

CARLISLE FIRE COMPANY, INC.

CONSTITUTION

AND

BY-LAWS

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**CONSTITUTION AND BY-LAWS
THE CARLISLE FIRE COMPANY, INC.
MILFORD, DELAWARE**

CONSTITUTION

ARTICLE 1 - NAME

The name of this organization shall be “THE CARLISLE FIRE COMPANY, INC.” of Milford, Delaware, to be recognized as a member of the “KENT and SUSSEX COUNTY VOLUNTEER FIREMEN’S ASSOCIATIONS” and “THE DELAWARE VOLUNTEER FIREMEN’S ASSOCIATION”. The year of incorporation shall be recognized as 1802.

ARTICLE 1A - LADIES AUXILIARY

THE CARLISLE FIRE COMPANY LADIES AUXILIARY is a division of The Carlisle Fire Company, Inc. and is operated by the Auxiliary By-Laws and elected officers. In the event the Ladies Auxiliary is dissolved, all assets shall be turned over to The Carlisle Fire Company, Inc.

ARTICLE 2 - PURPOSE

The purpose of this organization shall be to provide fire, rescue, emergency medical, disaster response and related services to the City of Milford and the surrounding area.

These services will be provided by recruiting and maintaining personnel with sufficient training, apparatus and equipment to conduct prompt, efficient and effective operations.

In order to ensure an adequate response to major incidents and disasters, the company will participate in the statewide fire mutual aid system.

ARTICLE 3 - MEMBERSHIP

Membership in the company shall be limited to qualified individuals, as described in the bylaws.

ARTICLE 4 - ELECTED OFFICERS

The elected officers of this Company shall be as follows; PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, FIRE CHIEF, SUPERINTENDENT OF BUILDING and SUPPLIES, FIRE RECORDER, CHIEF ENGINEER, AMBULANCE CAPTAIN and THREE AT-LARGE MEMBERS OF THE BOARD OF DIRECTORS.

ARTICLE 5 - BOARD OF DIRECTORS

The Board of Directors is the governing body of the fire company. The business and affairs of this corporation shall be managed by or under the direction of the Board of Directors. The board shall ensure that the mission of the fire company is accomplished by providing guidance, fiscal controls, conflict resolution and general management oversight. The Board of Directors shall be the final arbiter of disputes within the organization.

Article 6

Regular monthly meeting of the Company shall be held in the fire house on the first Thursday of each month at 7:30 PM. Fifteen active, associate, honorary life or life members in good standing shall constitute a quorum to do business (other than to amend the Constitution and By-Laws) at any regular or special meeting.

The President may call a special meeting at any time when in his/her judgment it shall be necessary, or upon petition of five (5) members in good standing. Proper notice must be provided to the membership when a special meeting is called.

ARTICLE 7 - REMOVAL AND EXPULSION

Any member may be removed from office or expelled from the Company for breach of trust or improper conduct provided always that an opportunity shall be given him/her of making a defense as provided for in the bylaws.

ARTICLE 8 - INTERPRETATION

Any doubt, which may arise as to the true meaning of any Article, Section or Clause of this Constitution or By-Laws, shall be submitted to the By-Laws Committee for resolution. The decision of the committee shall be final, unless appealed to and overruled by the Board of Directors. All such decisions shall be recorded by the Secretary for future reference.

ARTICLE 9 - AMENDMENTS

This Constitution may be amended or revised at any stated meeting by a two-thirds vote of members in good standing present and voting, provided the proposed amendment or revision shall have been submitted in writing not less than one month prior to the vote and had at least two readings. One reading shall be at the meeting when introduced and the second reading shall be at the meeting prior to the vote being taken.

BY-LAWS

ARTICLE 1 - ELECTIONS

Section 1: All elections of officers and directors shall be by secret ballot and the candidate nominated receiving the most votes shall be elected to office. Each officer and director shall be nominated separately and elected separately. All members to be nominated for officer or director must be present to accept the nomination at that monthly meeting.

Section 2: The Board of Directors, consisting of a President, Vice President, Secretary, Treasurer, Fire Chief, Superintendent of Building and Supplies, Fire Recorder, Chief Engineer, Ambulance Captain and three additional Active, Associate, Honorary Life or Life Members shall be elected at the stated meeting in December.

Section 3: At elections for officers and directors, all active, associate, honorary life, and life members in good standing and no others shall be entitled to vote.

Section 3A: All life, honorary life, associate and active members in good standing and no others shall be eligible to hold elected offices in the Carlisle Fire Company.

Section 4: Any vacancy which may occur in any elective office by resignation, removal, expulsion, death, or otherwise shall be filled by special election by nominating and electing at the same stated meeting.

Section 5: Paid full-time employees of the Carlisle Fire Company are not eligible to serve as an elected officer or director.

