICH MAY BE ADJUSTED FROM TIME TO TIME AS DEEMED NECESSARY BY THE EXECUTIVE COMMITTEE.

PREFERENCE FOR EACH ASSISTANT CHIEF POSITION SHALL BE GIVEN TO QUALIFIED MEMBERS OF THAT RESPECTIVE STATION. IF THERE IS NO QUALIFIED OR INTERESTED CANDIDATE FROM THAT RESPECTIVE STATION TO BE VOTED ON AT THE ANNUAL MEETING, THEN A MEMBER FROM A DIFFERENT STATION MAY BE PLACED ON THE BALLOT (PROVIDED THE PROVISIONS OF SECTION 5 ABOVE HAVE BEEN MET). IN THE EVENT AN ASSISTANT CHIEF POSITION REMAINS VACANT AFTER THE ANNUAL MEETING, THE PROVISIONS OF SECTION 6 ABOVE SHALL APPLY.

ALL LINE OFFICERS WILL BE ELECTED BY THE ACTIVE MEMBERS IN THEIR RESPECTIVE COMPANIES.

Section 8.... CHAPLAINS SHALL BE APPOINTED BY THE PRESIDENT AT THE ANNUAL MEETING, AND SHALL HOLD OFFICE FOR ONE YEAR. IN THE EVENT THAT A CHAPLAIN CEASES TO HOLD OFFICE, APPOINTMENT OF HIS SUCCESSOR MAY BE MADE BY THE PRESIDENT AT ANY REGULAR MEETING.

CHAPLAINS ARE EXEMPT FROM ARTICLE 4, SECTION 2A, "WHO ARE RESIDENTS OF THE VILLAGE OR TOWN OF PAWLING."

Section 9.... PROCEDURES FOR THE ELECTION OF OFFICERS AT THE ANNUAL MEETING:

- A) THE ANNUAL MEETING SHALL COMMENCE AT 8:00 PM ON THE THURSDAY FOLLOWING THE FIRST TUESDAY IN DECEMBER.
- B) ALL MEMBERS MUST SIGN IN UPON ARRIVAL AT THE MEETING.
- C) BY NO LATER THAN 8:30 PM, THE RECORDING SECRETARY SHALL TAKE ROLL CALL AND THE MEMBERSHIP SECRETARY SHALL DISTRIBUTE BALLOTS. ANY MEMBER WHO ARRIVES AFTER COMPLETION OF THE ROLL CALL WILL NOT RECEIVE A BALLOT.
- D) COMPLETED BALLOTS MUST BE RETURNED TO THE MEMBERSHIP SECRETARY BY NO LATER THAN 8:45 PM.
- E) THE MEMBERSHIP SECRETARY SHALL THEN DELIVER ALL BALLOTS TO THE LADIES AUXILIARY VOTING COMMITTEE FOR COMPUTATION.

- F) UPON THE MEMBERSHIP SECRETARY'S VERIFICATION OF COMPLETE AND ACCURATE COMPUTATION, THE MEMBERSHIP SECRETARY SHALL ANNOUNCE THE RESULTS.

IN THE EVENT OF A TIE VOTE AT THE ANNUAL MEETING WITH REGARD TO THE ELECTION OF ANY PARTICULAR OFFICER POSITION, THE VOTE WITH REGARD TO THAT SPECIFIC OFFICER POSITION SHALL BE DECLARED NULL AND VOID. A RECESS OF NO LESS THAN FIFTEEN (15) MINUTES SHALL THEN TAKE PLACE, DURING WHICH TIME THE CANDIDATES FOR THAT PARTICULAR OFFICER POSITION ONLY MAY MAKE CANDIDATE STATEMENTS. ROLL CALL SHALL BE RE-TAKEN, NEW BALLOTS DISTRIBUTED AND A RE-VOTE SHALL BE CONDUCTED OF THE ELIGIBLE VOTING MEMBERS STILL PRESENT. NO ADDITIONAL MEMBERS MAY BE ADDED TO THE ROLL CALL. THIS PROCESS SHALL BE REPEATED UNTIL THE OFFICER POSITION IS FILLED BY A MAJORITY VOTE OF ELIGIBLE VOTING MEMBERS PRESENT.

Article 6

DUTIES OF THE ADMINISTRATIVE OFFICERS

Section 1....PRESIDENT - IT SHALL BE THE DUTY OF THE PRESIDENT TO PRESIDE AT ALL MEETINGS OF THE ORGANIZATION AND OF THE EXECUTIVE COMMITTEE, IN ACCORDANCE WITH RECOGNIZED PARLIAMENTARY PROCEDURE AND IN KEEPING WITH THE PROVISIONS OF ARTICLE 7, SECTION 2(3) AND ARTICLE 8, SECTION 6; TO CALL SPECIAL MEETINGS WHEN IN HIS JUDGMENT THEY ARE NECESSARY OR UPON THE WRITTEN REQUEST OF FIVE (5) MEMBERS; UNLESS OTHERWISE PROVIDED, TO APPOINT ADDITIONAL COMMITTEE MEMBERS UP TO THE MAXIMUM ALLOWED FOR EACH COMMITTEE; TO SIGN ALL ORDERS ON THE TREASURER AND ALL VOUCHERS FOR BANK WITHDRAWALS; AND TO INSTALL NEWLY ELECTED OFFICERS AND MEMBERS. THE PRESIDENT MAY VOTE ON PROPOSALS FOR MEMBERSHIP AS SET FORTH IN ARTICLE 3, SECTION 4 AND ON THE ELECTION OF OFFICERS AS SET FORTH IN ARTICLE 5, SECTION 9. THE PRESIDENT SHALL NOT VOTE ON ANY OTHER ADMINISTRATIVE MATTER UNLESS THERE IS AN EQUAL DIVISION OF VOTES CAST BY ELIGIBLE VOTING MEMBERS PRESENT FOR SUCH VOTE, AT WHICH TIME THE PRESIDENT MAY ELECT TO EITHER CAST A TIEBREAKING VOTE OR CONDUCT A NEW VOTE OF THE MEMBERSHIP AT THAT MEETING OR AT THE NEXT REGULARLY SCHEDULED MEETING. THE PRESIDENT SHALL SUBMIT A REPORT AT THE ANNUAL MEETING AND SHALL INCLUDE THEREIN SUCH RECOMMENDATIONS AS HE DEEMS EXPEDIENT FOR THE WELFARE OF THE DEPARTMENT.

