

---

DISCLAIMER

---

The Constitution and By-Laws of the Chews Landing Fire Department are intended to be gender neutral and that if, for some reason, the male or female gender is used, it is deemed to be either male or female.

**Table of Contents**  
**Constitution**

Article I	Official Title	Page 3
Article II	Object	Page 3
Article III	Executive Officers	Page 4
Article IV	Chief and Company Officers	Page 8
Article V	Officer Requirements	Page 16
Article VI	Nominations and Elections	Page 17
Article VII	Meetings	Page 18
Article VIII	Disbanding	Page 19
<b><u>By-Laws</u></b>		
Article I	Membership	Page 20
Article II	Dues	Page 28
Article III	Duties of Active Members	Page 29
Article IV	Resignations and Absences	Page 32
Article V	Executive Board	Page 33
Article VI	Rules and Debates	Page 34
Article VII	Amendments	Page 35
Article VIII	Discipline, Charges, Trial and Expulsion	Page 37
Article IX	Funds and Property of this Organization	Page 40
Article X	Committees	Page 42
Article XI	Intoxicating Liquors	Page 43
Rules of Order		Page 44

**Article I**

**Official Title**

Section 1.

This company shall be known as the Chews Volunteer Fire Company, No.1, Incorporated.

Section 2.

It shall consist of individuals of good moral character and duly qualified to be members of this firefighting organization.

**Article II**

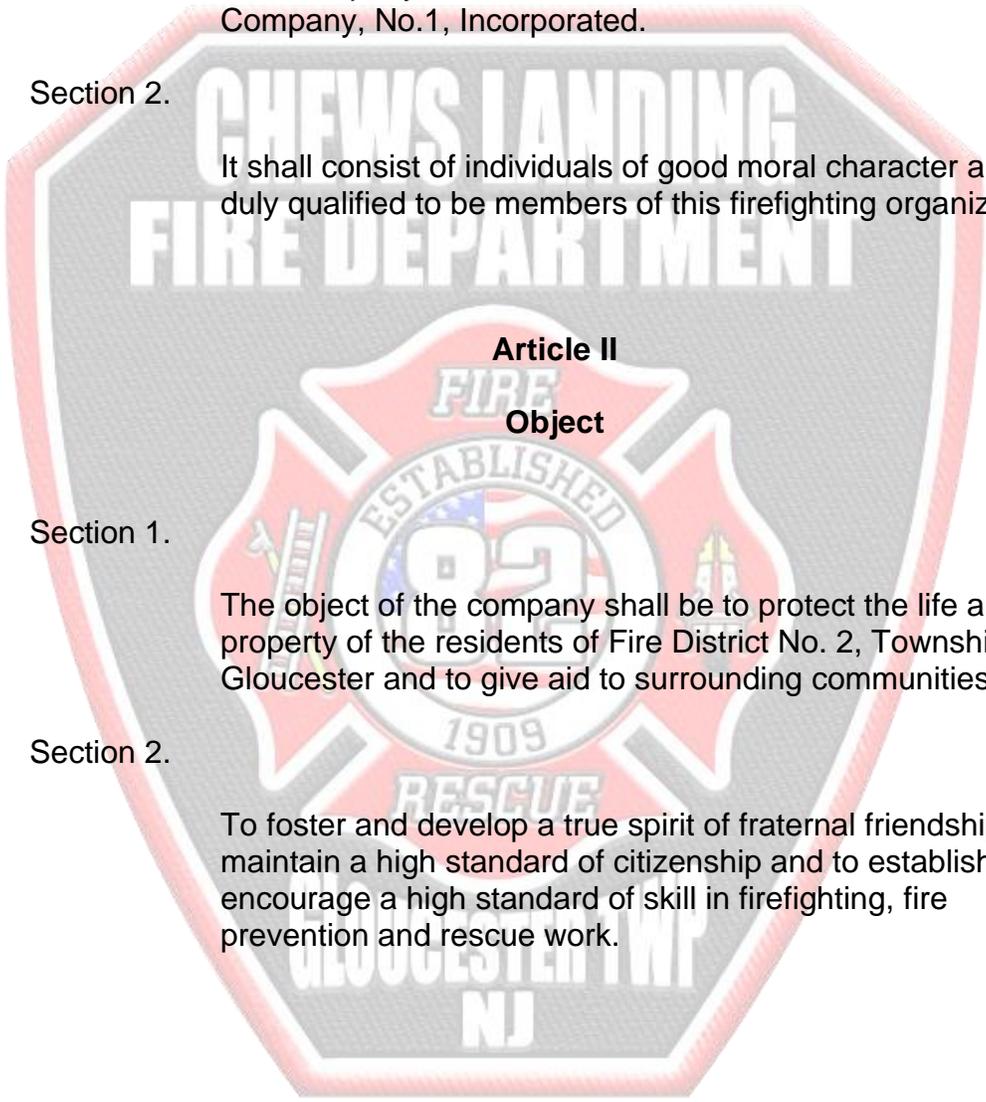
**Object**

Section 1.

The object of the company shall be to protect the life and property of the residents of Fire District No. 2, Township of Gloucester and to give aid to surrounding communities.

Section 2.

To foster and develop a true spirit of fraternal friendship, maintain a high standard of citizenship and to establish and encourage a high standard of skill in firefighting, fire prevention and rescue work.



## Article III

### Executive Officers

#### Section 1.

The Executive Officers of the Company shall consist of the following;

President  
Vice-President  
Secretary  
Assistant Secretary  
Treasurer  
Trustees (3)

#### Section 2.

The above officers shall be elected at an annual meeting. Qualifications are as follows;

President – Three (3) years (in the Company)  
Vice-President – Three (3) years  
Secretary – Two (2) years  
Assistant Secretary – Two (2) years  
Treasurer – Two (2) years  
Trustees – Two (2) years

One must maintain at least 25% of all meetings.

#### Section 3.

No member shall be nominated or appointed to more than one Executive Office. Nominations may be accepted by letter and must be in by the second night of nominations.

#### Section 4.

In the event of a vacancy in the office of President, the Vice-President shall assume the office of President and shall appoint a Vice-President. Any other vacancy in an Executive Office shall be filled by appointment by the President. All such appointments shall serve until the next regular election unless removed for any cause.

Section 5.

The President shall;

1. Preside at all meetings of the Company.
2. Shall decide all points of order and preserve order.
3. Enforce the Constitution, By-Laws and Amendments which hereafter may be made to them.
4. Shall appoint all committees not otherwise provided for, which shall terminate when the President's term expires.
5. Shall notify the Secretary to call a special meeting when he may deem it necessary or upon the application of five (5) members in good standing.
6. Shall open and close the meeting in due form, enforce all penalties' and perform all duties usually pertaining to the office.
7. Shall be an Ex-Officio member of all committees.
8. Shall not vote on any question or new members while sitting in the chair.
9. Shall cast the deciding vote in the event of a tie.
10. Shall annually, during the first meeting in January, appoint a Membership Committee of three (3) members;
  - a. One (1) from the Executive Officers
  - b. One (1) from the elected Line Officers
  - c. One (1) from the remaining list of active members
11. Shall appoint Sergeants-at-Arms with the power to evict any member who creates disturbances.

Section 6.

Duties of the Vice-President;

1. To assist the President
2. And in his absence, preside at the meeting of the Company.

Section 7.

It shall be the duty of the Secretary;

1. To record the minutes of all company meetings, which are then to be submitted to the Fire Department Clerk to be typed and posted in the meeting room.
2. Read any correspondence received by the Fire Department.
3. In the absence of both President and Vice-President, the Secretary shall appoint a President Pro Tempore.
4. During Company nominations and elections, the Secretary will be responsible for recording the names of members nominated for offices. This will include the names of the members nominating and seconding the said individual.

Section 8.

It shall be the duty of the Assistant Secretary to;

1. In the absence of the Secretary, the Assistant Secretary shall fill the vacancy with full power of the office.
2. Shall be responsible for all the requirements of the Secretary, noted in Section 7, above.

Section 9.

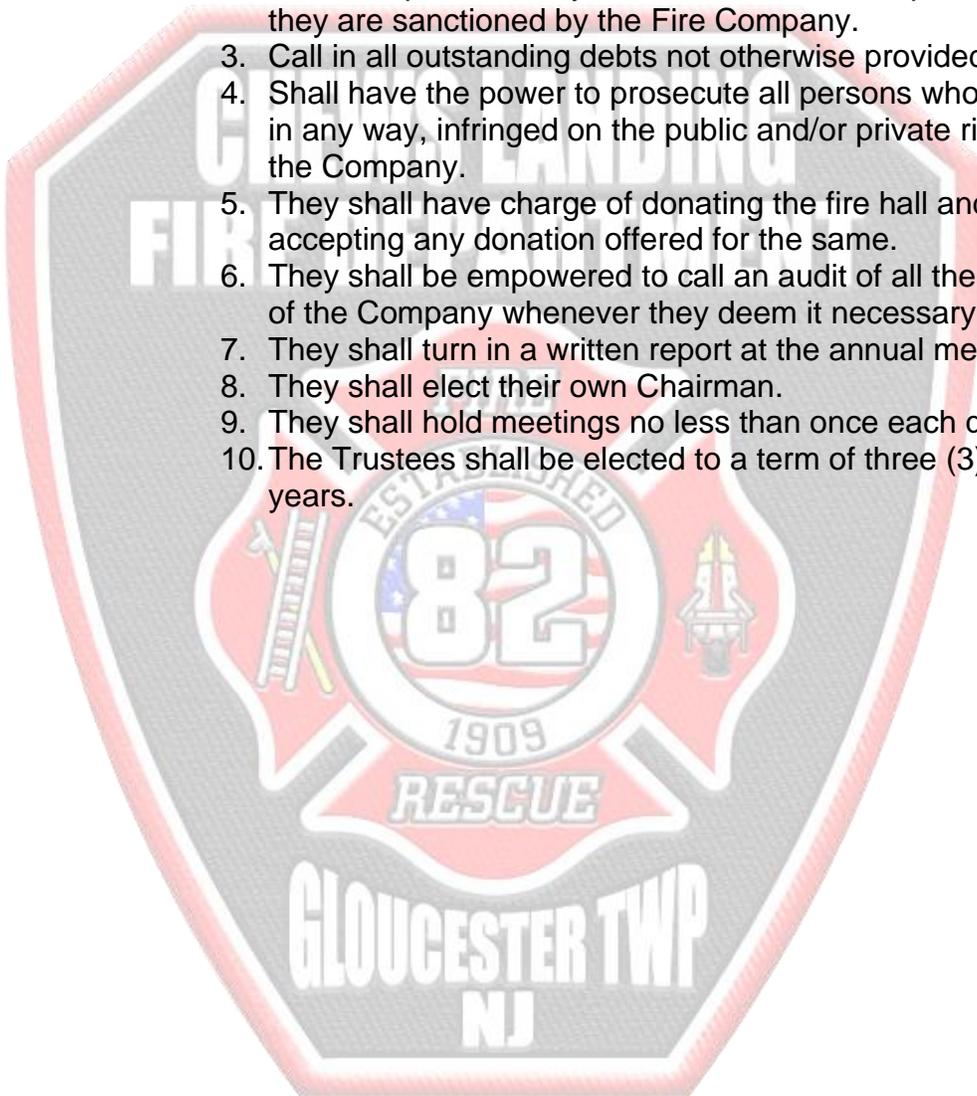
It shall be the duty of the Treasurer to;

1. Report to the membership during Company meetings, the report prepared by the Company Clerk, of the financial status of the Company.
2. Issue membership cards and notify all members who are six (6) weeks in arrears in their dues.
3. Drop from the roll any member who has not paid their dues within ten (10) days of such notification; notices shall be sent to the last known address.

