

**CONSTITUTION  
AND BY-LAWS  
OF**

**ULSTER HOSE  
COMPANY NO. 5,  
INC.**

## Article I

**Section 1.** The name of this organization shall be Ulster Hose Company No. 5 Inc.

**Section 2.** The object of this organization shall be as follows

2

- (a) To maintain fire apparatus and equipment furnished by the Commissioners
- (b) To provide suitable quarters for the use of the members of the organization in connection with housing of fire apparatus and for providing of a place of meeting for the members and for the social and recreational use of such members
- (c) To provide fire protection to the territory, persons, and property in which the operation of the organization are principally conducted and territory adjacent thereto
- (d) To foster interest in all matters pertaining to the volunteer fire service, and welfare of volunteer firefighters
- (e) To inculcate love of country, good citizenship, civic virtue and self-sacrifice, and to perpetuate the spirit which from the earliest days has actuated volunteer fire fighting in the rendition of service of the highest type in the protection of life and property from fire, without the hope of fee or reward

## Article II

### Membership

**Section 1.** Membership in this organization shall be divided into four classes, Active, Associate, Honorary, and Life

**Section 2.** Active Members

- (a) Active membership shall be confined to persons of the age at least sixteen years who are citizens of the United States, of good moral character and sound body, and who shall meet such additional requirements as may be contained in any law or regulations applicable to the organization. The applicant must have at least one member sponsor applicant on application for membership. All members under the age of eighteen years old will be subject to rules set forth by the Chief and President.
- (b) Active members shall be required to attend at least 3 company meetings, at least 6 training sessions, 10% of all regular fire alarms, at least 3 company functions. Exception to this article shall be presented to the review board in writing prior to review board membership review meeting (sickness, work, and vacations)
- (c) Any active member not fulfilling their requirement for active membership shall have their status changed to Associate membership. Any member having their status changed in this manner shall wait a minimum of six (6) months or 1 membership opening (January and July) before reapplying for active membership in the prescribed manner. They will then be entitled to any rights or privileges normally afforded to Associate members when this class of membership is applicable

- (d) All newly elected Active members must complete a (1) one-year probationary period before being given full active status. Probationary Active members shall also be required to attend all of all probationary training that is set up by the Chief and all state-mandated training for new Active firefighters.
- (e) All members will be subject to a 6 month review by the review board. If said member is not on pace to make his or her probationary period the member may be voted out of the company.

### **Section 3. Associate Members**

- (a) Associate membership shall be confined to persons of the age of at least eighteen years, who are citizens of the United States and who are of good moral character, and who shall meet such additional requirements as may be contained in any law or regulation applicable to the organization. Associate members shall not participate in firematic activity, firematic office or have a voice in firematic activities. Associate members shall be required to attend at least 3 company meetings, 25 % of company activities such as attendance at committee meetings, work details, and fund raising functions
- (b) A member who has maintained themselves as an active member for five years and moves out of Ulster County, may be carried as an Associate member without fulfilling the requirements for Associate membership by submitting a written request and the payment of their dues
- (c) Any Associate members not fulfilling their requirements for Associate membership shall be expelled from the company. Exception to this article shall be presented to the review board in writing, prior to review board's annual membership review meeting. (sickness, work, and vacations)
- (d) Associate membership shall be limited to those already at this status and to active members who wish to have their status changed and to Active members who are dropped to Associate status due to quota insufficiencies

### **Section 4. Honorary Members**

Any person shall be eligible to become an Honorary Member, but shall have no right or privileges of any character by reason thereof, except on invitation of the organization. Honorary Membership may be conferred for the current year at any regular, special or annual meeting by a majority voice vote of members present.

### **Section 5. Life Member**

- (a) Life Membership, either Active or Associate, depending on their status at the time, will be given to any person upon reaching 25 years of service or the age of 65 w/ minimum of 15 years of service
- (b) Life members shall be entitled to hold office, either Active or Associate, depending on their status at the time they were eligible for life membership
- (c) Life members shall be exempt from all dues
- (d) Life members shall not be responsible for requirements as set forth in Article II Section 2B except as required by law.