Section 2. ... VICE-PRESIDENT - THE VICE - PRESIDENT SHALL ASSIST THE PRESIDENT IN THE DISCHARGE OF HIS DUTIES AND IN CASE OF THE PRESIDENT'S ABSENCE OR DISABILITY, OR SHOULD THE OFFICE OF PRESIDENT BECOME VACANT, PERFORM THE DUTIES OF THE PRESIDENT AND SERVE UNTIL THE NEXT ANNUAL MEETING. SHOULD THIS OFFICE BECOME VACANT, THE MEMBERSHIP MAY HOLD, AT ANY SUBSEQUENT MONTHLY MEETING, AN ELECTION OF QUALIFIED CANDIDATES FOR THE OFFICE OF VICE - PRESIDENT.

Section 3.... TREASURER – THE TREASURER MUST BE BONDABLE. IT SHALL BE THE DUTY OF THE TREASURER TO RECEIVE ALL MONIES COLLECTED BY THE MEMBERSHIP SECRETARY OR OTHERWISE DUE THE DEPARTMENT; GIVING RECEIPT FOR THE SAME; TO PAY ALL BILLS AGAINST THE DEPARTMENT UPON VOUCHERS SIGNED BY THE PRESIDENT; TO KEEP A CORRECT ACCOUNT OF ALL RECEIPTS AND DISBURSEMENTS; AND SUBMIT HIS ACCOUNTS TO THE EXECUTIVE COMMITTEE WHEN CALLED FOR. HE SHALL DEPOSIT ALL MONIES RECEIVED BY HIM BELONGING TO THE DEPARTMENT IN THE NAME OF THE DEPARTMENT IN A BANK OR OTHER DEPOSITORY DESIGNATED BY THE EXECUTIVE COMMITTEE, DEPOSITS TO BE MADE WITHIN THREE (3) DAYS OF RECEIPT, THE BANK ACCOUNTS SHALL BE ESTABLISHED IN SUCH A MANNER THAT WITHDRAWALS CAN ONLY BE MADE UPON THE SIGNATURE OF THE TREASURER AND THE PRESIDENT OR VICE-PRESIDENT. THE TREASURER SHALL MAKE AND PROVIDE A WRITTEN REPORT AT EVERY MONTHLY MEETING AND AT THE ANNUAL MEETING COVERING THE ENTIRE YEAR. SAID WRITTEN REPORT SHALL BE MADE AVAILABLE TO THE MEMBERS AT EACH MEETING AND SHALL BE PROVIDED TO THE RECORDING SECRETARY AND INCLUDED IN THE MEETING MINUTES.

Section 4....RECORDING SECRETARY - IT SHALL BE THE DUTY OF THE RECORDING SECRETARY TO CALL ROLL OF THE MEMBERS PRESENT AT EVERY MEETING. IT SHALL BE THE DUTY OF THE RECORDING SECRETARY TO ACT AS SECRETARY OF THE EXECUTIVE COMMITTEE AND SHALL RECORD THE PROCEEDINGS OF SAID COMMITTEE. HE SHALL KEEP THE BOOKS AND FILE THE PAPERS PERTAINING TO HIS OFFICE. HE SHALL ATTEND TO ALL CORRESPONDENCE AND RECORD ALL REPORTS OF THE TREASURER. HE SHALL PERFORM SUCH OTHER DUTIES AS ARE INCIDENTAL TO HIS OFFICE OR AS MAY BE IMPOSED UPON HIM BY THE DEPARTMENT OR THE EXECUTIVE COMMITTEE.

Section 5....MEMBERSHIP SECRETARY - IT SHALL BE THE DUTY OF THE MEMBERSHIP SECRETARY TO COMPILE AND MAINTAIN RECORDS OF THE ACTIVITIES (ARTICLE 9) AND DUTY REQUIREMENTS (ARTICLE 10) SATISFIED BY THE MEMBERS AND PROVIDE A REPORT OF SUCH COMPILATIONS ON A MONTHLY BASIS BY CONSPICUOUSLY POSTING SUCH COMPILATIONS IN EACH STATION. THIS SHALL INCLUDE RECORDING THE ROLL CALL (POINT SHEETS) PROVIDED TO HIM BY FIREMATIC OR OTHER ADMINISTRATIVE OFFICERS AFTER EVERY OFFICIAL ACTIVITY LISTED IN ARTICLE 9. THE MONTHLY REPORTS MADE

BY THE MEMBERSHIP SECRETARY SHALL ALSO BE DELIVERED PROMPTLY TO THE DELINQUENCY COMMITTEE.

Section 6...CHAPLAINS - WILL OFFER SERVICES WHEN DEEMED NECESSARY OR WHEN CALLED UPON. THEY ARE EXEMPT FROM ARTICLE 11 (DUTY REQUIREMENTS).

SECTION 7...PAWLING FIRE DEPARTMENT AUXILIARY. SHALL BE CALLED OUT BY INCIDENT COMMANDERIZED BY THE DISTRICT CHIEF. THEY SHALL ALSO ADHERE TO THEIR OWN BY LAWS.