ARTICLE 2 - BOARD OF DIRECTORS

Section 1: The Board of Directors shall immediately after their election organize by electing one of their number Chairmen and one of their number Secretary, each of whom shall serve one year. Six members of the Board shall constitute a quorum. The Board shall meet once a month. They shall have full charge of the property of the Company. They shall make all contracts for the rental of the fire house, repairs, changes and alternations to the fire house or apparatus; they shall purchase all supplies not over \$500.00. They shall appoint one or more custodians and prescribe duties and compensation and shall have power to remove them at any time, and such action, however, shall be subject to an appeal to the company. They shall make such rules and regulations of conduct in the fire house, as they shall deem desirable. They may in their discretion permit the apparatus to be taken from the fire house for parade purposes.

Section 2: The Board of Directors of the Company has the power and authority to sell, assign, transfer, or otherwise dispose of any and all real and personal property of the corporation.

Section 3: Board of Directors may be exempt from drill in order to accomplish fire company business. Excuse will be recorded on all attendance sheets.

Section 4: All Directors as described in Article 1 Section 2 of the By-Laws and anyone who has a company approved budget, shall be empowered to make such purchases as necessary in order to carry out their assigned duties. Such purchases shall not exceed (\$1000.00) one thousand dollars per month. Any other purchases shall be approved in advance by the company at a stated meeting.

Section 5: Any product or service estimated to cost between (\$1000.01) one thousand and one cent and (\$2000.00) two thousand dollars shall be presented to the company accompanied by a minimum of two (2) written quotations.

Section 6: Any project or service estimated to cost over two thousand dollars and one cent (\$2,000.01) shall be placed on competitive bid to a minimum of three (3) vendors. Exceptions to the above shall only be made by a majority vote of the company.

Article 3 - President

Section 1: It shall be the duty of the President to preside at meetings of the Company. He/she shall take the opinion of the Company on all proper questions and announce the result thereof. He/she shall inspect all ballots and announce the result of the vote, convene special meetings as provided in the Constitution, appoint clerks and tellers, appoint all committees unless otherwise ordered and announce the same to the meeting of the Company immediately upon their appointment and generally to do such things that are customary and proper for a presiding officer.

Section 2: The President shall cause orders to be drawn on the treasurer for the payment of all such accounts as may be allowed by the company. All bills and statements are to be read to the Company membership with the request for majority approval.

Section 3: The President shall be the judge of order and his/her decision shall be immediately submitted to, unless his/her members require an appeal to the Company, which shall be decided with debate. He/she shall neither make nor second any motion while in the chair. When he/she desires to take part in a debate, previous to addressing the Company, he/she shall leave the chair and call the Vice President, or in his/her absence, some member of the Company, to preside.

Section 4: He/she shall be empowered to have all orders drawn on the Treasurer for the payment of any bills on which there may be a discount by early payment, or which he/she may deem necessary to pay previous to a meeting, without it first passing a meeting of the Company, subject to approval of the Board of Directors.

Section 5: The President shall call a special meeting whenever eight (8) members in writing shall so request.

Section 6: It shall be the duty of the President to notify the Vice President of any intended absence from the town, or if practicable, of his/her incapacity to perform the duties of his/her office.

Section 7: The President shall, at his/her discretion, appoint a Chaplain and Surgeon General and they shall be carried on the rolls as an Honorary Member.

Section 8: It shall be the responsibility of the President to decide all conflict of duties pertaining to all members of the Company. His/her decision shall remain, unless the majority of the Company, at a regular meeting, reverses his decision.

Section 9: The President shall be empowered to request Active, Associate, Honorary Life, and Life Members the right to vote on Company matters during special meetings when matters before the Company shall be of most importance and foreseen as a long term project.

Request shall be approved by a majority vote of all members in good standing present and voting at a previous meeting.

Section 10: The President shall appoint a financial advisory committee to consist of persons from the Business Community to assist the Fire Company in financial matters. They shall be carried on the rolls as honorary members if they are not a member of the company.

The committee shall meet when deemed necessary.

ARTICLE 4 - VICE PRESIDENT

Section 1: It shall be the duty of the Vice President to perform the duties of President when that officer is absent from the town, or from any cause incapacitated to perform the duties of this office.

Section 2: In the absence of both the President and the Vice President, the Secretary shall call the meeting to order, and the chair shall be filled by a member chosen by a majority of the members present.

Section 3: Should the office of the President become vacant by death, resignation or otherwise, the Vice President shall perform the duties of said office until the election of a President.

Section 4: The Vice President shall be empowered to consign checks in the absence of the President or the Treasurer.

ARTICLE 5 - SECRETARY

Section 1: It shall be the duty of the Secretary to keep a correct record of the Company's proceedings when assembled in meetings in a book provided for that purpose and submit the same to the Company for approval at each subsequent meeting. He/she shall call special meetings when so directed by the President.