**Section 6.** Proposals for Membership

- (a) Proposals for membership must be in writing on a form approved by the organization, must be signed by the applicant, and must be presented one month prior to January and July regular meeting. An application fee of \$2.00 plus their first years dues must accompany each application
- (b) All such applications shall be referred to review board for investigation. The review board shall report at the January and July after the application has been turned in by a majority of signatures either for acceptance or rejection of said applicant, unless the time to doesn't permit, reports shall be extended at such meeting. Applicants shall be presented a copy of the by-laws at the time of investigation and will be required to return signed acknowledgment of contents at time of induction
- (c) Any member wishing to change their membership status must submit a letter of intent for such change, and fulfill all requirements for the intended status. All such request shall be referred to the review board and shall be brought to a vote at the next company meeting.
- (d) If a majority of the members present vote in the negative for a applicant, the application and dues shall be deemed rejected, the applicant shall be so notified by the President, and dues shall be returned; otherwise, the applicant shall be declared elected. At this time they will take the oath. A rejected applicant may not again apply for membership until at least one year shall have elapsed from the time of the rejection.
- (e) Any associate member seeking a change in status to active and not involved in any other section of this article may do so only in January or July.
- (f) Upon ratification of a proposal for active membership the application shall be forwarded to the Board of Fire Commissioners for their acceptance or rejection. An applicant may not participate in any active duties until notified by the Fire Chief or designee of the Board of Fire Commissioners.
- (g) When an applicant because of work, sickness, or vacation cannot appear at a regular meeting, their application shall be processed and balloted upon and if said ballot is in the affirmative, applicant must appear before a committee of three officers within 30 days to take their oath. If they cannot appear within 30 days they shall be deemed ineligible and they shall forfeit their applications fees and dues.
- (h) All members shall be required to keep the company informed of any changes in address, military service and physical limitations.
- (i) Active members moving out of the District will have their status changed to Associate membership, unless they apply for and receive approval by a majority vote of the members and the Board of Fire Commissioners to remain active.
- (j) Members desiring to terminate their membership shall submit a written request and shall return all company and District property.

## Article III

### Government

**Section 1.** The Board of Directors shall have the management and control of the property and affairs of the corporation except as such management and law in the Board of Trustees vests control.

**Section 2.** Officers

- (a) The administrative officers of the organization shall consist of a President, Vice-President, Recording Secretary, Financial Secretary, Treasurer, Sergeant-At-Arms, a 7 member Board of Directors, a 5 member Board of Trustees, and 7 member Review Board.
- (b) The Firematic Officers of the organization shall consist of a Chief, Three Assistant Chiefs, Two Captains, and Eight Lieutenants.

**Section 3.** The President shall be a member, Exofficio of all committees.

**Section 4.** Board of Directors

- (a) The Board of Directors shall consist of seven members. Directors shall be elected for a three-year term, and any director may be re-elected. In case of a vacancy a director may be elected at any regular or special meeting, after prior notice, to fill the unexpired term. At their annual meeting the board shall appoint a chairman whose term shall be one year. Said chairman shall be appointed from amongst themselves.
- (b) The Board of Directors shall have general charge and management of the affairs and property of the organization except such management and control as vested by law in the Board of trustees. They shall have the power to appoint such committees as they deem necessary, to audit and examine the accounts of the financial secretary, and report their findings at the next regular meeting of the organization and shall exercise such further powers and perform such other duties as may be delegated to them by the organization.
- (c) The Board of Directors shall hold an annual meeting during the month of January and then monthly and on their own initiative, whenever in their judgement it may be deemed necessary.
- (d) A majority of the Board of Directors shall constitute a quorum.
- (e) Any proposed expenditure in excess of \$500.00 receiving a majority vote by ballot must be forward to the Board of Directors for their investigation, approval or disapproval, and report of the findings for actions by the membership at the next regular meeting. In event of disapproval, a ballot vote may be held and a 2/3 vote shall override the Board of Directors decision or disapproval. Advance notice shall be given so the company and Board can act properly upon a request for expenditure for an expenditure of \$ 500.00 or more.
- (f) All budgeted items are excluded from a majority vote
- (g) The Board of Directors shall have the power to fill for the unexpired terms, all vacancies in the Board of Directors occurring in their numbers between annual elections. They shall have the authority to make by-laws inconsistent with constitution.

