

# **Constitution and By-laws**

**Belleville Fire Company No. 1**

**Belleville, Pennsylvania**



**Revised 2011**

## **Article I - Name**

Section 1. The name of this organization shall be Belleville Fire Company Number 1.

## **Article II – Objective**

Section 1. The objectives of this Company shall be:

1. The extinguishment of fires and the protection of life and property.
2. Conduct its business as legally provided in its corporate charter in the best interest of the community.

Section 2. The Company shall operate in accordance with expenditure and income budgets which shall be adopted each year at the regular meeting in January. A copy of the budget shall be given to the Union Township Board of Supervisors annually.

Section 3. The Belleville Fire Company No. 1 affirms a policy of non-discrimination regarding membership without regard to race, creed, color, national origin, age, sex, handicap, or because a person is a disabled veteran or a veteran of any military action declared by the President of the United States.

## **Article III - Membership**

Section 1. Five classifications of membership in the Company shall exist:

1. Active Member
2. Junior Member
3. Life Member
4. Honorary Member
5. Active Fire Police of Union Township

Section 2. No person shall be admitted to membership under the age of eighteen (18) years, except Junior Members (ages 14-18).

Section 3. Active members shall participate as necessary to carry out the objectives of the Company, as described in Article II.

Section 3(a). An application must be filled out and signed by the applicant and must be signed by two (2) active members and be approved by the Company at the regular meeting, along with the application fee. The application must be read at two (2) monthly meetings; the applicant must attend at least one (1) of these meetings.

Section 3(b). A criminal background check will be required for all applicants. If the applicant is out-of-state, an FBI check shall be completed. A driver's record check shall be completed every two (2) years, or as needed, for all authorized fire apparatus drivers of this Company. Junior firemen will be subject to a background-check upon reaching the age of eighteen (18). The Company will pay for all present driver history checks. New members will pay for their own criminal background and driving checks.

Section 3(c). Before any member of the Belleville Fire Company No. 1 will be considered as an active Firefighter, each person shall enroll and complete an approved Firefighting Training Course/Essentials of Firefighting approved by the Chief, Officers, and Line Officers. At such time of completion, each member will be considered for firefighting gear at the discretion of the Equipment Committee providing funds are available.

Section 4. Junior Members must be fourteen years of age (14), but have not attained the age of eighteen (18) years. Upon reaching the age of eighteen (18), a Junior Member is considered an Active member. Junior members must have a completed work permit and fill out the same application as Active Members. The guidelines for Junior Members will follow the Child Labor Act of 1915. Before Junior Members are brought into membership, a parent must meet with the Chiefs of this Company. Junior Members can attend all monthly meetings, but will be accompanied by a member over the age of eighteen (18) in or on company property at all times, unless given approval by any elected Officer of the Company.

- Section 5. Any member who has been disabled in the line of duty, or becomes incapable of active duty because of illness or injury while a member of this Company, may be elected a Life Member by majority vote. A member of the Company who has obtained twenty (20) years of active service shall be considered a Life Member. A Life Member shall enjoy all the rights and privileges of an Active Member.
- Section 6. An Honorary Member shall be any member of the community who supports the goals and objectives of the Company. Honorary members shall not have any company voting privileges.
- Section 7. To become a member of the Union Township Fire Police, one must be a member of the Belleville Fire Company No. 1.
- Section 8. All applicants will be on a three (3) month (90 day) probationary period, unless waived by the Executive Committee. All new members are required to turn-in any certificates of prior training.
- Section 9. A complaint or grievance shall be in writing and issued to any member of the Executive Committee, who shall bring it immediately to the President for Executive action. It shall be the responsibility of the Executive Officers to take disciplinary action in any manner they see fit.
- Section 10. The Secretary shall give all members a printed copy of these By-laws, Standard Operating Guidelines, and a membership card when they first join the Company or when renewing membership after any interruption of continuous membership and upon revision of the By-laws.

#### **Article IV - Meetings**

- Section 1. The stated meeting of the Company shall be on the second Thursday of each month at 7:30 P.M. Seven (7) members shall constitute a quorum.
- Section 2. A Special Meeting shall be called by the President or on written request of seven (7) members to the President or Elected Officers. No business other than that specified shall be translated.

