

**LAUDERDALE-BY-THE-SEA  
VOLUNTEER FIRE DEPARTMENT, INC.**

**Constitution and Bylaws**

**LAUDERDALE BY THE SEA**  
**VOLUNTEER FIRE DEPARTMENT, INC.**  
**CONSTITUTION**

**PREAMBLE**

*Concerned citizens of The Town of Lauderdale-By-The-Sea, under the spirit of volunteerism, formed The Lauderdale By The Sea Volunteer Fire Department, Inc., on May 1, 1961, to protect life and property against the common danger of loss by fire, and other disasters.*

*Whereas, in all regulated institutions, certain laws and rules shall apply to govern thereof the members of the Lauderdale By The Sea Volunteer Fire Department, of the Town of Lauderdale By The Sea do for the purpose of furthering the objective for which we are united agree to support the following Constitution and Bylaws.*

*All interested parties to this Consitution realize and acknowledge that the Lauderdale-By-The-Sea Fire Department exists through the spirit and courage of it's volunteer members.*

**ARTICLE 1**  
**Name**

Section 1. *Name.* The name of this organization shall be known as the Lauderdale-by-the-Sea Volunteer Fire Department Inc, hereinafter referred to as “The Department”

Section 2. *Incorporation.* The Lauderdale by the Sea Volunteer Fire Department, Inc. is a non for profit corporation.

**ARTICLE 2**  
**Object**

The object of this Fire Department is to provide the Town of Lauderdale By The Sea, hereinafter referred to as “Town” with fire/rescue service. Members of this Fire Department are volunteers dedicated to the saving of life and property against the common danger of fire and other disasters.

**ARTICLE 3**  
**Organization**

Section 1. *Organization.* The organization of The Department shall consist two (2) Branches and a Board of Directors. The Line Branch is reasonable for the operations of the Department, and an Executive Branch is responsible for the administration of The Department. A Board of Directors, hereinafter referred to as the “Board”, which shall have the overall responsibility for The Department. The Board answers to the membership.

Section 2. *Committees.* There shall also exist committees that report to the Board and shall be made up of members chosen by the Fire Chief and or President directly after the annual elections as detailed in the Bylaws.

Section 3. *Chain of Command.* Herein the members of each branch are listed per the Chain of Command, along with the members of the Board. Elections of, duties, responsibilities, and authority of each member are outlined in the Bylaws.

**Line Branch Officers**

Fire Chief  
Deputy Chief  
Battalion Chief  
Captain  
Training Lieutenant  
Lieutenant(s)

**Executive Branch Officers**

President  
Vice President  
Secretary/Treasurer  
Assistant Secretary  
Town Advisor  
Chaplain

**Board of Directors**

Fire Chief  
President

Member at Large  
Member at Large  
Member at Large

## **ARTICLE 4**

### **Amendments**

Section 1. *Amendments.* Amendments to the Constitution shall require three (3) readings to the membership of the proposed amendment, and then must pass by a two-thirds vote of all active members.

Section 2. *Formal Agreements.* In the event The Department is called upon to enter into an agreement, amend an existing agreement or any action that affects the service of The Department, between but not limited to the Town; the Fire Chief or his or her designee, under the direction the Board of Directors, shall act as representative. Before any such action can be binding, it must be passed by a two-thirds vote of all active members. The approved item shall be listed in this Section and made as attachment.

1<sup>st</sup> Formal Agreement with Town. A Formal Agreement between the Town and the Department outlining the provisions of Fire Service was approved and entered in on \_\_\_\_\_. In the event that the terms in the Constitution are inconsistent with the Agreement, the terms of the Agreement shall prevail.

2<sup>nd</sup> Formal Agreement with Town. A formal Agreement between the Town and the Department regarding the same as A. was approved and entered in on \_\_\_\_\_, 2003. The Agreement shall prevail the same as A.

# LAUDERDALE BY THE SEA VOLUNTEER FIRE DEPARTMENT, INC.

## BYLAWS

### **ARTICLE 1 Membership**

**Section 1. *Membership status.*** The Department shall be made up of individuals who qualify as probationary, active, and/or honorary members.

**Section 2. *Qualifications of Candidates.*** To qualify as a candidate for membership, the following requirements must be met.