## **Section 5. The Board of Trustees**

- (a) The Board of Trustees shall be composed of five voting members, elected by the general membership at the annual election of officers. At their annual meeting the board shall appoint a chairman whose term shall be one year. Said chairmen shall be appointed from amongst themselves.
- (b) The Board of Trustees shall elect its own Chairman and Treasurer from its membership. A majority of the board shall constitute a quorum.
- (c) The Board of Trustees shall control the funds representing the proceeds and interest of said proceeds of the sale of the former Ulster Hose Company No. 5 firehouse at 956 Ulster Avenue in the Town of Ulster which is to be held in trust. They shall transfer the income of such property to the treasurer of the Membership Corporation as long as the directors shall expend the income thereof for the purpose for which the corporation was formed. Said property of such corporation shall not be liable for any debt or obligation contracted for without the approval of the Board of Trustees.

## **Section 6. Review Board**

- (a) The Review Board shall consist of seven members. Members shall be elected for three-year terms, and any member may be re-elected.
- (b) In case of a vacancy a member may be elected at any regular or special meeting, after prior notice to fill the unexpired term. At their annual meeting the board shall appoint a chairman whose term shall be one year. Said chairmen shall be appointed from amongst themselves.
- (c) The Review Board shall review all applications for membership, shall review all status qualifications, shall review all requests for status changes, and review all disciplinary charges brought towards any member and bring a recommendation to the company.
- (d) The Review Board shall hold an annual meeting during the month of January and then monthly and on their own initiative, whenever in their judgement it may be deemed necessary.
- (e) A majority of the Review Board shall constitute a quorum.
- (f) All members of the Review Board must maintain active status, if this is not maintained their positions on the Review Board shall be declared vacant and the office shall be filled according to Article III – Section 6(a).
- (g) A member not making his/hers requirements may only be placed on probation 2 times in any three (3) year period. If that occurs the member will be dropped to Associate and may reapply for active status after three (3) years.

## Article IV

### Election of Administrative Officers

**Section 1.** The term of office of each officer except Directors, Trustees and Review Board (see Article III, sections 4a, 5a and 6a) shall be for one year (January 1<sup>st</sup> to December 31<sup>st</sup>). In the event of failure to fill an office at an annual election, the President shall appoint a member to fill the office until their successor is elected. A vacancy in any office may be filled by election at any regular meeting after prior notice is posted for a minimum of 14 days on the company bulletin board.

**Section 2.** Only members who have met their requirements for membership, and are not in arrears of dues may be eligible to vote.

**Section 3.** Only Active, Associate and Life Members shall be eligible to hold office.

**Section 4.** Nomination and election for administrative office will be held during the December meeting, will all candidates present or letter of intent received.

**Section 5.** Candidates for office who have met their requirements for membership and are not in arrears of dues may be eligible for election to office.

## Article V

### Election of Firematic Officers

**Section 1.** The term of office of each office shall be for one year (January 1 to December 31). In the event of failure to fill an office at annual election, the chief shall appoint a member to fill the office until their successor is elected. Any office vacated for any reason during a term will be posted for 14 days prior to the next meeting, and that position will be filled by election. Exception will be for the office of 1<sup>st</sup> thru 8<sup>th</sup> Lieutenant in this case each Lieutenant will be moved up and a 8<sup>th</sup> Lieutenant will be elected.

**Section 2.** Only active or life active members who have met their requirements for membership and not on probation, and not arrears of dues may be eligible to vote.

**Section 3.** Nomination for firematic office will be held during the October meeting.

**Section 4.** Nomination and Elections for firematic office will be held during the November meeting, with all candidates present or letter of intent received.

