

KINGSVILLE VOLUNTEER FIRE COMPANY

CONSTITUTION and BYLAWS

Revised : April, 2022

CONSTITUTION

ARTICLE I: Title and Organizational Objectives

SECTION 1: Name of Organization

The organization shall be known as the "KINGSVILLE VOLUNTEER FIRE COMPANY, INCORPORATED," of Kingsville Maryland, a non-profit, non-stock corporation of the State of Maryland, pursuant to the laws thereof, and shall be referred to hereafter as the "Company."

SECTION 2: Composition

The Company shall be composed of such persons as are now, or may be hereafter, elected members under such rules and regulations as may be adopted for that purpose.

SECTION 3: Objectives

The objectives of the Company shall be:

- A. To preserve and protect life and property from, and during, any fire, accident, disaster or medical emergency that may occur in the community of Kingsville and surrounding areas.
- B. To cooperate with emergency services of other communities for the mutual benefit and protection of the area.
- C. To assist in educating the citizens of the area in safety and fire protection.

SECTION 4: Certification of Non-Discrimination

Discrimination based on race, color, creed, sex, age, national origin, marital status, sexual orientation, political or religious opinion or affiliation, or physical or mental challenge is prohibited by Kingsville Volunteer Fire Company.

ARTICLE II: Meetings

SECTION 1: Business Meetings

The Company shall hold meetings on the first and third Monday nights of each month at the Fire House or as the Board of Directors shall specify, and the meetings are to be called to order at 7:30 PM or as the Board of Directors shall specify. Business meetings may be cancelled or postponed due to inclement weather or other circumstances. Members are to be notified by email.

SECTION 2: Installation of Officers

The Company shall hold an annual ceremony to install the officers and to present the Annual Report. The Board of Directors shall specify the time and place.

SECTION 3: Special Meetings

Special meetings of the membership may be called by the President or by the Board of Directors whenever it is decided that such a meeting is advisable. A Special Meeting shall be called by the President if requested by thirty (30) or more Fire, EMS, Associate, Active Life or Active Honorary members. A notification of any special meeting shall be transmitted by the Corresponding Secretary to all membership types listed above and shall specify the business to be transacted at that meeting.

SECTION 4: Holidays

If the date of any meeting should fall on a National or State holiday, that meeting shall be considered canceled and the business carried over until the next meeting night, unless the Company votes otherwise or as the Board of Directors shall specify.

SECTION 5: Company Business

All members except probationary, trainee and members suspended from the Company are entitled to vote at regular and specially called Company business meetings. (See Constitution Article III, Section 5 for requirements to vote in Company elections).

SECTION 6: Power of Members

The general membership has the final authority on all issues except those specified by other provisions of the Constitution and/or Bylaws.

ARTICLE III: Election of Officers

SECTION 1: Company Officers

The elected Company Officers shall serve for a one-year term starting on January 1, and ending on December 31 except as noted below.

A. The Administrative Officers-Elected for one year term

1. President
2. Vice President
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer
6. Sergeant At Arms
7. Chaplain (appointed by the President)

B. Operational officers- Elected for one year term (Effective 1/1/2016)

1. Captain (1)
2. Senior Fire Lieutenant (1)
3. 1st Fire Lieutenants (3)
4. 2nd Fire Lieutenants (4)
5. 1st EMS Lieutenant (1)
6. 2nd EMS Lieutenants (2)

All Fire line and EMS Officers must meet the minimum requirements as stated by the BCVFA by-laws and any additional requirements as stated in the KVFC by-laws.

C. The Engineers appointed by the Captain

1. Engineer
2. Assistant Engineer(s)

D. Qualifications for President and Vice President

1. The President and Vice President must be a member of the Kingsville Volunteer Fire Company for at least five years prior to being elected to these offices.

SECTION 2: Board of Directors At-Large Members

In addition to the aforementioned officers of the Company as specified in Section I of this article, there shall be four (4) persons elected to the Board of Directors for a term of one year at the regular Election of Officers in December to serve the same term as Company Officers.

