

**CONSTITUTION AND BY-LAWS OF THE  
VOLNEY VOLUNTEER FIRE CORPORATION  
(REVISED 2009)**

**PREAMBLE**

Whereas, proper rules are essential and necessary for the preservation of good conduct in All well-regulated organizations, therefore resolved, that we, the members of the Volney Volunteer Fire Corporation, of the Town of Volney, in order to define duty, establish discipline and maintain perfect harmony among ourselves, thereby, do ordain and adopt the following Constitution and By-Laws for our mutual regulation and government.

**CONSTITUTION**  
**ARTICLE I: NAME**

This Corporation shall be known and designated as the Volney Volunteer Fire Corporation.

**ARTICLE II. Purposes**

The purposes for which this corporation has been organized are as follows; to participate in the prevention and extinguishment of fires within the territory of the corporation, in the protection of human lives, the protection of property from loss, damage or destruction by fire and for that purpose, to acquire or lease fire and rescue apparatus for use by the corporation, also to answer Oswego County mutual aid calls with available equipment and manpower.

**ARTICLE III. MEMBERSHIP**

Section 1:

The membership of this corporation shall be divided into (13) thirteen categories as follows:

Active: Consisting of regular and probationary firefighters who are members in good standing. To be in good standing, the member must have a minimum of 24 hrs. of drill or state classes (12 hours must be in-house drills). A member must have a minimum of 50% of the total Corporation meetings during the past year (Dec. 1<sup>st</sup> –Nov. 31<sup>st</sup>). A member must have a minimum of 15 fundraising hours (excluding field days). The member must also follow their Bingo team schedule as produced by the bingo chairman or follow an approved set of alternate duties given to the member by the Bingo chairman due to conflict in personal scheduling. The member must also maintain a 15% or better ratio of all alarms throughout the previous year (Dec. 1<sup>st</sup> –Nov. 31<sup>st</sup>).

Associate: A member wishing to retain membership but is unable to be an active member for whatever reasons must meet the following criteria. Member must have a minimum of 12 hours of drills or state class hours, a minimum of 50% of total corporation meetings during the

past year (Dec.1<sup>st</sup>-Nov.31<sup>st</sup>). Member must have a minimum of 7.5 hours of fund-raising events (excluding field days). The member must also follow their bingo team schedule as produced by the bingo chairman or an approved set of alternate duties given to the member by the bingo chairman due to conflict in personal scheduling. They must maintain a 10% or better ratio of alarms throughout the previous year (Dec.1<sup>st</sup>-Nov.31<sup>st</sup>).

Inactive: A member who has not met the requirements of either Active or Associate membership shall be placed on the Inactive membership. Inactive members shall not be allowed to hold any elected or appointed offices of the corporation. After a member has been on the Inactive membership for (1) one year, he/she shall be turned over to the membership committee for further action to be taken.

Honorary: “Ex-officio” members who are honored for good deeds to the corporation. These members have no privileges recognized by the corporation or its by-laws.

Restricted: Restricted members are between the ages of 15-18 years old. These members will have no voting privileges but must abide by all governing documents of the corporation. This member must submit a letter of approval from their legal guardian and a sponsor who is a member of the corporation already. If not sponsor is available then it is at the chief’s discretion to be a potential member’s sponsor. They must fill out a regular application also. These members will be directly under the chief’s supervision. Curfew for these members is 10 pm Sunday through Thursday and is at the legal guardian’s discretion on weekends and holidays/vacations from school. He/she WILL NOT attend ANY corporation activities during school hours (educational reasons). Restricted members become eligible for probationary members upon reaching his/her 18<sup>th</sup> birthday. Acceptance is based upon a favorable majority vote at a regular business meeting. At that time the transfer will take place immediately.

Life: Members of the corporation who have served a minimum of 20 yrs of active service to the corporation shall be deemed a Life member. Life members may not be removed from the corporation for being an inactive member. He/she shall have all privileges of the corporation within the exception of holding any corporation office unless the member is still an Active member or Associate member.

Disability: An Active or Associate member who has been placed on disability for whatever reason and cannot perform the two mentioned duties shall be placed on the Disability membership. Any member to be placed on this status must present a doctor’s statement of their disability to the Board of Directors by the next meeting. These members may not hold a fire line position but may hold an executive line position if they make more than 50% of monthly and special meetings during the past year (Dec.1<sup>st</sup>-Nov.31<sup>st</sup>).