## **Article V - Officers**

**Section 1.** The elected officers of this Company shall be:

1. President
2. Vice President
3. Secretary
4. Assistant Secretary
5. Treasurer
6. Assistant Treasurer
7. Trustees (three, 3)
8. Chief
9. First Assistant Chief
10. Second Assistant Chief
11. Mechanician
12. Assistant Mechanician

**Section 2.** The Chief Officers shall appoint the following Line Officers:

1. Captain
2. Lieutenant
3. Safety Officer
4. Accountability Officer
5. Infectious Control Officer

Line Officers shall be required to complete an Officers Training Course within one (1) year of appointment.

**Section 2(a).** To be eligible to run as a Chief of this Company, one must serve as Assistant Chief for at least two (2) years. The Chief is elected for a two (2) year term.

**Section 2(b).** To be eligible to run as an Assistant Chief of this Company, one must serve as a Line Officer for at least two (2) years. The Assistant Chiefs are elected for a one (1) year term.

**Section 3.** Any officer may serve an indefinite number of terms in the same office.

## **Article VI - Nominations and Elections**

**Section 1.** Nominations for officers shall be made by a Nomination Committee, appointed by the President at the regular monthly meeting in October. The Nominating Committee shall publish its slate of nominees at least two (2) weeks prior to the regular meeting of the Company in November. This Committee shall be responsible for having ballots made for the election, as well as posting the names of eligible voters.

**Section 1 a.** “eligible voters”- see Article VI, Section 4.

**Section 2.** Nominations shall be made from the floor only at the November meeting with the consent of the nominee(s).

**Section 3.** The Officers of this Company shall be elected annually on the second Thursday of December. The elected Officers, with the exception of the President, shall assume their duties on January 1. The President-elect shall assume his/her duties at the regular meeting in January, following the opening remarks of the retiring President. The Officers shall serve for a period of one (1) year, or until their successors are elected, except the Trustees, Treasurer and Assistant Treasurer. Trustees shall serve a period of three (3) years. One Trustee shall be elected each year to succeed the retiring Trustee. The Treasurer shall serve a term of five (5) years and the Assistant Treasurer shall serve a term of three (3) years.

**Section 4.** Voting shall be the proper order of business at the regular December meeting. The voting shall be on printed ballots. A member shall be eligible to vote if he/she has attended six (6) meetings in the calendar year, unless work, school, or other fire company activities prohibit a member from doing so. Eligible members present at the December meeting are allowed one (1) vote for each office unless otherwise specified. Absentee ballots are allowed for voting when work, school, or other fire company activities prohibit attending the regular meeting by putting absentee ballots in two (2) sealed envelopes with the member’s name on the outer envelope, addressed to the President. The calendar year of the Belleville Fire Company No. 1 shall be from 1 January to 31 December.

Section 5. The President shall appoint two (2) tellers, who shall count votes simultaneously as called to them by a Judge of Elections, also appointed by the President. These appointments, made from members present, are not named on the ballots. The candidates receiving the majority of votes shall be elected. The ballots shall be locked in the safe for a period of thirty (30) days, and then destroyed.

Section 6. Vacancies created in any elected office, for any reason, shall be filled by an appointment by the President, and be effective immediately.  
Exception: A vacancy in the office of the President shall be automatically filled by the Vice President. The vacancy of the Vice President shall then be filled by appointment as above.

## **Article VII - Duties of Officers**

### Section 1. **President**

The President shall be the Chief Officer of the Company. The President shall have general and active management of the business of the Company; acting in the best interests of the Company at all times, and in no way modify actions of the Company. The President shall see that all orders and resolutions of the Company are carried into effect. The President shall have general supervision and direction of the other officers of the Company, both elected and appointed, being responsible that the duties of these officers, as provided by these By-laws, are performed. The President shall appoint all standing committees as deemed necessary. The President is an ex-officio member of all committees, unless a conflict of interest exists. The President is responsible to the Company for the performances of all committees. The President shall preside over all Company meetings in accordance with the parliamentary authority established in Article X, Section 4. The President shall be chairman of the Executive Committee. The President shall call Company meetings as deemed necessary. The President shall call special meetings of the Company as provided in Article VIII, Section 3. At the regular January meeting, the President shall announce his/her appointments as provided by these By-laws and name any special committees needed to execute his program.

