

**CONSTITUTION AND BY-LAWS
OF
PERRY HI-WAY HOSE COMPANY INC.**

Revised: Aug. 1964, Feb. 1971, Oct. 1975, Mar. 1983, Apr. 1992, May 1993, May 1994, Jul. 1995, Oct. 1996, Jul. 1997, Apr. 1998, Jan. 1999, May 2004, October 2006

ARTICLE ONE

- Section 1.** The name of the association shall be PERRY HI-WAY HOSE COMPANY INC.
- Section 2.** The officers of the association shall consist of the President, Vice President, Financial Secretary, Treasurer, Recording Secretary, ten (10) Directors, and the Fire Chief. The above mentioned shall constitute the Board of Directors.
- Section 3A.** The nominations of all officers of Perry Hi-Way Hose Company Inc. will take place at the regular General Meeting in November. Elections and final nominations of officers will take place on the second Sunday in December. Only those in good standing with the association according to its by-laws may cast a secret ballot. Simple majority of all ballots cast will determine results of all elections. Installation of all officers shall take place on the first Sunday following elections.
- Section 3B.** Members running unopposed for an office will be elected only by receiving a majority vote.
- Section 4.** Active members shall be represented on the Board of Directors through the election of five (5) Directors.
- Section 5.** Active Fire Members shall be represented on the Board of Directors through the election of five (5) Directors.
- Section 6.** The President, Vice President, Financial Secretary Treasurer, Recording Secretary, and ten (10) Directors shall be elected from active Fire Members, Active Members and nominees who shall become members upon election.
- Section 7.** Should a vacancy occur on the Board of Directors between elections, this vacancy shall be filled, by appointment, made by the President. This appointment shall stand until the next General Elections.

- Section 8.** The President and Chief may only hold one or the other office at one time.
- Section 9.** The President, Vice President, Financial Secretary, Treasurer, and Recording Secretary shall constitute the Executive Board.
- Section 10.** The Board of Directors, consisting of those members as set forth in Article 1 Section 2, shall have control of all assets of Perry Hi-Way Hose Company Inc. This includes all moneys, property, buildings, stocks or bonds, tools and emergency or non-emergency equipment of Perry Hi-Way Hose Company Inc. The Line Officers/Incident Commander shall have control of the emergency equipment while on emergency duty or training exercises. Non-emergency or non-training operations will require the notification of both the Chief and an Executive Board Officer.

ARTICLE TWO

- Section 1.** There shall be three (3) classes of membership in Perry Hi-Way Hose Company Inc. They shall be Active Fire Members, Active Members and Social Members.
- Section 2.** Active Fire Members shall be those subject to answer emergency calls. These members will also be responsible for the elections of all officers of Perry Hi-Way Hose Company Inc. There shall not be more Active Fire members then are called for on the Relief Association's insurance coverage.
- Section 3.** Active Members shall be those not subject to answer emergency calls, yet are subject for any business pertaining to the operation of Perry Hi-Way Hose Company Inc. including voting privileges except for line officers.
- Section 4.** Social Members shall be those privileged to assist Perry Hi-Way Hose Company Inc. morally and financially in its endeavors, but shall not have a voice at any meeting or determine Perry Hi-Way Hose Company Inc. policy.
- Section 5.** To hold active Fire membership in Perry Hi-Way Hose Company Inc You must have a High School Diploma or equivalent and a valid Driver's License.
- Section 6A.** All applications for membership to Perry Hi-Way Hose Company Inc (Firefighter, Fire Police, EMS, and Junior Firefighter) will be made directly to the Chief. The Chief will interview the applicant, discuss the probationary period and outline the expectations of active Fire Members, EMS personnel, and Fire Police of Perry Hi-Way Hose Company Inc. The Chief will also investigate any prior Fire service experience. The applicant will receive copies of the Operating Guidelines, By-laws and Chain-of-Command/ICS used by Perry Hi-Way Hose Company Inc. The applicant will be officially recorded at the next General Meeting to start the two-phase six (6) month (180 day) probationary period.
- Section 6B.** The phase-one probation will consist of three (3) months (90 days) of in-house drill experience. This will allow the new applicant to become familiar with the equipment and operations of Perry Hi-Way Hose Company Inc. During these ninety (90) days the applicant will be issued protective clothing (bunker coat, bunker pants, boots, gloves, and helmet) to

participate in drill exercises. This clothing is not to leave the Hose Company property with the exception of fire training approved by the Training Officer. Also during this phase the applicant will be allowed to attend any basic level firefighting/EMS training with the approval of the Training Officer. During this first phase of probation, the applicant is not permitted to respond on or to emergency calls. Phase-one will be complete in ninety (90) days and phase-two will begin with the approval of the Chief or designate, and the member has passed a Criminal Background Check. The Board of Directors will review any unfavorable background checks. The Perry Hi-Way Hose Co. Solicitor will be involved for legal opinions, if deemed necessary by the Board. Phase-one probation may be extended if the applicant is not active, or lacks general understanding of operations or equipment of Perry Hi-Way Hose Company Inc. Phase-one probation may be shortened if the applicant has prior fire service experience in a local fire company/EMS service. All applicants must serve at least one full month (30 days) of phase-one probation and a total of six (6) months of probationary time.