SECTION 3: Nominating Committee

A Nominating Committee appointed by the President shall nominate one or more qualified candidates for each office, to be presented at the last regular business meeting in November. Elections shall be held at the first regular business meeting in December. Other nominations will be accepted from the floor during these two meetings prior to balloting. The President shall appoint a Judge and two Tellers to conduct the election. Candidates for any office shall not be selected for these tasks. Each contested office will be voted upon individually by secret ballot, and there shall be no vote's cast by proxy. Absentee ballots will be accepted by the President or his/her designee prior to the start of the election.

SECTION 4: Accepting a Nomination

Any person being nominated for any office must signify his/her willingness to accept such office by verbally accepting the nomination or by written consent received by the President or his/her designee prior to the nomination.

SECTION 5: Membership Types and Voting Eligibility

- A. Those members who are considered by the Board of Directors to be active members may vote for Captain and Administrative Officers
- B. Those members who are considered by the Board of Directors to be active Fire members may vote for the Fire Lieutenants and Administrative Officers.
- C. Those members who are considered by the Board of Directors to be active EMS Members may vote for EMS Lieutenants and Administrative Officers.
- D. Associate, Life and Honorary members may vote for Administrative Officers.
- E. Trainee members, probationary members and members who are suspended from the Company or on probation may not vote in elections.

SECTION 6: Order of Election

The elections shall be held in the following order. Within each group, the voting will start with the highest rank and proceed to the lowest.

- A. Administrative Officers and Board of Directors At-Large
- B. Operational Fire/EMS Officers

SECTION 7: Vacancy of Office

Should a vacancy occur in any office of an elected position, it shall be filled by a Special Election at the next meeting, providing that due notice of such an election has been transmitted to all members of the Company entitled to vote. If there is a vacancy in the Line Offices, even after the date of the special election, the Captain may appoint an officer to complete that term who meets the current requirements for the vacant position. If a current officer runs for a vacant office and is elected to that position, the company will then have an election at that same meeting for that office.

In the event the Office of Captain becomes vacant, the President shall appoint the Senior

Lieutenant as Acting Captain with the consent of the Board of Directors.

SECTION 8: One Elected Office

A member shall serve only one elected office at any one time.

ARTICLE IV: Amendments

SECTION 1: Constitution and Bylaw Committee

The Company shall maintain a Constitution and Bylaws Committee. The President shall appoint the Chairperson. The Committee shall be responsible for the following:

- A. Monitor the activities of the Company for compliance with the provisions of the Constitution and Bylaws and advise the Company of violations.
- B. Evaluate the Constitution and Bylaws for deficiencies and propose changes at the appropriate time.
- C. Receive Constitution and Bylaw change requests from members of the Company and present them at the appropriate time.

SECTION 2: Amendment Authority

Members of the Company shall have the power to amend any provision of the Constitution and/or Bylaws.

SECTION 3: Amendment Requirements

Any proposal for amendment of the Constitution and/or Bylaws must be in writing and submitted to the Constitution and Bylaws Committee by the 3rd Monday in March and September. Such proposals must be posted and emailed for the general membership at least fourteen (14) days prior to the scheduled vote. All change proposals shall be dated, and include a PRINTED name and contact phone number.

SECTION 4: Frequency of Amendments

Amendments to the Constitution and Bylaws will be voted upon starting with the first regular business meeting in April and October.

SECTION 5: Vote Required for Adoption

With a quorum in attendance, an affirmative vote by secret ballot of two-thirds of the votes received shall be required for adoption of any amendment of the Constitution and/or Bylaws.

SECTION 6: Continuation of Amendment Voting

In the event that the Constitution and Bylaws amendments are too numerous or lengthy to be considered in a single business meeting, the membership may consider the amendments at succeeding business meetings until completed.

