

FREDERICA VOLUNTEER FIRE COMPANY

CONSTITUTION AND BY-LAWS

ARTICLE I

This organization shall be known by the name and title "Frederica Volunteer Fire Company, Number 1 Incorporated, and is recognized as a member of the Delaware Volunteer Firemen's Association and the Kent County Volunteer Firemen's Association. The year of incorporation shall be 1932.

ARTICLE II

The object of the Frederica Volunteer Fire Company, Number 1 Incorporated, shall be the preservation and protection of life and property, from and during fires or other emergencies that may occur in this town and fire district when called upon.

ARTICLE III

Membership shall consist of respectable persons of the age of fourteen (14) and upwards, classified as Active, Life, Associate, Apprentice, Junior, and Cadet members.

Section 1: The officers of the Company shall consist of a President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Fire Chief, Three Assistant Chiefs, Chief Engineer, Assistant Engineer, Rescue Captain, Two Engine Captains, Ambulance Captain, Ambulance Lieutenant, Fire Recorder, and Three Directors from the eligible members of the Company.

ARTICLE IV

The regular stated meetings of the Company shall be held in the company hall the first Monday of each month (except on Holidays) at 8 p.m., and special meetings as the By-laws may direct. Seven members shall constitute a quorum, and a majority of the members present shall govern, except to revise or annul the Constitution, By-laws, or Rules of Order, when a coherence of two thirds of the members present shall be required, and the matter proposed at a previous stated meeting of the company.

Section 1. The Constitution and By-laws shall only be changed at a regular monthly meeting, and will follow the procedures stated below.

A. An active or Life member must make a motion and get a second that a change can be enacted.

- B. If this motion carries the majority vote at the meeting it is brought up, it will then be turned over to the By-laws Committee who will see that it is properly worded in the correct section of the Constitution or By-laws, and return with the proposed change at the following meeting.
- C. If the change is agreeable to the majority of the membership, it will be recorded as the first reading.
- D. On the following monthly meeting, the change will be read again, and a vote taken on this action. The change must receive two-thirds of the majority voting membership for acceptance.

ARTICLE V

The President may call for a special meeting at anytime, when in his judgement, it shall be necessary and proper. A special meeting may also be called for at the request of five active members. The special meeting will only discuss the stated business that the meeting was specifically called for, and no other business may be discussed at this meeting.

ARTICLE VI

New applicants shall be respectable citizens, fourteen (14) years of age or older. Three active members of the Fire Company must sponsor the applicant and, sign the application form. The application form, along with the fee of ten dollars (\$10.00) is to be turned over to the Secretary for the next monthly meeting. The application will be turned over to the Board of Directors at the next monthly meeting, and they will serve as an investigation committee. The applicant will be required to appear at an interview before the Board of Directors. If for any reason, the interview is not held the application will be considered tabled until the interview has taken place. After the interview, the Board of Directors will decide on whether the applicant is accepted for a vote by the active membership, or rejected for the vote, and report the same at the next monthly meeting. If the Board of Directors reports favorable on the applicant, they will be voted on by secret ballot, and must receive at least three-fourths of the favorable votes from the active members present to become a member. If the applicant does not receive three-fourths of the favorable votes, they are not allowed to resubmit their application for a period of at least six months.

The Cadet applicant must fill out a special Cadet application form provided by the Fire Company, and must bring their birth certificate, application fee, current report card, and parent/guardian to the interview scheduled with the Board of Directors. Signatures of the applicant, parent/guardian, and the President or the Fire Chief will be signed on the application during the interview meeting. Provisions for obtaining Cadet membership will meet the same criteria of the Apprentice and Junior applicants in the previous paragraph.

ARTICLE VII

Any member may be removed from office or expelled from the Company for breach of trust, improper conduct, or any other offense deemed of sufficient importance to be brought to the attention of the Company. Prior to any decision of the Board of Directors, an opportunity shall be given to the member for making defense.