**Section 5.** Candidates for office who have met their requirements for membership and in arrears of dues may be eligible for election to office.

**Section 6.** The following is the minimum standards of eligibility to be a candidate for elected firematic officer. If a person is appointed to and or elected to a position for 6 months or more that person will be credited for the year in that rank and this is include all officers.

Lieutenant – 1-year active membership in good standing and after 1<sup>st</sup> year probationary period has been completed.

Captain – Must hold the rank of Lieutenant for 3 years, which can be none–consecutive.

Assistant Chief – Must hold the rank of Captain for 1 year.

Chief – Must hold the rank of Assistant Chief for 1 year.

## Article VI

### Duties of Officer

**Section 1.** President; It shall be the duty of the President to preside at all meetings of the organization and to attend the Board of Directors meetings in accordance with recognized parliamentary procedure; to call special meetings when in their judgement they are necessary or upon the written request of seven members; unless otherwise provided, to appoint committees; to enforce the observance of the constitution and by-laws; to sign all orders on the treasury and to oversee the installation of newly elected offices. The president shall not vote on any question other than the election of officers and members, except in the case of an equal division, when their vote shall decide. The president shall submit a report at the annual meeting and shall include therein such recommendation, as they deem expedient for the welfare of the organization. The president shall have the ability to suspend any member for due cause in connection with any company function under the president jurisdiction.

**Section 2.** Vice-President: The vice- president shall assist the president in any discharge of their duties and the case of the president absence or disability shall assume the duties of the president.

**Section 3.** Treasure: It shall be the duty of the treasure to receive all moneys collected by the Financial Secretary or otherwise due to the to the organization, giving receipt for same; to pay all bills against the organization when authorized at regular, annual or special meeting; to keep a correct account of all receipts and disbursements, and submit the account to organization or Board of Directors when called for. The treasure shall deposit all moneys belonging to the organization in the name of the organization, in a bank or banks designated by the Board of Directors, deposits to be made within three days from receipt. The bank account shall be made upon the signature of the treasure and the president. No money shall be withdrawn from any bank unless authorized at a regular, annual or special meeting. The treasure shall make a report at each regular, showing all amounts received and expenditure, and shall also make a report at the annual meeting, covering the entire year. The treasure shall give a bond to the organization in such sum as may be fixed by the Board of Directors, the premium cost to be borne by the organization.

**Section 4.** Recording Secretary: It shall be the duty of the Recording Secretary to maintain a roll call book, record the proceedings of all meetings of the organization and keep the books and file the papers pertaining to his office. Also to act as secretary to the Board of Directors and to record the proceedings of said board meetings; the recording secretary shall administer the oath of membership to all newly elected members, and furnish them with a book of By-laws; post notice of each special meeting and elections on company bulletin board at least 72 hours before the same are held; attend to all company correspondence and perform such other duties as are incidental to the office, or as may be imposed by the organization or Board of Directors; submit a reports at the annual meeting.

**Section 5** Financial Secretary: The Financial Secretary shall keep the account between the organization and it's members; collect all fees, fines and assessments and pay the same to the treasurer within ten days after receiving the same, taking a receipt therefor; make a report at each regular and annual meeting of amounts due from delinquent members; perform such others duties as are incidental to the office, or as may be imposed by the organization or the Board of Directors. A written report of receipt and disbursements shall be made at each regular meeting and an annual report at the annual meeting. The financial secretary shall give a bond to the organization in such sum as may be fixed by the Board of Directors, the premium to be borne by the organization. Statements shall be sent to all members for dues owed to the organization after first company meeting of each year and keep a record of it.

**Section 6.** Sergeant-At-Arms: Shall see that the premises are properly prepared for the meeting; proper decorum is kept; an attendance book kept; all candidates are escorted to and from meeting; and shall perform any other assignments received from the president. They shall be stationed at the door and permit only members and authorized guests to enter.