ARTICLE V: Quorum

Twenty-three members who are eligible to vote shall constitute a quorum for a Regular or Special Business Meeting

Complete a minimum of 5 th training by the Fire Line Officers	x							
Complete a minimum of 4 th training by the EMS Officers	x	x						
Attend Three (3) Swiftwater trainings								x
Training to be completed within 2 years of membership								
FPI as offered by BCoFD or MFRI	x							
Maryland EMT-Basic certification or higher Maryland EMS licensure		x						
Vaccinations								
Hepatitis B vaccine series or signed waiver of non-intent	x	x						
Activities								
Five (5) company business meetings	x	x	x	Fire, EMS, Associate				x
Four (4) Regularly scheduled maintenance sessions, Six (6) maintenance sessions for all apparatus drivers	x	x		Fire, EMS				Two (2) maint. Yr.
Six (6) regularly scheduled training sessions	x	x		Fire, EMS				
Twenty-Four (24) hours of fundraising or detail hours, twelve (12) hours may be detail hours	x	x	x	Fire, EMS, Associate			Ten (10) hours fundraising and Ten (10) hours work detail	x
Average of Four (4) EMS duties a		x						

month								
Benefits								
Entitled to key access card to the station	x	x	x		x	x		x
Entitled to display MSFA license plate and/or company ID sticker	x	x	x		x	x		x
Entitled to wear company apparel	x	x	x		x	x	x	x
Voting Eligibility								
All regular business meetings	x	x	x		x			x
Company Officers	Admin., Fire Captain, Fire Lieutenants	Admin., Fire Captain, EMS Lieutenants	Admin.,		Admin, If active-Fire/EMS			Admin., Fire Captain

SECTION 2: General Requirements for Membership

In addition to the special requirements for particular types of membership, the following general requirements shall apply to all applicants and members, except Life and Honorary members:

- a) If the annual requirements for membership cannot be met, the Membership Committee shall present statistics and recommendations to the Board of Directors who will decide whether to retain the member on Active status, place the member on Associate status, or drop the member from the Company.
- b) The membership of any member entering the active military service shall be retained for the duration of service, but no longer than four (4) years plus ninety (90) days without compliance with the requirements of membership.
- c) Any member who is suspended from the Company shall immediately return keys and pagers.
- d) Any member who resigns or is dismissed from the Company shall immediately return keys, pagers, or any other equipment belonging to the Company and will have their fire tags recalled.
- e) All members are responsible for adherence to the rules and regulations stated in the Manual of Operations.
- f) Failure on the part of any member to comply with any of the general or special requirements of membership shall be grounds for suspension or dismissal from the Company by the Board of Directors.
- g) All members are required to notify the President and Captain within seventy-two hours of any misdemeanor or felony charge they are involved in.
- h) All members are required to notify the Captain and/or EMS 1st Lieutenant as soon as possible/within 24 hours of changes in their fire or EMS local or state certifications.
- i) Any member that fails to meet the minimum requirements of their membership shall not be allowed to submit a new membership application for at least one (1) year from date

of dismissal.

SECTION 3: Application for Membership

- a) Application for membership shall be made on the form provided by the Membership Committee and signed by the applicant.
- b) All candidates for membership will be interviewed by at least three (3) members of the Membership Committee who will, after thorough investigation, make a recommendation to the members at a meeting. This recommendation to the Company, for or against acceptance of the candidate, is subject to review and may be overruled by a simple majority vote of the Board of Directors and/or the Company.
- c) The applicant shall be introduced by a representative of the Membership Committee at a regular business meeting of the Company.

SECTION 4: Length of Service Award Program

- a) The Length of Service Award Program (LOSAP), administered by Baltimore County Volunteer Firemen's Association, applies to all members who acquire their specified points yearly. See Appendix A.
- b) For purposes of this program only, any committee chairperson serving for an entire calendar year shall be considered an appointed officer.

ARTICLE II: Board of Directors

SECTION 1: Composition

The Board of Directors shall consist of the following twelve members:

- a. President
- b. Vice-President
- c. Recording Secretary
- d. Corresponding Secretary
- e. Treasurer
- f. Captain
- g. EMS 1ST Lieutenant
- h. Immediate Past President of the Company
- i. Four (4) At-Large Board members elected by the Company

SECTION 2: Responsibilities

The Board shall manage the property, finances, business and affairs of the Company subject to the bylaws adopted by the Company.

Each of the At-Large Board Members shall be appointed by the President to at least two committees. The purpose is not to chair the committee but to provide general supervision of that committee for the duration of their tenure.

SECTION 3: Meetings

The Board shall hold meetings following all regular Company meetings or at such intervals as may be deemed necessary to properly discharge their responsibilities. A majority of the Board shall constitute a quorum for the transaction of business.