Section 8...VACANCY OF OFFICE - SHOULD AN ADMINISTRATIVE OFFICER'S OFFICE BECOME VACANT DURING HIS/HER TERM, THE MEMBERSHIP MAY HOLD AN ELECTION AT ANY SUBSEQUENT REGULAR MEETING TO FILL THAT OFFICE WITH A QUALIFIED CANDIDATE. ALSO SEE THE PFDRRPP MANUAL.

Article 7

COMMITTEES

Section 1...THE EXECUTIVE COMMITTEE... SHALL CONSIST OF THE PRESIDENT, VICE-PRESIDENT, TREASURER, RECORDING SECRETARY, AND THREE REPRESENTATIVES, ONE FROM EACH STATION ELECTED AT EACH ANNUAL MEETING. THE BUSINESS AFFAIRS OF THE DEPARTMENT SHALL BE MANAGED BY THE EXECUTIVE COMMITTEE WHICH SHALL EXERCISE CONTROL OF THE PROPERTY OF THE DEPARTMENT. IT SHALL DESIGNATE THE BANK OR OTHER DEPOSITORIES IN WHICH THE FUNDS OF THE DEPARTMENT SHALL BE DEPOSITED. THE EXECUTIVE COMMITTEE SHALL HOLD AN ANNUAL MEETING THE WEEK PRECEDING THE ANNUAL MEETING OF THE DEPARTMENT AND SHALL MEET MONTHLY THEREAFTER. THE PRESIDENT SHALL CALL A MEETING UPON THE REQUEST OF TWO MEMBERS OF THE COMMITTEE. THE EXECUTIVE COMMITTEE SHALL HAVE THE POWER AT ITS DISCRETION TO EXAMINE THE BOOKS AND THE ACCOUNTS OF ANY OFFICERS OR COMMITTEES. IT SHALL ALSO BE THE DUTY OF THE EXECUTIVE COMMITTEE TO OVERSEE THE DISTRIBUTION AND MAINTENANCE OF ALL UNIFORMS.

Section 2....THE FOLLOWING STANDING COMMITTEES SHALL EXIST AND BE FILLED IN ACCORDANCE WITH THE PROVISIONS BELOW AT THE ANNUAL MEETING:

1) **CONSTITUTION AND BY-LAWS COMMITTEE** -- SHALL INVESTIGATE AND REPORT ALL PROPOSED CHANGES IN THE CONSTITUTION

AND BY-LAWS OR ANY INTERPRETATIONS THEREOF, AND SHALL MAKE THEIR FINDINGS AND RECOMMENDATIONS KNOWN TO THE DEPARTMENT IMMEDIATELY OR AT ITS NEXT REGULAR MEETING. WHEN NOT IN CONFLICT WITH THIS CONSTITUTION AND BY-LAWS, THE COMMITTEE SHALL RELY ON THE LATEST EDITION OF ROBERT'S RULES OF ORDER FOR THE GOVERNMENT OF MEETINGS AND OTHER MATTERS. THIS COMMITTEE SHALL BE CONSTITUTED OF NO LESS THAN 5 MEMBERS AND NO MORE THAN 7 MEMBERS, INCLUDING AT LEAST ONE MEMBER FROM EACH STATION ELECTED AT THE ANNUAL MEETING.

2) INTERNAL AFFAIRS COMMITTEE -- SHALL HAVE THE POWER TO HEAR AND REVIEW ANY PENALTY IMPOSED BY THE PRESIDENT IN ACCORDANCE WITH ARTICLE 11 (ALL FIREMATIC PENALTIES IMPOSED BY THE DISTRICT CHIEF WILL BE HEARD AND REVIEWED BY THE COMMISSIONERS IN ACCORDANCE WITH THE PFDRRPP). ANY MEMBER WHO IS REPRIMANDED OR SUSPENDED MAY REQUEST A REVIEW OF SAID REPRIMAND OR SUSPENSION BY THE INTERNAL AFFAIRS COMMITTEE. AN EXPLANATION OF ANY PENALTY IMPOSED BY THE PRESIDENT MUST BE DOCUMENTED IN WRITING BY THE PRESIDENT, AND IF A REVIEW IS REQUESTED BY THE REPRIMANDED OR SUSPENDED MEMBER, SUCH REPORT SHALL BE DELIVERED TO THE INTERNAL AFFAIRS COMMITTEE WITHIN FIVE (5) DAYS FOLLOWING SAID MEMBER'S REQUEST. BOTH PARTIES SHALL BE ENTITLED TO SUBMIT SUPPORTING DOCUMENTATION. FOLLOWING THE HEARING, THE COMMITTEE MAY DECIDE TO CONCUR WITH, MODIFY OR VACATE THE PENALTY, AND SUCH DECISION SHALL BE FINAL. THE COMMITTEE MAY ALSO BRING THE MATTER TO THE MEMBERSHIP FOR A VOTE TO EXPEL SAID MEMBER. THIS COMMITTEE SHALL BE CONSTITUTED OF NO LESS THAN 3 MEMBERS AND NO MORE THAN 5 MEMBERS, INCLUDING AT LEAST ONE MEMBER FROM EACH STATION ELECTED AT THE ANNUAL MEETING. NO OFFICER MAY SERVE ON THIS COMMITTEE.