Section 10.

It shall be the duty of the Board of Trustees to;

1. Take charge of all real and personal property of the Fire Company.
2. Have the power to buy, sell and make leases provided they are sanctioned by the Fire Company.
3. Call in all outstanding debts not otherwise provided for.
4. Shall have the power to prosecute all persons who have in any way, infringed on the public and/or private rights of the Company.
5. They shall have charge of donating the fire hall and accepting any donation offered for the same.
6. They shall be empowered to call an audit of all the books of the Company whenever they deem it necessary.
7. They shall turn in a written report at the annual meeting.
8. They shall elect their own Chairman.
9. They shall hold meetings no less than once each quarter.
10. The Trustees shall be elected to a term of three (3) years.



## Article IV

### Chief and Company Officers

#### Section 1.

The Chief and Company Officers shall consist of the following;

Chief of Department  
Assistant Chief of Department  
Captain – Truck Company  
Captain – Engine Company  
Captain – Rescue Company  
1<sup>st</sup> Lieutenant  
2<sup>nd</sup> Lieutenant  
3<sup>rd</sup> Lieutenant  
4<sup>th</sup> Lieutenant

- a. The above Officers shall be elected at an annual election for a term of one (1) year, except for the Chief of Department, who shall be appointed by the Board of Commissioners – Fire District #2 and Lieutenants, who shall be appointed by the Chief, Assistant Chief and Captains with the approval of the majority of the members present and voting at a regularly scheduled meeting or special meeting. Appointments must be made by the second regular meeting after elections.
- b. No firefighter shall be elected or appointed to more than one (1) line office.

#### Section 2.

##### Qualification of Line Officers

- A. To be nominated, elected, or appointed to hold any Line Officer's position, one must maintain at least thirty percent (30%) of all fires, thirty percent (30%) of all meetings and thirty percent (30%) of all work details and drills the year prior to nominations and elections and must have the following full percentage years in the Company (Unless excused by the Executive Board).

- 1) Assistant Chief of Department – Three (3) years
- 2) Captain – Two (2) years
- 3) Lieutenant – Two (2) years

B. If an Officer is appointed or in office already and has not completed the requirements set forth, he/she must do so in the elected year or what is deemed acceptable by the Chief of the Department.

C. All Chief and Company Officers must have a valid New Jersey Driver's License.

D. Assistant Chief of Department

- a. The Assistant Chief of Department must have held the rank of Captain for a period of three (3) years.
- b. Must have experience and knowledge of the Fire Service.
- c. Shall reside within a reasonable response distance to Fire District #2 as determined by the Fire Company.
- d. Must have attended and completed NJ Fire Officer I and/or II, Right Front Seat, R.I.T Operations, N.J. Safety Officer, Truck Company Operations, Engine Company Operations, Basic and Advanced Rescue, Rescue Tools sponsored by the Camden County Regional Emergency Training Center or through the New Jersey Division of Fire Safety.
- e. Must also complete all associated courses as required under the National Incident Management System (NIMS) up to and including I-400. In addition, a completed course of study in Building Construction and/or hydraulics, with the Occupational Safety-Fire Science curriculum and conducted by the faculty and staff at Camden County College, although not mandatory is recommended.

E. Captain;

- a. Must have been in good standing for a period of two (2) full percentage years prior to appointment, maintained at least thirty percent (30%) of all fires, thirty percent (30%) of all meetings and thirty percent (30%) of all work details and drills.
- b. The Captain(s) shall be ranked by their number using experience and the qualifications of each candidate as determined by the Chief and Assistant Chief.
- c. Shall reside within a reasonable response distance to Fire district #2, as determined by the Fire Company.
- d. Must have attended and successfully completed Truck Company Operations, Engine Company Operations, Basic and Advanced Rescue and Rescue Tools, sponsored by the Camden County Fire Training Academy or through the New Jersey Division of Fire Safety, as well as all required courses under the National Incident Management System (NIMS) up to and including I-300. In addition, New Jersey Fire Officer I and/or II, Right Front Seat, R.I.T. Operations, Safety Officer, and a completed course of study in Building Construction and/or Hydraulics conducted by the faculty and staff of Camden County College, Camden County Regional Emergency Training Center or their equivalent, although not mandatory, is recommended.

F. Lieutenant;

- a. Must have been a member in good standing for a period of two (2) full percentage years prior to appointment, maintained at least thirty percent (30%) of all fires, thirty percent (30%) of all meetings and thirty percent (30%) of all work details and drills and, qualified for the Company apparatus assigned.
- b. The Chief, Assistant Chief and Captains shall determine the senior Lieutenant using experience and the qualifications of each candidate as determining factors.

- c. Shall reside within a reasonable response distance to Fire District #2, as determined by the Fire Company.
- d. If assigned to the Truck Company, must have attended and successfully completed Advanced Truck courses sponsored by the Camden County Regional Emergency Training Center or their equivalent, as well as all associated courses as required under the National Incident Management System (NIMS) up to and including I-200. In addition to the above, Right Front Seat, R.I.T. Operations, Safety Officer, a course of study in Building Construction and/or hydraulics, as conducted by the faculty and staff of the Camden County Regional Emergency Training Center, Camden County College or their equivalent, although not mandatory, is recommended.
- e. If assigned to the Engine Company, must have attended and successfully completed Engine Company Operations sponsored by the Camden County Regional Emergency Training Center or their equivalent, as well as all associated courses as required under the National Incident Management System (NIMS) up to and including I-200. In addition to the above, Right Front Seat, R.I.T. Operations, Safety Officer, a course of study in Building Construction and/or hydraulics, as conducted by the faculty and staff of the Camden County Regional Emergency Training Center, Camden County College or their equivalent, although not mandatory, is recommended.
- f. If assigned to the Rescue Company, must have attended and successfully completed Basic and Advanced Rescue Company Operations sponsored by the Camden County Regional Emergency Training Center or their equivalent, as well as all associated courses as required under the National Incident Management System (NIMS) up to an including I-200. In addition to the above, Right Front Seat, R.I.T. Operations, Safety Officer, a course of study in New Car (hybrid) Technology and Hydraulics, as conducted by the staff of the Camden County Regional Emergency Training Center, Camden County College, or their equivalent, is recommend.

Section 3.

Duties and responsibilities of Chief and Company Officers;

It is understood that for any person to hold any Chief or Company office, said person must maintain the status of any other Active member regardless of Life Membership or Exempt Membership, either of the Company or State of New Jersey.

A. **Chief of Department:**

The Chief of Department shall;

- 1) Be the senior Chief Officer of the Company and shall take command of the Company at all fires and drills when present.
- 2) Shall maintain a permanent and accurate record of all fires and firematic activities of the Company, copies of which shall be submitted to the Fire Commissioners and other agencies necessary in the performance of this office.
- 3) Shall hold quarterly meetings with the Company Officers pertaining to firefighting policies and delegate the responsibilities of training.
- 4) Shall direct the Fire Company in the performance of the Fire Company objective.
- 5) Shall work with the Commissioner in charge of equipment and senior apparatus engineer to help develop and maintain maintenance programs for all vehicles including replacement and phase-out programs.
- 6) Shall direct firematic training and safety programs.
- 7) Shall implement policies directed by the Commissioners in coordination with Fire Company policies or the Constitution and By-Laws.

8) Shall prepare annual budget reports in coordination with the Chief and Company Officers in their area of responsibilities and shall submit them to the Board of Commissioners in ample time for their annual budget meetings.

9) Shall be responsible to the Fire Commissioners and ultimately to the membership for the performance of duties and to uphold the Constitution and By-Laws of the Fire Company.

10) Shall see that no less than ten (10) Company drills are held each percentage year.

11) Shall appoint all Fire Police Officers, Chiefs Aid and security officers when necessary.

12) Shall prepare annual budget reports in coordination with the Chief and Company Officers in their area of responsibilities and shall submit them to the Trustees in ample time for their annual budget meetings.

**B. Assistant Chief of Department;**

1) Shall be second-in-command and the Officer-in-Charge in the absence of the Chief of department.

2) Shall be responsible for the duties as outlined above.

**C. Captain – Truck Company;**

1) Shall be responsible for the supervision of the Truck Company at all fires, drills and training sessions.

2) Shall be responsible for ensuring the training of Driver/Operators on all Truck Company apparatus and related equipment.

3) Shall recommend to the Chief, for his appointment, all new qualified Drivers/Operators.

4) Shall ensure that all Truck Company apparatus and equipment is in proper order when returning from an incident.

- 5) Shall notify the Chief and the Senior Apparatus Engineer, of any needed repairs to any Truck Company apparatus or equipment.

**D. Captain – Engine Company:**

- 1) Shall be responsible for the supervision of the Engine Company at all fires, drills, and training sessions.
- 2) Shall be responsible for ensuring the training of Driver/Operators on all Engine Company apparatus and related equipment.
- 3) Shall recommend to the Chief, for appointment, all new qualified Driver/Operators.
- 4) Shall ensure that all Engine Company apparatus and equipment is in proper order when returning from an incident.
- 5) Shall notify the Chief and the Senior Apparatus Engineer, of any needed repairs to any Engine Company apparatus or equipment.