Section 2. **Vice President**

The Vice President, next in rank, shall be vested with the powers and required to perform the duties of the President in case of his absence or disability. If for any reason the office of the President shall become vacant, the Vice President shall succeed in office.

Section 3. **Secretary**

The Secretary shall record all proceedings of the Company and of the Executive Committee. The Secretary shall be responsible for all the records and papers of the Company. The Secretary, Assistant Secretary or his/her designee, shall also be responsible for the receiving and distribution of Company mail on a daily basis. The Secretary shall read all bills due for payment at each regular, scheduled meeting.

Section 4. **Assistant Secretary**

The Assistant Secretary shall succeed in the office of the Secretary, if that office is made vacant for any reason(s). The Assistant Secretary shall act for the Secretary in his/her absence or disability. The Assistant Secretary shall perform such other reasonable duties as may be assigned to him/her by the Secretary.

Section 5. **Treasurer**

The Treasurer shall receive all the money belonging to the Company. The Treasurer shall deposit all money in the name of the Company and to the credit of such accounts as the Company may specify in such depository, as may be designated by the Company. The Treasurer shall disperse all money in the name of the Company. The Treasurer shall keep an accurate account of all monies received and dispersed by him/her, being prepared to show his accounts at any reasonable time for examination. The Treasurer shall close on the last day of December, and turn his/her books over to the Auditing Committee for audit. The Treasurer shall submit a copy of the year's financial record to the Union Township Board of Supervisors for audit. The Treasurer shall publish a financial statement monthly, and at such other times as deemed necessary by the Company. The Treasurer shall supervise preparation of the budget as provided in Article II, Section 2. The Treasurer shall be bonded by the Company in the amount sufficient to cover the amounts of funds handled. The Treasurer shall be elected for a five (5) year term.



Section 6. **Assistant Treasurer**

The Assistant Treasurer shall be knowledgeable of all monies and Company accounts if the position of Treasurer is made vacant for any reason. The Assistant Treasurer shall act for the Treasurer in his/her absence or disability. The Assistant Treasurer shall also be bonded for the same amount of funds as in Article VII, Section 5. The Assistant Treasurer shall be elected for a three (3) term.

Section 7. **Trustees**

The Trustees, three (3), shall be responsible to the Company for all land and buildings used by the Company, together with all the furniture and fixtures. They shall have such property maintained, protected, and repaired to the satisfaction of the Company. The Trustees shall have full authority to act for the Company in the management of the building and related activities, providing they in no way modify any action of the Executive Committee or the Company. A majority of the Trustees will endorse all bills covering major alterations, additions, or improvements before being presented for payment. The Trustee serving in the third year shall be Senior Trustee and Chairman. They shall maintain a permanent inventory and record of all property for which they are responsible, together with all deed titles and contracts, if applicable.

Section 8. **Chief**

The Chief shall be responsible for upholding the objectives of the Company and is immediately responsible for that portion of the Company business relating to the objective as provided in Article II, Section 1, Sub-Section 1. The Chief shall make all appointments as provided by these By-laws and such others as the Chief is permitted by the Executive Committee of the Company. The Chief and the President shall present all information pertaining to the Company to the Union Township Board of Supervisors in January. The Chief is responsible for maintaining active fire prevention programs in the community. The Chief shall make a complete report of all emergency calls at the next regular meeting. The Chief shall be responsible for safety and proper training of all firefighting personnel.

Section 9. **First Assistant Chief**

The First Assistant Chief shall fulfill the duties of Chief in his/her absence and advance to that office, with the majority approval of the Company, if that office is made vacant for any reason. The First Assistant Chief shall be Chairman of the Equipment Committee or Training Committee at the request of the Chief.

Section 10. **Second Assistant Chief**

In the absence of the Chief and First Assistant Chief, the Second Assistant Chief shall fulfill their duties and advance in office, should a vacancy occur. The Second Assistant Chief shall be the Chairman of the Training Committee or Equipment Committee at the proper request of the Fire Chief.