3) DELINQUENCY COMMITTEE -- SHALL CONSIDER THE ACTIVITIES OF ALL FIREPERSONS AS PER ARTICLE 9 (ACTIVITIES) AND ARTICLE 10, (DUTY REQUIREMENTS). THE COMMITTEE SHALL BE EXPECTED TO REGULARLY COMMUNICATE WITH ANY MEMBER WHO MAY BE IN DANGER OF NOT FULFILLING HIS/HER DUTY REQUIREMENTS, AND SHALL COMMUNICATE WITH AND RECOMMEND TO THE PRESIDENT, DISTRICT CHIEF OR THE DEPARTMENT (AS THE CASE MAY BE) NO LESS FREQUENTLY THAN EVERY THREE MONTHS, AND ALWAYS PRIOR TO THE ANNUAL MEETING, WHETHER ANY MEMBER SHOULD BE SUSPENDED OR NOT ALLOWED TO VOTE AT THE ANNUAL MEETING FOR CAUSES CONNECTED WITH THE ABOVE ARTICLES. THE "DELINQUENCY YEAR" FOR PURPOSES OF THIS COMMITTEE SHALL BE NOVEMBER 1 THROUGH OCTOBER 31 SO THAT THE COMMITTEE CAN REPORT TO THE EXECUTIVE COMMITTEE PRIOR TO THE ANNUAL MEETING WHETHER ANY MEMBER RUNNING FOR AN ADMINISTRATIVE OR FIREMATIC OFFICER POSITION IS IN GOOD STANDING. THIS COMMITTEE SHALL BE CONSTITUTED WITH ONLY LIFE MEMBERS AND OF NO LESS THAN 3 PERSONS AND NO MORE THAN 5 PERSONS, INCLUDING AT LEAST ONE MEMBER FROM EACH STATION ELECTED

AT THE ANNUAL MEETING. NO OFFICER MAY SERVE ON THIS COMMITTEE. THE MEMBERSHIP SECRETARY SHALL BE EXPECTED TO PARTICIPATE IN THE DUTIES OF THIS COMMITTEE.

4) TASK FORCE COMMITTEE -- SHALL DEVISE AND EXECUTE PLANS AND INFORM THE PUBLIC RELATIVE TO THE AFFAIRS OF THE DEPARTMENT AND SHALL INVESTIGATE AND REPORT UPON MATTERS AFFECTING THE GOOD AND WELFARE OF THE DEPARTMENT, AS WELL AS THE IMPROVEMENT OF THE DEPARTMENT. THIS COMMITTEE SHALL BE CONSTITUTED OF NO LESS THAN 3 MEMBERS AND NO MORE THAN 5 MEMBERS, INCLUDING AT LEAST ONE MEMBER FROM EACH STATION ELECTED AT THE ANNUAL MEETING. THIS COMMITTEE MAY ALSO WORK AS PART OF A LARGER COMMITTEE INCLUDING LOCAL GOVERNMENT OFFICIALS AND OTHER MEMBERS OF THE COMMUNITY.

5) INVESTIGATION COMMITTEE -- AFTER PRESENTATION AND ACCEPTANCE AT A REGULAR OR SPECIAL MEETING IN ACCORDANCE WITH ARTICLE 3, SECTION 4, ALL APPLICATIONS FOR MEMBERSHIP SHALL BE REFERRED TO THE INVESTIGATION COMMITTEE, WHO SHALL INVESTIGATE THE MORAL AND SOCIAL VALUE OF THE APPLICANT. THIS INVESTIGATION SHALL INCLUDE A PERSONAL INTERVIEW WITH THE APPLICANT. THE COMMITTEE MAY ELECT TO REPORT ITS FINDINGS BACK TO THE MEMBERSHIP AND REQUEST THAT THE MEMBERSHIP RE-VOTE ON SUCH APPLICATION. THIS COMMITTEE SHALL BE CONSTITUTED OF NO LESS THAN 3 MEMBERS AND NO MORE THAN 5 MEMBERS, INCLUDING AT LEAST ONE MEMBER FROM EACH STATION ELECTED AT THE ANNUAL MEETING. NO OFFICER MAY SERVE ON THIS COMMITTEE

6) FACILITIES COMMITTEE -- SHALL OVERSEE THE HOSTING OF EVENTS WITHIN THE DEPARTMENT'S FACILITIES, CARE FOR THE DEPARTMENT'S FACILITIES DURING SUCH EVENTS AND THE STAFFING OF SUCH EVENTS BY MEMBERS, INCLUDING THE STAFFING OF THE BAR AND KITCHES AREAS.

7) EVENT COMMITTEE -- SHALL OVERSEE THE PLANNING AND EXECUTION OF FUNDRAISING EVENTS AND OTHER EVENTS HOSTED BY THE DEPARTMENT, INCLUDING THE ANNUAL CARNIVAL AND THE SPORTSMAN DINNER.

8) SCHOLARSHIP COMMITTEE -- SHALL OVERSEE THE PROVISION OF ANY SCHOLARSHIPS GRANTED BY THE DEPARTMENT OR ANY OTHER ENTITY TO ANY MEMBER OF THE DEPARTMENT.

Section 3 EXCEPT AS SET FORTH ABOVE, THE DEPARTMENT OFFICERS CONSISTING OF PRESIDENT, VICE PRESIDENT, AND RECORDING SECRETARY, SHALL BE "EX OFFICIO" MEMBERS OF ALL COMMITTEES.

Section 4....SPECIAL COMMITTEES SHALL BE APPOINTED PURSUANT TO RESOLUTION ADOPTED AT ANY MEETING OF THE DEPARTMENT, AND EACH COMMITTEE SHALL HAVE THE ABILITY TO ESTABLISH SUBCOMMITTEES.

Section 5....EACH STATION SHALL ELECT A REPRESENTATIVE OF THAT STATION FOR EACH OF THE RESPECTIVE COMMITTEES AS NOTED ABOVE. SUCH ELECTIONS SHALL BE MADE USING A FORM SIMILAR TO THE ONE ATTACHED HERETO AS EXHIBIT C, WHICH FORM SHALL BE DELIVERED BY EACH STATION TO THE MEMBERSHIP SECRETARY AT THE ANNUAL MEETING.