**E. Captain – Rescue Company:**

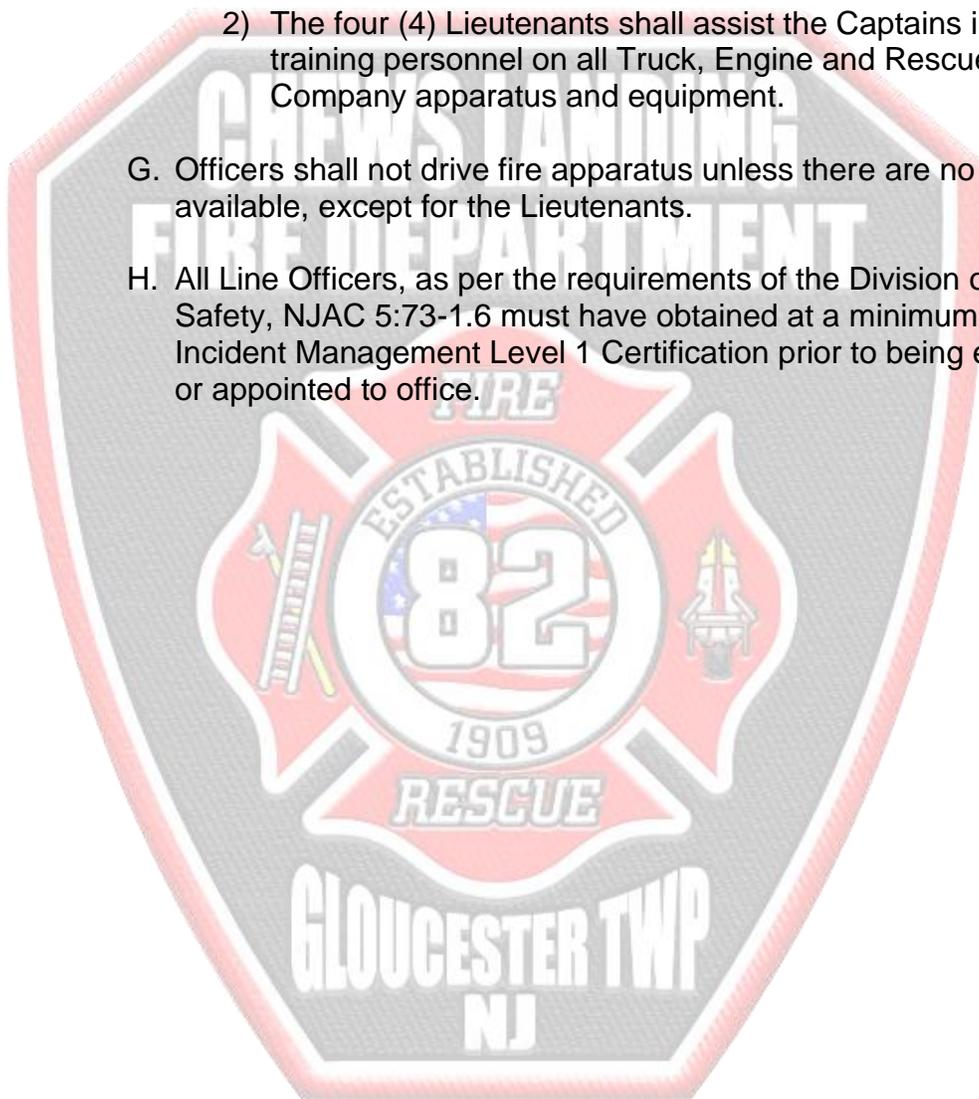
- 1) Shall be responsible for the supervision of the Rescue Company at all fires, drills, and training sessions.
- 2) Shall be responsible for ensuring the training of Driver/Operators on all Rescue Company apparatus and related equipment.
- 3) Shall recommend to the Chief, for appointment, all new qualified Driver/Operators.
- 4) Shall ensure that all Rescue Company apparatus and equipment is in proper order when returning from an incident.
- 5) Shall notify the Chief and Senior Apparatus Engineer, of any needed repairs to any Rescue Company apparatus or equipment.

**F. Company Lieutenants:**

- 1) The primary responsibilities of the Company Lieutenants will be to take charge of their assigned fire apparatus and equipment, or to take charge of a team of firefighters on the fire grounds to be assigned by the Officer-in-Charge (OIC).
- 2) The four (4) Lieutenants shall assist the Captains in training personnel on all Truck, Engine and Rescue Company apparatus and equipment.

G. Officers shall not drive fire apparatus unless there are no drivers available, except for the Lieutenants.

H. All Line Officers, as per the requirements of the Division of Fire Safety, NJAC 5:73-1.6 must have obtained at a minimum, Incident Management Level 1 Certification prior to being elected or appointed to office.



## Article V

### Requirements of all Officers

#### Section 1.

No firefighter under the age of 21 years may be a Chief or Company Officer. No firefighter under the age of 18 may hold an Executive Office.

#### Section 2.

Any Officer or Officers, missing three (3) consecutive meetings without authorized absence shall vacate office as per **Article VIII, Section 1**, of the By-Laws.

#### Section 3.

Officers absent from meetings must arrange to have their books and reports available and presented by another Officer or member at meetings.

#### Section 4.

If any Officer fails to perform his duties, he may be brought up on charges, as per **Article VIII, Section 1**, of the By-Laws.

#### Section 5.

No member shall hold more than one (1) elected office.

#### Section 6.

No Fire Commissioner can hold any elected office in this Company.

## Article VI

### Nominations and Elections

#### Section 1.

The Officers shall be nominated at the regular Fire Company meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays in November.

Elections shall be held at the Fire Company meeting in the 2<sup>nd</sup> Monday in December.

#### Section 2.

Any person nominating a member for office must rise and address the Chair also, the person seconding said nomination must rise and address the Chair.

#### Section 3.

A. The Executive Board will investigate the eligibility of members for the purpose of voting and holding office in the General Election, also active status in the Fire Company.

B. The membership may not, for the purposes of an election or appointment, overturn the current requirements for any elected or appointed position, should the individual fail to meet the necessary requirements as determined by the Executive Board.

#### Section 4.

Any member wanting to make a nomination must be either of Active or Life Member status.

## Article VII

### Meetings

#### Section 1. Meeting Quorums

A meeting quorum shall consist of nine (9) Active Members in good standing, plus two (2) Executive Officers other than Trustees. No business at a membership meeting shall be transacted (except a motion to adjourn) unless a quorum is present to hold a meeting.

#### Section 2. Membership Meetings

- a. All meetings shall be held on Monday nights with the exception of meetings rescheduled due to Holidays and special meetings.
- b. Meetings shall be scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the Month.
- c. No meetings are to be held on Holidays.
- d. If a meeting falls on a Holiday, the President shall set an alternate date, if necessary, and notify the membership at the regular meeting before it.
- e. A list of the meeting dates shall be presented to the floor and posted for the membership at the annual reorganization meeting.
- f. Drill nights or other Company functions shall be scheduled on non-meeting nights unless an emergency arises as determined by the ranking Company Officer or presiding Executive Officer.

#### Section 3. Committee Meetings

Committees shall meet at a time that does not conflict with regular or special meetings of the Company.

#### Section 4. Annual Reorganization Meeting

The annual reorganization meeting shall always be held on the 2<sup>nd</sup> Monday in January.

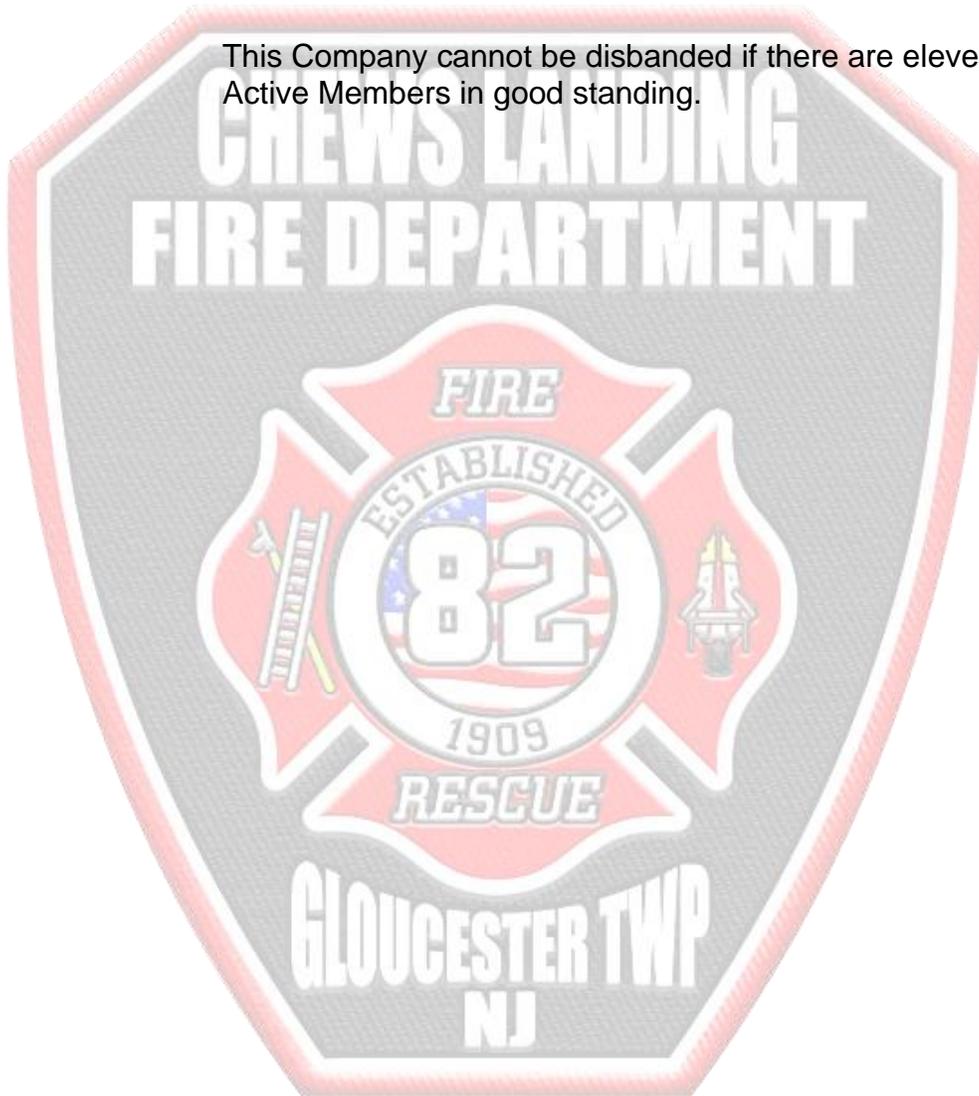
Section 5. All Officers shall take office the first day of January.

## Article VIII

### Disbanding

#### Section 1.

This Company cannot be disbanded if there are eleven (11) Active Members in good standing.



## By-Laws

### Article I

#### Membership

##### Section 1.

Membership in this Fire Company shall be divided into the following classes;

- a. Probationary
- b. Active
- c. Honorary
- d. Life
- e. Exempt
- f. Lady Members
- g. Junior Firefighter
- h. Limited Active
- i. Armed Forces Members
- j. Associate

##### Section 2.

Qualifications for **Probationary** and **Limited Active** membership in the Company are as follows;

- a. Applicants must be responsible citizens and of good moral character.
- b. Applicants must be 18 years of age or older.
- c. Applicants must be physically able to discharge the duties of the Fire Company and submit to a physical examination by a physician designated by the President of the Company.