Section 11. **Mechanician**

The Mechanician shall have charge and control of all present fire apparatus and fire equipment, and upon all occasions, either in or out of service. The Mechanician shall see that the apparatus and equipment are kept in a clean and serviceable condition at all times. The Mechanician shall appoint drivers for Company vehicles as needed. The Mechanician shall be a member of the Equipment Committee. The Mechanician shall maintain records on all fire apparatus.

Section 12. **Assistant Mechanician**

The Assistant Mechanician shall fulfill the duties of Mechanician in his/her absence and advance to that office with the approval of the President. If the office becomes vacant for any reason, the Assistant Mechanician shall perform such reasonable duties as may be assigned to him/her by the Mechanician.

Section 13. **Captain**

The Captain is in charge of engine room functions. The Captain shall assist the Chief Officer in any reasonable manner. The Captain shall assume command duties in the absence of the Fire Chief, First Assistant Chief, and Second Assistant Chief on the fire grounds.

Section 14. *Lieutenant*

The Lieutenant shall assist the Captain and Chief Officers in any reasonable manner. The Lieutenant shall assume command duties in the absence of the Fire Chief, First Assistant Chief, Second Assistant Chief, and Captain on the fire grounds.

Section 15. *Safety Officer*

The Safety Officer shall be responsible for the safety of all firefighters on an emergency scene.

Section 16. *Accountability Officer*

The Accountability Officer shall be responsible for the accountability of all firefighters on an emergency scene.

Section 17 *Infectious Control Officer*

The Infectious Control Officer shall be responsible for the medical records of all members of this Company, as well as keeping these records up-to-date, keeping records of immunizations. **These medical records shall be locked in a filing cabinet at the firehouse.** The key to this cabinet shall be given to the Infectious Control Officer. A second key shall be kept in the despository safety deposit box. Keys to the safety deposit box shall be maintained by the President, Treasurer and Infectious Control Officer.

Section 18. The Fire Chief, Assistant Fire Chiefs, and Line Officers of the Company shall be responsible for establishing a set of Standard Operating Guidelines. These Standard Operating Guidelines shall serve as a guide for the actions of the Company at any emergency situation that is involved. These Standard Operating Guidelines shall be approved by the Company at a regular monthly meeting. They shall be in written form and revised when necessary. A copy of these Standard Operating Guidelines shall be issued to all active members.

## **Article VIII - Executive Committee**

- Section 1. An Executive Committee shall be maintained, consisting of all elected officers and the immediate past president. The President shall serve as Chairman of the Committee, unless there is a conflict of interest. The Secretary shall serve as secretary of this committee. Six (6) members shall constitute a quorum.
- Section 2. The Executive Committee has full authority to act for all the Company in all matters between regular meetings of the Company, providing that no action of the Company is modified in any way.
- Section 3. The Executive Committee shall meet as often as necessary to properly carry out the business of the Company. Meetings shall be called by the President, any elected officer, or by written request of five (5) Company members. The principal purpose of these meetings will be to consider the condition of the Company, to prepare any proposals, or resolutions of the Company considerations deemed advisable, and to take any action necessary in the interest of the Company.
- Section 4. A written report of each Executive Committee meeting shall be presented to the Company at the next regular meeting of the Company.

## **Article IX - Committees**

- Section 1. Standing committees shall be maintained as follows:
- a. By-laws Committee
  - b. Festival Committee
  - c. Training Committee
  - d. Equipment Committee
  - e. Fund Drive Committee

Section 2. **By-laws Committee**

The By-laws Committee shall interpret these By-laws and keep members informed of them. It shall see that every member receives a copy of these by-laws. Any amendment, alteration, or appeal of these By-laws shall be prepared by this Committee of at least five (5) members for presentation to the Company. These By-laws are to be reviewed annually. The President shall appoint the Chairman of this Committee annually.

Section 3. **Festival Committee**

The Festival Committee shall be appointed by the President and consist of as many members as the President deems necessary. It shall be the responsibility of this Committee to plan for, and execute the Fireman's Festival, held the first full weekend in August. A final report of this Festival shall be presented to the Company at the regular meeting in October or November. The President shall appoint the Chairman of this Committee annually.