Probationary: Once a member has been voted into the corporation by a majority vote of the body at the regular monthly meeting. He/she shall be placed on the Probationary membership roster. No Probationary member shall have the right to vote at any corporation meeting.

Exempt: Any member with (5) five years of Active service to the Corporation shall be eligible to file application for exemption with the Corporation. These papers shall have the date he/she joined, number of years of active service and date when they filed exempt. Exempt members shall lose all privileges except to attend monthly meetings for purpose of information only and be able to work and attend all corporation functions. Any exempt member shall be eligible to return to active service once written notice is given to The Board of Directors.

Retired: Life members who have retired with the Town of Volney from Active service may attend meetings of the Corporation. He/she will have the privilege of debate and allowed to vote. Also, he/she will be allowed to attend all Corporation functions. Members shall not be allowed to participate in any fire line functions.

EMS Personnel: EMS personnel will act in Emergency Medical capacity for corporation alarms. These members must maintain a current CPR card and already have a minimum valid New York State EMT-B certification or higher or want to obtain a minimum EMT-B certification. This will be a policy set by the current chief at his/her discretion. These members will have the same rights and privileges as an associate member. The membership requirements are as follows. Have 50% of total corporation meetings during past year (December 1<sup>st</sup> – November 31<sup>st</sup>), and a minimum of 7.5 hours of fundraising events (excluding field days). The member must also follow the Bingo Team schedule as produced by the bingo chairman or an approved set of alternate duties given to a member by the bingo chairman due to a conflict personal scheduling. Member must have a minimum of 24 hours of drill of which 12 hours must be in house drills. Lastly, attend a minimum of 10% of total alarms for the past year (December 1<sup>st</sup> – November 31<sup>st</sup>).

Driver/Operator: These personnel will strictly operate corporation vehicles on alarms. They must complete a minimum of the scene support class and pump operator. These members will have the same rights and privileges of an associate member. The membership requirements are as follows. Have a total of 50% of total corporation meetings during the past year (December 1<sup>st</sup> – November 31<sup>st</sup>) and a minimum of 7.5 hours of fundraising events (excluding field days). The member must also follow the bingo team schedule as produced by the bingo chairman or an approved set of alternate duties given to member by bingo chairman due to a conflict in personal scheduling. Member must have a minimum of 24 hours of drill (12 hours which must be in house drills). Lastly, have a minimum of 10% of total alarms for past year (December 1<sup>st</sup> – November 31<sup>st</sup>).

Support Member: The purpose of the support member is to work any corporation sponsored event or utilize any special skills or training to positively benefit the corporation. The process of becoming a support member will be the same as other membership categories. Their first year will be known as their orientation year. These members will be directly under the president's supervision. These members' requirements to remain in good standing will be to volunteer their service to the corporation for a minimum of 80 hours a year. If the member fails to make this requirement the dead weight process will be the same as the other member categories. These members will, abide by all corporation governing documents as all members are expected. These members have no limit to where they can live in respect to the two mile

rule. These members can attend meetings for informational purposes only. These members will be issued a key to buildings. These members can be appointed to serve on a committee; the only exception to this will be the By-Law and Finance committees. Special consideration will be made for these two committees only when (3) three criteria are met. The first criteria is that these members must have formal vocational or educational training/experience in a pertinent manner to the committee they wish to participate in. The second criteria are these members must be appointed by the president to said committee. The third criteria are that after the first (2) two are met they must be approved by a (2/3) majority vote of the membership in a regular monthly business meeting. These members may chair a committee as long as the above (3) three criteria are met. If approved to participate on the finance or by-law committee and/or approved to chair a committee, the added requirement of attending 50% of total corporation meetings will be added to the 80 hour minimum. The president will appoint (1) one member to act as a liaison to the executive board to represent all support members. These members will not be permitted to participate in any emergency call or drill with the exception of providing refreshments at an emergency alarm. These members will not hold blue light cards or operate a blue light. These members will not run or be appointed to an elected position of this corporation. There will be no cap to the number of support members the corporation will have.

#### Section 2:

All applications for membership must be made in writing, addressed to the Secretary stating the name, age and place of residence of the applicant along with the \$5.00 Application fee. At such time the application shall be referred to the Investigation Committee. Upon collecting the information, the said committee will report to the Board of Directors. Upon report by the Investigation Committee to the membership, candidates will be balloted on, only if he/she had passed a physical examination and has cleared the arson check, written proof from a licensed medical doctor is mandatory. If a candidate has been found to have misrepresented a material fact and/or made an incorrect or false statement and/or any conduct which leads to a belief of a substantive fact material to proper understanding of the matter at hand, made with intent to deceive or mislead on his/her application he/she shall not be allowed to join.