##### Section 3. **Honorary Members**

Any person, that the Company so desires, shall be elected by a 2/3<sup>rd</sup> majority vote by the floor, as an Honorary member. They shall have a voice on the floor but no vote. They shall hold no office nor serve on any committee.

#### Section 4. **Life Members**

Any member of the Company serving twenty (20) years, not necessarily consecutive, in an active capacity shall receive a twenty-year certificate by the Company, a paid-up Life Insurance Policy from the Commissioners of Fire District #2 and a twenty-year button.

At their request and upon the approval of the Company, they may be retired from Active Service, providing they are in good standing.

Any member, who has a Life membership in accordance with the above section, shall have all the rights and privileges of the other members.

#### Section 5. **Exempt Members**

Anyone qualifying under the requirements of the New Jersey State Firemen's relief Association, with exception of age, shall be given an exempt membership.

An Exempt Member shall retain all the privileges of an Active Member and shall meet the same requirements as an Active Member.

#### Section 6. **Lady Members**

Shall be known as Lady Members for legal purposes only. All Lady Members shall be registered on the Fire Company books immediately upon acceptance into the Lady Membership.

The purpose of the Lady Members shall be to assist the Chews Landing Fire Department whenever called upon to do so, by an authorized person of the Fire Company.

They may;

- a. Write their own By-Laws which shall be approved by the Fire Company By-Law Committee before they are accepted by the Lady Members.
- b. They shall have no voice or vote at the Fire Company meetings.

## Section 7. Junior Firefighter Auxiliary

Members who are between the ages of 16 and 18 who shall have certain duties and restrictions that have been approved by the Board of Fire Commissioners, Fire District #2 and the Board of Governors, in coherence with the Civil Rights Division Law, NJAC 13:12:1.1.

- 1) An application shall be submitted to the Investigation Committee who, upon accepting the applicant, shall notify the Board of Fire Commissioners. With the consent from the Commissioners, said applicant shall become a Junior Firefighter, with a probationary period of one (1) year even if the probationary period runs into Active membership.
  - i) The maximum number of Junior Firefighters serving within the Department, either probationary or Active status, shall be limited to no more than six (6) at any given time.
  - ii) Applicants for Junior Firefighter Membership will be selected first from residents residing within Fire District #2, with any additional applicants second.
  - iii) A waiting list for membership will be established, and the dated application held on record, until an opening exists.
- 2) There shall be a Board of Governors, consisting of the Chief of Department, President, and an elected active member from the body of the floor, who shall oversee all the activities of the Junior Firefighters and shall have the power of suspension for up to three (3) months for any infractions of the rules and regulations of the Fire Company, or of the Constitution and By-Laws of the Fire Company. The Board may also recommend to the floor, immediate expulsion, for low activity, where warranted.
- 3) In addition to the members of the Board of Governors, one (1) current Junior Firefighter with the approval of the Board will be appointed to act as a Leader for the Junior Firefighters and attend meetings with the Board when necessary.

- 4) The Junior Firefighters shall be able to attend regular meetings of the membership but shall have no vote. A Junior member may have a voice with approval of the presiding officer of the meeting.
- 5) The Chief of Department, Level 1 Instructor or Qualified Officers, shall be responsible for the firematic training of the Junior Firefighter (s).
- 6) The Board of Governors shall report to the Investigation Committee, on the suitability of a Junior Member becoming a regular member. Said Junior Firefighter shall serve only one (1) probationary period.

7) **Rules and Regulations:**

- a) All Junior Firefighters shall abide by all rules set forth by the Board of Governors or the general membership.
  - i) All Junior Firefighters, upon being accepted into the Department will register, and complete the Junior Firefighter course as instructed by the Camden County Regional Emergency Training Center or their equivalent.
  - ii) If a Junior Firefighter, upon being accepted into the Department, is within six (6) months of their eighteenth (18<sup>th</sup>) birthday, they may forego the above requirement and register and complete the required Fire Fighter I course as instructed by the Camden County Regional Emergency Training Center.
  - iii) If a Junior Firefighter has been unable to attend a Firefighter I course due to an age barrier, they shall continue probation until they have completed the course, after reaching the age of eighteen (18).
  - iv) If they have completed at least one (1) year of probation as a Junior Firefighter, they shall become an Active Member immediately after the completion of the Firefighter I course.
  - v) If the Junior Firefighter who has turned eighteen (18) has not completed the required course within one (1) year of becoming of age, they shall immediately be dropped from the rolls of the Fire Company.

- b) All Junior Firefighters shall abide by the Constitution and By-Laws of the Chews Landing Volunteer Fire Company No.1.
- c) They shall show proper respect for members of this Fire Company, Lady Members, and any guest.
- d) They shall always observe the established Township curfew, except in the case of a fire or other emergency or an authorized activity.
- e) Junior Firefighters will, under no circumstances, hold any meetings, conduct any business, or undertake any training on the Fire Company premises without a Senior Firefighter who has been designated to oversee such activity.
- f) On the fireground or drill ground, the Junior Firefighter shall be under the directions of the Officer-in-Charge (OIC), whatever their rank or designate.
- g) They shall always on the fireground or drill ground, wear personnel protective equipment (PPE).
- h) Junior Firefighters shall not use any power tools.
- i) They shall not handle the nozzle of a charged line, except at a training session.
- j) A Junior Firefighter will not climb ladders, except at training sessions and then ONLY at the direction of a Level 1 Instructor, or a Qualified Officer, as certified by the Chief of Department.
- k) Upon reaching the age of eighteen (18) with a minimum of one (1) year service as a Junior Firefighter, said member will be designated an Active Probationary Member until Firefighter I and all other Fire Company requirements are met. At that time, said member will be designated an Active Firefighter.

- l) A Junior Firefighter may respond on the apparatus, if seating is available and, no additional Senior Members are in the station available to respond.
- m) A Junior Firefighter, under no circumstances, will be permitted on the premises or inside the building unless accompanied by a Senior Member of the department.
- n) Junior Firefighters are required to make one (1) meeting and one (1) drill during a quarter, exceptions can be made to accommodate with regards to school, family, work, and other obligations if the Board of Governors, are made aware and approve. If one (1) meeting and one (1) drill cannot be attended, in the quarter, another pre-approved company activity can be supplemented.

Section 8. **Limited Active Members**

- a) Members who were Active Members and failed to meet the requirements in the By-Laws of **Article III, Section 9**, will have a voice or vote during Fire Company meetings during their quarter of probation. They will not participate in the Incentive Program during that quarter. They may continue to participate in any Committee assignments and continue to utilize the lounge and weight room.
- b) Members applying for limited active membership for more than one quarter shall submit the request in writing, with good cause, to the executive board for approval. The executive board will report to the general membership on any action taken at a regular or special company meeting.

Section 9. **Probationary Members**

All probationary members shall be accepted into the Fire Company according to the **NJAC 12-13:12-1.1**.

1. They shall have no vote at any time.
2. They shall abide by all rules set forth in the Constitution and By-Laws on the Chews Landing Volunteer Fire Company No. 1.
3. They shall abide by all rules and policies set forth by the Board of Fire Officers or the General Membership.

4. Probationary members shall maintain 25% of all fires, meetings, drills, and work nights.
5. If a probationary member fails to maintain the requirements above for a full percentage quarter, the probationary member shall be immediately dropped from the membership rolls.
6. The probationary period shall be for one (1) year from the beginning of the first full percentage quarter of their membership.
7. No probationary member shall be subject to expulsion for percentage requirements unless it has been based on a full percentage quarter.

Section 10. **Armed Forces Members**

Any member of this Fire Company, who enters the Armed Services or is drafted into the Armed Services during a time of conflict, will remain an Active Member during the duration of their initial enlistment service and ninety (90) days after their discharge.

If the member does not appear and perform the duties of an Active Fireman after ninety (90) days, they will be dropped from Active Membership.

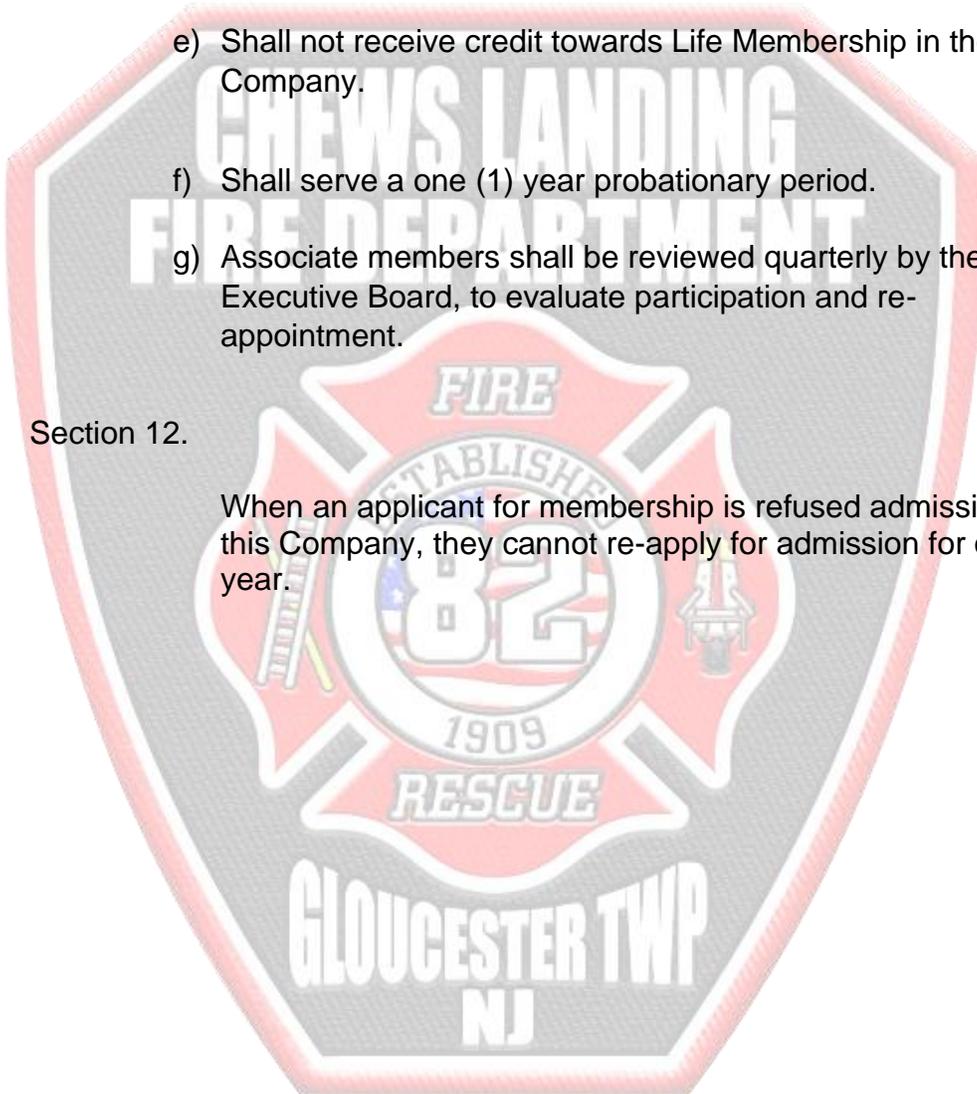
Section 11. **Associate Members**

- a) Shall maintain 10% of all fires.
- b) Shall meet and maintain all Federal/State and Company requirements;
  - i. New Jersey State Firefighter 1 Certification
  - ii. Meet all required mandatory training:
    1. Bloodborne Pathogen (BBP)
    2. Right-to-Know (RTK)
    3. CPR
    4. Drill on and maintain proficiency on, all apparatus currently qualified as a Driver and/or Operator.
  - iii. Shall attend one (1) Company drill/training period per quarter, in addition to any mandatory training.