ARTICLE VIII

Dues for membership shall be one dollar (\$1.00) per annum for Active, Apprentice, Junior, and Cadet members, payable to the Secretary on January of each year. Associate members before January 1, 1977 shall pay dues of one dollar (\$1.00) per year, and Associate members after January 1, 1977 shall pay dues of five dollars (\$5.00) per year, payable to the Secretary. Life members shall be exempt from all dues. Any members that do not pay their dues by the March meeting will have to request an application for reinstatement to their current membership status. Dues not paid by the June meeting will require the person to file an application for new membership.

ARTICLE IX

No member shall be allowed to hold more than one elected office in the same year.

By-laws

ARTICLE I

- 1.) The regular meeting of the company shall be held at eight o'clock p.m. at the Fire Hall on the first Monday of each month (except when the first Monday is a holiday when it reverts to the following Monday). Special meetings may be called under the conditions set forth in the Constitution.
- 2.) The President on calling a special meeting to order, shall announce the reason for which the meeting was called, and introduce only the business which shall be disposed of (purpose of special meeting).
- 3.) In event a quorum is not present within one-half hour after the time appointed for the meeting, those present may adjourn. In case of a fire alarm, or other emergency situation, the meeting shall be automatically adjourned.
- 4.) No member shall retire from the meeting without the permission of the President or Chairman thereof.
- 5.) In the absence of the President and Vice-President, the Secretary shall call the meeting to order, with the first order of business being electing a temporary Chairman from the floor.
- 6.) Active members must make 25% of the fire alarms or ambulance alarms, or 75% of their scheduled Bingo nights, and 50% of the meetings to have voting power on the regular company business. Life members must attend 50% of the company meetings to have voting power on the regular company business. Absences at company meetings will be waived for any member who notifies the President or Secretary in cases of illness or personal emergencies. Members must notify the President or Secretary in writing of conflicting work or school schedules prior to the meeting, or no later than 24 hours after the meeting,

ARTICLE II

Elections

1. Candidates for the offices of President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Fire Chief, Fire Recorder, and three Directors may be nominated from the eligible voting members at the regular scheduled November meeting. The nominations will be reopened at the regular scheduled December meeting, with the election-taking place after the nominations are closed at this meeting. The order of elections shall be in the same order as above. Elected officers shall take office after installation at the January meeting, which follows the election.
2. At the election of officers, Active and Life members in compliance with Article XI, Section 5, 1a, 1b, or 2 of the By-laws shall be the only ones allowed to vote. A candidate for election must receive the majority of the vote.

- 3 Any vacancy in any elected office due to resignation, removal, expulsion, death, or otherwise shall be filled by a special election. The nomination and election shall take place at the same stated meeting.

ARTICLE III

Duties of the President

1. It shall be the duty of the President to preside at all meetings of the Company when possible. The President shall act on all motions to be sure that they obtain a second, and after questions, announce the result of the motion. The President shall appoint tellers during the election of officers, and announce the results of the elections.
2. The President shall appoint all committees, unless otherwise ordered by the Company. The President shall sign all orders on the Treasury after they have been passed under Settlement of Accounts. The President shall faithfully execute all of the provisions of the Constitution and By-laws.
3. The President shall be empowered (with the concurrence of the majority of the Directors) to have orders drawn on the Treasury for the payment of all bills on which there may be a discount for early payment, a penalty for late payment, or for which the President may deem necessary to pay previous to a meeting.
4. The President shall be the judge of order, and the President's decision shall be final, unless the members require an appeal to the Company, which shall be decided by debate. The President shall neither make nor second a motion while in the chair. When the President desires to take part in the debate, the President shall leave the chair and call the Vice-President to the chair, previous to addressing the Company. In the Vice-President's absence, the President may call on another officer of the Company to take the Chair.
5. The President may call a special meeting whenever the President deems necessary.