- A. Shall be no less than eighteen (18) years of age, and have a high school degree or equivalent.
- B. Shall be able to commit time to the Department relating to, but not limited to, the ability to make calls, drills and meetings.
- C. Never been convicted of a felony, or of a misdemeanor directly related to the position in the Department, or pled nolo contendere to any charge of felony, within the previous four (4) years from date of expiration of sentence.
- D. Be of good moral character.
- E. Shall be certified by a medical doctor to be in good physical condition
- F. Shall reside in town or in the immediate vicinity, if deemed acceptable by the Fire Chief.
- G. Shall pass a background check and possess a valid and current Florida Driver's License.

**Section 3.** Candidates shall be interviewed and recommended to the Fire Chief by the Membership Committee. The Fire Chief will then ask that the candidate be approved by a vote of the membership for probationary status.

**Section 4.** Candidates who meet the qualifications, and are approved by the Membership Committee and Fire Chief, shall enter Probationary Status.

**Section 5. *Probationary Status.*** Probationary status shall be not less than four (4) months nor more than one year. Fire Chief can terminate for any reason during such period. To maintain status each individual must comply with the following;

- A. Be familiar with and abide by the rules and regulations of the Department
- B. Issued appropriate gear as determined by Fire Chief and or Officer in Charge.
- C. In the process of, or completion of, qualification standards set by the Training Officer and/or Fire Chief.
- D. Shall attend all drills unless excused by Officer in Charge.
- E. Report to the Fire Chief immediately, any conflicting information regarding the items in Section 2.

**Section 6. *Becoming an Active Member.*** The next business meeting after the required probationary period, the Probationary Member shall present to the Department all gear issued. A vote shall be taken by the Active Members, with the Probationary Member absent. If voted in, all gear shall be returned in an honorable fashion as to welcome the member into the Department. A member must attend a minimum number of calls/drills/meetings per year to stay as an active member with voting privileges.

## **ARTICLE 2**

### **Qualifications of Officers**

**Section 1.** Only Active Members who are eligible to vote shall be eligible to hold elected offices.

**Section 2.** All officers, shall meet and maintain throughout their term, any and all qualifications necessary to carryout the duties of office as described hereinafter.

#### **Section 3. *NOMINATION AND ELECTION OF OFFICERS***

1. Nomination committee shall be chosen by the president after his or her election. Two (2) members at large that will be responsible in interviewing all perspective candidates shall be chosen. Each candidate will submit in writing in two pages or less, to the committee why he or she is qualified for the position chosen. Each candidate may run for more than one position but can only be elected to one and will be voted on in the ascending order of chain of command.

2. Not less then fourteen (14) days prior to the elections; the Nomination Committee shall post a list of all approved candidates on the main board for all to see.

3. Write-in nominations can be made on Election Day if so nominated by another active member.

**Section 4.** Elections will be held annually in ordnance with the following with the exception of the Secretary / Treasurer and two (2) of the Board members other then the Fire Chief and President, who will run in odd numbered years and shall hold office for two (2) years.

**4(a)** All election of officers shall be by secret ballot when there are two or more candidates and a majority of all legal ballots shall elect.

**Section 5.** Elections of the open Line Officers, the Executive Officers, and Board members if applicable, shall be held at the first regular business meeting of a fiscal/calendar year. A majority shall elect.

**Section 6.** Newly elected officers will take office immediately after being installed.

**Section 7.** In the event of the resignation, death, or removal from office, for any reason, of any elected officer of the Department, another member shall be elected to the position to fill the unexpired portion of the term of office at the next regular business meeting.

**Section 8.** No Member shall hold more than one elected Line or Executive office at one time.

**Section 9.** No Officer shall hold any publicly elected office in Town.

## ARTICLE 3

### THE LINE BRANCH

**Section 1.** The Line Officers shall be as follows: Fire Chief; Deputy Chief; Battalion Chief, Captain(s), Training/ Lieutenant and Lieutenant(s).

#### **Line Department Officers Duties and Functions**

##### **Section 2. Fire Chief - Commanding Officer**

Duties Shall approve all new and revised policy and procedures prior to implementation.

Supervise all department functions.

Maintain a standard operations procedure manual.