- iv. Shall attend one (1) meeting per quarter.
- c) Shall have a voice on the floor, but not eligible to vote.
- d) Shall not be eligible to hold any Company office or serve on any committee.
- e) Shall not receive credit towards Life Membership in the Company.
- f) Shall serve a one (1) year probationary period.
- g) Associate members shall be reviewed quarterly by the Executive Board, to evaluate participation and re-appointment.

Section 12.

When an applicant for membership is refused admission to this Company, they cannot re-apply for admission for one (1) year.



## Article II

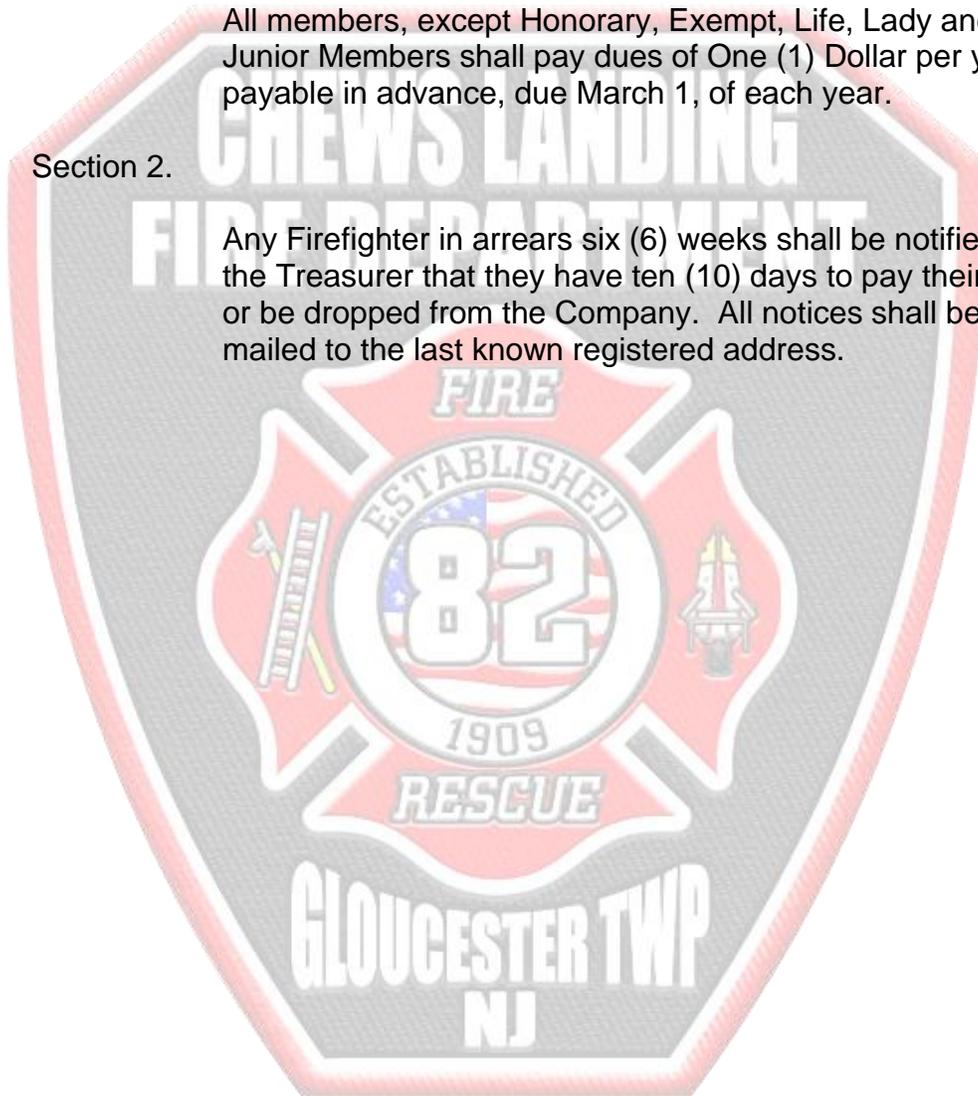
### Dues

#### Section 1.

All members, except Honorary, Exempt, Life, Lady and Junior Members shall pay dues of One (1) Dollar per year, payable in advance, due March 1, of each year.

#### Section 2.

Any Firefighter in arrears six (6) weeks shall be notified by the Treasurer that they have ten (10) days to pay their dues or be dropped from the Company. All notices shall be mailed to the last known registered address.



## Article III

### Duties of Active Members

#### Section 1.

Shall respond to the fire at the sounding of the alarm in accordance with the Chiefs operating instructions.

#### Section 2.

Shall perform the duties of a firefighter and the object of the Company under the direction of the Officer-in-Charge (OIC).

#### Section 3.

Shall assist in the returning of the apparatus and putting it in restored order at the scene or in the Fire Station.

#### Section 4.

When detailed by the Chief of Department or Officer-in-Charge (OIC), each Active Member shall be required to perform such duties as necessary to maintain fire apparatus and Fire Company facilities.

#### Section 5.

No member shall be entitled to credit for attendance at a fire, drill, or non-fire unless they report to the Officer-in-Charge (OIC), nor shall they receive credit unless they answer roll call or has been excused by the Officer-in-Charge (OIC).

#### Section 6.

All Active Members must maintain an average attendance of 25% of all fires, drills, meetings, and work details.

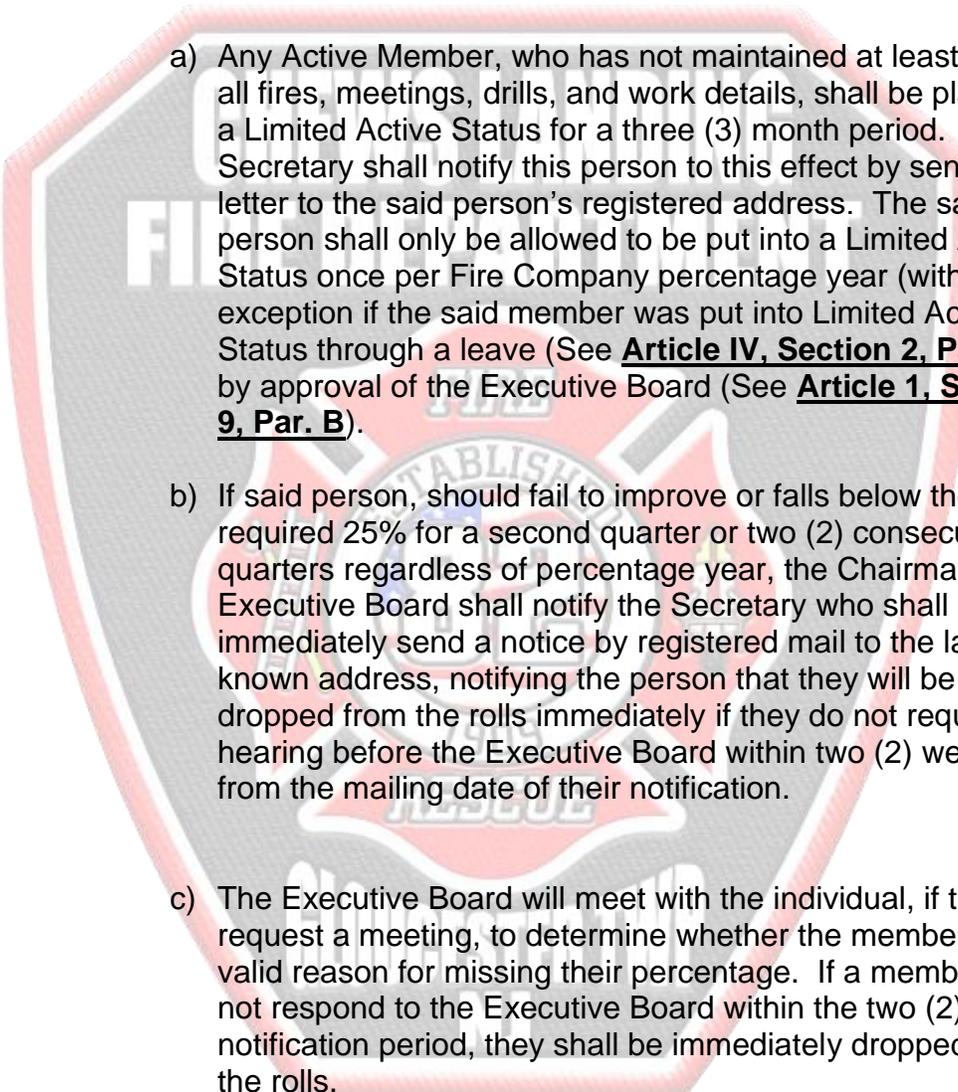
#### Section 7.

Members must report to the Company, any breach of the fire laws or carelessness that may result in fires or other hazard to life, property, etc.

Section 8.

Only capable, New Jersey licensed and instructed Firefighters, in good standing and twenty-one (21) years of age or over may drive any apparatus of this Fire Company.

Section 9.