#### Section 3:

Applicants cannot be voted on prior to one month from the date the application was submitted. If the Investigation Committee has given a report to the Board of Directors about the applicant's worthiness, and the members present at the meeting obtain a favorable majority vote, he/she will be declared a probationary member. Upon acceptance into the Corporation, the new member will be on probation for a period of one year, in which he/she will be balloted on again for a "Regular Member" status. In this year, he/she is required to complete the Basic Firefighter State Course. An extension to complete course of six months may be requested with the approval of the Chief and Board of Directors. Failure to complete the Basic Firefighting course with or without an extension will result in dismissal. Only exceptions to this include unavailability of course, accident, sickness, etc. in which documentation is required.

Section 4:

All candidates for membership will be voted on by written ballot, and must live within two (2) miles of the North, South and East borders of the Town of Volney. The Oswego River will serve as the Western border. No more than 45% of the total membership can be from outside the Town of Volney. The following membership will not be included in the 45% of membership from outside the Town of Volney: Honorary, Life, Support, and Retired Members.

Section 5:

Membership cap will be fixed as follows: 65 members to include Active and Associate members, 10 Restricted members, 10 EMS personnel, and no cap will be in place for the following categories: Honorary, Life, Disability, Exempt, Support, and Driver/Operators.

Section 6:

All members must have on file an “Acknowledgment having received constitution/Bylaws/S.O.G’s/Policies and Procedures” form along with having signed the master copy of the Constitution and Bylaws before he/she will be able to participate in any corporation activity.

Section 7:

Any prospective member or applicant who's application for membership is rejected by the membership at a regular business meeting may NOT apply again for membership for a period of (1) one calendar year. In this case, the prospective member or applicant will have to reapply to be considered.

Section 8:

Any person wishing to be a member of the corporation that is between the ages of 15-18 will be classified as a “RESTRICTED” member. This member must submit a letter of approval from their parent(s) or guardian AND sponsor with their application to become a member of the corporation. Such member shall follow all Bylaws and Constitution of the corporation and all restrictions placed upon them by the corporation Chief and Board of Directors. Curfew for restricted members is 10:00 p.m. Sunday-Thursday and is at the parent’s discretion on weekends and holidays. He/she shall not attend corporation activities during school hours (educational reasons).

Section 9:

Any member who moves outside of the membership district (set forth in the by-laws) must notify the Board Of Directors in writing and resign from the corporation within (30) thirty days of new residency. Any member who fails to do this will be brought to the body for dismissal.

Section 10:

Any member in the support category wishing to transfer to a membership category that includes responding to emergency alarms must fill out a regular application to be presented to the body at a regular meeting. At that point the body will vote on the change in status. If the vote is in favor of the status change it will take place immediately. If the vote on status change is not favorable, then the support member must remain on the support membership. Any member wishing to

transfer to support membership must fill out a membership category transfer form and give to the president. At that point the President will then make the Chief and Board of Directors aware of the change and the change will be effective immediately.

## **ARTICLE IV: OFFICERS**

### Section 1:

The officers of this corporation shall consist of two (2) groups of officers known as the (1) EXECUTIVE OFFICERS and (2) FIRE LINE OFFICERS.

### Section 2:

The Executive Officers shall consist of: President, Vice President, Secretary, Treasurer, Financial Secretary and five (5) Board of Directors.

### Section 3:

The Fire line Officers shall consist of: Chief, First Assistant Chief, Second Assistant Chief, Captains and Lieutenants. The number of Captains and Lieutenants will be determined by the elected Chief at the time of elections. Also the Chief shall appoint an Engineer at December's regular monthly meeting.

### Section 4:

All Executive Officers shall be elected with the following experience achieved as an active or associate member of the Volney Volunteer Fire Corporation: President- 6 years, Vice President- 5 years, Board of Directors- 4 years, Secretary- 3 years, Financial Secretary- 3 years, and Treasurer- 5 years.

### Section 5:

All Fire line Officers shall be elected with the following years experience achieved as an active member of the Volney Volunteer Fire Corporation: Chief (8 yrs), Assistant Chiefs (6 yrs), Captains (4 yrs) and Lieutenants (3 yrs).