SECTION 4: Special Meetings

To hold any special Board meeting all members of the Board shall be notified at least 24 hours in advance of the time and place of the meeting.

SECTION 5: Authority

The Board shall have the authority to suspend or dismiss from office or from the Company, any member who fails to perform the duties assigned to them or for conduct unbecoming a member of the Company. Suspension or dismissal from the Company may be appealed by the member subject to such action, in writing, to the Board within thirty (30) days from the action appealed from, as further specified in Article XXIII, Section 8 hereof. The Board shall have the power to waive membership requirements for a good cause.

SECTION 6: Delegation of Voting Alternate

The Captain, EMS 1st Lieutenant, & Treasurer may designate another Officer or committee member to take their place at any specific Board meeting, and the designated member shall have a vote on all matters brought before the Board at that meeting.

SECTION 7: Waivers

The Board of Directors shall act upon the submitted waivers for election at the first board of directors meeting in November, and in any case shall accomplish this before the first night of election nominations. No further waivers for election shall be considered.

ARTICLE III: The President

SECTION 1: Responsibilities

The President shall:

- a) Preside at all meetings of the Company by taking the Chair and calling the meeting to order.
- b) Announce the business in the order in which it is to be acted upon.
- c) State and put to vote all questions that have been regularly moved and seconded, and he/she shall announce the results of such vote.
- d) Supervise all debates and/or discussions so that order and decorum are maintained.
- e) Report to the membership on all matters of interest to the members.
- f) Be an ex-officio member of all committees except the Nominating Committee.
- g) With the exception of elections, only vote in the event of a tie vote of the membership.
- h) Attend pertinent Baltimore County Volunteer Fireman's Association monthly meetings.
The President may delegate another member to represent the Company.

SECTION 2: Authority

He/she shall have general supervision of all officers and members of the Company and shall see that all orders and resolutions are carried out. He/she shall have the authority to suspend any member from the Company for unbecoming conduct until the next Board meeting, not to exceed two (2) weeks.

SECTION 3: Constitution

He/she shall uphold the Constitution and Bylaws to the best of his/her ability.

ARTICLE IV: The Vice-President

SECTION 1: Responsibilities

The Vice-President shall assist the President in the discharge of his/her duties.

SECTION 2: Presidential Absence

The Vice-President shall discharge the duties of the President in case of his/her absence or disability.

ARTICLE V: The Recording Secretary

SECTION 1: Responsibilities

The Recording Secretary shall keep true record of all proceedings at the meetings of the Company. He/she shall read such records or minutes, which shall be subject to correction and approval at the next regular meeting of the Company. An online copy of the recordings of all Company and Board meetings shall be stored electronically. The Recording Secretary shall maintain a copy of the Constitution and By-laws. The Recording Secretary shall also be the Secretary of the Corporation.

SECTION 2: Posting of the Minutes

He/she shall within one (1) week post an electronic copy of the previous week's minutes on the company website www.kvfc.com or by email.

ARTICLE VI: The Corresponding Secretary

SECTION 1: Responsibilities

The Corresponding Secretary shall keep a correct and complete list of all members of the Company together with a record of their business meeting attendance.

SECTION 2: New members

He/She shall notify new members of their acceptance into the Company.

SECTION 3: Responsibilities

He/She shall attend to all correspondence relative to the business and financial matters of the Company, except as such correspondence that falls under the province of the Captain or of the various committees. However, the Corresponding secretary shall be furnished with a copy or detailed report for his/her files.

ARTICLE VII: The Treasurer

SECTION 1: Responsibilities

The Treasurer shall have custody of all moneys, deeds and valuable papers belonging to the Company, under the general direction of the Board of Directors, as to the safeguarding of such valuables. He/She shall disperse the funds of the Company as may be properly ordered, taking vouchers for each payment.

SECTION 2: Audits

He/She shall whenever required by the Bylaws, by the Board of Directors, or by the Company, submit all books and records for a properly constituted audit.

ARTICLE VIII: The Assistant Treasurer

SECTION 1: Appointment

Board of Directors shall appoint the Assistant Treasurer on a yearly basis.