- 
- a) Any Active Member, who has not maintained at least 25% of all fires, meetings, drills, and work details, shall be placed in a Limited Active Status for a three (3) month period. The Secretary shall notify this person to this effect by sending a letter to the said person's registered address. The said person shall only be allowed to be put into a Limited Active Status once per Fire Company percentage year (with the exception if the said member was put into Limited Active Status through a leave (See **Article IV, Section 2, Par. B**) or by approval of the Executive Board (See **Article 1, Section 9, Par. B**).
  - b) If said person, should fail to improve or falls below the required 25% for a second quarter or two (2) consecutive quarters regardless of percentage year, the Chairman of the Executive Board shall notify the Secretary who shall immediately send a notice by registered mail to the last known address, notifying the person that they will be dropped from the rolls immediately if they do not request a hearing before the Executive Board within two (2) weeks from the mailing date of their notification.
  - c) The Executive Board will meet with the individual, if they request a meeting, to determine whether the member had a valid reason for missing their percentage. If a member does not respond to the Executive Board within the two (2) week notification period, they shall be immediately dropped from the rolls.

d) If the Executive Board determines that the said member had valid reason for missing their percentage, they shall allow the member to continue in a Limited Active Status and the Executive Board would then periodically review the member's attendance to see if they have increased their percentage and then decide if their membership should be continued or if they should be dropped from the rolls.

e) If a member fails to maintain their percentage during this third percentage quarter, they shall be immediately dropped from the rolls after notification in the manner set forth above.

f) If the said member, who has been dropped from the Fire Company wishes to reapply for admission before a one (1) year time period has elapsed from the date they were dropped, the Executive Board shall examine the request for re-application and determine whether the said member has a valid reason to missing their percentage and determine if they should be re-admitted to the Fire Company.

g) If they are re-admitted to the Fire Company, the Executive Board shall determine the length of the applicant's probationary period which shall not exceed one (1) year. If the said member re-applies after a one (1) year period, they would be accepted as a probationary member as per **Article I, Section 10,** of the By-Laws.

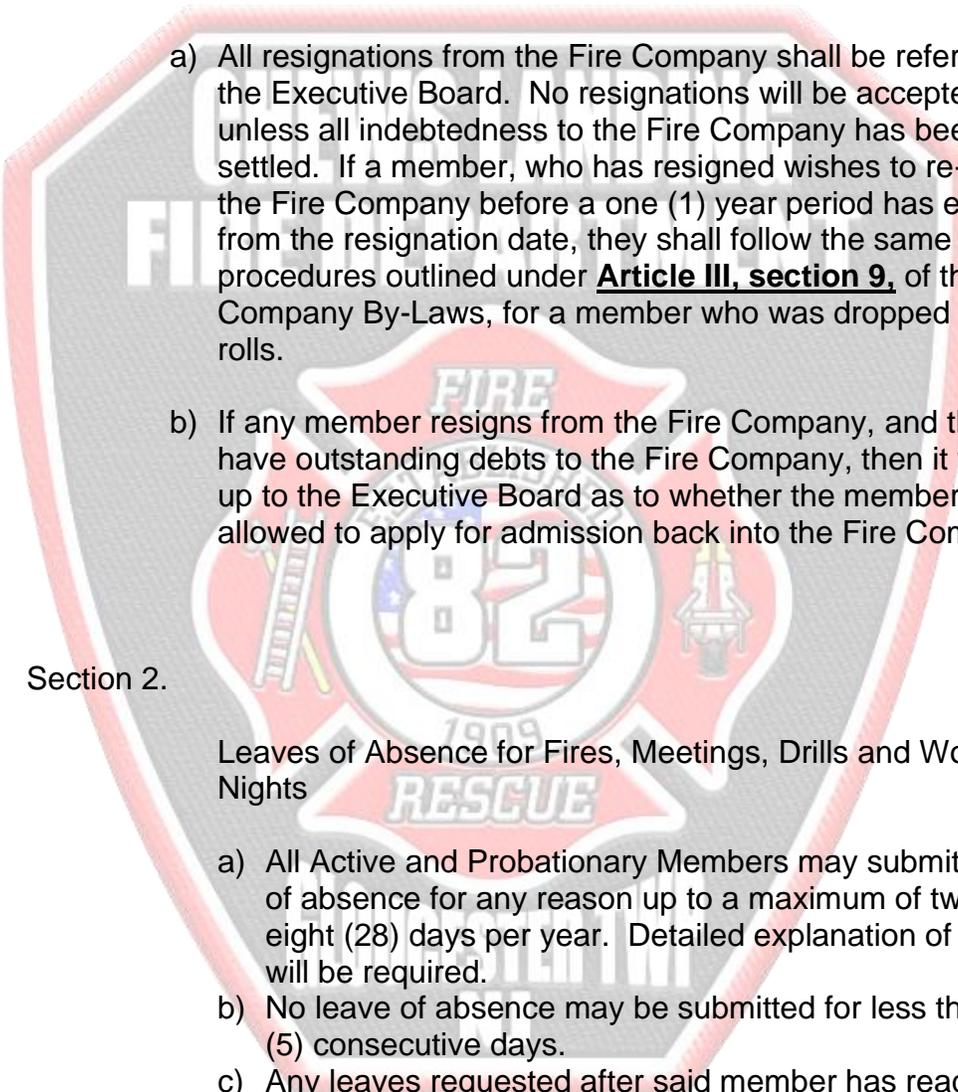
#### Section 10.

All Active Members must complete all State and/or Federal mandated requirements, as identified by the Chief of Department.

## Article IV

### Resignations and Absences

#### Section 1.

- 
- a) All resignations from the Fire Company shall be referred to the Executive Board. No resignations will be accepted unless all indebtedness to the Fire Company has been settled. If a member, who has resigned wishes to re-apply to the Fire Company before a one (1) year period has elapsed from the resignation date, they shall follow the same procedures outlined under **Article III, section 9**, of the Fire Company By-Laws, for a member who was dropped from the rolls.
  - b) If any member resigns from the Fire Company, and they have outstanding debts to the Fire Company, then it will be up to the Executive Board as to whether the member will be allowed to apply for admission back into the Fire Company.

#### Section 2.

##### Leaves of Absence for Fires, Meetings, Drills and Work Nights

- a) All Active and Probationary Members may submit a leave of absence for any reason up to a maximum of twenty-eight (28) days per year. Detailed explanation of leave will be required.
- b) No leave of absence may be submitted for less than five (5) consecutive days.
- c) Any leaves requested after said member has reached their twenty-eight (28) days, will be reviewed by the Executive Board and either approved or denied.

## Article V

### Executive Board

#### Section 1.

The Executive Board of the Fire Company shall consist of the following;

1. President
2. Chief of Department
3. Chairperson of the Board of Trustees
4. One (1) Active Member elected by the floor at the regular Fire Company elections
5. One (1) Member holding no other Fire Company office to be appointed by the four (4) other members of the Board.

The member being elected by the Fire Company floor and the member appointed by the Board shall serve for one (1) calendar year.

#### Section 2.

Any three (3) members of this Board shall constitute a quorum.

#### Section 3.

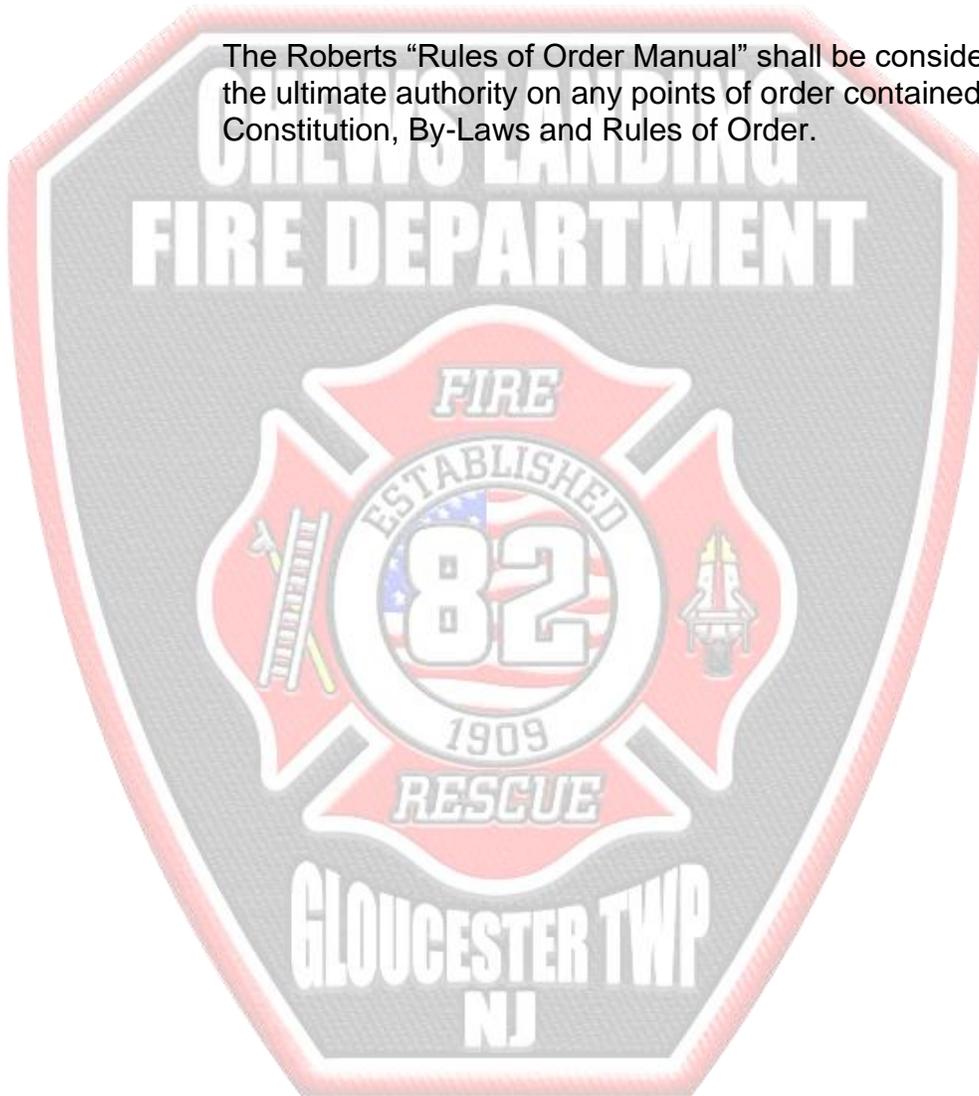
The Executive Board shall represent the membership when urgent business requires prompt and decisive action. The Executive Board, however, shall not exercise any of the powers specifically reserved to the Board of Trustees. The Executive Board shall see to attendance records of all Fire Company functions and shall make sure that any member, who has not fulfilled their duties as per **Article III, Section 10**, of the Fire Company By-Laws, shall be dealt with as that Article provides.

## Article VI

### Rules and Debates

#### Section 1.

The Roberts "Rules of Order Manual" shall be considered the ultimate authority on any points of order contained in this Constitution, By-Laws and Rules of Order.



**Article VII**  
**Amendments**

Section 1.

Any addition, alteration or amendment to these Constitution and By-Laws shall be made in the following manner;

- The mover and seconded, shall provide a letter to the By-Law Committee, highlighting the areas which they propose to change.
- This shall include the reasons that they have for the change and what benefit will be derived from the amendment to the Company.
- The By-Law Committee will review the requested changes and shall prepare the actual amendment so to ensure that the By-Law will perform as intended, be written in a clear and concise manner and will not conflict with any other areas of the Constitution or By-Laws.
- The amendments presented to the Fire Company shall include a statement highlighting the changes and what effect they will have on the membership and an effective date.

Section 2.

