

**Grantville Volunteer Fire Company**

**Bylaws**

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***ARTICLE I: Introduction***

The Grantville Volunteer Fire Company is a non-profit organization incorporated under the laws of Pennsylvania and shall operate in accordance with all Federal, State, and Local statutes governing the operation of such corporations.

**(Added 03/12/20)**GVFC is committed to creating an inclusive environment for all members and our community. We believe that fair and respectful treatment among our members is critical to our success, and we seek to recruit, develop and retain the most talented people to be a part of our Team.

**(Added 03/12/20)**Every member is expected to act in a professional, responsible and courteous manner at all times. Our Officers are held to a very high standard of conduct as they are expected to set an example of behavior for all members to emulate. Any member that violates this standard of conduct on any Company property, at any Company-related event, or in any Company-related communication, will have corrective action taken against them.

***ARTICLE II: Membership***

Section 1. Membership Application

1. To become a member of the Fire Company, a person must be at least sixteen (16) years of age.
2. Persons desiring Emergency Response, Junior, or Supporting membership in this organization shall furnish all available information requested on the fire company’s application for membership. This application will request the applicant’s name, address, preferred contact number, email address, date of birth, and occupation. The application must include two (2) sponsors’ signatures attesting to the good moral character of the prospective member. Any PA mandated clearances and the first years dues must accompany the application. The information on the membership application must be typewritten or printed and legible. Once all requirements have been met, an application for membership will be read at the regular monthly meeting. The application will be held over until the next regular monthly meeting to be voted on by the membership for acceptance or rejection. **(Revised 7/13/2017)** No membership application shall be proposed or voted on at any special meeting of the Fire Company.
3. Persons applying for Emergency Response or Junior membership must be present the night their applications are voted on by the general membership unless there is a reasonable excuse for their absence, such as work, school, or illness. Prior to voting the applicants shall be introduced to the membership by at least one of the sponsors **(Revised 7/13/2017)**. The applicants shall not be in the room during the voting.
4. Persons applying for supporting membership need not be present the night the applications are voted on by the general membership.
5. Voting on an applicant for membership shall be by written ballot. An applicant may be rejected by two (2) or more nay votes, provided that members voting for rejection furnish their reasons for rejection in writing on the ballot. The membership committee shall investigate all reasons for rejecting the applicant for membership.
6. After thorough investigation, the membership committee shall have the power to accept or reject the applicant by a majority vote of the committee. The decision of the committee will be announced at the regular monthly meeting. The decision of the membership committee will be final.
7. When an applicant for membership has been rejected by the general membership and the membership committee, the Recording Secretary shall mail a form letter within seven (7) days of that decision stating that the membership committee has found the applicant unsuitable for membership. A Fire Company check refunding the amount submitted with the application shall also accompany the form letter. The letter shall be sent by registered mail, return receipt requested. When an applicant has been rejected for membership, the person will not be permitted to submit another application for twelve (12) months after the date of rejection.
8. After acceptance to the Fire Company, a member shall undergo a six (6) month probationary period. **(Revised 11/10/16)** Probationary Emergency Response members shall attend 10 Company functions and not violate any Company Bylaws or SOG’s to advance to full membership. Probationary Supporting members shall attend one (1) Company function and not violate any Company Bylaws to advance to full membership. If the applicant is found to be unsuitable during this probationary period he / she can be expelled from the Fire Company by a two-third (2/3) majority vote of the membership at a regular meeting.

**(Added 5/14/2015)** An applicant’s probationary period starts with the Company meeting date they are voted into the Company. On the subsequent sixth Company meeting date, the probation end shall be announced by the Membership Secretary. (Accepted January’s meeting – probation ends July’s meeting) An individual’s probation may be extended **(Revised 11/10/16)** in three (3) month increments due to mitigating circumstances or non-compliance with probation requirements, by either the Executive or the Fire Board. This extension must be communicated to the applicant and the Membership Secretary prior to the probation ending Company meeting. Access to the membership portion of Company website shall be given as soon as probation is completed. **(Revised 5/14/15 )** Access to “Emergency Reporting” **(Revised 3/12/2020)** software and house keys may be issued and recalled with the joint agreement of the President, Fire Chief and a Trustee.

1. All members of this Fire Company have the responsibility of electing members who will maintain the integrity of the Fire Company.
2. You are a member in Good Standing if you have: successfully passed probation; maintained current required clearances on file; maintained minimum training requirements (including yearly Harassment training); paid yearly dues by December 31st of the prior year; kept VFIS beneficiary form current; not under disciplinary action; and, no past due debts to the Company (or Relief). In addition to being in Good Standing, attendance at 15 or more Company events in the last 12 months (**Revised 9/9/2021)** as recorded in the Company system, gives you the right to: nominate qualified members for an open office; hold an office that you are otherwise qualified for; and, vote on Officers and presented Motions. **(Revised 3/12/2020)**

Section 2: Dues and Payment Thereof

The annual dues of the Fire Company shall be three dollars ($3.00). Members shall tender their dues to the Membership Secretary between December 1 and December 31. The Membership Secretary shall notify all members in writing by December 1 that their dues are payable for the following year. Any member who does not comply with this timely requirement of payment of dues shall not be granted the floor at any Company meeting or voting rights at any Company meeting.

Any member in arrears in his / her dues for a period longer than two (2) years from the time he / she held a valid membership shall be required to re-apply for such membership. The Membership Secretary shall notify the member of such arrearage in writing before dropping the member from the membership rolls. At the January meeting the Membership Secretary shall read a list of those members whose names have been dropped from the rolls of the Fire Company.

Section 3: Supporting and Emergency Response Memberships (**Revised 12/13/2007**)

Supporting Members: Supporting members shall not engage in any emergency service activity. Supporting members shall not man emergency apparatus or assist at the scene of emergencies. Supporting members shall have the right to vote at Fire Company meetings, hold executive office and serve on committees if qualified as stated elsewhere in these By-Laws. Any Supporting member wishing to become an Emergency Response member shall:

* 1. Make his / her intentions knows to the Fire Chief
  2. Provide a State Police criminal records check (Form SP-164) at the members expense.

The Fire Chief will advise the said member as to when, where and how to receive the necessary training.