SECTION 2: Responsibilities

Shall assist with any duties delegated by the Treasurer.

ARTICLE IX: The Sergeant-At-Arms

SECTION 1: Responsibilities

The Sergeant-At-Arms will greet and introduce visitors and help the President maintain order during business meetings and to assume other such duties as are proper to such an office.

ARTICLE X: The Chaplain

Position will be appointed by the President when the position is vacant.

Duties: Counseling of members and members family.

Called to the scene to counsel family members of a traumatic incident.

Qualifications: Certified in counseling and working knowledge of crises intervention.

ARTICLE XI: Operational Officers

The Captain

SECTION 1: General Authority

The Captain, subject to appropriate regulations adopted by the Company, shall have absolute direction and control of the Company's fire fighting/rescue/EMS apparatus and equipment, including the Ambulance, the area in which they are housed, dormitories, training rooms and associated rooms on the lower level, as well as the right of way to the street. In the absence of the Captain, the Senior Lieutenant shall discharge the duties and responsibilities of the Captain. When the company or Captain elect to decommission apparatus or equipment, the Captain will ensure that Kingsville Volunteer Fire Company marking and insignia are removed prior to transferring ownership. This is intended to prevent misrepresentation or impersonation by others.

SECTION 2: Authority Over Personnel

- a) The Captain/Senior Lieutenant shall have full charge of the personnel whenever they are engaged in Fire Company operations. The Captain shall have the power to suspend any member from riding the equipment and/or from the station, for unbecoming conduct until the next Board of Director's Meeting, not to exceed two (2) weeks.
- b) The Captain shall make recommendations to the Board of Directors concerning officers who are not fulfilling their responsibilities.

SECTION 3: Reports

The Captain shall keep any records required on the use of the Fire Company apparatus and equipment. The Captain shall report, when called upon at meetings of the Company, the present state of readiness the apparatus and equipment, and give recommendations for improving the efficiency of the Company.

SECTION 4: Certification of Training

The Captain or his designee shall conduct such trainings and certification tests and maintain records as may be required by the Baltimore County Volunteer Fireman's Association and

the Board of Directors to qualify members for operational duties.

SECTION 5: Annual Report

At the annual Installation of Officers, the Captain shall submit a report of activities of the past year for which he/she has been responsible.

SECTION 6: Baltimore County Volunteer Fireman's Association Meetings

The Captain or his/her representative will attend pertinent Baltimore County Volunteer Fireman's Association monthly meetings.

SECTION 7: Manual of Operations

The Captain shall be required to provide a standard Manual of Operations containing running assignments, policies, daily conduct on station grounds and rules and responsibilities entrusted to members not included specifically within the Company Bylaws. This manual must be written and accessible to all members. Changes to policies within the Manual of Operations may occur at any time but must be written with a notice of a change posted in view of the general membership for thirty (30) days.

ARTICLE XII: Lieutenants

SECTION 1: 1st Fire Lieutenants

The 1st Fire Lieutenants shall assist the Captain/ Senior Lieutenant in the performance of his/her fire fighting/rescue duties and assume such duties as may be assigned. In the absence of the Captain/Senior Lieutenant, the 1st Fire Lieutenants shall discharge the duties and responsibilities of the Captain.

SECTION 2: 2nd Fire Lieutenants

The 2nd Fire Lieutenants shall assist the Captain/Senior and 1st Lieutenants in the performance of his/her duties and assume such duties as may be assigned to them. In the absence of the Captain ,Senior Lieutenant, 1st Fire Lieutenants, the 2nd Lieutenants shall, in the order of their election, discharge the duties and responsibilities of the Captain.

SECTION 3: EMS 1ST Lieutenant

The EMS 1ST Lieutenant shall assist the Captain/ Senior Lieutenant in the operation of the ambulance in the performance of his/her duties. In the absence of the EMS 1st Lieutenant, the EMS 2nd Lieutenants shall discharge the duties and responsibilities of the EMS 1st Lieutenant.