State Officers Training and Initial Fire Attack shall count as one year's experience. The following schooling is required for becoming a Fire Line Officer:

#### LIEUTENANT:

Essentials of Firefighting OR Basic Firefighting  
Initial Fire Attack OR Intermediate Firefighting  
Pump Operators  
Preparing for Command OR Incident Command OR Advanced Firefighting  
CPR minimum EMS Certification

#### CAPTAIN:

Essentials of Firefighting OR Basic Firefighting  
Initial Fire Attack OR Intermediate Firefighting

Pump Operators  
Preparing for Command OR Incident Command OR Advanced Firefighting  
One term Lieutenant  
CPR minimum EMS Certification

**ASSISTANT CHIEF:**

Essentials of Firefighting OR Basic Firefighting  
Initial Fire Attack OR Intermediate Firefighting  
Pump Operators  
Preparing for Command OR Incident Command OR Advanced Firefighting  
Haz-Mat (Identifying Haz-mats a minimum)  
Training Officers Workshop I  
One term of Captain  
CPR minimum EMS Certification

**CHIEF:**

Essentials of Firefighting OR Basic Firefighting  
Initial Fire Attack OR Intermediate Firefighting  
Pump Operators  
Preparing for Command OR Incident Command OR Advanced Firefighting  
Haz-Mat (Identifying Haz-mats a minimum)  
Training Officers Workshop I  
One term of Assistant Chief  
CPR minimum EMS Certification

\*\*\*NOTE- Preceding Course or Successor Courses or above will be considered equivalent. All Fire Line Officers must be physically fit for all aspects of SCBA, Firefighting and Rescue Work. This includes passing a yearly OSHA physical and fit test, as well as being SCBA qualified and being qualified on all existing apparatus prior to election and all new apparatus within six (6) months of delivery.

**Section 6:**

The Board of Directors will consist of the President (who is the chair), Chief, and five (5) elected additional board members. No more than two (2) Board of Directors (excluding the President and Chief) can be fire line officers also. Executive line officers may also hold a Fire line office. All board members will have voting and debate privileges while in executive session. The President will break any tied voting.

**Section 7:**

Any member wishing to run for an elected office must meet the criteria set forth, be at least 21 (twenty-one) years of age and one of the following: For Fire line Office the member must be an active member, for Executive Office the member must either be an Active or Associate member.

Section 8:

All elected Officers shall be elected at the special meeting on the first (1<sup>st</sup>) Wednesday in December and will take office on January 1<sup>st</sup>. Installation of Officers will be held on any Saturday of January in accordance to the availability of the prospected establishment and by majority vote of the body.

Section 9:

Vacancies caused by death, resignation, etc. shall be filled by the president or chief (depending which line of office is being replaced) by appointment for the remainder of that elected year term. Any member wishing to fill the vacancy must be an Active member or Associate member and must meet the proper criteria for the position to be filled.

**ARTICLE V: DUTIES OF OFFICERS/ OFFICES AND COMMITTEES**

Section 1: President

It will be the duty of the President to preside at all meetings of the corporation except when the office of President is up for election. At that time, the meeting will be turned over to the next senior Executive Officer until the election of President is completed, after which the President conducts the remainder of the meeting. In case of his/her absences the next ranking Executive Officer will preside over the meeting. The President will appoint all committees to serve under him/her for his/her term. The President will oversee the setup of upcoming budgets of the corporation and will help negotiate and sign the Town contract. He/she will impartially enforce the Constitution and bylaws of this corporation. He/She will be responsible to create and enforce an executive policy and procedure manual to be used during his/her term of office. He/she may draw upon the Treasurer for disbursements up to \$500.00 for each item at his/her discretion. The President will be the Corporations liaison to the town or any other state or federal municipality. The President can suspend a member until the next board meeting as in accordance with the bylaws. The President will be allocated (10) ten gallons of fuel each month for his/her vehicle while acting in capacity of the corporation's President. The President is also responsible for submitting the yearly office budget.

Section 2: Vice President

It shall be the duty of the Vice President to assume the duties of the President in his/her absence and to assist him/her in every way possible. He/she shall be in charge of the Retirement for the Corporation and he/she shall be in charge of the membership status list (i.e. Active, associate, Inactive, etc).

Section 3: Secretary

The Secretary shall maintain all corporation records, (including retirement), shall take minutes of all corporation meetings, which shall remain, on file at the station one at all times. He/she shall call the roll at the opening and closing of all meetings and read the prior monthly minutes at the open and shall notify all members of special meetings by mail at least 48 hrs in advance. He/she must furnish the Town Clerk with the list of all elected corporation Officers for the upcoming

year immediately following elections. The Secretary must also notify the President of the need of any office supplies for the corporation.