Section 2: In recording the transaction of the Company, he/she shall be furnished with a book for the regular minutes and for registering such laws and resolutions as may from time to time be adopted for the government of the Company.

Section 3: The books, papers and documents of the Company shall always be subject to the inspection of ANY MEMBER but shall not be loaned. He/she shall transmit all books, papers, documents and other property entrusted to his/her care, belonging to the Company, to his/her successor in office within twenty-four (24) hours after leaving the office.

Section 4: He/she shall notify all persons in writing of their membership, notify all members of their election to office (if absent), notify the chairperson of all committees of their appointment, and furnish the chairperson thereof with a list of the members names composing that committee within five days after their appointment.

Section 5: In case the President and Vice President should be absent from the town, or sick, the Secretary shall then have power to call such special meetings as are provided for by Article 6 of the Constitution.

Section 6: He/she shall, when the yeas and nays are called, record them on the minutes.

ARTICLE 6 - TREASURER

Section 1: It shall be the duty of the Treasurer to take care of the money of the Company. Hold the same subject to their order, keeping regular entries of all transactions, taking receipts for all monies paid by him/her for the company. He/she shall make available to the membership a printed list of transactions at each regular meeting.

Section 2: He/she shall keep his accounts with the Company in such a manner that the state of the funds may at any time be ascertained and shall pay no money without proper approval from the Company membership unless as under Article 3, Section 4 of the By-Laws.

Section 3: He/she shall deposit all funds in banks approved by the Company and all checks drawn on same shall be signed by the Treasurer and countersigned by the President or Vice President.

Section 4: He/she shall transfer all money and other property entrusted to his/her care, belonging to the Company, to his/her successor in office within twenty-four (24) hours after leaving office.

Section 5: He/she shall transfer to the auditors all books and records of the Company promptly upon instructions of the Company membership. Such audits are to be at least once during a twelve (12) month period, immediately following the fiscal year end.

Section 6: The Treasurer shall appoint as necessary an assistant to perform in his/her absence or when needed by the Treasurer.

Section 7: The Treasurer shall be bonded for limits set by the Board of Directors at the expense of the Company.

Section 8: The Treasurer shall pay no bill unless a purchase order is attached or it is signed by the department head, unless as under Article 3, Section 4 of the By-Laws.

ARTICLE 7 - SUPERINTENDANT OF THE BUILDING AND SUPPLIES

Section 1: It shall be his duty to see that the building is maintained properly.

Section 2: He/she shall keep a stock account of all supplies used by the Company. When so ordered by the Company, he/she shall call for bids for such supplies as are needed. He/she shall purchase only such equipment and supplies as has been approved by a majority vote of the Company, using and maintaining printed, numbered purchase order system. He/she may purchase incidental supplies needed in the building or by the Company not exceeding \$100.00 in cost per individual purchase with Company action and without the submission of bids. For emergency purchases, in excess of \$100.00, but not to exceed \$500.00, between regular monthly meetings approval of the Board of Directors is requested.

ARTICLE 8 - FIRE RECORDER

Section 1: The Fire Recorder shall keep a record of all fires to which the Company responds in a book provided for the purpose. He/she shall record the date, hour, location of fire, Acting Chief, the roll of members present after all equipment is in service and the amount of damage to property of fire. He/she shall submit on time all supplemental reports as required by County or State Fire organizations. He/she shall also make regular monthly and yearly reports to the Company covering all alarms and calls.

ARTICLE 9 - FIRE CHIEF

Section 1: It shall be the duty of the Fire Chief to see that the equipment, hose, hose fittings, ladders, SCBA's, portable power and hand tools are kept in good working order and repair.

The Chief shall determine the most efficient placement of all equipment placed upon the apparatus so long as it does not interfere with the efficient operation of the apparatus.

The Chief or his/her designee shall command the Company at every alarm or fire;

To see that every member does his/her duty

To get the apparatus into service as soon as possible

To grant leave of absence when he may think proper

To enforce the By-Laws of the Company pertaining to fire and rescue

Section 2: He/she shall appoint, as necessary, a Deputy Chief, Assistant Chiefs, Captains and Lieutenants further dividing the active membership of the Company into working crews. He/she shall call drills and schools as necessary enlisting the help and interest of every active member to further proficiency of firefighting and the proper use of all equipment.

ARTICLE 10 - CHIEF ENGINEER

Section 1: The Chief Engineer shall be responsible for the maintenance and repair of the apparatus and its integral systems; i.e.; generator and permanently mounted electric reels and lights, pump, tank, engine, drive train and mechanical systems.

The Chief Engineer shall mount all equipment on the apparatus as specified by the Chief as long as it does not interfere with the efficient operations of the apparatus.