SECTION 4: EMS 2nd Lieutenants

The EMS 2nd Lieutenants shall assist the EMS 1st Lieutenant in all duties pertaining to the operation of the ambulance and assume such duties as may be assigned to them. He/She shall qualify Ambulance drivers and approve EMS members as attendants. He/She shall be responsible for EMS training. The EMS 1ST Lieutenant or his/her representative will attend pertinent Baltimore County Volunteer Fireman's Association monthly meetings.

ARTICLE XIII: The Swift Water Team Administrator

SECTION 1: Responsibilities

The Swift Water Team Administrator may be optionally appointed by the Captain. He/She shall oversee the administrative and operational duties of the team and maintain liaison with other similar organizations and county committees. He/She shall be responsible for the

development, administration and accountability of a swift water budget submitted to the Captain and shall be included in the Captain's budget.

SECTION 2: Requirements

- a) Rescue 3 International SRT 1 and SRT 2.
- b) Maryland Fire/Rescue Institute Rescue Specialist
- c) Has obtained over 100 hours of formal training.
- d) Has held the position of Team Leader prior to appointment.

ARTICLE XIV: The Engineers

SECTION 1: Responsibilities

The Engineer shall be responsible for the service and maintenance of all Company apparatus and equipment. He/She shall see that the Captain is notified immediately if the apparatus is taken out of service for any reason. The Engineer shall be immediately notified of equipment maintenance needs. In his/her absence and that of the Assistant Engineers, any maintenance performed shall be under the direction of the Officer-in-Charge and shall be reported to the Engineer as soon as possible.

SECTION 2: Alteration of Equipment

No member of the Company may alter any equipment or apparatus or perform maintenance without the knowledge of the Engineer and approval of the Captain, except in an emergency, as authorized by the Officer-in-Charge.

ARTICLE XV: The Assistant Engineers

SECTION 1: Responsibilities

The Assistant Engineer will aid the Engineer in the performance of his/her duties.

ARTICLE XVI: Qualification for Election

SECTION 1: Training and Maintenance

To be eligible for election or appointment all Fire and EMS Officer Candidates must have attended at least one-half (1/2) of the Company training sessions, one half (1/2) of the scheduled business meetings, and one-half (1/2) of the Company maintenance sessions in the last 12 months of his/her election.

SECTION 2: Fire Certification

In addition to the above requirements, (Article XVI, Section 1), candidates for the election or appointment to Fire line offices shall hold the following certifications:

Captain/Senior Lieutenant: Fire Officer II, Rescue Technician or equivalent, and EMT-B.

1st Fire Lieutenants: Fire Officer I, Rescue Technician or equivalent, and EMT-B.

2nd Fire Lieutenants: Fire Officer I, Rescue Technician or equivalent, and EMT-B.

SECTION 3: EMS 1st Lieutenant

EMS Officer I EMT-I or EMT-P certification. The EMS 2nd Lieutenants shall hold a minimum certification of EMT-B.

SECTION 4: Age Requirements

The minimum age requirements to hold an officers position are:

1. Captain/Senior Lieutenant, Minimum age 25.
2. Fire & EMS 1st Lieutenants , Minimum age 21
3. Fire & EMS 2ND Lieutenants, Minimum age 18

SECTION 5: Waivers

Any member not meeting the above qualifications for election may submit a waiver to the board of directors by no later than the beginning of the first business meeting in November annually.

SECTION 6: Qualification

If the company qualifications for any office fall below the qualifications set by the Baltimore County Volunteer Fireman's Association, then the standards for that office will automatically be raised to the level set by the Association at the time of our next Company election.

ARTICLE XVII: Finances

SECTION 1: Company Funds

The funds of the Company shall be deposited in financial accounts as recommended by the Board of Directors, and shall be subject to the joint signatures of any two of the following: the Treasurer, the President, the Vice-President, or the Corresponding Secretary, which shall constitute proper authority for the payment of checks.

SECTION 2: Budget Requests

The officers and committee chairpersons shall prepare and present operating budget requests to the Finance Committee prior to the first meeting in January. The Finance Committee shall review these budget requests and, after giving consideration to the financial position of the Company, shall discuss each budget with the appropriate Officer or Chairperson and make recommendations to the Board of Directors on the entire Company's operation budget. The finalized budget will be made available to the membership for review.