Section 6....EACH COMMITTEE SHALL ELECT ITS OWN CHAIRPERSON PRIOR TO ITS FIRST SCHEDULED MEETING. IF, AT ANY TIME, A STATION REPRESENTATIVE ON A COMMITTEE BECOMES INELIGIBLE OR UNWILLING TO SERVE ON THAT COMMITTEE, THAT STATION CAN ELECT A NEW STATION REPRESENTATIVE TO THE COMMITTEE. IF, AT ANY TIME, A COMMITTEE REPRESENTATIVE APPOINTED BY THE PRESIDENT BECOMES INELEGIBLE OR UNWILLING TO SERVE ON THAT COMMITTEE, THE PRESIDENT SHALL APPOINT A REPLACEMENT MEMBER TO THE COMMITTEE.

Article 8

MEETINGS

Section 1 THE REGULAR MEETINGS SHALL BE HELD ON THE SECOND MONDAY OF EACH MONTH.

ORDER OF BUSINESS:

1. SALUTE TO COLORS AND MOMENT OF SILENCE
2. ROLL CALL
3. READING OF THE MINUTES OF THE PREVIOUS MEETING,
4. COMMUNICATIONS, BILLS AND RECEIPTS.
5. TREASURER'S REPORT.
6. CHIEF'S REPORT
7. REPORT OF COMMITTEES
8. PROPOSITIONS FOR MEMBERSHIP
9. ELECTION OF MEMBERS
10. UNFINISHED BUSINESS
11. NEW BUSINESS
12. SICK CALL
13. READING AND APPROVING OF MINUTES
14. ADJOURNMENT

Section 2 ...THE ANNUAL MEETING SHALL BE HELD ON THE THURSDAY FOLLOWING THE FIRST TUESDAY OF DECEMBER IN EACH YEAR, AS PRESCRIBED BY THE LAWS OF THE STATE OF NEW YORK, TOWN LAW SECTION 176, ARTICLE 11a FOR THE ELECTION OF OFFICERS.

ORDER OF BUSINESS:

ALL MEMBERS PRESENT

1. SALUTE TO COLORS AND MOMENT OF SILENCE
2. ROLL CALL
3. ELECTION OF ADMINISTRATIVE OFFICERS, DISTRICT CHIEF, DEPUTY CHIEF AND ASSISTANT CHIEFS
4. PRESIDENTS REPORT
5. CHIEF'S REPORT
6. MEMBERSHIP SECRETARY'S REPORT
7. TREASURER'S REPORT

RESPECTIVE COMPANY MEMBERS

8. ELECTION OF LINE OFFICERS IN COMPANIES

RESPECTIVE STATION MEMBERS

9. ELECTION OF COMMITTEE MEMBERS

ALL MEMBERS PRESENT

10. READING AND APPROVING OF THE MINUTES
11. ADJOURNMENT

Section 3 SPECIAL MEETINGS SHALL BE HELD SUBJECT TO THE CALL OF THE PRESIDENT. THE NOTICE THEREOF SHALL PROVIDE FOR NO LESS THAN SEVEN DAYS NOTICE TO THE MEMBERS AND SHALL SPECIFY FOR WHAT PURPOSE THE MEETING IS CALLED, AND NO OTHER BUSINESS MAY BE TRANSACTED THEREAT. FIVE (5) MEMBERS MAY PETITION THE PRESIDENT, IN WRITING, TO CALL A SPECIAL MEETING AT ANY TIME.

ORDER OF BUSINESS:

1. SALUTE TO THE COLORS AND MOMENT OF SILENCE
2. ROLL CALL
3. TRANSACTION OF THE BUSINESS FOR WHICH THE SPECIAL MEETING WAS CALLED
4. READING AND APPROVING OF THE MINUTES
5. ADJOURNMENT

Section 4....TIME AND PLACE -- ALL MEETINGS SHALL BE HELD AT STATION #1 AT 7:00PM OR OTHERWISE STATED AT THE DISCRETION OF THE PRESIDENT.

Section 5....QUORUM -- TWENTY PERCENT (20%) OF THE TOTAL MEMBERS ELIGIBLE TO VOTE SHALL CONSTITUTE A QUORUM FOR ALL REGULAR, SPECIAL, AND ANNUAL MEETINGS.

Section 6....ANY QUESTIONS THAT ARISE AT ANY MEETING REGARDING THE PROPER INTERPRETATION OF THESE BYLAWS OR ANY PROCEDURE TO BE FOLLOWED IN ACCORDANCE HERewith SHALL BE REFERRED TO THE CONSTITUTION AND BYLAWS COMMITTEE FOR DISCUSSION AND REVIEW. IN SUCH AN INSTANCE, THE MATTER GIVING RISE TO THE QUESTION MAY, AT THE DISCRETION OF THE PRESIDENT, BE SUSPENDED UNTIL SUCH TIME THAT THE CONSTITUTION AND BYLAWS COMMITTEE REPORTS BACK TO THE MEMBERSHIP REGARDING THE CORRECT ANSWER TO THE QUESTION OR THE PROPER PROCEDURE.

Section 7....HOLIDAYS -- WHEN A REGULAR OR ANNUAL MEETING SHALL FALL ON A HOLIDAY, SAID MEETING SHALL BE HELD AT SUCH A TIME AS DESIGNATED BY THE PRESIDENT.