Shall with The President appoint all committees as defined without unnecessary delay.

Bring attention to the Board all matters of concern as outlined hereinafter.

Shall have the authority to use funds at his or her discretion in the event of an emergency and shall report same to the membership at the next business meeting.

Authority - Take appropriate disciplinary action against any member.

Shall process knowledge of policies and procedures to executed his or her functions and responsibilities

The Fire Chief will be responsible for the operation of the Department, both in respect to the members and equipment.

Other duties and responsibilities are outlined in the LBTS-VFD Standard Operating Procedures.

The position of Fire Chief is subject to monetary compensation

##### **Section 3. Deputy Chief**

1. In the event the Fire Chief is unable, for any reason to perform his or her duties, or in the absence of, the Deputy Chief will assume with authority the position of Fire Chief.

2. Shall assist the Fire Chief at his or her request. Shall follow the standard operating procedures of office.

3. Other duties and responsibilities are outlined in the LBTS-VFD Standard Operating Procedures.

##### **Section 4. Battalion Chief**

1. Shall act as lesion in a mutual aid call. Shall follow the standard operating procedures of office.

2. Other duties and responsibilities are outlined in the LBTS-VFD Standard Operating Procedures.

##### **Section 5. Captain(s)**

1. Shall be responsible to carry out his or her duties, as directed by the Fire Chief. Shall follow the standard operating procedures of office.

2. Other duties and responsibilities are outlined in the LBTS-VFD Standard Operating Procedures.

**Section 6. Training Lieutenant**

- 1.. Shall be responsible for the training of members of the Department, under the direction of the Fire Chief and the standard operating procedures of office.
2. Shall be the chairman of the training committee.
3. Shall report to Fire Chief as to status of each member regarding compliance with Article 4 Section 2 A.

**Section 7. Lieutenan(s)**

1. Shall carry out duties as directed by the Fire Chief and follow the standard operating procedures of office.
2. Other duties and responsibilities are outlined in the LBTS-VFD Standard Operating Procedures.

**ARTICLE 4**

**THE EXECUTIVE BRANCH**

**Section 1. President**

It shall be the duty of the President to preside at all business meetings, preserve order, enforce the Bylaws, call all special business meetings, when necessary or when directed to do so, in writing by three (3) members in good standing; attest and sign all orders on the Treasurer when sanctioned by the Fire Department and the in case of a tie vote, the president shall cast the deciding vote. The President with the Fire Chief shall appoint all committees as defined without unnecessary delay.

**Section 2. Vice-President**

It shall be the duty of the Vice-President to assist the President when deemed by such and to assume the duties of the President in the absence of the same.

**Section 3. Secretary Treasurer**

It shall be the duty of the Treasurer to receive all Moines of the Lauderdale by the Sea Volunteer Fire Department, giving receipt for the same. The Treasurer shall over see the duties of the Assistant Secretary. The Treasurer shall not direct any payment except on orders signed by the Board of Directors. The Treasurer shall be required to furnish such bond as is required by the Fire Department. Maintain financial records as prescribed by the officers of the Fire department and shall submit monthly financial statements to the membership. To keep an accurate and complete record of all business transactions of the Fire Department. Acknowledge all donations received, provided a receipt was not given when the money was received. Keep a list of all applicants for membership. Keep an accurate record of the name, address, and telephone number of each member. Maintain a master roll showing attendance of members to business and drill meetings. Keep an accurate record of all minutes of the monthly business meetings and post a copy on the bulletin board within 72 hours of said meeting and leave posted until the next regular monthly meeting. The Treasurer shall not be a signer on any account of the Department.

**Section 4 Assistant Secretary**

Shall be responsible for all payables of the Department. Shall issue all funds from the department under the direction of the Board. Shall follow the standard operating procedures of office.

**Section 5. Chaplain**

It shall be the duty of the Chaplain to administer to the spiritual needs of the Lauderdale By The Sea Volunteer Fire Department. The Chaplain shall acknowledge all occasions as deemed appropriate by the Board of Directors.