**Section 7. Chief:**

- (a) It shall be the duty of chief or one of his ranking officers to be present at all fires, and to plan the attack; to direct the action of the firefighters on their arrival.
- (b) To institute a program for maintenance of vehicles. Equipment, and housing.
- (c) To institute and carry out a program for adequately training all active members on proper fire fighting methods.
- (d) To attend Fire Commissioner meetings as a representative of the fire company to present needs and recommends as indicated. To act as a representative of the commissioners to the fire company in the same manner.
- (e) To have a meeting of all newly elected and outgoing firematic officer's to transfer all material and equipment pertaining to each office, on or before January 7

**Section 8. Assistant Chief, 1<sup>st</sup>; 2<sup>nd</sup>; and 3<sup>rd</sup>.**

- (a) It shall be the duty of the Assistant Chiefs to perform the duties of the chief in the case of the chief's absence.
- (b) It shall be the duty of the Assistant Chiefs to assist the Chief in the discharge of his duties.
- (c) The Assistant Chief shall attend fire commissioner meetings.
- (d) The 2<sup>nd</sup>, and 3<sup>rd</sup> Assistant Chiefs shall be in charge of one station each and shall respond to that station after each alarm and for each regular training.

**Section 9. Captain, 1<sup>st</sup> and 2<sup>nd</sup>.**

- (a) The captains, upon an alarm of fire, shall proceed at once to the fire with their personnel and apparatus and report at once to the chief. They shall direct and control the personnel under the direction of the chief until the fire is extenuated and the officer in charge dismisses the company. When not working the apparatus, they shall keep the personnel together subject to orders. In the absence of the chief and assistant chiefs, the ranking captain shall be in charge.
- (b) One captain shall be in charge of the apparatus at their respective stations. They shall respond to that station after each alarm and for regular training.

**Section 10. Lieutenants; 1st. Through 8<sup>th</sup>.**

- (a) It shall be the duty of ranking lieutenant to take charge of the fire until the arrival of superior officers.
- (b) Each lieutenant shall be assigned a truck. It shall be their responsibility to keep this truck clean and in readiness at all times. They shall stand by at the truck at fires to see that only active firefighters remove equipment from truck. They shall check their truck when returning to the firehouse to make sure all equipment is returned to proper readiness.
- (c) Lieutenant may call on any active member(s) to help them in fulfilling the above duties.
- (d) The lieutenant shall respond to the station where their apparatus is housed after each alarm and for each regular training

**Section 11. Fire Police:**

- (a) Fire police shall elect a fire police captain and two Lieutenants from their members.
- (b) It shall be the fire police captains duties to set up a satisfactory training program to help keep the fire police in proper readiness at all times; to properly instruct the fire police on their duties and their proper stations at fires and others emergencies.
- (c) The fire police captain shall submit a written report with the fire chief once a month.
- (d) Fire police lieutenants shall fulfill the duties of the fire police captain in their absence.
- (e) The fire police captain shall fulfill the requirements of Article 6, Section 12.

**Section 12.** All elected officers shall attend all company meetings; failure to attend two- (2) meeting in succession of four (4) in a year will forfeit their office. Exception to this rule is a sickness, work and vacations. Any exceptions must be submitted in writing within 10 days to the recording secretary.

**Section 13.** No members of the company shall hold two elective offices in the company during any one time. Exceptions would be Board of Directors, Board of Trustee's, and Review Board.

## **Article VII**

### **Meetings**

**Section 1.** Regular meetings shall be held on the 2<sup>nd</sup> Monday of each month.

**Section 2.** The annual meeting will be the December Company meeting.

**Section 3.** All meetings shall be held at Headquarters at 7:00pm.

**Section 4.** Fifteen members shall constitute a quorum for all regular, annual and special meetings.

**Section 5.** Special meetings shall be held upon the call of the President when necessary, or upon the request of Four (4) members of the Board of Directors, or the written request of Seven (7) members. Notice of such a meeting shall be posted on the company bulletin board at each firehouse at least 72 hours prior to such meeting, and at such special meetings there shall be considered only such business as is specified in the notice of meetings.