SECTION 3: Expenditures

A. Budgeted expenditures:

Officers and Committee Chairpersons are responsible for the administration and accountability of their respective budgets. Upon approval of the budgets by the Board of Directors, the Officers and Committee Chairpersons will work with the President, or a Committee appointed by him/her, for the purpose of scheduling the acquisition of, and payment for, the items contained in each budget.

B. Non-budgeted expenditures less than \$2000:

All requests for non-budgeted purchases up to \$2,000.00 (including purchases that are considered of an emergency nature) must be submitted to the Board of Directors for approval.

C. Non-budgeted expenditures greater than \$2000:

All requests in excess of \$2000.00 must be submitted to the applicable committee for its review and evaluation. At least three competitive bids must be obtained, and the financial effect of such an acquisition should then be reviewed with the Finance Committee. The results of such review along with the request for purchase will then be submitted to the membership for their approval.

SECTION 4: Audit

An audit shall be made at the end of each fiscal year and/or any other time as may be directed by the President, or the Board of Directors.

SECTION 5: Reimbursement

The company shall follow the reimbursement policy as set forth by the Baltimore County Fire Department.

ARTICLE XVIII: Corporate Seal

The Corporate seal shall be held by the Treasurer of the Company, to be used on any such documents as may be required.

ARTICLE XIX: Order of Business

The following shall be the order of business at all meetings of the Company:

1. Call to Order
2. Lord's Prayer
3. Pledge of Allegiance
4. Attendance
5. Minutes of the last Business Meeting
6. Minutes of the last Board Meeting(s)
7. President's Report
8. Treasurer's report
9. Captain's report
10. EMS report
11. Committee reports
 - a) House
 - b) Fire Prevention
 - c) Fundraising Committee
 - d) Finance
 - e) Audit
 - f) Nominating
 - g) Membership
 - h) Fund Drive
 - i) LOSAP
 - j) Paid EMS
 - k) Other
12. Communications and Notices
13. Association Meeting Report
14. Old Business
15. New Business
16. Good of the Company
17. Adjournment

ARTICLE XX: Committees

SECTION 1: Standing Committees

A. The President shall appoint members to the following Standing Committees:

1. Nominating
2. Auditing
3. House
4. Membership
5. Fund Drive
6. Constitution & Bylaws
7. Finance
8. LOSAP
9. Other committees as he/she may deem necessary

B. The Captain shall appoint members to the following committees:

1. Fire Prevention
2. Equipment Maintenance

SECTION 2: Length of Term

These committees shall remain active and responsible until such business has been finally disposed of and/or such committees are discharged.

SECTION 3: Committee Reports

Any Committee formulated for any specific task must make a detailed report of their actions within thirty (30) days from the completion of its assignment. A copy of such a report shall be turned over to the Corresponding Secretary for filing in the Company records.

ARTICLE XXI: House Committee

SECTION 1: Responsibility

The House Committee shall have responsibility of the maintenance of the buildings and the grounds owned and/or operated by the Company, subject to direction of the Board of Directors.

ARTICLE XXII: Hall Committee-Deleted

ARTICLE XXIII: Membership Committee

A minimum of four members of the membership committee shall be present during any discussion and/or decision making concerning any members status in the Fire Company. These shall include one representative from each branch of the Fire Company and the Membership Chairperson:

1. Board of Directors representative
2. EMS representative

3. Fire representative
4. Membership Chairperson:

Statistics will be calculated from September 30th of the previous year through October 1st of the current year for the purpose of determining eligibility for the nomination and election to office. The Membership Committee will review member statistics annually by the first business meeting in October. Those members not meeting their annual statistical requirements by the first meeting in October will be notified by non-certified U.S. Postal Mail.

ARTICLE XXIV: Finance Committee

SECTION 1: Composition

The President shall annually appoint a Finance Committee, which shall include, but not be limited to, the President, the Vice-President, and the Treasurer.

SECTION 2: Duties

It shall be the duty of such a committee to provide advice/recommendations to the Board of Directors and/or the general membership concerning financial matters of the Company. The committee shall receive budget requests from applicable officers and other committees and shall annually present a budget to the Board of Directors and general membership, the purpose of which shall be to anticipate income and expenses of the Company and recommend measures that will keep the Company on a "sound" financial foundation.