## **ARTICLE 5 Board of Directors**

**Section 1.** There shall be a Board of Directors consisting of the President, the Fire Chief, and three (3) members of the Lauderdale by the Sea Volunteer Fire Department. The three members shall be elected to two-year terms. In subsequent years, the three seats that are up for election shall be filled for terms of two-years. The Fire Chief shall preside as Chairman of the Board of Directors. In the Fire Chief's absence, the President shall act as chairman. The quorum for meetings of the Board of Directors shall be a majority of the elected Directors.

**Section 2.** The duties, responsibilities and authority of the Board of Directors shall be as follows:

### **1. Basic Function**

The Board of Directors shall be responsible for the proper administration of the Department. The Board of Directors shall not address anything other than matters specified by these By-Laws.

2. Duties The duties of the Board of Directors shall be to meet at the call of the President and or Fire Chief to act on all matters of business properly presented before them.

- A. Shall present the yearly budget to the membership to be voted on, which shall pass by a majority.
- B. Shall vote on all expenditures in said budget as needed, which shall need a majority vote by the board.
- C. Shall present to the membership all proposed expenditures from other sources of funds, which shall pass by majority.
- D. No member shall vote on any item that they have a direct interest in. If such a item affects more than 2 members of the Board, then the item shall be presented to the membership for vote and shall pass by majority.
- E. Shall hear appeals in circumstances involving any member or members that so wishes after a final disciplinary action is taken by the Fire Chief. Any and all disciplinary actions imposed by the Fire Chief will stay in effect unless so altered by the Board. Any such decision shall be final and without recourse.

### **3. Responsibilities and Authority**

The Board of Directors shall insure that all obligations of the Fire Department are properly discharged; shall insure that all matters of business presented before the Board are acted upon; shall insure that the membership of the Department are informed at the next regular monthly business meeting of all matters presented before The Board that final action has been initiated; shall be responsible to investigate all proposed improvements or purchases and make a report to the membership of the Fire Department. In the event an appeal is being heard by the Board, no member will have a direct interest in the incident or individual under review.

### **4. Organizational Relationship**

The Board of Directors reports to the members of the Lauderdale by the Sea Volunteer Fire Department.

## **Section 2. Citizen Advisor**

The Board Of Directors *may* choose to add a citizen advisor to their rank. The Citizen Advisor must be without conflict or interest in the LBTS-VFD. The Citizen Advisor has no voting position within the Board of Directors. The Citizen Advisor may serve a one (1) year term and is nominated into office by the Board Of Directors.

**Section 3.** The Citizen Advisor must be a citizen whose primary residence is in the Town of Lauderdale by the Sea. The Citizen Advisor must be otherwise unassociated with the firefighting and other emergency

services serving the Town of Lauderdale by the Sea, except for being an end-user and financial benefactor to the above named services.

**Section 4.** Nomination of candidates for the office of Citizen Advisor shall take place at the last regular business meeting in a fiscal/calendar year.

**Section 5.** A plurality of the members present shall be required to elect the Citizen Advisor, and this requirement shall supercede conflicting requirements of other sections of these bylaws.

**Section 6.** The Citizen Advisor must be able to attend 75% of the Board meetings, but is not required to attend the general membership meetings.

**Section 7. Town Manager.** The town manager shall be an ex-officio member of the Department with no voting power.

## ARTICLE 6

### Committees

**Section 1. RULES OF ORDER** The rules contained in the current edition of Robert's Rules Of Order Newly Revised shall govern the organization except where they are inconsistent with these bylaws or with any special rules of order the organization may adopt.

**Section 2.** All committees will consist of (3) or more members. One member being designated Chairman, except hereinafter defined for certain committees. All committees shall report to the Board and to the membership with their recommendations.

**Section 3.** The appointments of the Membership, Training, Entertainment, Booster Drive, and Budget / Finance committees shall be made at the first meeting after the installation of new officers and all committee members shall serve for a period of one (1) year. Ad hoc committees shall be appointed as necessary by the Fire Chief and or President. Each member appointed to a committee shall be from the active membership.

**Section 4.** All committees shall cease on Election Day. The former committee shall report to the proceeding committee all unfinished business and any pertinent information and shall continue with said business.