## Article VIII

### Dues

**Section 1.** The yearly dues of this organization shall be as follows:

Active Members:	Three Dollars	(\$3.00)
Associate Members:	Ten Dollars	(\$10.00)

Dues are payable in advance at the first meeting in January. A statement of unpaid dues shall be sent to the members after the first meeting in January.

**Section 2.** Any members in arrears of dues after the 30<sup>th</sup> of April of said year shall be declared in arrears. Members so declared shall be notified no later than May 15<sup>th</sup> of said year by Certified Mail, with return receipt requested. (Notifications shall be made by Company form letter)

**Section 3.** At the first meeting of June the Company shall automatically expel any members who is in arrears of dues.

**Section 4.** A paid up member entering the service shall be considered a paid up member until the following December 31<sup>st</sup> after leaving service.

## Article IX

### Voting

**Section 1.** All votes shall be via voice and or show of hands, except for elections of Officers, Board of Directors, Board of Trustees, Review Board and proposed expenditure in excess of \$500.00 ballots shall be provided and there shall not appear any mark or marking which might tend to indicate the person who cast such ballot.

**Section 2.** At any regular meeting or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of Officers and Directors.

**Section 3.** At all votes by ballot the Chairperson of such meeting shall immediately prior to the commencement of balloting appoint a committee of three (3) who shall act as "Inspectors of Elections" and who shall at the conclusion of such balloting notify the Chairperson of the results. These results shall be recorded in the minutes of the meeting, and announced to the company.

**Section 4.** "Inspectors of Elections" shall not be a candidate for office or shall not personally canvass for election of a candidate.

**Section 5.** No member in debt to the company shall be eligible to become a candidate for any office.

**Section 6.** The person receiving the plurality of valid votes cast at any election shall be declared to be elected to the office or position balloted upon. Ballot folded more than twice shall be declared voided.

**Section 7.** All elective Officers shall be balloted for separate ballots and all propositions to be voted upon by the Company shall be, if requested by any member, upon separate ballots.

**Section 8.** If an individual is running unopposed for office the membership has the right to motion the secretary to cast (1) ballot for the unopposed candidate, a majority show of hands by the membership will elect the candidate. (Exceptions to this by-law will be for the office of Chief, Asst Chief, Captain, president and Vice-President,

## **Article X**

### **Order of Business**

1. Pledge to the flag of the United States of America.
2. Collection of dues.
3. Reading of minutes of previous meeting. (Motion)
4. Reading of minutes of the previous meeting of the Board of Directors, Board of Trustees, and review Board.
5. Treasurer's Report. (Motion)
6. Proposals for membership.
7. Voting on new applicants for membership.
8. Roll call.
9. Old Business.
10. New Business.
11. Communications.
12. Bills. (Motion)
13. Fire Chief's report.
14. Report by Commissioners
15. Reports of committees.
16. Suggestions for the good of the organization.
17. Report of sickness or death of members.
18. Election of Officers.
19. Naming of new committees.
20. Drawings. (50/50 Etc.)
21. Receipts of evening.
22. Adjournment.

## Article XI

### Rules of Order for the Conduct of Meeting

**Section 1.** When the presiding officer takes the chair the members shall remain seated, and it is particularly enjoined upon all members of this company that they treat each other during the meeting with all due delicacy and respect and that all ungenerous remarks, personal allusions or sarcastic language by which the feelings of any member be wounded be carefully avoided.

**Section 2.** No member shall talk to another or otherwise interrupt the business of the meeting or refuse to obey the President or Sergeant-At-Arms.

**Section 3.** Every member, when they speak or offers a motion shall be standing and respectfully address the chair and when they have finished, they shall resume their seat. While speaking, they shall confine themselves to the question under consideration, avoiding personalities and indecorous language as well as any reflections upon the company or any of its members.

**Section 4.** Should two or more members rise to speak at the same time, the President shall decide which shall be entitled to the floor.

**Section 5.** No member shall interrupt another member while speaking, except to call them to order for words spoken.

**Section 6.** If a member, while speaking, is called to order, they shall cease speaking and resume their seat until the point of order shall have been determined.