1. The Secretary shall have the responsibility of posting all proposed amendments on the Fire Company bulletin board, as soon as possible, after the proposal. A copy will be provided by the By-Law Committee to the President, Secretary and Executive Board Chairperson.
2. The President shall read the proposed amendment the night they are presented. No debate will be held on the proposed amendment at that time.

3. The Executive Board Chairperson shall have the responsibility of having the Fire Company Solicitor review all proposed amendments for his opinion as to their legality only. He shall report his findings to the Fire Company on the night when the amendments are voted upon.

Section 3.

Both the mover and seconded of the amendments shall be Active or Life Fire Company members. Both the mover and seconded must be present the night the amendments are voted upon and shall be prepared to speak on their behalf at the Fire Company meeting.

Section 4.

Constitution and By-Law amendments will only be accepted when presented to the By-Law Committee at the first regular meeting in December, March, and July of each year. The By-Law Committee will review and prepare the amendments for submission to the Fire Company at the first regular meeting in January, April, and August of each year. The amendments shall be debated and voted upon at the first regular meeting of the month following submission to the Fire Company by the By-Law Committee. The amendments shall be adopted if passed by a two-thirds (2/3<sup>rd</sup>) majority of the voting membership present and shall not go into effect until the date specified in the motion.

Section 5.

Any change in Federal, State or Local Laws, that would affect these Constitution and By-Laws, will automatically be adopted. It shall be the responsibility of the By-Law Committee to see that all members receive a copy of all new amendments.

## Article VIII

### Discipline, Charges, Trial and Expulsion

#### Section 1.

The following shall constitute offenses which shall bring forth disciplinary action;

- a. Violating any part of the Constitution and By-Laws of the Fire Company.
- b. Failure to perform duties or functions specified or required.
- c. Engaging in any activity or course of conduct contrary to the good and welfare and best interest of this Company.
- d. Committing any unlawful, dishonest, dishonorable or discreditable act, stealing, will be automatically suspended from all duties and activities until a verdict is reached.
- e. Obtaining membership in the Company by misrepresentation.
- f. Slandering or libeling any Officer or member of this Company or willfully circulating false statements or reports concerning such Officers or members.
- g. Maliciously bringing false charges under this Article VIII of the By-Laws.
- h. Any member, who joins an organization in violation of the Patriot Act of the United States, shall be barred from membership in this department.

Section 2.

- A. All charges shall be in writing, signed by the accuser or accusers and shall be explicit as to inform the accused of the nature of the offense with which they are charged.
- B. Said writings of charges shall be in duplicate and shall be handed to the Presiding Officer of this Fire Company who shall read the charges to the membership at the next regular meeting or if warranted, a special meeting of the membership may be called by the Executive Board.

Section 3.

Except in cases of automatic suspension (see **Article VIII, section 1d,**) no disciplinary action shall be taken for a violation of any of the provisions of these By-Laws until the accused has been afforded the following procedures;

- a. The accused shall be furnished a copy of the charges, together with notice of hearing on such charges before a Trial Board. Such notice shall give reasonable time for the accused to prepare a defense and appear before the trial board. Reasonable time is a maximum of thirty (30) days from the date the copy of the charge (s) is handed to the accused.
- b. The accused shall be afforded a full and impartial trial, with the right to have an Attorney present for the purposes of advising the accused however, the Attorney may not actively participate in the hearing.

Section 4.

- A. The Trail Board shall consist of five (5) Active Members in good standing, two (2) shall be appointed by the President and three (3) shall be appointed by the members who shall investigate the charges and bring the report of the findings to the next membership meeting after the trial.

B. If the Trial Board does not act on the charges and make a report to the body at the second membership meeting after the trial, the President or Presiding Officer shall appoint a new committee to investigate the accused and to place the names of the five (5) men of the old Trial Board on report by using **Article VIII, Section 1b** of these By-Laws.

C. The Trial Board shall elect its own Chairperson.

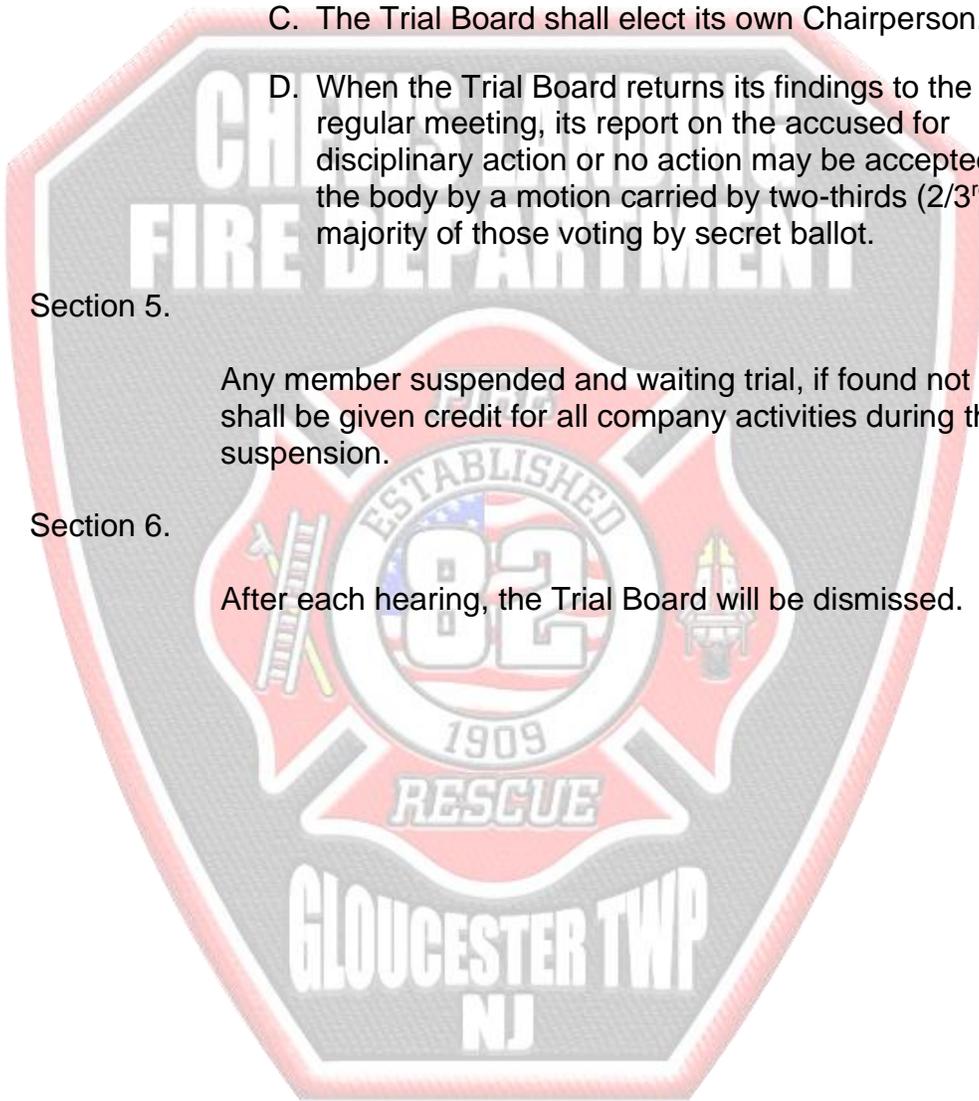
D. When the Trial Board returns its findings to the regular meeting, its report on the accused for disciplinary action or no action may be accepted by the body by a motion carried by two-thirds (2/3<sup>rd</sup>) majority of those voting by secret ballot.

Section 5.

Any member suspended and waiting trial, if found not guilty, shall be given credit for all company activities during their suspension.

Section 6.

After each hearing, the Trial Board will be dismissed.



## Article IX

### Funds and Property of the Company

#### Section 1.

The funds of this Company shall be used only for Fire Company business.

#### Section 2.

When committees are formed by the Company, they will include a dollar amount (limitation) for that committee. If the dollar amount is exceeded, the committee Chairperson must obtain approval from the floor for additional money.

Mortgage payments due, need not be approved by the floor. Payment by the Treasurer will only be made on an approved notice. No statements will be processed for payment. Upon receipt of an invoice, the Company's "voucher stamp" will be affixed to the invoice. The invoice will then go through company procedures for payment.

These procedures are;

- a. The person making the purchase or receiving the purchase will initial the voucher stamp on the line marked "Value Received" and the date.
- b. The committee Chairperson will approve this purchase on the voucher stamp by initialing and dating on the space provided. By approving this invoice, the committee Chairperson takes full responsibility for the purchase.

#### Section 3.

At special meetings, two-thirds (2/3<sup>rd</sup>) majority is needed to make appropriation of money.

Section 4.

The funds of the Fire Company cannot be divided in any manner among the membership of this Company.

Section 5.

The property of this Fire Company cannot be divided in any manner among the membership of this Company.

Section 6.

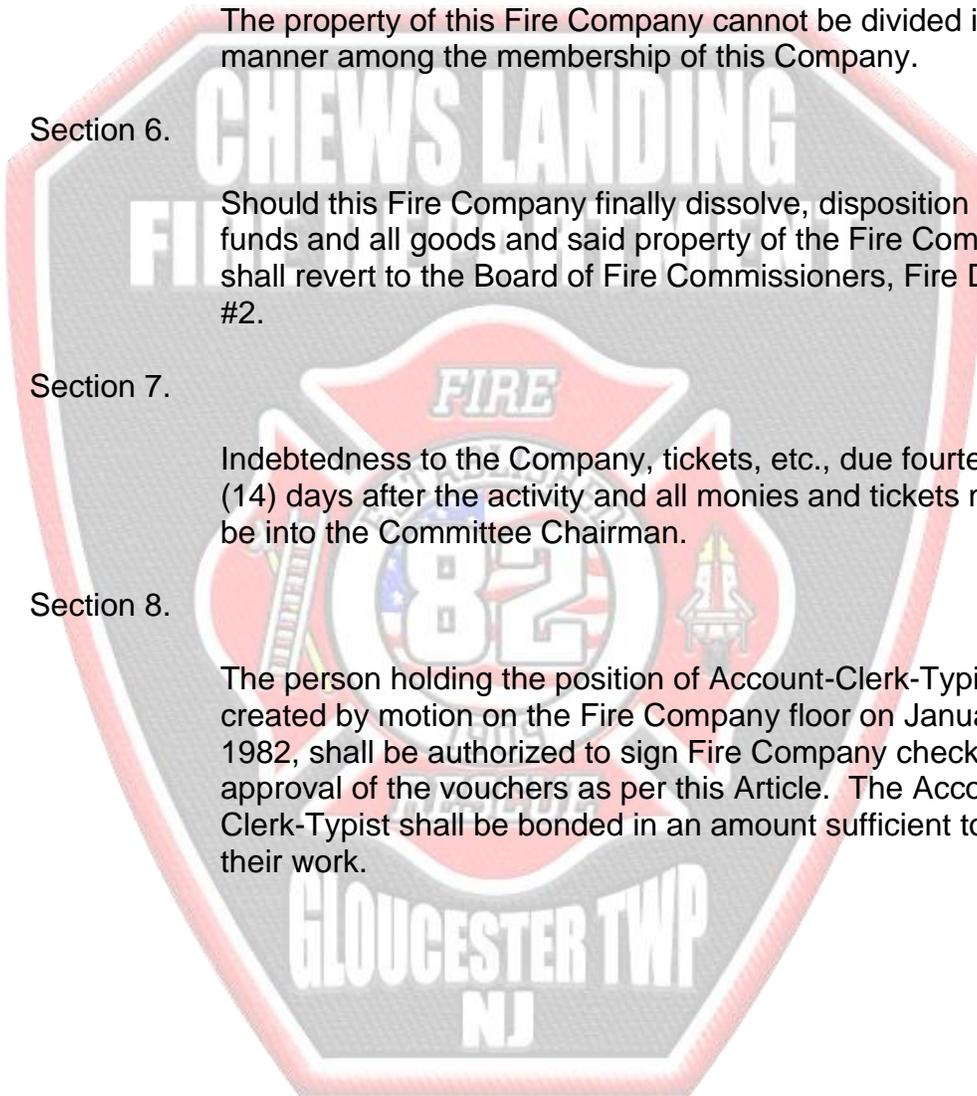
Should this Fire Company finally dissolve, disposition of the funds and all goods and said property of the Fire Company shall revert to the Board of Fire Commissioners, Fire District #2.