Section 2: The Chief Engineer shall direct the activities of any mechanics relating to the equipment. The Chief Engineer or his/her designated assistant shall be responsible for all maintenance, repairs, or modifications to all fire apparatus and shall approve any work and purchases prior to beginning work.

Section 3: The Chief Engineer, the Board of Directors of the Carlisle Fire Company, Inc. reserves the right to restrict or limit operation of Company vehicles by any member of any age who has a medical or physical disability.

The Company may require a medical examination in order for the member to continue to operate/drive Carlisle Fire Company, Inc. vehicles.

ARTICLE 11 - AMBULANCE CAPTAIN

Section 1: It shall be the duty of the Ambulance Captain to see that the ambulances are properly manned.

Section 2: The Ambulance Captain shall see that the ambulances are maintained properly and that all needed supplies are in the ambulances to meet highway standards for certification.

Section 3: The Ambulance Captain shall appoint the necessary Lieutenants and Administrative personnel, as he/she deems necessary to perform adequate service.

Section 4: The Ambulance Captain and his/her appointed officers shall administer all rules, procedures, and policies set down by the Ambulance personnel.

Section 5: The Ambulance Captain, the Board of Directors of the Carlisle Fire Company, Inc. reserves the right to restrict or limit operations of the company vehicles by any member of any age who has a medical or physical disability. The Company may require a medical examination in order for the member to continue to operate/drive Carlisle Fire Company, Inc. vehicles.

ARTICLE 12 - DIRECTORS

(Reserved for future information)

ARTICLE 13 - MEETING NIGHTS

Section 1: Stated meeting of the Company shall be held at the fire house on the first Thursday night of each month at 7:30 PM.

Section 2: The President shall take his/her seat at the hour appointed, call the meeting to order, if it is a special meeting, he/she shall state the business for which the meeting was called, and no other business shall be considered.

Section 3: In the event a quorum shall not be assembled within one-half hour of the time appointed those present may be adjourn.

Section 4: In the event the fire alarm is sounded while the Company is in session or before the meeting is organized, the meeting shall be adjourned or recessed, whichever is feasible.

Section 5: No member shall retire from the meeting without permission from the President or Chairmen thereof.

ARTICLE 13A - MEETING AND/OR ARCHIVES ROOM

Section 1: These rooms shall be designated Tobacco free areas at all times.

Section 2: There shall be no food or drinks in these rooms at any time.

ARTICLE 14 - MEMBERS

Section 1: Any respectable citizen of the City of Milford or within the area of the Company, of the age of 14 years or upwards, may become a member of this Company when proposed and upon his/her election and accepting the obligation, he/she shall be presented with a copy of the Constitution and By-Laws.

Membership shall be divided into nine (9) classes: namely; Apprentice Junior, Junior, Apprentice, Active, Associate, Honorary Life, Life, Inactive and Honorary.

Junior Membership of the Company is to consist of persons of the age of 14 to 18 years old and they are to be classed as junior members only. When the junior member reaches the age of 18 years, he may then apply for regular membership as an apprentice member. (Election to active membership is to be completed after a prospective member has served a one-year apprenticeship. The election shall be by secret ballot requiring a majority vote of members in good standing, present and voting). Anyone being accepted as a junior member of this Company shall abide by all the rules and regulations set forth in the Company By-Laws in which any part thereof pertains to him/her, or wherever the words "Candidate for Membership" shall read "Candidate for Junior Membership" shall be applied.

Section 2: A candidate for membership must be recommended by one member of the Company, stating the name, age, occupation and residence of the application; said application shall be referred to an investigating committee of three, appointed by the President, who shall report at the next stated meeting.

Section 3: Applicants for membership who do not accept the obligation by the next meeting night after their election, without valid excuse, shall forfeit their right to membership.

Section 4: On an alarm of fire, each active and apprentice member is to report to the fire house or answer the call. After the fire is extinguished, they shall assist in placing the equipment in order.

Section 5: No member shall communicate what has been said and done in meetings to non-members, except what may be done in matters of a public nature and in no case shall the position taken by an individual member be disclosed.

Section 6: No member shall be obliged to serve on more than two committees at the same time.

Section 7: All members are to assume the personal responsibility of caring for their individual equipment. Such equipment, excluding dress uniforms, is to be kept at the fire house unless exception is granted by the Chief and used only in the event of fire or other alarm.

ARTICLE 15 - APPRENTICE JUNIOR MEMBERSHIP

Section 1: Any person of the ages of 14 to 18, may become a junior member of this company. Anyone being accepted as an Apprentice Junior member of this company shall abide by all the rules and regulations set forth by the Company By-Laws.

Section 2: Application. A candidate for Apprentice Junior Membership must be recommended by a regular Junior Member of the Company, and a member in good standing of the Application and a Doctor's Physical Certificate to Jr. Member Committee.