Emergency Response Members: Emergency Response members shall be those members who engage in emergency services, i.e. Firefighting, Fire Police, Rescue or Emergency Medical Assistance. Emergency Response members in good standing shall have the right to vote at all Fire Company meetings, hold elected office, and be permitted to engage fully in all activities performed by the Fire Company. Only Emergency Response members may be elected to Staff Officer positions. All Emergency Response members shall comply with the minimum training requirements as outlined in these By-Laws and the Fire Company’s S.O.P. A State Police criminal background check clearance and a Child Abuse History clearance **(Revised 7/13/2017)** shall be provided at the member’s expense.

Section 4: Life Membership

The membership of the Fire Company may nominate members for Lifetime membership. A maximum of two (2) members may be elected at the November **(Revised 3/09/2017)** monthly meeting. Nominees for Lifetime membership shall be members for not less than ten (10) years and with their dues up to date. **(Revised 3/12/2020)** Life membership should only be awarded to those members who have performed outstanding service to the Fire Company. A separate statement must be submitted stating why the member should be considered for lifetime membership.

Life members shall be granted all rights and privileges of supporting members. Life members may serve as Emergency Response members. Life members shall not be liable for dues.

The nominations shall be narrowed to a maximum of two (2) members by way of ballot vote. The one (1) or two (2) person(s) receiving the highest votes shall become nominees. The nominees shall be voted on by ballot and approved by a 2/3 majority vote of the voting membership.

Section 5: Junior Membership (See Attachment A)

Persons sixteen (16) or seventeen (17) years of age can only be accepted as Junior members. Junior members shall enjoy all the privileges and responsibilities of other members with certain exceptions because of their age. Written permission must accompany their applications signed by either their parent or guardian, giving consent to participate in the Fire Company activities, along with the required dues payment.

Junior members must reside in East Hanover Township, Dauphin County. Application from outside of the area is subject to approval by majority consent of the Fire Board.

Application for Junior membership must be accompanied by a copy of Pennsylvania State working papers issued to the applicant.

***ARTICLE III: Organizational Structure of the Fire Company***

The Fire Company shall consist of all real estate, apparatus, equipment, appurtenances and membership. Administration of the Fire Company shall be handled by the Executive Board. The Executive Board shall meet as necessary, however, not less than quarterly. They shall assist the President in naming members to standing committees. They shall review the Fire Company budget and matters concerning the operation of the Fire Company. The Executive Board shall consist of the following officers: President – Chairman, Vice President, Recording Secretary, Treasurer, Membership Secretary, and all Trustees. While the Assistant to the Treasurer may attend any Executive Board meeting, their purpose would only be to stay informed and relay information from and to the Treasurer. **(Revised 1/15/15)**

The Executive Board shall take action in accordance with the wishes of the general membership by virtue of carried motions and resolutions at Fire Company meetings in addition to these Bylaws.

The Fire Department **(Revised 11/13/2008)** shall include the following: Emergency Apparatus and Equipment, Emergency Response members and Staff Officers. The Fire Department shall be administered by the Fire Board. The Fire Board shall meet minimally on a quarterly basis. **(Revised 11/13/2008)** A roster of attendees and minutes of any Fire Board meeting shall be submitted to the Board of Trustees promptly. The Fire Board shall establish and maintain standard operating procedures and guidelines of the Fire Department, review the Fire Department budget, establish training standards, review and / or make recommendations as to the purchase of new equipment. The Fire Board will consist of the following officers: Fire Chief – Chairman, Deputy Chief, Assistant Chief, Chief Engineer, and Fire Police Captain.

**(Revised 11/11/2010)** In the event of the dissolution of the Grantville Volunteer Fire Company, all property including books of record, papers, all funds and all assets belonging to it shall be immediately turned over to the East Hanover Township, Dauphin County for proper disbursal. Intent and purposes of any trust funds or trust property or both shall be carried out to the extent of such property or funds. In the event of inability to satisfy the intent and purpose of the trust, every attempt shall be made to service the trust and the interests of the replacing organization.

***ARTICLE IV: Fire Company Meetings***

Section 1: Fire Company meeting shall be held monthly on the second Thursday of the month at 1900 hours (7:00 p.m.) at the Fire Station. In the event of an emergency occurring the night of the monthly scheduled meeting, the meeting will be held the third Thursday of the same month.

Section 2: The December meeting shall be designated as the annual meeting.

Section 3: Ten (10) members at the time and place of the meeting shall constitute a quorum. In all transactions, unless otherwise directed, a majority of those present shall govern.

Section 4: All Fire Company meetings shall be conducted as per Roberts Rules of Order unless otherwise specified in these By-Laws.

Section 5: The elements of business shall be:

1. Call to Order
2. The Pledge of Allegiance
3. Invocation
4. Officer Roll Call **(Added 8/13/2015)**
5. Recording Secretary’s Report – **(Revised 1/9/2014)** including reading of a summarized version of the minutes from previous meeting. Detailed excerpts to be read upon request.
6. Vice-President’s Report
7. Membership Secretary’s Report
8. Treasurer’s Report
9. Trustees’ Report
10. Committee Reports
11. Fire Chief’s Report

Captain

Chief Engineer

Quartermaster

Fire Police Captain

1. Unfinished Business
2. New Business
3. Nomination, Election, Installation of Officers (if applicable)
4. Adjournment

Section 6: Special Meeting of the Fire Company

Special meetings of the Fire Company may be called by the President when in his judgment it becomes necessary or by written request of six (6) members. Special meetings may be called to discuss a specified subject only. In no case shall a special meeting be called for the purpose of discipline or to amend or alter these by-Laws.

All special meetings shall require a quorum of ten (10) members. An attempt shall be made by the Executive Board to notify all qualified voting members.

Special meetings shall be called only to decide an issue which cannot be postponed until the regular meeting.

Section 7: Voting Qualifications of Members

No member may vote on any issue or at any election or meeting unless he / she have attended at least 15 Fire Company activities within the previous 12 months **(Revised 9/9/2021)** and has been a member in good standing for six (6) months. The exception to this attendance requirement would be if the member has been serving in the military during the previous six (6) months and therefore could not attend Fire Company activities. **(Revised 05/15/2020)** Elected officers are charged with keeping records of attendance for all pertinent Fire Company functions.

