

BY - LAWS DICKINSON VOLUNTEER FIRE DEPARTMENT

(Reprinted 10-20-2010)

ARTICLE I – MEMBERSHIP

Section 1. The requirements for membership in the Department are as defined in Article II, Section 1 of the Constitution.

Section 2. An honorary member shall be one who has been designated by a two-thirds (2/3) vote of the members present at any regular meeting. Honorary members shall be exempt from dues and assessments.

Section 3. A member shall pay dues of FIVE DOLLARS (\$5.00) annually payable on or before the 31st day of March of each year. (SEE BY-LAWS ARTICLE V – PENALTIES AND FORFEITURES)

ARTICLE II – APPLICATION FOR MEMBERSHIP

Section 1. The names of all applicants for membership shall be announced at a regular meeting of the Department, either by the Secretary or by the member sponsoring the applicant. The name of the candidate shall then be turned over to the Membership Committee for investigation and they shall be accepted as a probationary member for a period of six (6) months. Any time during the six month period, an officer of the Department may recommend that the applicants probation period be waived and be voted on by the membership and any Chief may also so extend any member probation period if they have not met the requirements of the department. (amendment to BY-LAWS dated 10/20/2010)

Section 2. No rejected applicant shall be permitted to file another application until six (6) months have elapsed since the filing of his/her last application.

Section 3. All applicants, after serving the probationary period of six (6) months, shall then be voted on before being elected to full membership. The election is by majority rule. (amendment to BY-LAWS dated 10/20/2010)

Section 4. Applicant for membership may be permitted to participate in drills or meetings in a limited fashion until they until they have been duly accepted as a probationary member. (amendment to BY-LAWS dated 10/20/2010)

ARTICLE III: MEETINGS

Section 1. The annual meeting for the election of officers and transaction of other business as may properly come before the Department, shall be held on the third Wednesday in December of each year.

Section 2. The regular monthly meetings shall be held on the third Wednesday at 7:30PM or at other hour specified on the notice of the meeting. The regular drills shall be held on the second and fourth Wednesday of each month at 7:30PM or at any other hour specified on the notice of the drill. The first Wednesday of each month may be utilized for maintenance or drills as determined by the need of the Department. Each month that has five Wednesday, the fifth Wednesday may be used as a social night at which no business will be transacted.

Section 3. Special meetings may be called by the President at any time or by the President if given a written request by a member. The purpose of the special meeting must be stated on the notice of the meeting and no other business other than the business stated may be transacted. Notices of such meeting must be mailed by the Secretary at least five (5) days in advance of the meeting, except in case of emergency.

ARTICLE IV: ELECTION OF OFFICERS

Section 1. Nominating of officers shall be made at the first regular meeting preceding the Annual Meeting.

Section 2. Only members in good standing at the time of the Annual Meeting are qualified to vote.

ARTICLE V: PENALTIES AND FORFEITURES

Section 1. Any member who has not paid his annual dues on or before March 31st of each year is no longer in good standing with the Department. The member must pay dues to the department before the member is back in good standing with the department. (amendment to BY-LAWS dated 10/20/2010)

- Section 2. Any member who does not attend three (3) drills in succession is automatically suspended from the Department. Excuses granted (as outlined in ARTICLE VI, Section 1 of the BY- LAWS) shall not count for or against a members attendance.
- Section 3. For a willful disobedience to any proper order or failure to carry out any Department order (written or oral) from an officer or acting officer in command or for conduct tending to bring discredit to the Department, (on or off duty), the President, Vice President, Fire Chief or Assistant Fire Chief may verbally order the suspension of any Department member.
- Section 4. Officers of the companies, Administrative Officers and Acting Officers have the authority to recommend the suspension of a member.
- Section 5. If a member is suspended, he/she shall have the right to a vote (in balloting, only closed ballots shall be used). A suspended member may petition the department for reinstatement at the next regular meeting of the Department providing his petition for reinstatement is presented in writing to the President not less than twenty-four (24) hours prior to the scheduled meeting time and date.
- Section 6. A suspended member shall return to a commanding officer of the Department all Department property in his/her care, such as caps, badges, coats, etc. He/She has however, the right to his personal equipment consisting of what he may have purchased. A suspended member is not entitled to the use of any Department insignia upon any article that he/she may have the right to retain.

ARTICLE VI: POWER OF EXCUSES

- Section 1. Excuses from meetings or drills shall be presented in writing except in emergency and then by phone to the President, Vice President, Chief or Assistant Chief.
- Section 2. Excuses from regular meetings, special meetings or drills shall be granted only for actual sickness of the member or the member's family, being out of the city limits or at work.
- Section 3. All requests for a leave of absence must be made in writing to the Department. Members requesting the leave must be in good standing and no leave shall be granted for a period longer than ninety (90) days at a time. This does not apply to a member entering the Armed Services or the Merchant Marines. These members

shall be granted a military leave covering the term of the enlistment and ninety (90) days.

Section 4. The President or Chief shall report all excuses granted at the next regular meeting.

Section 5. No member shall be excused from an incident scene except by the Chief, Assistant Chief or officer in command.

ARTICLE VII: RULES OF COMPANIES

Section 1. Members shall, when arriving at an incident, report to the incident commanders for orders. They shall hold themselves in readiness to do whatever may be required of them.

Section 2. Prompt, quiet obedience must be given to order from officers and no disputing shall be allowed while on duty. If a member considers themselves aggrieved, he/she may present the case at the next regular meeting.

Section 3. A civil demeanor should always be preserved toward outsiders, but no orders shall be taken from them.

Section 4. All reckless destruction of property shall be avoided and members must remember that it is their duty to protect property.

Section 5. The placement of the companies at an incident shall be determined by the officer in command.

Section 6. No person shall be permitted to enter any fire station, or handle any apparatus or implements belonging to the Department, unless accompanied by an active member of the Department.

Section 7. No member shall appear at meetings, drills or on duty in a state of intoxication, or shall be guilty of conduct unbecoming of a gentlemen or woman. For such improper conduct he/she shall be subject to suspension. (amendment to BY-LAWS dated 10/20/2010)

Section 8. There will be no alcohol of any kind allowed on Dickinson Fire Department property. The only exception will be for special functions and only then with authorization from an elected officer of the department. (amendment to BY-LAWS dated 06/21/95)

ARTICLE VIII: ORDER OF BUSINESS AND RULES OF ORDER

Section 1. The following shall constitute the order of business:

1. Opening of Meeting
2. Roll Call
3. Reading of all minutes of meeting not approved.
4. Communication and Bills
All purchases for the Department must be signed by the member making the purchase, and if made by a standing or special committee, they must also be signed by the chairman of the committee. Only such bills as are properly signed shall be honored by the Department for payment. All bills received by the Department shall be read and will be paid after a majority vote by the members.
5. Committee report
6. Treasurer report
7. Collection of Dues and Monies due the Department
8. Applications for Membership
9. Unfinished Business
10. New Business and voting on membership
When ballots are used the two highest ranking E board officers present shall inspect the ballot box before and after all balloting.
(amendment to BY-LAWS dated 10/20/2010)
11. Good of the Department
12. Adjournment.

Section 2. Rules of order shall be determined as prescribed by the most current Revised Edition of Robert's Rules of Order. (amendment to BY-LAWS dated 10/20/2010)

ARTICLE XIX: AMENDMENTS

Section 1. To amend the By-Laws, the procedure outlines in ARTICLE XVII, Sections 1 and 2 of the Constitution shall be followed.