**ARTICLE 15**

**Standing Rules**

(Definition) Standing Rules are motions and resolutions with lasting impact, which can serve as an instruction manual for recurring organizational dilemmas. No Standing Rule, resolution or motion is in order if it conflicts with the constitution, by-laws or other standing rules. Standing Rules may be adopted or suspended without previous notice by a two thirds vote, or with previous notice, by a majority vote only.

**- END OF BY-LAWS**

**DRAFT 2015 DRAFT**

**THE QUEEN ANNE-HILLSBORO VOLUNTEER FIRE COMPANY, INC.**

**STANDING RULES**

**Last update October 2015**

**STANDING RULE 1 - Rules for Use of Hall by Members** – The Queen Anne-Hillsboro Volunteer Fire Company, Inc. allows members the use of the fire house hall, kitchen and other facilities for special events. Members wishing to use the hall and other facilities must adhere to the following:

**SR 1(A)** **Member in Good Standing** - In order to reserve the fire house hall for personal or family use, the requesting member must be a “member in good standing” in accordance with Article 3-L of the Queen Anne-Hillsboro Volunteer Fire Company By-Laws.

**SR 1(B) Deposit and Charges for Damage -** Members requesting the use of the hall and other facilities must sign a pre-event inspection checklist and rental agreement and submit a $100.00 deposit prior to setting up for the event. The deposit will be returned to the member once it is verified that the facilities have been returned to their original condition. Should damage occur to the facilities during the event, the deposit will be used to cover said damage. Necessary additional expenses required to return the facilities to their pre-event condition will be billed to the member.

**SR 1(C) Member must Attend** – The QAHVFC member who requests the use of the hall and/or other facilities for personal use, must also be present at the event.

**SR 1(D)** **Failure to Comply** – A failure to comply with these rules for use of the hall and/or other facilities, will result in the QAHVFC member forfeiting his/her privilege to make use of the hall and/or other facilities in the future.

**STANDING RULE 2 – QAHVFC Vehicle Usage** - The Queen Anne-Hillsboro Volunteer Fire Company maintains utility vehicles such as the Brush 87, Utility 83 and Chief 80 which do not require a Commercial Driver’s License to operate. The following rules pertain to QAHVFC member use of these vehicles.

 **SR 2(A)** **Valid Maryland Driver’s License** – QAHVFC members wishing to operate afore mentioned utility vehicles, must possess a valid Maryland Driver’s License and must sign and comply with the QAHVFC Utility Vehicle Use agreement.

 **SR 2(B)** **QAHVFC Official Use Only** – QAHVFC members may only use utility vehicles for official fire company business. (Parades, Fire/Medical classes, Fund Raising events, etc.)

**STANDING RULE 3 – Rules for Purchasing Equipment /Supplies/ Services** – QAHVFC Officers and Committee Chairpersons are authorized to purchase equipment, supplies and services on behalf of the fire company. The following rules are intended to insure an organized disbursement of allocated funds.

 **SR 3(A) Release of Funds** – Officers and Committee Chairpersons are responsible for managing the funds set aside for their use in the annual budget. In order to release funds for a specific purpose, the Officer, Chairperson or a committee member must call for the release of funds at a general business meeting of the Company.

 **SR 3(B) Multiple Estimates** – Officers and Committee Chairpersons must provide estimates from at least two vendors, suppliers, or contractors for work which has been authorized by the Company.

 **SR 3(C) Two Person Control –** The Treasury Committee must insure that all checks issued by the Queen Anne-Hillsboro Volunteer Fire Company must be counter signed by two members of the Treasury Committee to be valid.

 **SR 3(D) Charging to Company Credit Card** – Some goods and services are charged to the QAHVFC Company credit card as authorized by the QAHVFC Treasurer. All credit card purchases, other than normally recurring services, must be communicated to the Treasurer and documented with an invoice or receipt sent to the Treasurer and marked with “Charged to QAHVFC Credit Card by (member name)”.

 **SR 3(E) Prior Approval for High Cost or Unusual Goods and Services** – Officers and Chairpersons are responsible for obtaining Company approval for any unusual/unbudgeted goods and services, or any expenditure which exceeds $5000 prior to purchase. Additionally, all contracts for goods, services or construction/renovation projects, committing the QAHVFC financially, must be signed by the responsible officer or committee chairperson and a member of the Treasury committee.

**STANDING RULE 4 – Rules for Borrowing QAHVFC equipment** – Queen Anne-Hillsboro Volunteer Fire Company often authorizes members and friends of the Company to borrow QAHVFC equipment (tables, chairs, tents, BBQ grill, fans, coolers, etc.) for private use. These rules are intended to insure that all borrowed equipment is returned in a timely manner and in original condition.

**SR 4(A)** **Member in Good Standing** - In order to borrow QAHVFC equipment for personal or family use, the requesting member must be a “member in good standing” in accordance with Article 3-L of the Queen Anne-Hillsboro Volunteer Fire Company By-Laws.

 **SR 4(B) Motion for Authorization** – A member in good standing may request the use of QAHVFC equipment by making a motion at a general business meeting, or having another member make a motion allowing use of the equipment by a member in good standing. The motion must be seconded and passed by a majority of the members present. The items to be borrowed, name of borrower and period of use will be documented in plain view of the membership.

 **SR 4(C) Sign Hand Receipt** – The member in good standing, who has been authorized to remove QAHVFC equipment from the fire house or out buildings for personal or other use, must sign and submit a hand receipt listing the items to be borrowed and the condition of the items prior to removal. The hand receipt will be maintained by the Vice President until the borrowed equipment has been returned and inspected. Upon returning borrowed items, the member will retrieve the hand receipt from the Vice President.

**STANDING RULE 5 – Rules for disposing of equipment which has become obsolete or no longer necessary** – The Queen Anne-Hillsboro Volunteer Fire Company periodically needs to reduce clutter by disposing of supplies, and equipment which have become obsolete, out of date, exceed expiration date or otherwise no longer necessary. These rules are intended to fairly and safely dispose of such material in an orderly manner.

 **SR 5(A) Two Person Control** – Any organized effort to clean out the fire house or out buildings of items which are deemed no longer necessary to the Company, shall be conducted by at least two persons and approved by the Vice President of the Company.

 **SR 5(B) Fair Access to Membership** – All items deemed unnecessary and subject to disposal will be listed and the list made available, for a reasonable period of time, to the body of the membership. The purpose of this exposure is to allow identification of historically significant items and to provide all members an equal chance to claim items for permanent personal use prior to disposal.

**STANDING RULE 6 – Appropriate use of Social Media** – The prevalence of social media (i.e. Facebook, Twitter, Instagram, Google+, Etc,) in use by the membership represents an increased risk of legal negative publicity, and legal liability to the Company due to tweets, posts and other public expressions by the membership. These rules are intended to establish rules for use of social media impacting the Queen Anne-Hillsboro Volunteer Fire Company.

 (Input regarding the rules pertaining to this subject in use by Queen Anne’s County has been requested.)

 ( End of Standing Rules )