**(Revised 11/11/2010)** No member of the Company shall vote on any matter in which he/she or a member of his/her immediate family has potential conflict of interest due to having **(Revised 11/08/2012)** personal, but not common to other members, material economic involvement regarding the matter being voted upon. When such a situation presents itself, the member must announce his/her potential conflict, disqualify himself/herself, and be excused from casting their vote. The President of the meeting is expected to make inquiry if such conflict appears to exist and the member has not made it known.

***ARTICLE V: Election of Officers* (Revised 6/12/2014)**

Section 1: Eligibility and Nominations

Only position qualified voting members may accept nominations for an office. Nominations for office shall be presented by the Nominating Committee at the September and October regular Company meetings. The Nominating Committee shall review all nominations before the next regular Company Meeting for eligibility, and, if a member has multiple nominations, for any conflict of these Bylaws. Any deletion of nominations due to this review must be announced to the Company at the next Company meeting. Nominations are closed at the October meeting. **(Revised 3/09/2017)**

Only Emergency Responders may accept nominations for staff officer positions. The three (3) Chiefs (Fire Chief, Deputy Chief, and Assistant Chief) shall jointly appoint the Fire Crew Captain and the two (2) Fire Crew Lieutenants. (**Revised 3/12/20)**

Only Fire Police **(Revised 3/13/2008)** members may nominate and accept nominations for Fire Police Captain.

The Grantville Volunteer Fire Company Fire Crew consists of the Deputy Fire Chief, Assistant Fire Chief, Chief Engineer, Assistant Engineer, Fire Crew Captain, Fire Crew Lieutenants and those firefighters who have more than six (6) months experience with the Company. Probationary and Junior Members are also considered Fire Crew members, however, they may not make nominations.

In the event that no eligible/qualified voting member accepts nomination for a particular position, the Company may consider a member in good standing with or without voting privileges and with at least six (6) months in the Company, to take the nomination. At the December meeting, a motion must be made by a voting member to permit nominations for a particular office outside of the eligible/qualified voting membership. **(Revised 3/09/2017)** A two-thirds (2/3) majority vote must be received to pass the motion. Special rules apply to electing this person in Section 3: Procedure of Election.

Section 2: Term

The terms of office shall begin the 1st of January and expire at midnight on the 31st of December. All officers shall serve for a term of one (1) year except Trustees. Trustees serve for a term of three (3) years, one (1) to be elected and one (1) retired per year. Trustees serving his / her third year shall be designated as the Senior Trustee.

Section 3: Procedure of Election

The election of officers shall be held annually at the November meeting. All officers shall be elected by written ballot created by the Nominating Committee and including all Officer positions on one sheet. Life membership voting shall be done separately. **(Revised 03/11/2021)** A Trustee must witness the counting of the ballots. Except for unopposed nominees and any Motioned nominees (as described in Section 1), the nominee receiving the highest votes shall be elected. Unopposed and Motioned nominees must receive a two-thirds (2/3) majority vote to win the position. **(Revised 11/14/2019)**

Election of the Fire Police Captain shall be made only by Fire Police members. This restriction must be thoroughly explained on the ballet. **(Revised 03/11/2021)**

Any position that remains open after the November elections shall be turned back over to the Nomination Committee to obtain new nominations for the December meeting, or later if needed. **(Revised 11/14/2019)** A new one sheet ballot sheet shall be presented for the open positions by the Nominating Committee**. (Revised 03/11/2021)**

The (3) Chiefs (Fire Chief, Deputy Chief, and Assistant Chief) shall jointly appoint the Fire Crew Captain and two (2) Lieutenants. **(Revised 03/12/2020)** Probationary and Junior Members may not vote on elected offices.

Section 4: The order of the election shall be as follows:

Executive Officers

President

Vice President

Recording Secretary

Treasurer

Membership Secretary

Trustee (1)

Staff Officers

Fire Chief

Deputy Chief

Assistant Chief

Chief Engineer

Assistant Engineer

Quartermaster

Fire Police Captain

Section 5: Rules For Holding More Than One Office (**Revised 12/13/2007**)

The Fire Chief shall hold no other office in the Fire Company. The President and Trustees shall hold no other office except a line office as defined in Article IX of these By-Laws.

No member shall hold more than one (1) Staff Office and one (1) Executive Office with the exception of the Chaplain who may hold one (1) other Executive and one (1) Staff Office. The Quartermaster may hold one (1) other office except President, Trustee, Treasurer or any of the Fire Chief positions. All officers except Staff Officers may hold a line office. **(Revised 3/09/2017)** No person may hold more than one line office as defined in Article IX of these By-Laws.

In the event that a position cannot be filled, the Fire Company will reassign the duties of the vacant position to other officers.

Members who are still in the probationary period outlined in Article II, Section 1 are not eligible to hold any office in the Fire Company or Department. No Grantville Volunteer Fire Company Executive Officer or Staff Officer may hold an Executive or Staff office position in another Fire Company at the same time, with the exception of the Chaplain.

Section 6: Vacancy of Office

Any person vacating an elected office should notify the Fire Company in writing. If any elected **(Revised 8/13/2015)** officer is absent from three (3) consecutive regular Fire Company meetings, without an acceptable excuse reported to the Recording Secretary and/or Company President prior to the start of the meeting **(Revised 8/13/2015)**, the Executive Board shall declare the office vacant. An acceptable excuse shall be defined as an emergency, sickness or work (including military duty). **(Revised 8/13/2020)** Any vacancy, temporary or permanent, may be filled by appointment by the President (for the Executive Board) or the Fire Chief (for the Fire Board) until such time as the Fire Company can elect a replacement. A temporary vacancy cannot exist longer than three (3) months.

(**Revised 1/08/09**) It is imperative that all elected officers be available to the entire Company and therefore regular Fire Company meeting attendance is expected. The Executive Board and Trustees shall routinely review elected officer absences (excused & not excused). Continual absences can be considered a willful disregard of duties and therefore can force an office to be declared vacant. The Fire Board shall have input on any Fire Board officer’s situation.

Section 7: Absentee Voting

Any qualified voter who cannot attend the November **(Revised 3/09/2017)** meeting due to illness, employment, or being absent from the area (e.g. vacation) may apply, in writing or electronically, for an absentee ballot from the Nominating Committee. The committee shall verify voting qualification with the Membership Secretary and then determine if the circumstances warrant an absentee ballot. The absentee ballot shall be returned to the Nomination Committee on or before the Tuesday prior to the elections.