Section 6C.

Phase-two probation will consist of three (3) months (90 days) of field experience and continued in-house drill experience. The applicant will now be allowed to answer emergency calls from the stations. The applicant will be issued additional equipment of station key and tone-alert monitor as available. At the end of this ninety-day (90) period a secret ballot will be held to determine the acceptance of the applicant into the active Fire membership/EMS service. If the applicant is refused acceptance, they do not receive a majority vote to accept, the applicant may repeat the phase-two probation for an additional ninety (90) days. At the end of this second phase-two probation, the applicant will be voted on for a second and final time. Only Active Fire Members are permitted to vote. The outcome shall be determined by simple majority vote. Upon acceptance, the new member, with the permission of the Chief, will now be entitled to use/display a blue light warning device. Summit Township Supervisors must commission Fire Police, upon acceptance.

Section 7.

Active Fire Members shall schedule all instructional or membership meetings by a majority vote of members present.

Section 8.

Within one (1) year of being voted in as an Active Firefighter, he/she must complete the following minimum training requirements; 1. State

Approved Basic Firefighting course 2. CPR level C
3. EVOC (Emergency Vehicle Operator's Course) 4. Haz-
Mat, 4 hours of Recognition and Identification. 5.
Advanced First Aid or Higher. The member will also
obtain the Hepatitis B vaccine, supplied by Perry Hi-
Way Hose Company Inc. at no cost, or by other means,
and sign the appropriate forms to comply with the
Blood Borne Pathogens procedures of Perry Hi-Way Hose
Company Inc. Members who wish to enter the EMS only
division must complete the above mentioned
requirements in addition to a Pennsylvania EMT Basic
course. Members of this division will not be required
to obtain a State Approved Basic Firefighting course.
Fire Police must meet a minimum of 16 hours of Basic
Fire Police training and 4 hours of Haz-Mat
Recognition and Identification in addition to EVOC.

Section 9. All members of emergency services (Firefighter,
EMS, Fire Police) must attend at least one (1)
sixteen-hour (16) or two (2) eight-hour (8) fire
schools per year. Fire School is defined as any class
of at least eight (8) hours duration, taught by an
outside instructor, in which you receive a
certificate of completion.

Section 10. The Chief shall hold Officer's Meetings at a minimum
of Bi-monthly (one every other month) in addition to
the meeting for officer change over. This will ensure
good communications between the officers.

Section 11. Members wishing to transfer from one division to
another (i.e. Fire line to Fire Police) may do so by
making application and following the procedures set
forth in Article 2 Section 6a-c. Upon approval of
the transfer by the membership, the applicant shall
remain in that division for no less than one year. It
should also be known that Fire line offices are to be
held by active members in the Fire line division (FF/
EMT) and Fire Police offices are to be held by active
membership in the Fire Police Division.

ARTICLE THREE

- Section 1.** All persons, citizens of the United States of America who are eighteen (18) years of age or older may become a member of Perry Hi-Way Hose Company Inc. Active Junior Fire Members will consist of members sixteen (16) to eighteen (18) years of age.
- Section 2.** The signed consent of parents or guardian is required for all members under the age of eighteen (18).
- Section 3.** To hold an Executive Board office, the said person must have, at minimum, served as an Active Fire Member or Active Member (Board Member) for not less than one (1) year in Perry Hi-Way Hose Company Inc.
- Section 4.** There shall be annual dues of two (2) dollars for each Fire member, Active member, Active Junior member, and Social member. All members must pay their dues by January 31 of each year. All new members will be required to pay their dues upon acceptance. Members who fail to pay their dues will be considered inactive until paid.
- Section 5.** New member's insurance coverage will start the day they are officially recorded at the First general meeting after application completion. New members not officially recorded may observe training but may not participate in training or ride on Emergency equipment. New members are not permitted to drive on emergency calls until the end of six (6) months probation and cleared by the Chief. New members are permitted to participate in driver's training with the approval of the training committee.