#### Section 4: Financial Secretary

It shall be the duty of the Financial Secretary to assume duties of the secretary in his/her absence. The financial secretary will assist the treasurer in any/all ways possible.

#### Section 5: Treasurer

The Treasurer shall receive all monies paid to any account of the corporation and give receipt for the same, keep accurate records of all receipts and disbursements, and give a written report at every monthly meeting. The Treasurer shall be the chair of the finance committee. The Treasurer may automatically pay any budgeted items as the bills for which are received. The remainder of the bills must have the body's approval. The Treasurer must also assist in establishing the annual budget.

#### Section 6: Board of Directors

It shall be the duty of the Board of Directors to assist in setting up an annual budget and receive all applications for membership into the corporation. They shall inspect all books and accounts of the corporation and assist the Treasurer in any possible way in preparing all financial paperwork for C.P.A annual audit and tax preparation at the end of the fiscal year and give a full written report on the results of the annual taxes and audit to the body. They shall also be in charge of the discipline except Fire Line. The Board of Directors may suspend members for up to ninety (90) days; anything more needs to be by the membership present at a regular monthly meeting.

#### Section 7: Finance Committee

Shall consist of the treasurer, financial secretary, (2) two board of directors, chief, all budget heads, and (1) one member of the body. Their duties will be to assist the treasurer in any way possible.

#### Section 8: Chief

It shall be the duty of the Chief to take command of the corporation at all fires, drills and emergency alarms. The Chief may order drills at his/her discretion, given 48 hours notice. He/she shall be in charge of all discipline from the Fire line (must be reported to the Board of Directors). He/she may draw upon the Treasurer disbursements up to two-thousand (\$2,000) dollars for any expenses incurred while acting in the capacity of the Chief to be taken out of his/her budget. All three Chiefs will be allocated fifty (50) gallons of fuel per month for his/her vehicle while acting in the capacity of Chief. The Chief is responsible for submitting a yearly Fire line budget to the Board of Directors by the September monthly meeting. The Chief will also establish and post S.O.G.s, SCBA list and a driver qualification list necessary to ensure safe operation and compliance with any and all mandates pertaining to the operation of the corporation. He/she must also keep a list of all alarms and personnel that made those alarms.

Section 9: First Assistant Chief

It shall be the duty of the First Assistant Chief to assume the duties of the Chief in his/her absence and to aid the Chief in his/her performance of duties. He/she shall act as the Training Officer at all drills and keep a list of everyone's training records.

Section 10: Second Assistant Chief

The duties of the Second Assistant Chief shall be the same as the First Assistant Chief in his/her absence. He/she shall be in charge of all Fire line inventory and all burn-downs and he/she will also oversee and appoint personnel for the purpose of Fire Prevention.

Section 11: Engineer

It shall be the duty of the Engineer to see that all mechanical equipment is in condition for service at all times. The Engineer will make whatever emergency repairs necessary to get the equipment back into service. He/she must set up a yearly maintenance program and keep a current record on all maintenance. He/she must submit a budget to the Board of Directors by the September monthly meeting.

Section 12:

In the absence of the Chief, First Assistant Chief and Second Assistant Chief the senior Fire line Officer (according to order of hierarchy) present will be in command.

Section 13:

In the absence of all Fire line Officers the first senior member arriving shall be in command unless command is previously assigned by the Chief.

Section 14:

The duties of the elected Fire line Officers shall be designated by the Second Assistant Chief.

Section 15:

Every Active member shall be instructed in the use of all apparatus and equipment and shall be required to prove his/her knowledge of ability to operate the same to the Chief, or someone assigned by the Chief for the purpose that shall report to the Corporation.

Section 16: Janitor

A Janitor for the Corporation shall be appointed by the President for a one year term. The duties and salary shall be fixed before the term begins. Duties include general clean up of all station floors, restrooms, squad rooms, meeting rooms, and offices. The hall at station one must be set up prior to bingo events. Salary is set at \$250.00 per month and \$30.00 extra per special occasion i.e. wedding, special bingos, parties etc. booked by the fireman. The janitor will present a janitor check list every time any station is cleaned or any of the above mentioned special events. The janitor will present these to the Treasurer to act as a bill of payment.

Section 17: Sick Committee

A sick Committee of two shall be appointed by the President to serve one year. It shall be their duty to see that members receive sick benefits, items such as cards, flowers, fruit baskets, etc.