The absentee ballot shall be published by the Nomination Committee with all nominations for officers from the September and October meetings. No write in votes are permitted as nominations have been closed at the October meeting. **(Revised 3/09/2017)**

The absentee voter shall place their completed ballot in a plain white envelope (furnished by the Nominating Committee) which shall be placed in another envelope with the voter’s name and address on the outside of the envelope. No electronic ballots are permitted.

Prior to the November meeting the Nominating Committee shall re-verify voting qualification of the absentee voter with the Membership Secretary. The outside envelope shall be removed from the ballots at the conclusion of the invocation at the November Company meeting. **(Revised 3/09/2017)** The inside envelope shall be opened when the election for the first office (for the President) is begun.

If an absentee voter has a change of status (finds he / she can attend the November meeting after all), he / she shall have his / her absentee ballot returned to them without being opened provided they arrive before the invocation.

An emergency request for an absentee ballot must be approved by the Nominating Committee and one (1) Executive Board member.

**(Added 3/09/2017)** No absentee voting is permitted for any other elections; only the yearly November elections.

***Article VI:* Duties of Officers (Revised 8/13/2015)**

All officers are responsible to notify the Recording Secretary and/or Company President if they are unable to attend any scheduled company meetings. **(Added 8/13/2015)**  All officers must stay in good standing **(Revised 8/13/2020)** have current PA State Police Criminal Background and Child Abuse History clearances on file with the Company before taking office and during their entire term. **(Revised 8/13/2020)** (**Added 7/13/2017)**

Section 1: Executive Officers

President (**Revised 12/13/2007**): The President shall preside at all Fire Company meetings and shall conduct such meetings according to the procedure outlined in these By-Laws. The President shall serve as Chairman of the Executive Board and shall be an Ex-officio member of all committees. At the December meeting the President shall appoint a Company Chaplain. **(Revised 3/09/2017)** At the January meeting, the President shall submit to the Fire Company the budget for the calendar year. The budget shall be approved at the January meeting by a majority vote of the membership. The Fire Company budget shall include the following categories: Fire Department budget, general operating expenses, building maintenance, insurance, payment of debt, fund raising activities, and general utilities. The President shall report to the Fire Company a comparison of expenditures outlined in the budget and the actual expenditures of the calendar year at the January Fire Company meeting. The President is the authorized person to sign any official documents on behalf of the Company. In the President’s absence, the Vice President would be authorized to sign.

Vice-President: The Vice-President shall conduct Fire Company meetings in the absence of the President and shall perform any duty assigned to him / her by the President. The Vice-President shall review the monthly Treasurer’s report and report any discrepancies at the next monthly Fire Company meeting. The Treasurer’s report shall be annotated and filed at the fire station.

Recording Secretary: The Recording Secretary shall keep a true and accurate account of the proceedings at all Fire Company meetings. The Recording Secretary shall **(Revised 1/9/2014)** post a copy of the pending minutes at both the fire station and on line by the 10th day after the meeting. Approved minutes will be archived on line and in a file at the station. Any member who provides their email address can have a copy forwarded to them if they so desire. The Recording Secretary shall make the records available for inspection by all members of the Fire Company. He / She shall handle all correspondence on behalf of the Fire Company and shall keep an orderly record of all correspondence on file. A copy of the monthly meeting minutes shall be forwarded to the township after approval at the next meeting. The Recording Secretary may conduct monthly meetings in the absence of the President and Vice-President.

Treasurer: The Treasurer shall keep a true and accurate account of the financial records of the Fire Company. He / She shall be responsible for the funds of the Fire Company and shall deposit all income into the proper accounts. The Treasurer shall make expenditures as approved by the Fire Company or the designated officers. At the January meeting, the Treasurer shall report the total income and total expenditures of the previous year and the financial disposition of the Fire Company at the end of the year. He / She shall file a copy of the financial record at the fire station. The Treasurer shall provide the Vice-President with a copy of the Treasurer’s report on a monthly basis. He / She shall be in charge of the payment of the debt and general utilities categories of the Fire Company budget. The Treasurer shall be bonded as required by the Board of Trustees.

**(Added 1/15/2015)** Assistant to the Treasurer: He/She shall be appointed by the President, report to the Treasurer and assist the Treasurer in the recording, maintaining, distribution, posting, filing and monitoring of all of the financial records of the Fire Company. He/She shall assist in receiving income for the Company and producing computer generated financial records as requested. No bank account or check signing privileges are to be granted. Assistance shall be given to the President, Treasurer, Fire Chief and Auxiliary President in the development of the annual/yearly budgets as needed. He/She shall present the Treasurer’s report at Company meetings in the absence of the Treasurer.

Membership Secretary: The Membership Secretary shall be responsible for all membership records of the Fire Company. The Membership Secretary shall keep an accurate record of all members in computerized files and printed versions of these files. System back-ups shall be made routinely. The membership record shall contain the following information: Members’ name, address, telephone number, month year of entering the Fire Company, month year of leaving the Fire Company, type of membership, and record of dues paid. Attendance of all Company meetings and events shall be recorded from activity sign-in sheets and administered by the Membership Secretary. (This does not apply to Emergency Response incidents and events.) **(Revised 3/12/2020)** He / She shall be responsible to monitor these records on a regular basis as voting eligibility may need to be determined at any time. **(Revised 7/13/17)** The Membership Secretary shall provide applications for membership. Membership cards shall be ordered as necessary. He / She shall keep a duplicated list of the current members at the fire station. He / She shall pay the Treasurer all monies received for membership on a monthly basis. He / She shall mail notices to members, not later than December 1st, advising the members that dues are payable for the following year. Dues are payable not later than December 31st or the member is not in good standing. **(Revised 7/13/17)**

The Membership Secretary shall give a list of all persons who have not paid dues for two (2) years to the Executive Board for review. These names shall be announced at the January Fire Company meeting as possible deletions if their delinquent status has not been rectified. At the January meeting, the Membership Secretary shall make a year-end report to the Fire Company outlining the membership status of the Fire Company, including the total number of members’ deleted / added, and total income of membership. The Membership Secretary shall send advisement of possible deletion from membership, per Executive Board direction, in February. Any actual deletions shall be reported at the March Fire Company meeting.