Vice-President

6. It shall be the duty of the Vice-President to perform the duties of the President, when that officer is absent, or when the President gives up the Chair to debate.

ARTICLE IV

Duties of the Secretary

1. It shall be the duty of the Secretary to keep a correct record of the proceedings of the Company when assembled in meetings. The record shall be kept in a book provided for that purpose, and submitted to the Company for approval at each subsequent stated meeting. The Secretary shall keep the amount of every order drawn on the Treasury, and name of those in whose favor it is drawn.
2. The Secretary shall keep a roll of officers and members, and call roll at each stated meeting, and note the attendees and absentees. The Secretary shall pass a bound book around for each member present to sign to receive official credit for their attendance, unless they are officially excused from the meeting for work, school, or illness. The Secretary shall register such laws and regulations that are adopted from time to time, with the date adopted and for the purpose of recording the transactions of the Company. The Secretary shall be provided with three books; one to keep the minutes of the Company, one to register laws and regulations, and one to keep the signature roll of those present at the various meetings.
3. The Secretary shall post notices of all special meetings. He/she shall deliver all books, papers, documents, and other property entrusted to his/her care, and belonging to the Company, to his/her successor in the office. The Secretary shall attend the meetings of the auditing committee with his/her books and papers when requested by the auditing committee to do so. The books, papers, and documents of the Company in his/her possession shall always be subject to inspection by any officer of the Company.
4. The Secretary shall notify all persons in writing of their membership status, their election to office (if they are absent from the meeting that they were elected), notify the chairman of all committees on their appointment, and furnish the chairman of said committee, a list of the members serving on said committee.
5. In case of the absence of the President and Vice-President, the Secretary shall have the power to call such meetings to order as may be necessary.
6. The Secretary shall collect all dues and issue membership cards to all of the members. Said dues are to be turned over to the Treasurer, as received, and he/she shall issue a receipt to be kept with the Secretary' roll.
7. The Secretary shall, along with the President and Fire Chief, review the roll annually to classify the membership. The Secretary shall, along with the President and Fire Chief, publish a list of eligible voters at the November Company meeting. The Secretary shall issue a letter to any member whose membership is to be changed. Any member, whose membership has been changed, may appeal the change in membership to the Board of Directors, after being notified of the change.

ARTICLE V

DUTIES OF THE TREASURER

1. It shall be the duty of the Treasurer to take charge of all monies belonging to the Company, hold the same subject to their order, keeping regular entries of all his/her transactions, take receipt for all monies paid by him/her to the Company, give receipts to the Secretary for all dues money collected, and to furnish the Company with the amount of money in the treasury at each stated meeting.
2. The Treasurer shall keep his/her accounts with the Company in such manner that the state of the fund may at any time be ascertained, and shall pay no money without an order signed by the President.
3. The Treasurer shall transfer all monies and property belonging to the Company, and in his/her possession, along with the books, papers, and documents of his/her office to his/her successor in office. The Treasurer shall attend meetings of the auditing committee with his/her books and documents when notified to do so.
4. The Treasurer, upon notification, shall bill any member that did not attend Fire School and did not have a legitimate excuse, the cost of that Fire School. The Treasurer shall notify the President, Chief, and Training Officer if the bill is not paid.
5. The Assistant Treasurer shall assist the Treasurer in collecting monies and other duties as agreed to between the two positions.

ARTICLE VI

DUTIES OF THE FIRE RECORDER

1. The Fire Recorder shall keep a record of all fire and rescue alarms to which the Company is alerted to and responds in the equipment provided for that purpose. The Fire Recorder shall record the date, time, type, and location of the alarm, along with the acting OIC and the roll of the members present.
2. The Fire Recorder shall issue monthly reports to the State Fire Marshall's Office.