They are authorized to draw upon the Treasurer without vote of the corporation for said items. In addition, they will be allowed disbursements of \$50.00 per member confined to the hospital for an overnight stay and \$100.00 per member for death to be paid to the next surviving relative. Disbursements of \$50.00 per member to immediate family (spouse, children, parents, grandparents, siblings) for flowers and a card. It is every member's duty to inform the Sick Committee of any illness, death, etc. so that proper action can be taken.

#### Section 18: Buildings and Grounds Committee

A Building and Grounds Committee of five will be appointed by the President for a term of one year. It will be their duty to look after any fire stations and grounds so they are kept in repair and to report any repairs or improvement needed and to supervise this work when ordered. There will be a chairman who will be responsible for the field and equipment. He/she shall also be responsible for all purchases. The Buildings and Grounds chairman must submit a budget to the Board of Directors by the September monthly meeting.

#### Section 19: Installation Committee

Will consist of (1) board of director and up to (3) three body members. Responsibilities include preparing and organizing the corporation installation banquet. The foreign insurance/2% money will provide for payment for the event. The committee will assist the treasurer in filing a NYS foreign insurance report.

#### Section 20: Membership Investigation Committee

The Membership Investigation Committee will consist of one Board of Director, Vice President, and one regular (active) member and is appointed by the President. It shall be their duty to screen all candidate members for ability to participate and personal habits. After the candidate has filled out an application, this committee will have one month to investigate his/her by doing a background search using references given, complete an arson check, and any other useful resources. Upon gathering this information, the committee will report their findings to the Board of Directors prior to the voting of the candidate. Physical exams are to be included.

#### Section 21:

Transfer members must carry a letter of a recommendation from his/her present Chief, a physical, training records and level of participation. They shall be voted on at the next monthly meeting after presenting himself/herself and the Membership Investigation Committee has reviewed all proper papers.

#### Section 22:

The Bingo Chairman will be responsible to create a list containing all member's (excluding all members that don't need to make a bingo requirement) of the Corporation and designating them on a bingo team. The number of teams and number of members per team will be designated by the bingo chairman. It will also be the responsibility of the Chairman to create bingo S.O.G's that will be approved by Board of Directors. Every member must follow the S.O.G's set forth by bingo chairman. Anyone that can't abide by the bingo teams S.O.G's must address the bingo chairman and board of directors to be given an approved set of alternative duties.

**ARTICLE VI: Amendments**

This Constitution shall not be altered or amended except as follows, a written notice to be given to the President and Board of Directors, then the notice will be turned over to the By-Laws Committee for review. Then it has to be read at the regular or special meeting to be tabled for the thirty days. An amendment will only be made at the regular or special meeting upon a 2/3 majority vote of the membership present.

**ARTICLE VII: Bylaws**

Section 1:

Under no circumstance will the Bylaws of this Corporation be suspended at a regular meeting unless by a 2/3 majority vote of the members present.

Section 2:

The Corporation will conduct drills on the third, fourth and fifth Wednesday's of each month. Equipment to be used will be decided upon by the Training Officer or the Chiefs. Additional drills can be held with at least two days notice.

Section 3:

The regular business meeting shall be held on the second Wednesday of each month at 7:00 pm at Station One.

Section 4:

Special meetings may be called by the President, Board of Directors, by a majority vote taken at a regular meeting or by a written request signed by five Active members or Associate members. All members are to be notified by mail with 48 hours of notice by the Secretary. The business for which the special meeting is called is to be stated in the letter or post card by the Secretary and no other business may be transacted at the special meeting.

**ARTICLE VIII**

Section 1:

Upon alarm of fire or emergency, members are to report to the fire house or the scene and then report to the Senior Line Officer present. All members are to return to the firehouse immediately after leaving the scene of the alarm unless excused by the Officer in charge.

Section 2:

All members are to respond to their respective stations for ALL calls, exceptions being the Fire Police. Upon reporting to the scene, personnel are to have their protective gear on then report to the Officer in charge.

**ARTICLE IX: QUORUM**

Section 1:

Fifteen (15) members will constitute a quorum for the transaction of business of this Corporation.

## **ARTICLE X: Maintenance of Equipment**

### Section 1:

The driver of any piece of equipment will be responsible for the proper operation during such time it is under his/her jurisdiction and upon return to the fire house it will be placed in proper condition for immediate service such as refueling, return and cleaning of equipment, replenish supplies, etc. Defects of apparatus and equipment will be reported immediately to the Officer in charge. Failure to comply will be subject to disciplinary action from the Chief.