**Section 5.** There shall be a membership Committee. The duties of the Membership Committee are as follows:

- A. Receive all applications for membership.
- B. Investigate all applications and give their recommendations to the membership.
- C. Acquaint all new applicants with the By-Laws, rules and regulations of the Fire Department.
- D. Arrange for nominations for open offices to be presented to the membership at least thirty (30) days before the annual elections.
- E. Elections for vacant office shall take place as of the next meeting with Committee recommendations. The newly elected officer shall fill the remaining term.

**Section 6. Training Committee**

There shall be a Training Committee consisting of the Training Lieutenant who shall appointed not less then 2 other members. The appointments shall be approved by the Fire Chief. The duties of the Training Committee are as follows:

- A. Design and implement programs educating all members with the following goals being achieved
- B. The Committee shall prepare each drill activity with approvable of Fire Chief before implementation.

C. The Committee shall be responsible to report to the Fire Chief and membership as to current status of programs.

**Section 7. Entertainment Committee**

There shall be an Entertainment Committee. This Committee shall be responsible for the planning and execution of all social functions of the Fire Department. The Fire Chief will designate the head of the entertainment committee.

**Section 8. Booster Drive**

There shall be a Fund Drive Committee. Duties are to coordinate all activities of fund raising. This is to be carried out with the help of the membership. The Fire Chief will designate the head of the booster committee.

**Section 9. Finance / Budget Committee**

There shall be a Finance Committee, members shall include the Fire Chief and President, with at least one other member decided on by the same. Duties to include but not limited to preparing the annual budget for the Town.

**Section 9(a) Annual Budget**

The annual budget prepared by the Budget / Finance Committee shall be presented to the Members and voted on by the majority. When passed, it shall be presented to the Town by the Fire Chief. Any adjustments by the Town shall be reported to the Members. The budget year is to coincide with the Town's. The budget shall contain the projected expenditures of the coming year. All expenditures in said budget shall be as outlined and passed by the Board.

**Section 10.** Honorary members may be accepted under the following conditions: they must be a person who because of age, profession, position or other acceptable reason is unable to join the Fire Department as an active member; and they must be sincerely interested in the Fire Department.

A. The method of accepting a person to Honorary Membership will be as follows: A written request by the active member of the Department nominating the person for Honorary Membership will be submitted to the Board of Directors. This request will include the name and address of the nominee and the reason for proposing him to the Honorary Roll. The Board of Directors will investigate the request and submit it with recommendations at the next regular business meeting of the Department.

B. After approval by the membership an appropriate acknowledgement will be presented to the Honorary member.

## ARTICLE 7

### **FIRE DEPARTMENT ISSUED GEAR**

**Section 1.** Probationary members may be issued the following:

- A. Bunker gear as approved by the Fire Chief
- B. Pager
- C. Department rules and regulations, copy of the Constitution and Bylaws and any applicable procedures.

**Section 2.** Probationary members and active members will be issued the necessary gear required for duty. All members issued S.C.B.A. gear must first be qualified by a line officer and approved by The Fire Chief before use in duty.

## ARTICLE 8

## MEETINGS AND DRILLS

**Section 1.** The word meeting is defined as a regular business meeting or drill.

**Section 2.** There shall be a regular monthly business meeting to be held the first Monday of the month and regular drill meetings to be held as designated each month.

**Section 3.** Special business meetings shall be called by the President and or the Fire Chief when deemed necessary.

**Section 4.** There shall be a notice of all meetings displayed for all to see on the main board with time(s) and date(s) as soon as decided on. If no notice was given, then the meeting shall be void of any action, unless deemed so by the Fire Chief or President and must be due to an emergency situation.

**Section 5.** All meetings shall be open to all members with only the committee members able to vote.

**Section 6.** All actions taken by any meeting shall be reported to the members at the next business meeting.

**Section 7.** A member wishing to leave the meeting early must inform the presiding Chairperson.

**Section 8.** More the half of all voting members shall constitute a quorum, which quorum shall be necessary to transact any business which may require a body vote.

**Section 9.** Special drills shall be called by the Training Officer at such time and place designated by him. He or she may change or cancel any drill that coincides with holidays or as directed by the Fire Chief.