ARTICLE VII

DUTIES OF THE FIRE CHIEF

1. It shall be the duty of the Fire Chief to see that the apparatus and all articles pertaining to it are kept in working order, to command the company at every

alarm, drill, engine room work detail, and to get the apparatus back in service as soon as possible after the above items. The Fire Chief may also grant leave of absence when he/she thinks it is proper. Any member, who refuses to assist the Fire Chief or his/her Line Officers in carrying out the above duties, or any other reasonable request for assistance, shall be considered as having committed an act of insubordination toward those Officers. The Chief or his/her other Line Officers may report this to the Board of Directors of the Company, who are empowered to suspend this member, if found guilty, for up to thirty days on the first offense. Any offense after the first offense, and the member may be suspended indefinitely.

2. The Fire Chief shall upon taking office at the January meeting, shall appoint the following Line Officers: three Assistant Chiefs, Rescue Captain, Chief Engineer, Assistant Chief Engineer, two Engine Captains, Ambulance Captain, Ambulance Lieutenant, Fire Policemen, and provide a list of the apparatus drivers. These names, along with a roll of his/her active firefighters, shall be kept in the engine room.
3. The Line Officers listed above are to assist the Fire Chief at any time of an alarm or drill, and in his/her absence, take command of his/her duties.
4. The Chief and Assistant Engineer shall keep the apparatus in good working order, and to assist the Fire Chief at the time of an alarm or drill.
5. The Fire Chief shall appoint a Fire Police Captain and up to five other Fire Policemen, who will control traffic and the public at the time of an alarm, or when so ordered by the Fire Chief or one of his/her Line Officers. The Fire Police shall perform their duties as prescribed in the Delaware State Law concerning Fire Police activities.
6. All drivers of the Fire Company apparatus shall be at least 21 years of age, and maintain a valid Delaware CDL class A commercial driver's license, or have a certified Non-commercial emergency vehicle operator's license. Exception and/or relief of above will be under the Line Officer in charge at the time of alarm. The driver must be approved by the Fire Company's insurance carrier.

ARTICLE VIII

DUTIES OF THE BOARD OF DIRECTORS

1. The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Fire Recorder, Fire Chief, and three elected Directors.
2. It shall be the duty of the elected Directors to inspect the building monthly, and to ascertain any repairs that might be needed, and report the same at the next monthly meeting of the Company. If an emergency repair is needed, the Directors shall request the President to call a special meeting.
3. The Board of Directors shall meet as often as necessary.
4. The Board of Directors shall appoint a building custodian, and prescribe his/her duties and compensation.
5. The Board of Directors shall have the power to discipline any member for offenses as described in Article VII of the Constitution.
6. The Board of Directors shall set up the fee structure for the rental of the premises annually at their January meeting.
7. The Board of Directors shall annually set up a budget during their November meeting for the following fiscal year. This budget will be approved at the regular December meeting by the eligible voting membership of the Company.
8. The Board of Directors shall annually appoint a Cadet Advisor from the Active/Life membership rolls. They shall review the Cadet membership guidelines, and amend the rules as they feel necessary. The Cadet membership guidelines will be displayed in the Fire Hall, and a copy will be distributed to each Cadet member.

ARTICLE IX

DUTIES OF THE AUDITING COMMITTEE

1. The Auditing Committee shall consist of three Active Members of the Company, appointed by the President.
2. The Auditing Committee shall examine the accounts of the Treasurer and Bingo Secretary annually January and make a written report of the full and correct assets and liabilities of the Company at the next regular meeting of the Company.

ARTICLE X

DUTIES OF THE BINGO CHAIRMAN AND SECRETARY

1. It shall be the duty of the Bingo Chairman and Secretary to perform and/or designate all responsibilities to maintain the operation of the bingo games of the Company. They shall secure all permits, licenses, etc. and send in all reports as required by the Delaware State Board of Professional Regulation. They shall operate the Bingo games according to all of the regulations of the above State Board. It shall be their duty to keep adequate records of all receipts, expenses, and correspondence. All monies collected from the Bingo games shall be kept in a separate Bingo account in the name of the Company.