### Section 2:

Refusal to obey commands of the Officer(s) in charge of any fire or emergency call or drill by a member shall be reported to the Chief, in writing for discipline. Discipline will be at the discretion of the Chief. All disciplinary actions can be appealed to the Board of Directors.

## **ARTICLE XI:**

### Section 1:

No member will appear at ANY meetings, alarm or drill of the Corporation in the state of intoxication. All members will conduct themselves in an orderly and respectable manner and will refrain from using abusive, derogatory or foul language towards other members, the Corporation or the public while on the Corporation property, at a Corporation function and/or while in view of the public.

### Section 2:

Any member making public the proceedings of the meeting of the Corporation will be dismissed.

### Section 3:

The colors for the Volney Volunteer Fire Corporation are Royal Blue with Gold trim and lettering. The Corporation mascot will be known as the Volney Vulcan.

### Section 4:

Any member wearing or using his/her uniform or equipment owned by the Corporation on any other occasion except for corporation purposes without the consent of the Chief may be dismissed or subject to disciplinary action as the Chief or Board of Directors may direct.

### Section 5:

Any member found guilty of removing any fire line equipment from the Corporation property without permission of the Chief or member designated by the Chief shall be subject to immediate dismissal and prosecution. Any equipment removed after approval must be signed for by the borrower and be held responsible for any damages that may occur.

### Section 6:

All members after returning from a call or drill are to see that their coats, gear, etc. are cleaned and properly stored. All equipment bought by the Corporation damaged in use other than Corporation use will be paid for by the user.

Section 7:

Any member under the legal drinking age who is found to have been consuming alcohol, or any member found to be using or in the possession of an illegal substance at any Corporation event, i.e. field days, banquets, parades, etc. will be dismissed from the Corporation and shall be eligible to reapply in one (1) year or after he/she had reached their legal age, whichever is greater.

**ARTICLE XII:**

Section 1: Roll Call

After any alarm call, roll call will not be taken until after all apparatus and equipment used is back in service. The roll will be called at the opening and close of all meetings.

**ARTICLE XIII:**

Section 1:

A resolution to dismiss a member must be made in writing, stating the cause and presented to the Board of Directors for consideration within thirty (30) days of the incident.

Section 2:

Any member to be suspended shall be entitled to a hearing by the Board of Directors within thirty (30) days of written notification. The Board of Directors may suspend a member as discipline for up to ninety (90) days. For anything more severe requiring more than 90 days, action to suspend or dismiss a member will be decided by a majority vote of the membership present at the meeting after hearing the recommendation(s) of the Board of Directors.

Section 3:

Any member dismissed from this corporation has 30 days to file a hearing with the Board of Directors in writing. Also any member dismissed will not be eligible to reapply to any affiliated groups of the Corporation, including the Auxiliary for a period of one (1) year.

Section 4:

Any action to be taken in the form of disciplinary action will be made in writing stating the cause and action(s) of the member(s) involved and a brief description as to the events and submitted to the President or the Board of Directors within 14 days of the incident. The matter will be investigated by the President and the Board of Directors after which time appropriate disciplinary action can be taken if deemed necessary.

**ARTICLE XIV: Recreation**

Section 1:

No person under the age of 18 will be allowed to gamble, or under the legal age to consume alcohol be allowed to do so on Corporation property. The Recreation room can be equipped for card games, pool games, foos-ball, etc.

Section 2:

Member's who bring guests into the Recreation room will be held responsible for their activities.

Section 3:

The President and Board of Directors may add additional rules of the Recreation room as they feel they are needed.

## **ARTICLE XV**

Section 1:

Only one member at a time shall have the floor.

Section 2:

Every member desiring the privilege of the floor shall raise their hand and wait to be recognized by the chair.

Section 3:

No member shall be allowed to speak until properly recognized by the chair.

Section 4:

No motion can come before the Corporation unless properly moved and seconded and declared open for discussion by the chair.

Section 5:

Any member may call for yeas or nays on any motion when each member will be required to answer his/her name on roll.

Section 6:

All motions unless otherwise decided by the By-Laws, will be settled by a majority of votes cast.

Section 7:

No member shall speak more than five (5) minutes on any one subject at a time, or more than twice on the same subject except by permission of the chair.

Section 8:

When any member raises a point of order, the person having the floor must be silent and wait until the chair decides point of order. Then if proper he/she may resume.

Section 9:

When a motion is properly put before the Corporation, it must be disposed of before another can be entertained, nor shall a motion be subject to more than two amendments.