Section 7.

Indebtedness to the Company, tickets, etc., due fourteen (14) days after the activity and all monies and tickets must be into the Committee Chairman.

Section 8.

The person holding the position of Account-Clerk-Typist, created by motion on the Fire Company floor on January 11, 1982, shall be authorized to sign Fire Company checks with approval of the vouchers as per this Article. The Account-Clerk-Typist shall be bonded in an amount sufficient to cover their work.



## Article X

### Committees

#### Section 1.

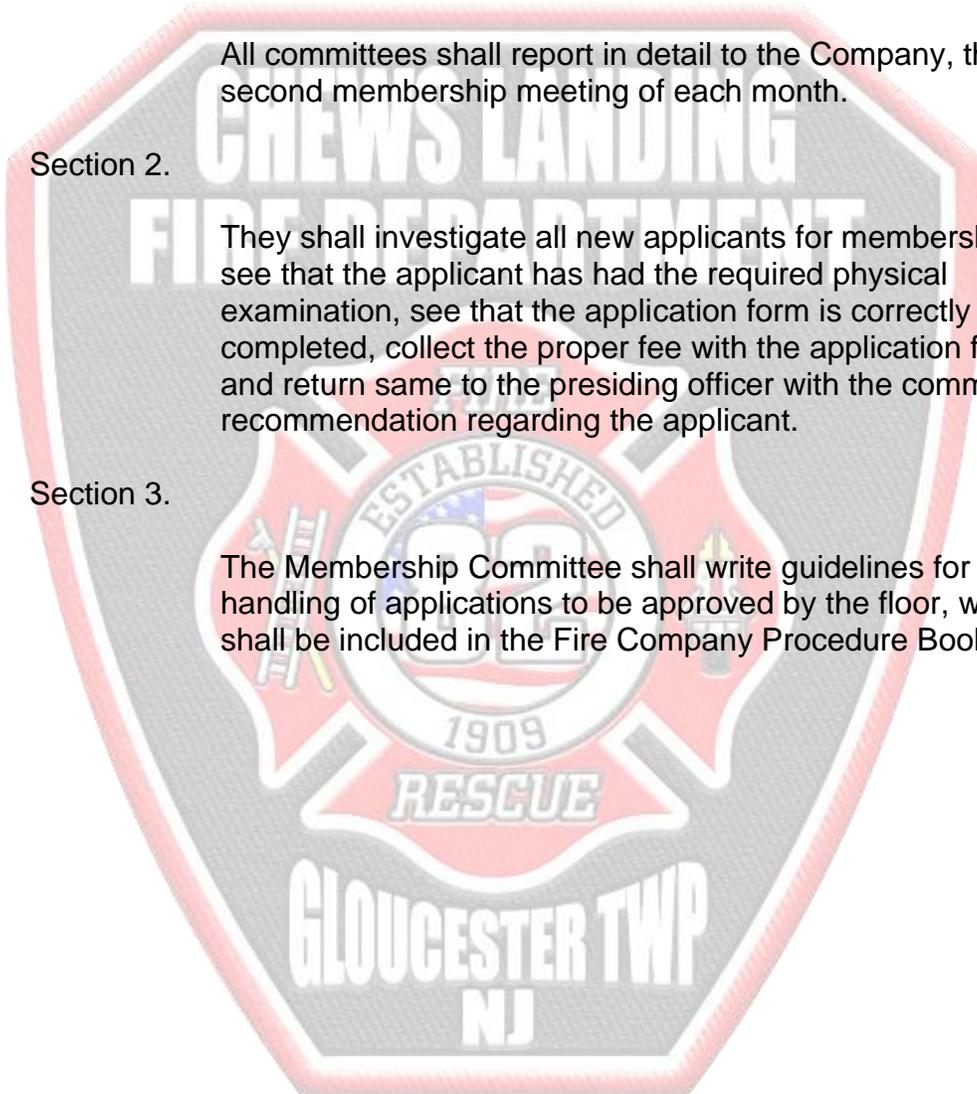
All committees shall report in detail to the Company, the second membership meeting of each month.

#### Section 2.

They shall investigate all new applicants for membership, see that the applicant has had the required physical examination, see that the application form is correctly completed, collect the proper fee with the application form and return same to the presiding officer with the committee recommendation regarding the applicant.

#### Section 3.

The Membership Committee shall write guidelines for the handling of applications to be approved by the floor, which shall be included in the Fire Company Procedure Book.



## Article XI

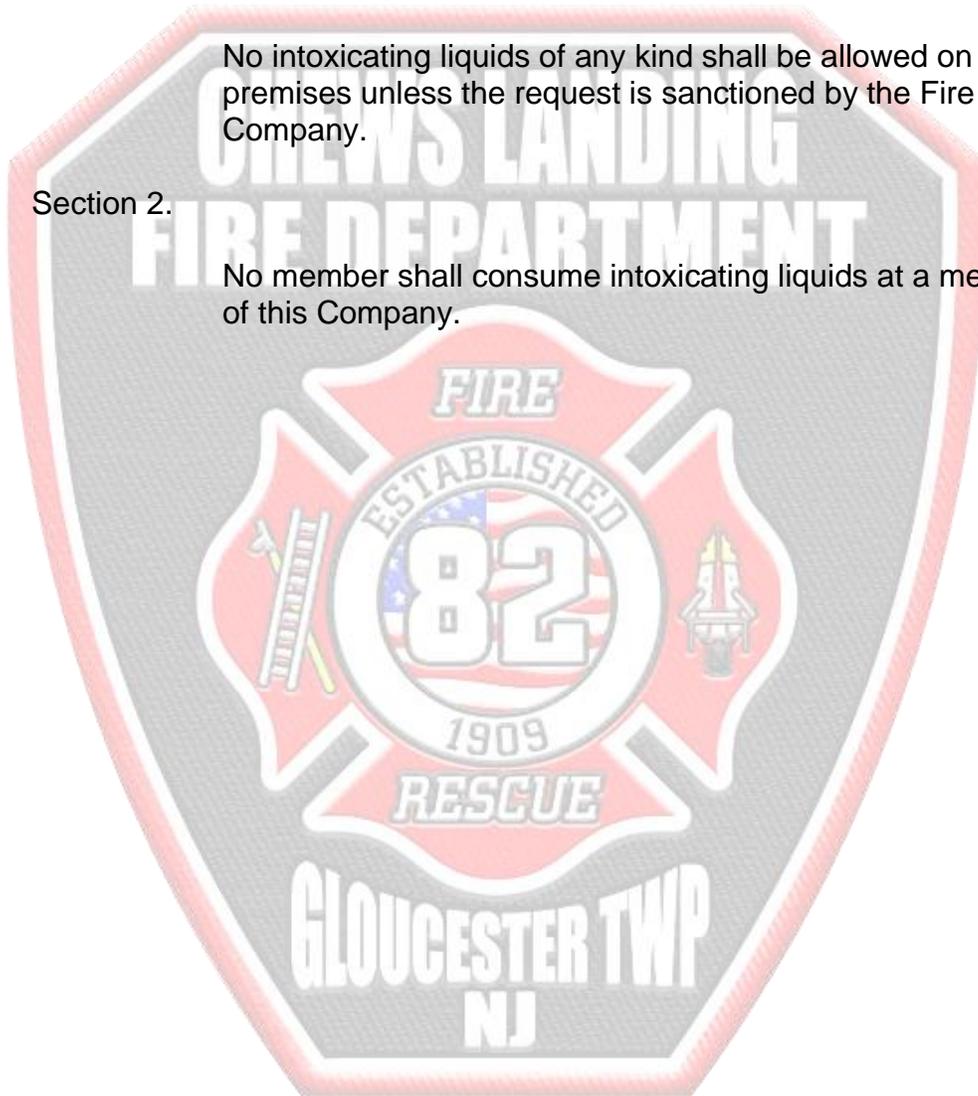
### Intoxicating Liquors

#### Section 1.

No intoxicating liquids of any kind shall be allowed on the premises unless the request is sanctioned by the Fire Company.

#### Section 2.

No member shall consume intoxicating liquids at a meeting of this Company.



## Rules of Order

1. No member shall speak more than twice on one subject without the consent of the Chair.
2. No motion shall be subject to debate until seconded and stated from the Chair.
3. Before putting the question, the president shall ask "Is the Company ready for the question?" If no member rises to speak, he shall put it and after he has risen, no member shall speak upon it. While the Presiding Officer is putting a question or addressing the meeting, silence shall be observed.
4. Every member, while speaking, shall be standing, and respectfully addressing the Chair and confine themselves to the subject under debate.
5. When two (2) or members rise to speak, the President shall decide who is entitled to the floor.
6. On the call of three (3) members, the ayes and nays shall be called, and the names and manner of voting recorded on the minutes.
7. When a member, while speaking is called to order, they shall at the request of the Chair, be seated until the question or order is determined, then if permitted, they may proceed.
8. A motion to lay on the table shall be decided without debate.
9. When a question is postponed indefinitely, it shall not be acted upon again during that or the next stated meeting.
10. Every member shall vote on every question before the meeting unless for special reasons they may be excused.
11. No member shall retire unless by permission of the Chair.
12. Any member making a motion on the floor shall always yield to a motion for a secret ballot.
13. There shall be no political or religious discussions permitted during Fire Company meetings.