ARTICLE XI

MEMBERS

1. Any respectable citizen of the age of fourteen (14) and upwards, can become a member of the Frederica Volunteer Fire Company, after successfully completing an investigation by the Board of Directors, being recommended to the Company floor by the Board of Directors, and receiving affirmative votes by 75% (three-quarters) of the eligible voters of the Company at a regular Company meeting. They shall be entitled to a copy of the Constitution and By-laws upon their election to membership.
 - A. Junior Members shall consist of persons between the ages of sixteen and eighteen years of age.
 - B. The applicant's parents or guardians must sign the Junior Member's application. Election to membership shall be by the same procedure as Apprentice Member applicants.
 - C. Cadet members shall consist of persons between the ages of fourteen (14) and sixteen (16) years of age. They will have a special application form, and a parent/guardian must be present for the interview with the Board of Directors.
2. Any candidate for membership must submit their intent for membership on the standard application form supplied by the Company. The said application must contain three sponsoring signatures of active members. A fee of \$10.00 (ten dollars) shall also accompany the application. Said application shall be referred to the Board of Directors for an interview. A report on the candidate shall be made at the next regular scheduled Company meeting, and if favorable, the vote will be taken of the active members under Election of Members.

3. At the time of an alarm, each member shall go to the Fire House and take their appointed place at the Fire House or alarm scene. After the alarm is under control, all members shall assist in placing the equipment back in order, unless they are excused by a Line Officer due to a work or family commitment.
4. No member shall communicate what has been said or done in Company meetings to non-members, except what may have been done in a matter of public nature, and in no case shall the position taken by the individual member be disclosed.
6. The membership shall be classified into six groups as follows:
 - A. Active: A member attends at least 50% (fifty percent) of the Company meetings, and also one of the following:
 1. A member who attends at least 25% (twenty-five percent) of the fire and rescue alarms.
 2. A member who attends at least 25% (twenty-five percent) of the ambulance alarms.
 3. A member who attends at least 75% (seventy-five percent) of their scheduled Bingo nights.
 - B. Life: Any member that has met the Active membership requirements for 20 (twenty) years of service shall receive Life membership. They shall be entitled to all privileges of the Company as before, and receive free membership. Life Members shall have voting powers provided that they attend at least 50% (fifty percent) of the Company monthly meetings, and they shall receive all privileges of Active membership as stated in Section 5-A.
 1. Any Active Member, who cannot remain Active due to health, age, or other circumstances, may request that the Company give them Life membership. This decision will be up to the Board of Directors.
 - C. Associate: Able-bodied Members who have ceased to meet the Active membership requirements for a period of one year shall be dropped to the Associate Member rolls. Associate Members are welcome to the firehouse at anytime, and should render their services at the time of alarm when it is possible. No special privileges will be extended to them unless it is by written invitation. They may be moved back to the Active rolls if they meet the Active requirements for a period of one year.

- D. Apprentice: All new members will be received on a one-year apprenticeship if they are over the age of eighteen. During this time, the member must meet the requirements as set forth by the By-laws for Apprentice Members. At the end of their year of apprenticeship, the Board of Directors will report to the Company on whether the Member has fulfilled their obligation. If they have fulfilled their obligation, the Member will be moved to Active membership, and if they have not, he will be dropped from membership, after he/she is given an opportunity to appeal the decision of the Board of Directors.
1. All Apprentice Members under the age of 40 (forty) years old shall have completed the Basic Firefighting Skills, or an NREMT-B program presented by the Delaware State Fire School by the end of their apprenticeship. All Apprentice Members shall comply with the Active Member Standards, and be entitled to all privileges thereof, except for voting and holding office.
 2. All Apprentice Members over 40 (forty) years of age, or who are only interested in working fundraising and non-alarm activities shall be exempt from the training requirements, but are encouraged to attend the Introduction to Emergency Services course at the Delaware State Fire School.
- E. Junior: Any member between 16 (sixteen) and 18 (eighteen) years of age. They will not be permitted to vote, hold office, or operate any company vehicle. At no time shall they permit company affairs to interfere with their schoolwork. The Board of Directors shall govern their activities, except at the time of an alarm, when the Line Officer In Charge shall supervise their activities. They will be transferred to the Active role, provided that are 18 (eighteen) years of age, and have completed the Active requirements for a period of at least one year.
- F. Cadet members shall consist of persons between the ages of fourteen (14) and sixteen (16) years of age. They shall abide by the Cadet guidelines that are set up by the Board of Directors.
7. Annually before the regular January meeting, the President, Secretary, and Fire Chief shall meet to review the membership. Members, who have not met the Active requirements of Section 5, will have their membership dropped to Associate membership, and notified by letter of this change. Eligible persons desiring Life membership shall contact the President, Secretary, or Fire Chief for consideration by the Board of Directors.