ARTICLE XXV: Paid EMS Committee

SECTION 1:

The Paid EMS Committee will oversee scheduling and develop SOP's for paid EMS Crews. This committee will provide quarterly statements to the Treasurer and keep records for the program.

ARTICLE XXVI: Intoxicating Beverages and Drugs

SECTION 1: Intoxicating Beverages

There shall be no intoxicating beverages consumed on the property of the Company (except at social functions) nor shall any person or persons be permitted on the Company property when under the influence of alcohol or drugs. Areas designated for the consumption of alcohol shall be the social hall and adjoining rooms on the second floor. If a social function that is sanctioned by the Company utilizes the equipment bay area, then it and its associated corridors will be included. The Company may sanction other areas of the property as unique social affairs occur.

SECTION 2: Emergency Scene

No member shall be at the scene of any emergency under the influence of alcohol or drugs.

SECTION 3: Enforcement

Every Officer of the company shall be responsible for enforcement of this article, and any violations, shall be grounds for dismissal from the Company by the Board of Directors.

ARTICLE XXVII: Disciplinary Process and Appeal

SECTION 1: Causes of Charges

Disciplinary action may be considered for any member for the following reasons:

- A) Any disobedience of lawful orders issued in accordance herewith.
- B) Neglect of duty.
- C) Breach of trust of fiduciary duty.
- D) Improper actions or conduct.
- E) Violation of any criminal law.
- F) Violation of the Bylaws, Manual of Operations or rules and regulations of the Company.
- G) Improper words, actions, inaction or conduct unbecoming of a Member. (The conduct need not be related to the Company's activities or property; either directly or indirectly.)

SECTION 2: Presentation of Charges

Any member may notify the Board of Directors, in writing, of an alleged violation of the rules of conduct. The member being charged shall have a right to a copy in writing of these charges and be given an opportunity to respond to it in writing within seven (7) days.

SECTION 3: Notification

A member being considered by the Board of Directors for punitive action is entitled to at least five (5) days advance notice by the Corresponding Secretary or the President's designee, in writing sent by regular mail to the last known address listed in the records of the Kingsville Volunteer Fire Company, e-mail or text, of all charges and date and time required for his/her appearance.

SECTION 4: Right to Advisor

A member being considered for punitive action has the right to an advisor, to be supplied by the member, at any time during the disciplinary process.

SECTION 5: Deliberation by the Board

- A) During the deliberation of any punitive action by the Board of Directors, only voting members of the Board shall be present.
- B) The member making the charges shall not be present during deliberation.
- C) A majority vote of the Board of Directors members present shall determine what, if any, disciplinary action will be taken.

SECTION 6: Notification of Decision

The Board shall attempt to contact the member by phone or in person within 48 hours to advise of the decision. If the member cannot be reached by these means, a letter will be sent to the member's last known address within 72 hours containing the Board's decision.

SECTION 7: Right of Reconsideration

The Board maintains the right to reconsider any disciplinary action taken on its own motion at any time.

SECTION 8: Right of Appeal

Any member who has had disciplinary action taken against them has the right to appeal to the general membership. This appeal must be submitted by the member, in writing, within thirty (30) days of the notification of the Board's decision and containing not less than thirty (30) signatures of voting members. The appeal shall be brought to the floor of the next regularly scheduled business meeting or at a special meeting if designated by the President.

All voting members shall be notified of the time, date and business to be transacted at that meeting. During the appeal process, the Board will state the reasons for their decision and any other pertinent information used to reach that decision. The appealing member or his/her advisor shall have the right to give his/her objections to the Board's decision. They shall have the right to give mitigating circumstances or other information they feel is relevant. The membership then has the right to ask questions relating to both statements. The President has the right after he/she feels enough pertinent information has been given to put the matter to a vote. A majority of the voting members present and constituting a quorum as herein defined shall become the final rule.

SECTION 9: Loss of Privileges

Any member who is suspended or dismissed from the Company loses all rights, privileges, courtesies and properties extended to that member for the time period specified.

ARTICLE XXVIII: Parliamentary Procedure

Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws contained herein.