**Section 7.** All resolutions must be reduced to writing at the request of the chair, and no motion shall be subject to action until a seconded and stated by the chair.

**Section 8.** A motion cannot be brought before the company more than twice in a six (6) month period.

**Section 9.** Roberts's rules of order shall be followed in the conduct of a meeting.

**Section 10.** Any member not abiding by this article will be requested to leave the meeting by the President and be escorted by the Sergeant-At-Arms from the meeting room. Refusal to do so will result in said person being brought up on charges immediately for suspension or expulsion.

## Article XII

### Rules and Regulations for the Company Property and District Buildings

**Section 1.** No member or members shall remove any company or district property from the building without the consent of the company or district.

**Section 2.** Any member willfully injuring or destroying any article appertaining to the company or district shall be responsible for the damage and shall be brought up on charges immediately for suspension or expulsion.

**Section 3.** No member at any time shall loan his or her key to the building to any person who is not a member.

**Section 4.** If any member admits any person or persons to the building, it shall be the duty of such member to remain with such person or persons so admitted. The member so doing shall be held liable for all acts committed by such person or persons while in the building.

## Article XII

### Parade Uniforms

1. Parade uniforms shall consist of bell type hat with badge, blue shirt (or white shirt in case of a class A officer ) with company badge over left pocket and one service pin or past officer's pin of their choice worn on left shirt collar tab and Company patch on left shoulder and American flag on right shoulder, blue jacket with on yellow stripe on each sleeve, blue pants with yellow stripe down the outside of each leg, tie, black socks, black dress shoes and black garrison belt.
2. Uniform consisting of above items, except shoes and socks. Shall be purchased by the company.
3. Company badges and hat badges will be purchased by the Financial Secretary.
4. The members shall keep uniforms at home and dry cleaned not washed by the member.
5. Upon returning said uniform to the company, it should be in good condition.
6. A uniform that is not in good condition, due to neglect, will be taken to a tailor for an estimate cost of repairs. The firefighter will then pay for the cost based on the estimate.
7. The financial secretary shall keep a record of who owns uniforms and amount of deposit paid by each member.
8. The parade committee shall keep a record of all members participating at all parades. Members not participating in a parade during the calendar year shall be called before the committee, to determine eligibility of retaining uniform.
9. Members losing or misusing any article of their uniform shall pay full cost of replacement.

## **Article XIV**

### **Suspension / Expulsion**

**Section 1.** Charges may be brought against any member by any other member. All charges must be in writing and presented to the company at a regular company meeting. A letter of notice from the Board of Fire Commissioners of any disciplinary action taken by towards any member shall be considered written charges and dealt with in accordance with this article

**Section 2.** Any member may be suspended or expelled from the organization for cause by a two-thirds vote of the membership present at a meeting. Provided the accused shall have been served with written charges at least seven days prior to the meeting, by certified mail with return receipt, together with notice that the charges will be considered at the meeting. The organization shall have full power to suspension or expulsion.

**Section 3.** The charge shall be investigated by the Review Board.

(a) Recommendations shall be reported to the organization by the Review Board within thirty days.

(b) The organization shall take action on these recommendations within thirty days.

**Section 4.** A member suspended from the organization for misconduct shall be suspended for a period of no less than 30 days or more than 6 months.

**Section 5.** Any member suspended from the organization shall return all property of the company and fire district during their suspension.

**Section 6.** A member expelled from the organization may not apply for reinstatement, until at least a period of three (3) years shall have elapsed from the time of their expulsion.

## **Article XV**

### **Amendments to the By-laws**

**Section 1.** An amendment to the By-laws must be submitted in writing and read at three meetings.

**Section 2.** An amendment may be altered at any of the three meetings before a final vote is taken.

**Section 3.** After a prior notice has been given the membership at the third meeting, it must pass a two-thirds vote of the membership present to become a By-law.

**Section 4.** The by-laws may only be changed every three years, new sections that's do not conflict with current by-laws may be added at any meeting.

***Updated approved as of October 13, 2008 meeting***