8. Any member called away by a branch of the United States Armed Services or for college, will be carried on the rolls under the classification at their time of departure, until the completion of their duties and return to home. Upon the completion of their duties and return to the district, the said member shall have up to 90 (ninety) days to reinstate their membership. Failure to do so will cause the member to be dropped from membership.

ARTICLE XII

ORDER OF BUSINESS

1. Pledge of Allegiance.
2. Roll Call of Officers and Members.
3. Reading of minutes of preceding monthly and special meetings.
4. Treasurer's Report.
5. Director's Report.
6. Fire Recorder's Report.
7. Fire Chief's Report.
8. Ambulance Report.
9. Standing Committee Reports.
10. Other Committee Reports.
11. Investigating Committee's Report on New Applicants.
12. Election of Members.
13. Election of Officers.
14. Settlement of Accounts.
15. Reading of Communications.
16. County Meeting Report.
17. Deferred Business.
18. New Business.
19. Good of the Company
20. Adjournment.

ARTICLE XIII

HOUSE RULES

It shall be the duty of each member to conduct themselves in a manner expected of all ladies and gentlemen and fire personnel. They shall see that any guest, invited by them, does the same.

Privileges of the TV and Pool Table shall be for the use of our members and guests only.

No one shall use the TV, Pool Table, or Card Table at the following times:

1. After 2:00 a.m., or before 8:00 a.m.
2. All day Sunday, except for the TV which may be used after noon.
3. 15 (fifteen) minutes before and until the end of a stated meeting or Company activities (Monthly meetings, Ladies Auxiliary meetings, Bingo, In-service Training, etc.

The privileges of car washing are as follows:

1. Member's vehicles only.
2. One vehicle on the apron at a time.
3. The hose will be returned to the rack and the area cleaned when finished.

The privileges of the car washing will be at the following times:

1. Monday through Thursday and Saturday and Sunday is 8:00 a.m. to dusk.
2. Fridays is 8:00 a.m. until 5:00 p.m. due to Bingo.
3. Car Washing will be suspended during freezing weather.

Failure to comply with the above car wash rules may result in the suspension of the privileges.

There will be NO Alcoholic Beverages consumed in the Engine room, nor on the apron, Except at a Company sponsored activity. Alcohol will not be consumed during the Company meetings.

The last person or persons leaving the premises shall turn off all lights and lock the outside doors.

A guest shall be defined as anyone not residing in the Frederica Fire District, that has been invited into the Fire House by an Active Member in good standing. The only exception to this is immediate members of the Active Member's family (spouse, sons, and daughters).

Junior Members will be permitted in the Fire House only in the presence of 1 (one) or more Active or Life Members. They will observe the following curfew hours with exception of times of alarms and Company sponsored activities.

1. Sunday through Thursday will be 9 p.m.
2. Friday and Saturday will be 11 p.m.

At no time will they be allowed to bring a guest into the building.

Cadet Members shall abide by the Cadet Guidelines set up by the Board of Directors.

As amended on September 8,2003.