Section 3: Any person applying for membership must present a report card (last one issued) with passing grades in all subjects. All report cards must be presented to Jr. Member Committee Chairmen or the Fire Chief.

Section 4: Apprentice Junior members shall be presented to the junior membership each month. Election shall be by secret ballot, requiring a majority of votes by the members in good standing.

Section 5: If the applicant for Apprentice Junior membership does not accept the obligation by the next meeting night after his/her election without valid excuse, he/she shall forfeit his/her right to membership.

Section 6: Apprentice Junior members will be required to accumulate 100 points in his/her apprentice year.

Section 7: The Apprenticeship for a junior member shall be a period of one year. At the end of one year, they shall be presented a Fire Company Junior Member Belt Badge.

Section 8: After the Apprentice Junior member has met all requirements, he/she shall then be voted on by the members in good standing, at the regular monthly meeting. If accepted, the Apprentice Junior member will be given all rights as a Junior Member of the Carlisle Fire Company, Inc.

ARTICLE 16 - JUNIOR MEMBERSHIP

Section 1: Active Junior members shall be considered in good standing and eligible to vote if their points have accumulated to 100 points.

Section 2: The Junior member shall be responsible for all equipment he/she is using. Any damage or misuse by the junior member shall result in payment for the article(s).

Section 3: No Junior member shall communicate any Company matters outside the Company functions that would damage the image of the Carlisle Fire Company, Inc. or its members in the view of the public.

Section 4: No Junior member shall show any disrespect toward a regular member or use profane language toward a regular member. Any complaint shall be handled by the Junior Member Committee.

Section 5: Junior membership in the Carlisle Fire Company, Inc. shall be limited to twenty-five (25) members.

Section 6: When a junior member reaches his/her 18th birthday, he/she may apply to the Company for acceptance as an Apprentice Member.

ARTICLE 17 - APPRENTICE MEMBERS

Section 1: Apprentice members shall upon being presented to the Company, by one active member of the Company, and will be thoroughly investigated. This investigation shall consist of place of residence and employment, age, physical, fitness, community adaptability, violations of local and state penal codes and any other pertaining to the applicant.

Section 2: Apprentice members shall be presented to the Company upon completion of the interview process with the Membership Committee.

Section 2A: Exception: Jr. Members who have completed two (2) years of active membership may apply for Apprentice membership in the month of their eighteenth birthday.

Section 3: All apprentice members requesting to ride fire apparatus shall complete a Company Standard Operating Procedures (SOP) course at the CFD, they also shall complete the entry level firefighting course at the Delaware State Fire School (DSFS) before he/she is permitted to engage in firefighting. He/she shall be permitted to ride the last responding truck only, until he/she has successfully completed the entry-level course. Upon completion of the DSFS entry level course he/she can ride anything except the following apparatus;

1. The first run engine on structure fires, vehicle fires or assists (10-24's),

2. The rescue truck on accidents and rescues,

3. The ladder truck until trained to do so. The apprentice member must successfully complete a vehicle rescue course and the next level structural firefighting course at the DSFS before he/she shall be permitted to ride any first run trucks. Exception; In the event of a manpower shortage at the time of an alarm, a line officer may direct him/her to ride the first engine. Note: It is recommended that a man who is not mask (SCBA) qualified not ride the first engine due to respond.

Section 3A: Apprentice members who are coming from another Company will follow these guidelines. If they have already completed the entry-level course they will be permitted to ride apparatus except 1. The first run engine on structure fires, vehicle fires or assists (10-24's), 2. The rescue truck on

accidents and rescues, 3. The ladder truck until trained to do so. If the apprentice member has completed the vehicle rescue course and the next level of structural firefighting they will be permitted to ride all apparatus after a period of three (3) months of riding in the aforementioned situations.

NOTE: It is recommended that the Chief review all records and place the new member in the best category.

Section 3B: All apprentice members requesting to ride EMS apparatus shall complete a company Standard Operating Procedures (SOP) course at the Carlisle Fire Company. The members shall also complete the entry level Emergency Medical Technician course and Emergency Vehicle Operators course sponsored by the Delaware State Fire School (DSFS). These courses shall be completed before riding as a first person on the ambulance crew. An ambulance driver shall be 20 (twenty) years of age, hold a valid DE driver’s license and hold a valid Emergency Vehicle Operators (EVO) certificate from the Delaware State Fire School (DSFS). Any member can ride the ambulance as a 3rd person to assist the EMT and shall not perform any other duties until the aforementioned requirements are met.

NOTE: It is recommended that the Fire Chief and the Ambulance Captain review the member’s records to place the member accordingly.