Article 9

ACTIVITIES

Section 1....THE FOLLOWING ARE CONSIDERED ACTIVITIES OF THE DEPARTMENT:

- A) ATTENDANCE AT FIREMATIC OR EMERGENCY RESPONSE CALLS
- B) DRILLS
- C) SCHOOLS OF INSTRUCTION AND TRAINING COURSES
- D) ATTENDANCE AT OFFICIAL DEPARTMENT MEETINGS
- E) ONE YEAR OF SERVICE, IN GOOD STANDING, AS AN ADMINISTRATIVE OR FIREMATIC OFFICER
- F) TEACHING OF FIRE PREVENTION CLASS
- G) MISCELLANEOUS DEPARTMENT ACTIVITIES, INCLUDING:
 - i. WORK DETAILS
 - ii. APARATUS INSPECTIONS
 - iii. ATTENDANCE AT FUNERAL SERVICES FOR DEPARTMENT MEMBERS

- iv. ATTENDANCE AT PARADES
- v. FUND RAISING ACTIVITIES AND RELATED WORK DETAILS

Article 10

DUTY REQUIREMENTS

Section 1....ACTIVE MEMBERS SHALL BE REQUIRED TO COMPLETE REQUIRED OSHA TRAINING, A DISTRICT PHYSICAL AND A FIT TEST (AS PER THE DISTRICT REGULATIONS). ALL ACTIVE MEMBERS MUST ATTEND AT LEAST TWENTY-FIVE (25) FIREMATIC OR EMERGENCY RESPONSE CALLS AND FOUR (4) DRILLS PER YEAR, IN ORDER TO MAINTAIN AN ACTIVE STATUS AS A VOLUNTEER FIREPERSON IN THE DEPARTMENT.

Section 2....ACTIVE MEMBERS MUST BE FAITHFUL IN THE PERFORMANCE OF THEIR DUTIES AND MUST OBEY ORDERS OF THEIR OFFICERS. THEY MUST COMPLY WITH DULY ADOPTED RULES AND REGULATIONS RESPECTING THEIR CONDUCT AND SERVICE REQUIREMENTS.

Article 11

VIOLATIONS AND PENALTIES

Section 1...ACTIVE MEMBERS SHALL BE SUBJECT TO REPRIMAND OR SUSPENSION EITHER BY THE PRESIDENT (FOR VIOLATIONS OCCURRING AT AN ADMINISTRATIVE ACTIVITY) OR THE DISTRICT CHIEF (FOR VIOLATIONS OCCURRING AT A FIREMATIC ACTIVITY). A FORMAL REPRIMAND OR SUSPENSION MAY BE LEVIED FOR ANY OF THE FOLLOWING REASONS:

- 1. DISOBEDIENCE OF ANY ORDER ISSUED BY ANY OFFICER OF THE DEPARTMENT.**
- 2. LEAVING THE SCENE OF A FIREMATIC ACTIVITY BEFORE BEING EXCUSED BY THE OFFICER IN COMMAND.**
- 3. FAILURE TO MEET THE DUTY REQUIREMENTS SET FORTH IN ARTICLE 10.**
- 4. INDULGENCE IN INTOXICATING LIQUORS AND/OR DRUGS WHILE PARTICIPATING IN ANY ACTIVITY LISTED IN ARTICLE 9.**

5. DISORDERLY OR DISRESPECTFUL BEHAVIOR WHILE PARTICIPATING IN ANY ACTIVITY LISTED IN ARTICLE 9.

6. DEFACING OR INJURING OR POSSESSING (WITHOUT PERMISSION) ANY PROPERTY OF THE DEPARTMENT.

7. CONDUCT UNBECOMING TO A FIREPERSON WHILE PARTICIPATING IN ANY ACTIVITY LISTED IN ARTICLE 9, OR WHEN OFF DUTY IN OR ABOUT THE FIREHOUSE.

8. PHYSICAL OR VERBAL ABUSE OF ANOTHER DEPARTMENT MEMBER.

9. ANY NEGLECT OF DUTY ON THE PART OF ANY MEMBER FOR WHICH SPECIFIC DISCIPLINARY CONDITION IS NOT HEREIN REFERRED TO.

Section 2...ANY FORMAL COMPLAINT ABOUT A MEMBER SHALL BE IN WRITING AND KEPT IN SAID MEMBER'S FILE ALONG WITH THE OUTCOME OF ANY INVESTIGATION OR DETERMINATION. ANY COMPLAINT NOT IN WRITING SHALL BE CONSIDERED INFORMAL AND WILL NOT BE PLACED IN A MEMBER'S FILE. FORMAL REPRIMANDS BY THE PRESIDENT OR DISTRICT CHIEF SHALL ALSO BE IN WRITING AND DELIVERED TO THE SUBJECT MEMBER AND A COPY SHALL ALSO BE PLACED IN THE MEMBER'S FILE ALONG WITH THE OUTCOME OF ANY INVESTIGATION OR DETERMINATION.

Section 3...THE AUTHORITY TO SUSPEND A MEMBER SHALL BE IN THE SOLE DISCRETION OF THE PRESIDENT OR THE DISTRICT CHIEF, AND THEIR DECISION SHALL BE GIVEN ALL DUE REGARD. ALL SUSPENSIONS SHALL BE EFFECTIVE IMMEDIATELY UPON THEIR IMPOSITION, AND SHALL REMAIN IN EFFECT UNTIL THE SUSPENSION EXPIRES AS PER THE ORIGINAL ORDER OF THE PRESIDENT OR DISTRICT CHIEF, OR UNTIL SUCH OTHER TIME AS DETERMINED BY EITHER THE INTERNAL AFFAIRS COMMITTEE IN ACCORDANCE WITH THE REVIEW PROVISIONS OF ARTICLE 7, SECTION 2(2) OR THE COMMISSIONERS IN ACCORDANCE WITH THE REVIEW PROVISIONS OF THE PFDRRPP.

Section 4....ANY SUSPENSION IMPOSED BY THE PRESIDENT OR THE DISTRICT CHIEF SHALL BE FOR A MINIMUM OF THIRTY (30) DAYS, BUT FOR NO LONGER THAN NINETY (90) DAYS. IMMEDIATELY UPON BEING SUSPENDED, AND UNTIL SUCH SUSPENSION IS COMPLETE, SAID MEMBER SHALL BE PROHIBITED FROM ATTENDING ANY ACTIVITY LISTED IN ARTICLE 9.