**Section 10.** All designated drills shall be posted at least five (5) days prior to said drills.

**Section 11.** Upon a phone call or in writing a member may be excused from attending a business meeting by the President or Vice President and a drill meeting by the appropriate operations officer. The member may be excused for any of the following reasons:

- A. Working (primary job)
- B. Illness
- C. Attending special rescue / fire classes
- D. Tending to Department business
- E. Attending school or college classes.

## ARTICLE 9

### DUTIES OF MEMBERS

**Section 1.** It shall be the duty of all members to attend punctually all meetings of the Fire Department.

- A. To maintain active status all members must maintain minimum participation points.
- B. All active members shall be issued ID cards, a red light, badge and ID card,
- C. Shall be aware of standard operating procedures and all rules and regulations.
- D. Shall always be in their best appearance on best behavior when in the public view.

**Section 2.** All members shall address line officers by his or her title during all meetings and incidents with respect for the same.

**Section 2a.** All members shall utilize the concept and practice of the Chain Of Command when attending drills, training and/or alarms.

**Section 3.** Resignations shall not be accepted until all property of the Fire Department has been returned and accounted for.

**Section 4.** Any member qualified to vote shall have access to the books, documents, and other papers belonging to the Fire Department under the supervision of the Officer in charge of the same.

**Section 5.** It shall be the duty of all members of the Fire Department to take part in the maintenance and upkeep of the equipment, building, and grounds when directed to do so by an officer. Failure to comply will result in probation or suspension, to be determined by the Fire Chief.

**Section 6.** Any member of the Fire Department who is under the care of a doctor or hospitalized for any reason that would prevent his carrying out all duties of the Fire Department shall automatically be placed on the inactive list. A member placed on the inactive list as stated above, may at any time submit a letter to the Fire Chief from his doctor(s) stating the he or she is physically and medically capable of carrying out all duties of the Fire Department. Said member shall then be reinstated upon approval of the Fire chief.

**Section 7.** Any member who is returning to active status after a leave of ninety (90) days or more shall be required to complete a retraining program, to be administered by the training officer.

**Section 8.** Equipment of the Fire Department is not to be used for the benefit or convenience of any individual unless approved by the Fire Chief, or when an emergency or need for Fire Department assistance is evident. If such action is taken the Fire Chief or Officer in charge will be notified immediately.

**Section 9.** Members duties include taking advantage of any and all training seminars that will increase his/her knowledge in fire service.

**Section 10.** It shall be the duty of all members to respond to all calls of duty whether it be for drill, rescue or fire emergencies or request for aid in raising funds or various other activities of the Fire Department.

**Section 11.** All members shall adhere to all rules, policies, etc. as set down by the senior Line officer(s).

**Section 12.** All fire department members shall adhere to all rules, policies, etc. as set down by the Fire Department and Fire Chief.

**Section 13.** All members are eligible to receive monetary compensation for attending drills and training, and for responding to alarms.

**Section 13a.** All members are responsible to paying any taxes on their compensation.

## **ARTICLE 10 PENALTIES**

**Section 1** All members are required to report through the chain of command any violations they may have perceived. The Fire Chief will make a decision as to the infraction.

**Section 2** Any member violating any of the provisions of these By-laws shall be disciplined by the Fire Chief and shall have the right of appeal to the Board of Directors.

**Section 3** No member of the Fire Department can be expelled except through a 2/3<sup>rd</sup> majority vote of the membership, unless otherwise specifically stated in these By-Laws.

## **ARTICLE 11**

## **SUSPENDED MEMBERS**

**Section 1.** Any expelled member wishing to be reinstated to probationary status must submit a letter to the Board of Directors stating why he should be reinstated as an probationary member. The Board after investigation will submit his application, to the membership with their recommendation after which a vote of the membership will be taken by secret ballot. No applications will be considered before twelve (12) months after expulsion date.

**Section 2.** Upon expulsion members must surrender all Fire Department property in their possession. Expelled members shall not enjoy any of the privileges of membership during the period of expulsion.

**Section 3.** The word "suspended" as used in these Bylaws shall mean that the member is relieved of all duty, operative and executive, for a period of time not to exceed six (6) months. The word "expelled" as used in these Bylaws shall mean that the member is relieved of all duty, operative and executive and dropped from the membership roster.

**Section 4.** Members dropped from the regular roll by the above reasons, who wish to be reinstated, must make application as an probationary member.