Section 4: Election to active membership after an apprentice has completed one full year’s apprenticeship. Before the apprentice is presented to active membership he/she must accumulate 220 points for the full year’s apprenticeship under the stipulations of Article 29. However, the following minimums must be met in each of the following events;

<u>Event</u>	<u>Required minimum points needed</u>
Fire / Ambulance Calls	48*
Drills / Fire School	25*
Company Meetings	20*
Fund Raisers / Work Details	30*
Committee Meetings	3*

*Exception: Members wishing to be Administrative only shall make up the 73 points in another category.

Section 5: If the one-year Apprentice member fails to meet the requirements, a twelve-month extension can be requested by notifying the Membership Committee in writing at least one month prior to the expiration of the one-year Apprentice membership. The Membership Committee will review the request and make a recommendation to the regular membership for a vote to extend the Apprenticeship. The next 12 months will be calculated on a new total of points, the past years totals will not accumulate. If after 2 years the requirements are not met the Apprentice member will automatically be dropped from the rolls and may re-apply in six months.

Section 6: If an apprentice enters military service or college he/she may be granted leave until he/she returns to complete his/her requirements. He/she must report to the Company within 90 days after his/her return from military service or college.

ARTICLE 18 - ACTIVE MEMBERSHIP

Section 1: Active members shall be considered in good standing and eligible to vote if they accumulate 220 points per year under the stipulations of Article 29.

Section 2: To retain membership in the Carlisle Fire Company, Inc. a minimum of 50 points shall be maintained. Those members who do not meet the minimum point value shall be automatically dropped from the rolls at the end of the point tally year (September).

Section 3: Every Active member who is eligible to vote is also considered eligible for the pension plan.

ARTICLE 19 - ASSOCIATE MEMBERS

Section 1: A member in good standing for 10 years shall be entitled to Associate Membership. Associate membership requested after ten years of service, in good standing need not be approved by the Company's majority vote. All Associate members to be considered in good standing must accumulate 110 points per year under the stipulations of Article 29. Their duties shall be as follows; Hold office when and if elected; work on committees when appointed; render all possible aid in the business operations of the Company; attend regular and called meeting of the Company.

Section 2: Associate membership can also be requested by an individual because of physical disability, when certified by a doctor and when approved by a majority vote of the members in good standing, present and voting. This type of membership can be requested by an individual who cannot serve actively at fire and drills yet wish to continue his/her interests in the overall Company. If he/she desires to become active at a later date, he/she may do so without serving a one-year apprenticeship so long as he/she agrees to meet the requirements of an active member as stated in Article 3, Section 7.

Section 3: To retain membership in the Carlisle Fire Company a minimum of 25 points shall be maintained. Those members who do not meet the minimum point value shall be automatically dropped from the rolls at the end of the point tally year (September).

Section 4: Every Associate member who is eligible to vote is also considered eligible for the pension plan.

ARTICLE 20 - HONORARY LIFE MEMBERSHIP

Section 1: All members in good standing for 15 years may request Honorary Life Membership in the Carlisle Fire Company. Membership must be approved by the Company at a regular meeting by the majority of members present and voting in good standing.

Honorary Life Members shall have the same rights as active and associate members.

Their duties shall be as follows; hold office if elected, work on committees when appointed, render all possible aid in the business operations of the Company, attend regular and special meetings of the Company.

All Honorary Life Members to be considered in good standing must accumulate 55 points per year under the stipulations of Article 29.

Section 2: To retain membership in the Carlisle Fire Company a minimum of 12 points shall be maintained. Those members who do not meet the minimum point value shall be automatically dropped from the rolls at the end of the point tally year (September).

Section 3: Every Honorary Life Member who is eligible to vote is also considered eligible for the pension plan.

ARTICLE 21 - LIFE MEMBERSHIP

Section 1: A member in good standing for twenty years shall be entitled to life membership.

The application for Life Membership shall be the duty of the Secretary and President to research good standing of the member and report to the next monthly meeting. Life Membership must be approved by the Company at a regularly scheduled meeting by the vote of the majority of the members present and voting in good standing for consideration for receiving Life Membership after 20 years.

Application for Life Membership shall be made one-month prior for consideration for Life Membership after 20 years of good standing service.

ARTICLE 22 - INACTIVE MEMBERSHIP

Section 1: An active member after serving one (1) year apprenticeship and one year in good standing as an active member, for reasons beyond his/her control he/she must become inactive may be placed on the inactive membership rolls. As an inactive member he/she may help at fire company functions as time permits. Inactive members are not to take part in the company management, vote, hold office or serve as a Fire Line Officer or Engineer.

If at any time, an inactive member so desires, he/she may request active status and be required to fulfill the active member requirements. To enable an inactive member to maintain a “Good Standing” rating an annual inactive membership fee of \$10.00 will be required. Dues will be payable on January 1 of each year and if payment is not received by February, the inactive member will be dropped from the company rolls automatically.