Trustees **(Revised 12/13/2007)**: As stated in the Charter, the management of the Grantville Volunteer Fire Company shall be vested in a board of three (3) Trustees. The Trustees shall have charge of all property of the Fire Company and shall discharge the duties of their office in accordance with the Constitution and By-Laws. The Trustees shall hold the bond of the Treasurer and shall review the amount of such bond annually to ensure that it is sufficient. The Trustees shall hold all insurance policies of the Fire Company and shall review such policies of the Fire Company annually or as necessary. They shall make recommendations to the Fire Company concerning any changes deemed necessary and shall make changes as approved by the Fire Company. At the beginning of each year, or if there is a change in President or Vice President, the Board of Trustees will issue a Letter of Record as to who is the authorizing signature for the Company.

The Trustees shall have charge of the property maintenance and insurance categories of the Fire Company budget. The Trustees shall make known to the Fire Company any infractions of these By-Laws by officers or members and shall make recommendations for disciplinary action. In all instances, disciplinary action shall be per Roberts’ Rules of Order. In situations when immediate action is deemed necessary by the Board of Trustees, they shall be empowered to take appropriate action. Such action shall be limited to remedying the situation at hand.

Chaplain: The Chaplain is an appointed position that **(Revised 3/09/2017)** shall lead all invocations at meetings or special functions. He / She shall be an Ex-officio member of the memorial committee.

Section 2: Staff Officers

Fire Chief: **(Revised 11/13/2008)** The Fire Chief shall be in command at all emergencies. He / She shall have total authority to direct the actions of members and equipment at the scene of such emergencies. In the absence of the Fire Chief, such authority shall fall to the ranking officer at the scene. Annually, by December 15th, the Fire Chief shall submit to the President the annual budget for the Fire Department. Such budget shall include provisions for the purchase of equipment, maintenance of existing equipment, training of personnel, and utilities for the fire station. The Fire Chief shall work in cooperation with the Treasurer to insure that all financial obligations incurred by the Fire Department can be met by the Fire Company. The Fire Chief shall coordinate Company compliance with Pennsylvania Child Labor Law and Pennsylvania Child Protective Services Law. This shall include a detailed attendance log for all Junior members that must account for all time spent on Fire Company related events; and, ensuring PA mandated clearances are on file and current for all Emergency Responders (See Rule 23). **(Revised 7/13/2017)** The three (3) Chiefs (Fire Chief, Deputy Chief, and Assistant Chief) shall jointly appoint the Fire Crew Captain and the two (2) Fire Crew Lieutenants. (**Revised 3/12/20)**

Deputy Chief: The Deputy Chief shall have charge of that part of the Fire Department budget dealing with firefighting equipment and shall make such purchases as necessary or as directed. He / She shall report to the Fire Chief and shall assist him / her in his / her duties. In the absence of the Fire Chief, the Deputy Chief shall act in his / her stead. The three (3) Chiefs (Fire Chief, Deputy Chief, and Assistant Chief) shall jointly appoint the Fire Crew Captain and the two (2) Fire Crew Lieutenants. (**Revised 3/12/20)**

Assistant Chief: The Assistant Chief shall report to the Deputy Chief and shall assist him / her and the Fire Chief in the performance of their duties. In the absence of the Fire Chief and Deputy Chief, he / she shall act in their stead. The three (3) Chiefs (Fire Chief, Deputy Chief, and Assistant Chief) shall jointly appoint the Fire Crew Captain and the two (2) Fire Crew Lieutenants. (**Revised 3/12/20)**

Chief Engineer: The Chief Engineer shall have charge of all motorized emergency apparatus. He / She shall provide for the repair and maintenance of such apparatus and shall have the authority to remove apparatus from service for repairs as necessary. He / She shall provide training for drivers on a regular basis. The Chief Engineer shall be a member of the Fire Board and a member of any committee organized for the purpose of purchasing or renovating any motorized fire apparatus. He / She shall have charge of the portion of the Fire Department budget which deals with apparatus maintenance and shall make expenditures for apparatus maintenance as necessary. He / She shall report the status and any repairs or modifications of apparatus at Fire Company meetings. He / She shall keep a record of the miles traveled and fuel consumed by the motorized equipment of the Fire Company and reports the same at the monthly meeting. The Chief Engineer shall be a qualified driver of all apparatus. The Chief Engineer shall report to the Fire Chief

Assistant Engineer: The Assistant Engineer shall assist the Chief Engineer in his / her duties and in the absence of the Chief Engineer shall act in his / her stead. The Assistant Engineer shall be a qualified driver of all apparatus.

Fire Police Captain: The Fire Police Captain shall have command of the Fire Police unit. He / She shall have control of the part of the Fire Department budget dedicated to the operation of the Fire Police and shall make purchases of supplies and equipment as necessary. He / She shall provide training for Fire Police members. He / She shall have the authority to appoint a Fire Police Lieutenant. Such appointment shall be subject to the approval of the Fire Chief. He / She shall report directly to the **(Revised 4/09/2015)** Assistant Chief. The Fire Police Captain shall maintain and post a list of current members authorized to respond as part of the Fire Police unit.

Quartermaster: The Quartermaster shall have charge of all personal protective equipment, i.e. boots, gloves, helmets, coats, pants, etc., as well as all expendable and repair parts for emergency equipment. He / She shall issue and keep an accurate record of the personal fire equipment issued to members as directed by the Fire board. He / She shall maintain an inventory list of all portable equipment in station and carried on apparatus. **(Revised 4/09/2015)** The Quartermaster shall report directly to the Deputy Chief.

***ARTICLE VII: Committees***

The President shall appoint members to various standing committees with the approval of the Executive Board. The President shall appoint any special committees deemed necessary and appoint members to such special committees. All special committees and appointments shall be made at a regular Fire Company meeting.

Section 1: Standing Committees

Standing committees shall be those committees which exist according to the terms and objectives outlined in these By-Laws.

**Uniform Committee**: The Uniform Committee shall be composed of four (4) members and one (1) chairman. They shall purchase with Fire Company approval all uniforms, emblems, apparel bearing the Fire Company logo or name, including vehicle identification plates. Emblems, patches and vehicle identification plates may be issued to Emergency Response members, to be returned to the Fire Company if they are removed from the Emergency Responder roster. They shall provide the Emergency Response members of the Fire Company with a uniform cap only if such member purchases the balance of the standard uniform from the Fire Company. The Fire Company may provide dress uniforms for the Fire Police, as this may also be a requirement of their duties.