Section 4. **Training Committee**

The Training Committee shall consist of the three (3) Chiefs. The function of this Committee shall be to execute and augment, but in no way modify, the training program outlined by the Chief. The Committee shall report to every regular meeting of the Company. The Chief is the Chairman of this Committee. This Committee shall meet as often as necessary to carry out an active training program.

Section 5. **Equipment Committee**

The Equipment Committee shall consist of the three (3) Chiefs and the Mechanician. The Committee's function shall be to recommend to the Company the needs for updating all firefighting equipment. The Chief shall appoint the Chairman of this Committee annually.

**Section 6. The Fund Drive Committee**

The Fund Drive Committee shall consist of two (2) members, the Treasurer and a member appointed by the President annually. The fund drive begins on October 1 of each year.

**Section 7.** The President shall be an ex-officio member of all committees.

**Section 8.** All purchase requests over \$500 shall be brought before the Company for approval before the purchase can be made, with the exception of the Festival Committee.

**Article X – Fundraising Activities**

**Section 1.** All Active Members, excluding Fire Police, shall participate in at least twenty (20) hours of fundraising per year to retain their active status. Fire Police members are not required to meet these twenty (20) hours, but are encouraged to participate in fundraising activities.

**Section 2.** The fundraising activities of the Belleville Fire Company may include, but are not limited to: monthly Bingo, Cash Night (2), Easter Flower Sale (4 days), Easter Egg Hunt, Kish Creek Trout Tournament (3 days), Golf Tournament, chicken barbeques, Santa Claus Night, filling swimming pools, and the Allensville Fireman’s Festival.

**Section 3.** New members of the Company shall have a twelve (12) month grace period, from these hours, to familiarize themselves with the fundraising opportunities of the Company.

**Section 4.** The twenty (20) hours, as described above, shall not include all functions of the Belleville Fireman’s Festival.

## **Article XI - Order of Business**

Section 1. At all meetings of the Company, the order of business shall be as follows:

1. Opening
2. Roll Call
3. Reading of Minutes
4. Treasurer's Report
5. Reading of Bills
6. Chief's Report
7. Mechanician's Report
8. Membership Committee Report
9. Festival Committee Report
10. Ways & Means Committee Report
11. Training Committee Report
12. Equipment Committee Report
13. Correspondence
14. Old Business
15. New Business
16. Good of the Company
17. Adjournment
18. Fireman's Relief Meeting

Section 2. All resolutions shall be in writing.

Section 3. These rules of order may be set aside temporarily by a two-thirds vote of the membership present to consider business out of the regular order, but return to force when such business has been considered.

Section 4. Robert's Rules of Order, Revised, shall be the authority and guide in all questions of business or Parliamentary procedure.

## **Article XII - Amending, Repealing, or Altering**

Section 1. Proposed amendment(s), repeal, or alteration of these By-laws shall be presented to the By-laws Committee in writing by a minimum of five (5) Company members.

- Section 2. The By-laws Committee will prepare any proposed amendment(s), repeal, or alteration to these By-laws for presentation to the Company. Such propositions, when prepared, shall be endorsed before presentation to the Company by those members who submitted the original request of the Committee.
- Section 3. Any proposed amendment(s), repeal, or alteration of these By-laws, when presented in accordance with Sections 1 and 2 of this Article, shall be read at two (2) regular meetings of the Company, prior to action by the Company. Action may be taken immediately following the second meeting.
- Section 4. A two-thirds vote of the membership present shall be required to adopt any amendment(s), repeal, or alteration to these By-laws, properly presented, for action, providing a quorum is present.

### **Article XIII – Amended Bylaws**

- Section 1. Any previous Constitution or By-laws, together with amendments or alterations, shall be null and void upon the adoption of these revised By-laws.
- Section 2. These By-laws shall take effect on 01 January 2012.

First Reading: 09/08/2011  
Second Reading: 10/13/2011

**Voted/approved: 11/10/2011**

By-laws Committee Members:

Robert Keller	Joe Sharp
John Chester	Richard Byler
Mike Frank	Matthew Chester
Tim Mateer	
Kyle Miliron	