Article 12

EXPULSION

Section 1....A MEMBER MAY ONLY BE EXPELLED FROM THE DEPARTMENT FOR CAUSE BY A MAJORITY VOTE OF ELIGIBLE VOTING MEMBERS PRESENT AT A MEETING, PROVIDED THE ACCUSED SHALL HAVE FIRST BEEN ALLOWED A HEARING BEFORE THE INTERNAL AFFAIRS COMMITTEE IN ACCORDANCE WITH ARTICLE 7, SECTION 2(2) OR BEFORE THE COMMISSIONERS IN ACCORDANCE WITH THE PROVISIONS OF THE PRDRRPP, AND ONLY IF THE INTERNAL AFFAIRS COMMITTEE OR COMMISSIONERS RECOMMEND AN EXPULSION AND REQUEST THAT THE MEMBERS VOTE ON SUCH ISSUE. NO MEMBER MAY BE EXPELLED FOR THE VIOLATION OF ANY RULE WITHOUT FIRST BEING SUSPENDED FOR THAT VIOLATION.

Section 2....ANY MEMBER WHOSE EXPULSION IS RECOMMENDED BY THE INTERNAL AFFAIRS COMMITTEE OR THE COMMISSIONERS SHALL BE SERVED WITH WRITTEN NOTICE AT LEAST SEVEN (7) DAYS PRIOR TO THE MEETING OF THE MEMBERS AT WHICH A VOTE SHALL BE TAKEN REGARDING SAID MEMBER'S EXPULSION. THIS NOTICE SHALL CONTAIN A DESCRIPTION OF THE CHARGES TO BE CONSIDERED BY THE MEMBERS AT THE MEETING.

Section 3.... A MEMBER EXPELLED FROM THE DEPARTMENT IN ACCORDANCE WITH THIS ARTICLE 12 MAY REAPPLY FOR MEMBERSHIP IN ACCORDANCE WITH ARTICLE 3 AFTER ONE YEAR HAS ELAPSED FROM THE DATE OF EXPULSION. IN SUCH AN INSTANCE, AND IF THE MEMBERSHIP ACCEPTS THE APPLICATION, THE INVESTIGATION COMMITTEE SHALL CONSULT WITH THE INTERNAL AFFAIRS COMMITTEE REGARDING THE APPLICANT'S PRIOR EXPULSION. THE COMMITTEE MAY ELECT TO REPORT ITS FINDINGS BACK TO THE MEMBERSHIP AND REQUEST THAT THE MEMBERSHIP RE-VOTE ON SUCH APPLICATION. IF ACCEPTED INTO THE DEPARTMENT IN ACCORDANCE WITH ARTICLE 3, SAID MEMBER SHALL BE A PROBATIONARY MEMBER.

Article 13

DELEGATES TO CONVENTIONS

Section 1....DELEGATES MAY BE APPOINTED OR ELECTED TO REPRESENT THE DEPARTMENT AT FIREMATIC CONVENTIONS, OR TO OTHER FIREMATIC ACTIVITIES (SEMINARS AND MEETINGS, BUT EXCLUDING TRAINING CLASSES) WHEREVER REPRESENTATION IS NECESSARY. A PROBATIONARY MEMBER MAY NOT BE SO APPOINTED OR ELECTED. A FIREPERSON'S INITIAL ATTENDANCE AT A CONVENTION MAY NOT BE A DELEGATE.

Article 14

RESIGNATIONS

Section 1...RESIGNATIONS SHALL BE PRESENTED IN WRITING TO THE DEPARTMENT PRESIDENT OR THE DISTRICT CHIEF WITH ALL PROPERTY (DUTY GEAR, UNIFORMS, BADGES, PAGERS OR ANY OTHER PROPERTY) BELONGING TO THE DEPARTMENT OR THE DISTRICT AND IN THE POSSESSION OF THE MEMBER.

Section 2...ANY MEMBER WHO RESIGNS MAY REAPPLY FOR MEMBERSHIP AT ANY TIME IN ACCORDANCE WITH ARTICLE 3. IF ACCEPTED INTO THE DEPARTMENT IN ACCORDANCE WITH ARTICLE 3, SAID MEMBER SHALL BE A PROBATIONARY MEMBER. THE DEPARTMENT MAY NOT ACCEPT A LETTER OF RESIGNATION FROM ANY MEMBER WHO IS UNDER SUSPENSION OR WHO IS BEING CONSIDERED FOR EXPULSION.

Article 15

ETHICS

Section 1....IN ACCORDANCE WITH GENERAL MUNICIPAL LAW SECTION 209-EE, THESE BYLAWS AND THE VARIOUS PROVISIONS CONTAINED IN THEM SHALL CONSTITUTE THE CODE OF ETHICS OF THE DEPARTMENT, HOWEVER, NOTHING SHALL PREVENT THE DEPARTMENT FROM ADOPTING A SEPARATE CODE OF ETHICS AT ANY TIME IN THE FUTURE.

Section 2.... ANY MEMBER OF THE DEPARTMENT WHO HAS, WILL HAVE, OR LATER ACQUIRES AN INTEREST IN OR WHOSE SPOUSE HAS, WILL HAVE, OR LATER ACQUIRES AN INTEREST IN ANY ACTUAL OR PROPOSED CONTRACT, PURCHASE AGREEMENT, LEASE AGREEMENT OR OTHER AGREEMENT, INCLUDING ORAL AGREEMENTS, WITH THE FIRE COMPANY OF WHICH HE OR SHE IS A MEMBER, SHALL PUBLICLY DISCLOSE THE NATURE AND EXTENT OF SUCH INTEREST IN WRITING TO HIS OR HER IMMEDIATE SUPERVISOR AND TO THE GOVERNING BODY THEREOF AS SOON AS HE OR SHE HAS KNOWLEDGE OF SUCH ACTUAL OR PROSPECTIVE INTEREST. SUCH WRITTEN DISCLOSURE SHALL BE MADE PART OF AND SET FORTH IN THE OFFICIAL RECORD OF THE PROCEEDINGS OF SUCH BODY.