The Uniform Committee shall provide all members with the option to purchase any items with the exception of uniform and vehicle identification plates, which may be utilized by Emergency Response members only. All items purchased by the Uniform Committee shall be sold to members at the price paid by the Fire Company. The Uniform Committee shall not purchase personal protective clothing, i.e. bunker coat, fire police caps, etc. This committee shall make a monthly report at Fire Company meetings.

**Nominating Committee**: The Nominating Committee shall be composed of **(Revised 11/12/09)** the Vice President, the 2nd year Trustee, the Assistant Chief or Deputy Chief, and two (2) members (in good standing) at large. They shall be activated by the President at the August meeting and shall propose candidates, or accept nominations for all offices of the Fire Company at the September and October **(Revised 3/09/2017)** meeting. This Committee shall be composed of members, who hold current eligible voting status, who have attended not less than four (4) meetings during the previous year, and have held membership in the Fire Company not less than three (3) years. The Nominating Committee shall include at least one Emergency Response member. The Nominating Committee shall be dissolved at the conclusion of the election of all officers.

**Auditing Committee**: The Auditing Committee shall be composed of two (2) members and (1) chairman. One member of this committee shall be the second year Trustee. No Executive Board Member, Chief, or other Trustee shall serve as member of this committee. **(Revised 3/12/2020)** The Auditing Committee shall be activated by the President at the December meeting. They shall report at the February meeting. During this time they will audit the Treasurer’s books and bank accounts of the Fire Company and the Auxiliary and shall report their findings to the Fire Company and the Auxiliary. Upon acceptance of their report, the Committee shall be dissolved.

**Membership Committee**: The Membership Committee shall be responsible for the investigation of all proposed members. They shall report their findings to the Fire Company prior to the election of the applicant to membership. The Membership Committee shall be composed of the following: Membership Secretary – Chairman, one (1) Trustee and one (1) additional member with voting qualifications.

**Visiting and Memorial Committee**: The Visiting and Memorial Committee shall be responsible to extend the condolences, sympathy, congratulations or best wishes of this organization to persons associated with the Fire Company whenever appropriate. This Committee shall be composed of three (3) members: Chaplain – chairman, Membership Secretary and one (1) member. Respects shall be paid to those members who hold voting status under the following circumstances:

* 1. Hospital stay of three (3) days or longer
  2. Illness requiring confinement to the house of two (2) weeks or longer
  3. Any Company related injury resulting in hospitalization or confinement to the house

In case of death of any qualified voting member, his / her spouse or any dependent children, this Committee will send flowers unless a designated fund is requested (Four Diamonds, Heart Fund, American Cancer Society, etc.). In cases of death of a qualified voting member, an officer of the Fire Company will attend the funeral. In any case, tributes paid by the Fire Company will not exceed $50.00.

Appropriate cards should be sent to all members.

**Public Relations and Advertising Committee** (**Revised 1/8/09**) : The Public Relations and Advertising Committee shall be responsible for all written publications, photo images, multimedia presentations, web site content, newsletters and the advertising of special events. This committee includes the President, one Trustee and the Computer Committee Chair. The goal shall be to enhance the image of the Fire Company and to promote Fire Company events. This committee will have the authorization to approve the release of all questionable information, images, and public relations items that are in the best interest of the Company.

***ARTICLE VIII: Fire Department Standard Operating Procedures/Guidelines***

The Fire Department Standard Operating Procedures and Guidelines, hereafter referred to as S.O.G., as compiled and amended by the Fire Board, shall be an adjunct part of the By-Laws. A current copy of the S.O.G. shall be available in the fire station at all times. The S.O.G. shall govern the actions of Emergency Response members as related to preparedness for and actions at the scene of emergency situations. Any amendments or alterations to the S.O.G. will be approved by a two-third (2/3) majority vote of the voting members present at a regular Fire Company meeting. All members shall receive a current copy of the S.O.G. and shall receive any subsequent amendments and / or changes in writing.

***ARTICLE IX: Line Officers***

Line Officers shall be those Fire Department officers elected or appointed for the purpose of performing tasks within the Fire Department. Their duties shall be outlined in the S.O.G. Line Officers shall include the following; Training Officer, Fire Crew Captain, Fire Crew Lieutenants (2), and Fire Police Lieutenant.

***ARTICLE X: Fire Company Rules***

1. Guests will be permitted in the Fire Station when accompanied by a member, who shall be responsible for their actions.
2. Smoking and the use of tobacco products will not be permitted in the fire station or on any apparatus.
3. (**Revised 8/13/15**) Alcoholic beverages will not be permitted in the Fire Station, or its surrounding property, and shall not be consumed on the premises. Alcoholic beverages will only be permitted on other Fire Company properties with prior approval by the Trustees and the Membership. A 60 day notice, written request detailing the event must be submitted to the Trustees for approval. Once the request meets the Trustees approval, it will be submitted to the Membership for vote at a regular Company meeting. Approval requires a two-third (2/3) majority vote. It is the responsibility of the event host to have insurance coverage and obtain any required alcohol permits. The Company shall not be liable. Any Company member that consumes any alcohol is not eligible to respond to any call at least 8 hours after stopping consumption, or until the member is no longer under the influence according to his/her metabolism, if longer.