Inactive membership will not count toward associate, honorary life time or lifetime membership.

Application for inactive membership will be presented to the membership committee for review and to the membership for approval.

ARTICLE 23 - HONORARY MEMBERS

Section 1: Honorary members can be elected by the Company by voice vote for recognition purposes only. Honorary members are not to take part in the Company management, hold office, serve on committees or vote at regular meetings.

ARTICLE 24 - COMMITTEES

Section 1: All committees made by appointment or election at their first regular meeting shall elect a chairman, if a chairman has not been previously appointed.

Section 2: A secretary shall be selected by the committee and it shall be the duty of the secretary to keep an accurate record of the activities and attendance at each meeting.

Section 3: The Membership Review Board in lieu of the apprentice member shall perform (3) fold function. It shall act as an investigating committee for incoming members, a checkup system for the apprentice member during the one (1) year apprenticeship period and the last review and recommendation by the board of the apprentice member before the general membership vote.

The Board will consist of five (5) members in good standing, two who will be the Vice President and the Chief, Deputy or Assistant Chief. These members will meet the second Wednesday of every month prior to the Company meeting in which the apprentice member comes before the company for election to Active membership, to perform their duties.

The primary function of the review board is to evaluate the performance of the apprentice member according to Article 17, Section 4 and make a recommendation to the general membership at the monthly meeting of the election to active membership.

The review board shall consider and investigate thoroughly the person applying for apprenticeship according to Article 17, Section 1. The members of the Board will report to the general membership at the appropriate monthly meetings before the applying person is voted on for apprenticeship. The review board shall also review apprentice member’s progress during his/her one (1)

year stint. Checking requirements and performance. If an apprentice is having a problem in a requirement area, the board shall request a verbal or written explanation to try to resolve the situation.

ARTICLE 25 - SUSPENSION OF MEMBERS

Section 1: Limited Suspensions

A: The Fire Chief and any of his/her Line Officers, Chief Engineer, and Ambulance Captain may exercise a limited suspension from their respective operations: provided substantial evidence exist of a policy or rule violation of their respective office. (I.e. Fire Chief can suspend personnel from riding apparatus responding to fire alarms and receiving fire credit for same). The time of suspension shall not last more than (30) days for the first offensive, (60) days from the second offense, (90-365 calendar) days for the third offense, given the suspension has been submitted to the Board of Directors and voted on by that committee for the length of the 365 day suspension. The suspension progression shall only be for the similar or same offense of which one committed in the same year period.

B: The member may appeal the limited suspension to the President and the President may rescind the suspension by an informal vote of a quorum of the Board of Directors.

Section 2: Emergency Suspension

A: All members of the Board of Directors, Deputy and Assistant Chief's shall have the authority to invoke an emergency suspension at any time for gross misconduct of a member at any event where the member is represented as a member of the Carlisle Fire Department.

B: The period of suspension shall last until formal written charges are presented to the President; but no longer than 72 hours from the time the suspension was issued.

C: At the President's discretion the suspension may be; extended, modified or stopped (i.e. due to the need for additional investigation, substantial evidence of gross misconduct or a misunderstanding of circumstances.)

D: At the end of 72 hours the member will be personally notified as to their membership status. It shall be the member's responsibility to make themselves available for notification.

Section 3: Process for Suspension of Members

A: Any member may bring charge(s) of misconduct of another member by completing a written statement to the President. The charges may result from misconduct from either inside or outside the Carlisle Fire Company where the credibility, honesty or behavioral stability of the member is substantially questioned (i.e. an arrest for crimes of dishonesty, mental instability, etc.)

1. Such charges must be filed within 30 days of the offense or discovery thereof.

B: The President shall appoint a committee of at least four (4) bipartisan members to investigate the charge(s).

1. The accused may waive an investigation by informing the President in writing; thereby forwarding the charge(s) to the Board of Directors for disciplinary action.

C: The committee chairman may request a written time extension to the President who can extend the time period for no more than thirty (30) days.

1. The committee chairman may request a written time extension to the President who can extend the time period for no more than thirty (30) days. Additional time may only be extended if new evidence for additional charges are discovered or continuing conduct of the member warrants additional time.
2. Every member must cooperate in the investigation and must testify or provide information when called to do so by the committee. Refusal to cooperate in the investigation is ground for expulsion.

D: The committee chairman or member(s) of the committee shall report, in person and in written form, their findings to the Board of Directors. The report will also contain a recommended course of disciplinary action. The action can range from a recommendation of expulsion to dismissal of the charge(s).

E: The Board of Directors shall motion a direction of action and a majority vote shall rule on the motion.

F: The member shall be personally notified and in writing by the President immediately after the decision of the Board of Directors is made and the sanctions shall begin immediately.