**Section 10:**

No subject laid upon the table will be taken up again during the same meeting unless understood when disposed of or tabled.

**Section 11:**

Motion to be reconsidered must come from a member who voted with the majority when action to be reconsidered was taken.

**Section 12:**

Any member may appeal to the Corporation from the decision of the chair when the question will be stated thus. Should the decision of the chair be sustained, it will be determined by a majority of 2/3 votes of all members present.

**Section 13:**

All resolutions offered must be given in writing or from the floor of the meeting.

**Section 14:**

No member shall leave the room during the meeting unless the chair gives permission.

**Section 15:**

Under no circumstances will any committee or anyone with the authority to disburse funds, do so without approval of board of directors or body. No purchases of \$1000.00 or more will be made unless brought before the membership and passed unless it is a budgeted item or an emergency expense (See Article X Section 1), excluding the Chief.

**Section 16:**

Under no circumstances shall any member be given leave of absence unless he/she has been a member in good standing and has proven his/her willingness to participate in this Corporation such as bingos, work details, fire and emergency calls, drills, etc. The Board of Directors may grant a member a leave of absence for six (6) months and an extension, not to exceed twelve (12) months total.

**Section 17:**

Under no circumstances shall any member question an order (unless life threatening to the individual) from the Chief, Officer, or anyone in charge at any fire or emergency call. He/she must do so only in writing and present it to the Board of Directors providing the problem cannot be solved between the Officer and individual.

**Section 18:**

Under no circumstances shall the Corporation be responsible for any personal property left on Corporation property or put in use for any reason unless authorized.

Section 19:

Under no circumstance shall any member elected to any position be allowed to hold that position if he/she is unable to fill that position because of his/her work schedule, etc.

Section 20:

Under no circumstance shall any member be allowed to hold any elected position if he/she holds a political position for the Town of Volney, County of Oswego, or State of New York.

Section 21:

Under no circumstance shall anyone be excused from a fire or emergency call, drill, work detail or any functions of this Corporation unless for an emergency or has to report to work, and only with the approval from the Officer or person in charge of such function.

Section 22:

Under no circumstances shall anyone be allowed to join this Corporation if he/she is unwilling or unable to participate in functions the Corporation is involved in.

Section 23:

Under no circumstance shall anyone be allowed to discard any Corporation property without the approval of the membership.

Section 24:

Gambling shall only be allowed at the Field Days or/and at fund-raising gatherings and only according to NEW YORK STATE gambling laws.

Section 25:

This Corporation will furnish the Chief, First and Second Assistant Chiefs with radios, siren and warning lights. Any equipment damage in use other than Corporation use will be replaced by the user.

Section 26:

Anyone found negligent in their performance of their duties will be dismissed of such duties.

Section 27:

The people allowed to be present at a board meeting are as follow: President, Vice President, Treasurer, Secretary (for the purpose of taking the minutes), the elected board of directors, the chief, and all other committees or individuals by request of those present in the board of directors meeting. Anyone wishing to address the board will make their wishes known to the board before the meeting starts.

Section 28:

Any member charged with a crime against this Corporation found guilty by the membership, Board of Directors or a Court of Law shall be forever precluded from reapplying for membership in this Corporation or any affiliated groups such as the auxiliary, etc.

Section 29:

Anyone found stealing from the Corporation would be dismissed and prosecuted to the fullest extent of the law.

Section 30:

Anyone found misusing Corporation funds would be dismissed and prosecuted to the fullest extent of the law.

Section 31:

There will be no smoking inside any of the Fire stations of this Corporation or in any Corporation vehicles.

Section 32:

These By-Laws will replace and supersede any and all previous By-Laws of the Volney Volunteer Fire Corporation.

**ARTICLE XVII**

Section 1:

Any question not covered in our By-Laws, refer to Roberts Rules or Corporation Law.

**ARTICLE XVIII**

Section 1:

Each member of this Corporation will consummate his/her membership by signing these By-Laws and MASTER COPY, and such signature will constitute his/her acceptance of any and all terms contained.

Section 2:

Any elected Officer or Fire Line Officer of the Volney Volunteer Fire Corporation who is elected to the local political governing body, must resign his/her titled position in the Volney Volunteer Fire Corporation by the last business meeting prior to assuming the Political office.

**ARTICLE XVIII:**  
**OBLIGATION**

Every member of the Volney Volunteer Fire Corporation will accede to the following:

“Most solemnly and sincerely affirm that I will not make public or misconstrue any proceedings or business of any meeting of this Corporation and that I will abide by the Constitution and



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