**Section 5.** All active Members shall inform the Fire Chief immediately as to the following:  
Suspend drivers license and/or auto liability insurance, any change to their physically abilities, change of phone or address, any knowledge of anything that will effect the member in his or her duties.

## **ARTICLE 12** **CONDUCT OF MEMBERS**

**Section 1.** A member shall at all times conduct himself in such a manner as will command the respect of the Fire Department and the public in general.

**Section 2.** No member will take part in any Fire Department activity nor come on Fire Department and/or Town property under the influence of alcohol or drugs.

**Section 3.** A member shall not permit the use of his badge or any other identification by any person not a member, or use the same himself in any way in violation of these By-Laws or in a manner embarrassing to the Fire Department.

**Section 4.** No member shall display openly in any establishment that servers alcohol any articles or clothing that can identify them as a member of the Department, unless approved beforehand by the Fire Chief.

**Section 5.** It is the duty of all members to maintain contact with the Fire Department. If no contact is made with the Fire Department for more than 45 days it will be perceived as abandonment of membership/rank status.

**Section 6.** Special circumstance "leave of absence(s)" may be granted by the Fire Chief if applied for in writing by a member. An *LOA* can be for any period up to six months.

**Section 7.** No member shall use the Fire Department address, it's equipment or their membership for any private concern or business without the consent of the Fire Chief or Board Of Directors.

## **ARTICLE 13** **GRIEVANCE PROCEDURE**

All members may appeal any disciplinary action directed against them to the Board of Directors.

## **ARTICLE 14**

### **IMPEACHMENT OF OFFICERS**

An officer, for the abuse of his authority or misconduct in his office, may be impeached and removed from office by a vote of a 70% majority of the active membership. Voting by secret ballot, provided the charges against him have been made in writing and filed with the Secretary and read at a meeting at least one (1) month before any vote shall be taken and a copy of said charges must be served upon the member by the Secretary at least two (2) weeks before such vote is taken, said vote to be taken at a regular business meeting.

## **ARTICLE 15**

### **AMENDMENTS TO THE BY-LAWS**

**Section 1.** All amendments to the By-Laws must be presented in writing and signed by at least five (5) members in good standing.

**Section 2.** After being read by the President, they shall be posted until the next regular meeting. At that time, they shall be voted on and will become valid when two-thirds (2/3) of the voting members present vote favorably.

**Section 3.** Any changes, amendments, or additions made to these By-laws shall be attached showing the dates and sections.

## **ARTICLE 16**

### **DISPOSITION OF FUNDS**

**Section 1.** No part of the net earning shall be distributed to any member, officers, or other private persons. It may pay reasonable compensation for service rendered and for reimbursement of and any cost incurred in his or her duties. It shall not attempt to influence legislation, publish or distribution of statements in a political campaign or work for any candidate seeking public office. It shall not carry on any other activities not permitted by corporation exempt from Federal income tax under Section 501 C3 of the Internal Revenue code of 1954.

## **ARTICLE 17**

### **UNIFORM & BADGES**

From time to time, at the discretion of the Fire Chief, members may be called upon to attend various functions in Full Dress Uniform. The cost of such uniforming will be borne by the Fire Department. The uniforms are the property of the Fire Department. Likewise all badges issued by the Fire Department remain the property of the LBTS-VFD.

## **ARTICLE 18**

## ORDER OF BUSINESS

The order of Business shall be as follows:

1. Call to order.
  - Pledge of allegiance.
2. Officer/Visitor introductions
3. Roll call
4. Crew assignments for duration of meeting
5. Reading of minutes
6. Committee reports
- A. Board of Directors - President and/or Fire Chief
  - B. Finance (defer to executive session)
  - C. Membership (defer to executive session)
    - D. Public Relations
    - E. Fund Drive
    - F. Bylaws
    - G. Entertainment
  - H. Other standing committees
  - I. Other ad hoc committees
7. Unfinished business
8. New business
9. "Good of the Organization"
  - A. President
  - B. Fire Chief
  - C. Others
- A. Finance Committee report - Treasurer
- B. Membership Committee report
- C. Other business
11. Welcome to newly-approved/promoted members
12. Adjournment