1. If the decision is a recommendation for expulsion, the charge will be brought before the membership for a vote.

G: The terms of the suspension shall include all the activities of the Carlisle Fire Company or the representation thereof; which includes activities of invitation and presence at all activities at other events or organizations in which access is gained as a member of the Carlisle Fire Company.

Section 4: Appeal of Suspension

A: A member may appeal any sanction over 15 day's suspension before the regular membership at the regular meeting night.

B: The member must notify the President in writing of the appeal seven days before the membership at the regular meeting night.

C: The appeal before the membership shall not last more than thirty (30) minutes. The President may allow additional time as seen fit or voted by the membership.

D: The final decision on the appeal shall rest with the majority vote of the membership, if duly motioned and seconded. (The accused cannot motion or second the appeal nor cast a vote).

Section 5: Discipline Records

A: All warnings and disciplinary actions shall be recorded and kept in the member's permanent record/file.

B: All verbal and written warnings shall be recorded upon record and surrendered to the President for filing and a copy of all written warnings will be forwarded to the member.

C: All personnel records concerning that member are open to that member under a supervised inspection.

D: All personnel records shall be kept confidential and are ONLY for the use of the Carlisle Fire Company.

ARTICLE 26 - EXPULSION OF MEMBERS

Section 1: Procedure

A: After a full investigation, the recommendation for expulsion shall come from the Board of Directors and presented to the membership at a regular or special meeting for a vote.

B: At the meeting, a two-thirds (2/3) majority vote of a quorum of the members in good standing shall be necessary for the expulsion of a member. The vote shall exclude the accused.

C: A member may be brought up for expulsion upon their third suspension within a twelve month period due to their continuing course of misconduct (suspensions must have resulted from Article 25, Section 3 Suspensions).

ARTICLE 27 - AMENDMENTS

Section 1: These By-Laws may be amended or revised at any stated meeting by a two-thirds vote of members present and voting, provided the proposed amendment or revision shall have been submitted in writing to at least one meeting and two readings and shall be sent to all members.

ARTICLE 28 - ROBERT'S RULES OF ORDER

Section 1: Robert's Rules of Order shall be followed in any cases not covered by this By-Laws.

ARTICLE 29 - POINTS SYSTEM

Section 1: The point system will recognize each individual member’s contribution to the Carlisle Fire Company, Inc. through the accumulation of points, assessed by pre-designated values associated with each function/activity the member performs. The point system will try to reward a member for each contribution he/she makes for the betterment of the Carlisle Fire Company, Inc. The point system will identify the member as in the category of “Active Membership.”

Section 2: The year starts on October 1st and ends on September 30th of the next year, and are accumulated as follows:

<u>Event</u>	<u>Point Value</u>	<u>Maximum Points</u>
Fire	1	100
Ambulance Run	1	100
Drills/Fire School	5 (DSFS 10 per day)	100
Company Meetings	5	45
Fund Raising/Work Detail	3 per hour	120
Committee/County/State Meetings	3 each meeting	N/A
Committee Chairperson	5 each meeting	N/A
Elected Office	25 each year	N/A

Section 3: The point’s sheets for drills, fires and meetings shall be presented to Director #3 and should be placed in the appropriate boxes around the firehouse. Responsibilities for attendance reports are as follow;

Drills/Fire School Classes: Officer in charge (Chief or his/her designated Assistant)

Company Meetings: Secretary

Fires: Fire Reporter

Ambulance Calls: Ambulance Captain

Work Details/Fund Raisers: Sponsoring Committee Chairmen

Elected Office: Director #3

Section 4: All points accumulating events must be advertised for 72 hours prior to the event to afford all members the opportunity to attend. No individual member will be permitted to accumulate

points for any unannounced event. Events can only be held by a Board Member or Chairman of a committee. Scheduled State, County, etc. meetings that are repetitive, need not be advertised. In an “unusual” situation the Point Committee can rule on the “acceptability” of an unannounced event.

Section 5: No member can accumulate points for another member. Nor can a member “transfer” points to another member. Fire School points will accumulate only for a student not an instructor or instructor’s aid.

Section 6: Members can only accumulate points for attending the committee meetings they are assigned. The committee chairmen shall give credit to those members who actively participate on the committee or in the event.

Section 7: A member shall only be excused from the point system requirements while the member is under a doctor’s care. A written excuse/release shall be required to suspend/resume active point status.

Section 8: If an elected Officer has, or is, withdrawn from office the elected point status will be pro-rated on a monthly basis and the point total will be recalculated. The newly elected officer will also receive a pro-rated value.

Section 9: It shall be acceptable for members to receive credit for alarms while attending company business. (I.e. State/County Meetings, Fire School (Training Purposes Only, 10-12’s, etc.) Any questionable event will be addressed by Section 4.