(A) FOR THE PURPOSE OF THIS SECTION THE TERM "FIRE COMPANY" SHALL HAVE THE SAME MEANING AS DEFINED IN SECTION THREE OF THE VOLUNTEER FIREFIGHTERS' BENEFIT LAW.

(B) FOR THE PURPOSE OF THIS SECTION THE TERM "INTEREST" SHALL MEAN A DIRECT OR INDIRECT PECUNIARY OR MATERIAL BENEFIT ACCRUING TO A MEMBER AS THE RESULT OF A CONTRACT WITH THE FIRE ENTITY WHICH HE OR SHE SERVES. FOR THE PURPOSES OF THIS ARTICLE, A MEMBER SHALL BE DEEMED TO HAVE AN INTEREST IN THE CONTRACT IF (I) HIS OR HER SPOUSE, MINOR CHILDREN AND DEPENDENTS, (II) A FIRM, PARTNERSHIP OR ASSOCIATION OF WHICH SUCH INDIVIDUAL IS A MEMBER OR EMPLOYEE, (III) A CORPORATION OF WHICH SUCH INDIVIDUAL IS AN OFFICER, DIRECTOR OR EMPLOYEE AND (IV) A CORPORATION ANY STOCK OF WHICH IS OWNED OR CONTROLLED DIRECTLY OR INDIRECTLY BY SUCH INDIVIDUAL.

(C) THE DISCLOSURE REQUIREMENT ABOVE SHALL NOT APPLY TO THE FOLLOWING: (I) A CONTRACT WITH A CORPORATION IN WHICH AN INDIVIDUAL HAS AN INTEREST BY REASON OF STOCKHOLDINGS WHEN LESS THAN FIVE PER CENTUM OF THE OUTSTANDING STOCK OF THE CORPORATION IS OWNED OR CONTROLLED DIRECTLY OR INDIRECTLY BY SUCH INDIVIDUAL; OR (II) A CONTRACT IN WHICH AN INDIVIDUAL HAS AN INTEREST IF THE TOTAL CONSIDERATION PAYABLE THEREUNDER, WHEN ADDED TO THE AGGREGATE AMOUNT OF ALL CONSIDERATION PAYABLE UNDER CONTRACTS IN WHICH SUCH PERSON HAD AN INTEREST DURING THE FISCAL YEAR, DOES NOT EXCEED THE SUM OF SEVEN HUNDRED FIFTY DOLLARS.

Article 16

AMENDMENTS AND INTERPRETATIONS

Section 1....PLEADING IGNORANCE OF THE CONSTITUTION AND BY-LAWS SHALL BE NO EXCUSE FOR NEGLECT OF ANY DUTIES PRESCRIBED HEREIN.

Section 2....IN CASE ANY QUESTION ARISES AS TO THE TRUE INTENT AND ORIGINAL MEANING OF ANY SECTION OF THE CONSTITUTION AND BY-LAWS, THIS QUESTION SHALL BE REFERRED TO THE CONSTITUTION AND BY-LAWS COMMITTEE FOR IMMEDIATE CONSIDERATION AND RESPONSE (IF A MAJORITY OF THE MEMBERS OF THAT COMMITTEE ARE PRESENT), OR IF NECESSARY, THE COMMITTEE SHALL REPORT TO THE MEMBERS AT THE NEXT REGULAR MEETING.

Section 3....ANY PROPOSED AMENDMENT(S) TO THIS CONSTITUTION AND BY-LAWS MAY BE PRESENTED TO THE PRESIDENT AT ANY REGULAR MEETING IN WRITING BY THE BYLAWS COMMITTEE OR ANY OTHER MEMBER. THE PRESIDENT SHALL FORWARD ANY PROPOSED AMENDMENT(S) TO THE RECORDING SECRETARY (OR OTHER PERSON DESIGNATED BY THE PRESIDENT) FOR READING AT THE NEXT TWO CONSECUTIVE REGULAR MEETINGS. FOLLOWING THE SECOND READING, IF SUCH AMENDMENT(S) RECEIVED A TWO-THIRDS MAJORITY VOTE OF THE ELIGIBLE VOTING MEMBERS PRESENT, SAME SHALL BECOME A PART OF THIS CONSTITUTION AND BY-LAWS.

EXHIBIT A

BALLOT – ACTIVE AND LIFE MEMBERS

OFFICER POSITION	CANDIDATES	VOTE (CHOOSE ONE)
PRESIDENT	[NAME] [NAME]	
VICE-PRESIDENT	[NAME] [NAME]	
TREASURER	[NAME] [NAME]	
RECORDING SECRETARY	[NAME] [NAME]	
MEMBERSHIP SECRETARY	[NAME] [NAME]	
DISTRICT CHIEF	[NAME] [NAME]	
DEPUTY CHIEF	[NAME] [NAME]	
ASSITANT CHIEF – ST.1	[NAME] [NAME]	
ASSISTANT CHIEF – ST. 2	[NAME] [NAME]	
ASSISTANT CHIEF – ST. 3	[NAME] [NAME]	

EXHIBIT B

LINE OFFICERS

COMPANY: _____

OFFICER POSITION	COMPANY MEMBER ELECTED
CAPTAIN	
LIEUTENANT	

EXHIBIT C

COMMITTEE MEMBERS

STATION: _____

COMMITTEE	STATION MEMBER ELECTED
EXECUTIVE COMMITTEE	
CONSTITUTION AND BYLAWS COMMITTEE	
INTERNAL AFFAIRS COMMITTEE (NO OFFICERS)	
DELINQUENCY COMMITTEE (LIFE MEMBERS ONLY; NO OFFICERS)	
TASK FORCE	
INVESTIGATION COMMITTEE (NO OFFICERS)	