1. No person shall tamper with, modify, alter or adjust any emergency apparatus or equipment unless authorized by an officer of the Fire Company.
2. No Fire Company property may be disposed of in any manner without the consent of the membership or the Trustees.
3. No Fire Company property shall be removed from the Fire Company premises without the consent of the Trustees, with the exception of emergency apparatus and equipment.
4. No person shall receive compensation for emergency services rendered as a member of the Fire Company.
5. All Fire Company members and officers will recognize the chain of command outlined in these By-Laws and the Fire Department S.O.G.
6. Any member who willfully performs any act contrary to the commands of a Fire Department Officer which disrupts the expediency and efficiency of the Fire Department shall be subject to disciplinary action.
7. No individual or organization not affiliated with the Fire Company may make use of the Fire Station without the prior approval of the Company.
8. No person may conduct personal business in the Fire Station.
9. No member shall willfully damage, destroy, or make any alterations or modifications to Fire Company property without authorization. Any member found performing such acts shall be suspended from all membership rights and privileges as per Article XI and shall remain suspended until restitution is made.
10. No member shall incur any obligation for the Fire Company without consent of a designated officer who has budgetary responsibility.
11. Any complaint of appeal may be presented in writing to the Board of Trustees for disposition.
12. (**Revised 12/11/2009**) Any member who applies for training courses will be responsible for all expenses incurred by the Fire Company if they do not attend the training or complete the course. Within 60 days of completion of a state certification course, copies of any receipts and the Certificate (with state certification number) must be provided to both the Fire Chief and Treasurer. If the proper paperwork is not provided within the 60 days, the member must reimburse the Company for expenses paid. This deadline can be waived by the Board of Trustees if Certificates are not forthcoming and other definitive documentation of state certification is provided. If he / she can document a valid reason such as an emergency or serious illness, the Board of Trustees will evaluate the case and may exonerate them from payment. Anyone applying for training should be prudent and aware of their responsibility in this matter.
13. Any member shall notify the Fire Chief and Board of Trustees promptly upon having their Pennsylvania drivers’ license revoked. Failure to do so may result in disciplinary action and / or suspension. Members must possess a valid Pennsylvania driver’s license to drive Fire Company apparatus at any time or another motor vehicle on Fire Company property or in response to an emergency.
14. Any monies owed to the Fire Company derived from donations, fund raising or items sold must be handed over to the proper designated person by the member within one (1) week following the event. The designated person (i.e. committee chairman) must hand over the monies to the Treasurer within fifteen days following the event. If a member fails to abide by these rules all rights and privileges may be suspended by the Executive Board and legal action may follow in accordance with Pennsylvania state law. Any delinquent person will be considered not in good standing and must return all Fire Company property including keys, gear, equipment and records.
15. Any member vacating a position, or leaving the Fire Company for any reason, must hand over to the responsible Fire Company officers all Fire Company records, gear, equipment, keys, or any property owned by the Fire Company for that position. The Executive Board may take legal action against any person failing to comply with this rule.
16. No member shall issue reports or make any official statement for the Grantville Volunteer Fire Company concerning any emergency operation or pending or ongoing litigation, without proper authorization. At emergency scenes the Officer In Charge will be the Fire Department spokesman. The Fire Chief or his representative will handle requests for information about any emergency. Other Fire Company business requests will be handled by the President or his representative. This shall include the disseminating or distribution of any statements that can identify a person as a Grantville Volunteer Fire Company member through electronic mail transmitted as FAX, e-mail, or text messaging.
17. Any requests for purchases to be presented to the Fire Company for authorization of the purchase of items over ten thousand dollars ($10,000.00) or for grant money allocated to the Fire Company by state or federal government agencies, must be handled as follows. A proposal of specifications will be prepared to comply with provisions of those giving the grant. Specifications cannot be written to favor one supplier. The bidding will be administered by the Executive Board and the Board of Trustees. The specifications for invitation to bid will be provided to as many prospective suppliers as possible. When the bids are in, the Executive Board and Board of Trustees will designate a time schedule for opening, review and decision on awarding the bid. The specifications of invitation to bid, the bids of competing suppliers and related papers will be placed in the Fire Company records to document expenditure of funds. All aspects of this rule must be complied with to meet the standard accounting practices that govern the expenditure of funds that have government funds combined with the accounts of the Fire Company. The Fire Company as a nonprofit organization receives funding from the Municipality of East Hanover Township, Dauphin County, the Commonwealth of Pennsylvania, the United States Federal Government and private citizens and businesses in the area served by the Grantville Volunteer Fire Company of Dauphin County, Commonwealth of Pennsylvania.
18. The Grantville Volunteer Fire Company is committed to establishing and maintaining a workplace that promotes diversity and is free from discrimination. The Fire Company will make all membership and other business decisions without discriminating on the basis of age, color, citizenship, disability, gender, race, religion, national origin, marital status, sexual orientation, or military service/status. The Fire Company will not tolerate any harassment that may include making racist, sexist, or ethnic comments, jokes, or gestures or hazing. The Fire Company prohibits harassment based on a person’s race, color, gender, religion, national origin, age, disability, sexual orientation, or any other reason. The Fire Company will not tolerate any unwelcome sexual conduct or permit unwelcome sexual overtures to members or non-members. This may include visual, verbal, or physical conduct of a sexual nature, displays of sexually suggestive objects or pictures, telling offensive jokes, using sexually suggestive language, or sending sexually suggestive e-mail. **(12/8/2011)** See Attachment C – Harassment
19. **(9/8/2010)** Members must sign current User Policy Agreements controlled by the Computer Committee to become an Authorized User of the Company Information Technology (IT) resources, including, but not limited to, the internet and electronic mail. The Policy has been established to provide Authorized Users with guidelines for, restrictions upon, and standards for acceptable use of Company IT resources. All Authorized Users must be familiar with the policies and adhere to them. The Computer Committee will be the custodian of all User Policy Agreements.
20. **(7/13/2017)** Any Company Event volunteer 18 years or older (members and non-members) with direct contact with children or is responsible for the welfare of a child as such as defined under the Child Protective Services Law (CPSL) shall be required to obtain and maintain a Pennsylvania State Police criminal background check clearance and a Child Abuse History clearance from the Department of Human Services before beginning such volunteer service, at their own expense (if any). Volunteers shall be required to renew such clearances as prescribed by the CPSL to be presented to the GVFC which shall retain all clearances and renewals.
21. **(11/02/2017)** Weapons should not be brought onto any of the Company properties. However, hand guns with a six (6) inch barrel or less are allowed. Any person having this authorized weapon on any of the Company properties shall be held personally responsible for it. These weapons must be on your person or securely locked away at all times. Leaving a weapon unattended is putting people at unnecessary risk and therefore can be grounds for immediate dismissal from the Company (as determined by the Trustees).

***ARTICLE XI: FRAUD PREVENTION, WASTE and ABUSE POLICY (ADDED 11/10/16)***

This policy applies to any irregular, or suspected irregularity, involving members, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the Grantville Volunteer Fire Company. Any investigative activity required will be conducted without regard to the suspected wrongdoer’s length of service, position/title, or relationship to the Company.

SECTION 1:

Company officers are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Every officer shall be familiar with the types of improprieties that might occur within his / her area of responsibility and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to the Board of Trustees, who coordinate all investigations with the Company legal counsel and other affected areas, both internal and external. In the event a Trustee is the accused party, the remaining Trustees shall select an officer from the appropriate Board to join the investigation.

SECTION 2:

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

* Any dishonest or fraudulent act
* Misappropriation of funds, securities, supplies or other assets
* Impropriety in the handling or reporting of money or financial transactions
* Profiteering as a result of insider knowledge of Company activities
* Disclosing confidential and proprietary information to outside parties
* Disclosing to other persons securities activities engaged in or contemplated by the Company
* Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the Company. Exception: Gifts less than $50 in value.
* Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or
* Any similar or related irregularity

SECTION 3:

Irregularities concerning a member’s moral, ethical, or behavioral conduct should be resolved by the Board of Trustees and the member’s management team. If there is any question as to whether an action constitutes fraud, contact a Trustee for guidance.

SECTION 4:

The Board of Trustees have the responsibility for the investigation of all suspected fraudulent acts as defined in these bylaws. If the investigation substantiates that fraudulent activities have occurred, the Trustees will issue reports to the Executive Board, and, if appropriate, to the Fire Board.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and the Executive Board, as will final decisions on disposition of the case.

SECTION 5:

The Board of Trustees will treat all information received confidentially. Any member who suspects dishonest or fraudulent activity will notify the Trustees immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act (see Section 7 for reporting procedures).

SECTION 6:

The Board of Trustees, as investigators of a suspected fraudulent act, will have:

* Free and unrestricted access to all Company records and premises, whether owned or rented; and
* The authority to examine, copy and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilitates when it is within the scope of their investigation.

SECTION 7:

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

A member who discovers or suspects fraudulent activity will contact the Board of Trustees immediately. The member or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Board of Trustees. No information concerning the status of an investigation will be given out. The proper response to any inquiries is: “I am not a liberty to discuss this matter.” Under no circumstances should any reference be made to “the allegation,” “the fraud,” “the forgery,” “the misappropriation,” or any other specific reference.

The reporting individual should be informed of the following:

* Do not contact the suspected individual in an effort to determine facts or demand restitution
* Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Company legal counsel or the Board of Trustees.

SECTION 8:

If an investigation results in a recommendation of expulsion from the Company, the recommendation will be reviewed for approval by the Executive Board, and, if appropriate, the Fire Board, and, if necessary, by Company legal counsel, before any such action is taken. The Board of Trustees do not have the authority to take this action on their own.

***ARTICLE XII: Disciplinary Action (Added 6/9/2011)***

All members shall recognize these By-Laws, obey them, and conform their actions to them. Any member found guilty of any infractions of these By-Laws will be subject to disciplinary action. Any suspected infraction shall be investigated by the Board of Trustees. If such investigation confirms that a violation has in fact occurred, the member shall be notified in writing that he / she has been charged with an infraction of the By-Laws. The member shall be informed to appear before the Board of Trustees within five (5) days for a hearing on the charges. If such member fails to appear or notify the board of Trustees the reason they are not able to attend (in writing), the Board of Trustees shall resolve the case with the available information.

If any infraction caused or made by more than one (1) Trustee, a Board of Inquiry shall be appointed by the President with the approval of the Fire Company. If any infraction involves the President or one (1) Trustee, the Vice President shall act in their stead.

If the accused member appears before the Board of Trustees at the stated meeting, he / she may call witnesses on his / her behalf. Such witnesses may be cross-examined by the Board of Trustees. When all witnesses and testimony have been heard, a vote shall be taken to determine the validity of the case. At the time of the vote, the accused shall not be present.

Disciplinary actions shall be handled on an individual basis, not as a standard policy. Penalties may range from a reprimand, to suspension, to total expulsion from the Company. The penalty for violations should be commensurate with the gravity of the offense.

Disciplinary action shall require a two-thirds (2/3) majority vote. (IF a Trustee is not able to attend the hearing and consequential vote, the Board of Trustees shall appoint an Executive Board member (not the President) to act in his / her stead.)

All reprimands for improper actions or conduct of members shall be **(Revised 6/11/2009)** noted in personnel files, and retained there for a period of one (1) year from the date of the vote. Any complaint or concern from members regarding inappropriate activity, personal well-being or safety, must be dealt through the appropriate chain of command. If the issue is not addressed by the chain of command, it will be interpreted as a failure to address the issue and instead shall be addressed by the Board of Trustees.

If the Board of Trustees recommends expulsion from the Company, the investigation is presented to the Executive Board. If the Executive Board also recommends expulsion, the Board of Trustees shall present the violation to the Company. An expulsion shall require a two-thirds (2/3) majority vote of those qualified voting members present. Any expulsion is final and binding.

If any infraction is caused or made by one (1) ormore Trustee, a Board of Inquiry shall be appointed by the President with the approval of the Fire Company. If any infraction involves the President, the Vice President shall act in his / her stead.

If any violation by an Emergency Responder falls under the jurisdiction of the SOG/Ps, the investigation shall be conducted under the SOG/P rules.

***ARTICLE XIII: Required Training***

All new Emergency Response members must receive all required training within the first six (6) months of their membership, and stay current with any required additional training. (Required training as outlined in resolution 91-01 of the East Hanover Township Board of Supervisors and Fire Department S.O.G.) Any member not doing so must be removed from the Emergency Responder roster and must turn in all Fire Company owned equipment.

All members must receive Harassment training to be in Good Standing. (**Revised 3/12/2020)**

***ARTICLE XIV: Fire Station Bunk-In Program***

The Grantville Volunteer Fire Company has a bunk-in program for members wishing to utilize any of the bunk rooms in the Fire Station. Details of this program are in the current Bunk-In Program Policy Letter **(Revised 5/9/2019).**

***ARTICLE XV: Alterations and Amendments***

These By-Laws or any part thereof may be altered and / or amended, providing a proposition to that effect shall have been submitted in writing, posted and read at three (3) consecutive regular Fire Company meetings and having been approved by a two-thirds (2/3) majority vote.

Resolved: All By-Laws heretofore in effect governing this Company are hereby annulled and repealed.