ARTICLE FOUR

- Section 1A.** The President shall preside over the Board meeting and in case of a tie vote, shall cast the deciding ballot. The President should be present at the General Meetings to keep abreast of the activities of the membership. It will also be the duty of the President to act as liaison between Summit Township Supervisors and the Board of Directors of Perry Hi-Way Hose Company. By virtue of the office, the President shall be co-chairperson of all committees and shall be notified of any and all committees.
- Section 1B.** The Chief shall preside over the General Meeting and in case of a tie vote shall cast the deciding ballot. By virtue of this office, he/she may participate and vote in any or all committees they wish.
- Section 2.** The Vice-President shall assume the duties of the President when absent or when the office of President becomes vacant.
- Section 3.** The Financial Secretary shall receive all moneys due the Association. He/she will sign all checks, keep a ledger of all incoming and outgoing moneys, record all bills, assign account numbers to bills received and keep a ledger of approved purchase order numbers.
- Section 3A.** The Perry Hi-Way Hose Company Inc. Auxiliary Treasurer will receive moneys due and profits earned by the Auxiliary. It will be the responsibility of the Auxiliary Treasurer to keep a ledger of incoming and outgoing moneys and record their bills. The Auxiliary checking account must have two (2) signatures on all checks, those signatures being of the Treasurer, President, or Secretary. The Board of Directors must approve any amount over \$1,000 spent on items other than those needed for the operations of the Auxiliary.
- Section 4.** The Recording Secretary shall keep a record of all Active Membership, record minutes of all meetings, send notices of special meetings, handle all correspondence as deemed necessary by the membership. The Recording Secretary, upon direction of the President, will act as Parliamentarian. He/she may also co-sign checks as required.

- Section 5.** The Executive Board shall attend to such duties as shall be necessary to the efficient and sound operation of Perry Hi-Way Hose Co. Inc. as well as such duties as shall be included in various sections of by-laws of Perry Hi-Way Hose Co. Inc. They will attend all General and Board of Directors Meetings possible.
- Section 6.** The term of office for all business officers shall be one year.
- Section 7.** The term of office for all Active Fire Member Directors shall be for one (1) year.
- Section 8.** The term of office for all Active Member Directors shall be for three (3) years.
- Section 9.** The Board of Directors shall meet on the last Wednesday of the month or when the President deems necessary.
- Section 10.** The Board of Directors shall be notified a minimum of twenty four (24) hours in advance of all Special Board Meetings by mail, telephone or fax.
- Section 11.** The President shall appoint three (3) auditors from the Active General Membership to audit the books annually or whenever he deems it necessary or upon motion approved by the General Membership or Board of Directors.
- Section 12.** The Board of Directors will handle all business in full and all decisions will be announced to the General Active Membership.

ARTICLE FIVE

- Section 1.** The officers in charge of all emergency services and emergency equipment while on emergency duty or training will be: one (1) Chief, two (2) Deputy Chiefs, One (1) Fire Captain, One (1) Rescue Captain, One (1) Rescue Lieutenant, One (1) EMS Lieutenant, One (1) Fire Lieutenant. The Deputy Chiefs will be of equal rank and the Chief will assign their duties.
- Section 2.** To be eligible to be elected to the office of Fire Lt. you must be an active member for two (2) years in Perry Hi-Way Hose Co. Inc. The following courses must also be completed: Advanced First Aid, CPR level C current certification, State approved Basic Firefighting course, Basic Pumps, Haz-Mat Operations Level, Incident Command and Structural Burn. All fire training to be State or National Fire Academy accredited.
- Section 3.** To be eligible to be elected to the office of Rescue Lt. you must be an Active Fire Member for at least two (2) years in Perry Hi-Way Hose Co. Inc. The following courses must also be completed: current Pennsylvania EMT certification, State approved Basic Firefighting course, Basic Pumps, Haz-Mat Operations Level, Incident Command, and Basic Vehicle Rescue. All fire training to be State or National Fire Academy accredited. Member must be cleared to drive and operate the Rescue Truck.
- Section 3B.** To be eligible to be elected to the office of EMS Lt. you must be an Active Fire Member for at least two (2) years in Perry Hi-Way Hose Co. Inc. The following courses must also be completed: current Pennsylvania EMT Basic certification, Incident Command, Haz-Mat Operations Level. All fire training to be State or National Fire Academy accredited. Member must be cleared to drive and operate the ambulances.
- Section 4.** To be eligible to be elected to the office of Fire Captain, an Active Fire Member must have served one (1) full term as Lieutenant. They must meet the training requirements of Fire Lieutenant plus additional courses in: Structural Burn, Managing Company Tactical Operations "Decision Making" (as minimum in the series of five (5)), Rescue course of choice other than Basic Vehicle Rescue. All fire

training to be State or National Fire Academy accredited.

Section 5. To be eligible to be elected to the office of Rescue Captain, an Active Fire Member must have served one (1) full term as Lieutenant. They must meet the training requirements of Rescue Lieutenant plus additional courses in: Structural Burn, Managing Company Tactical Operations "Decision Making" (as minimum in the series of five (5), Additional rescue course of choice other than Basic Vehicle Rescue. All fire training to be State or National Fire Academy accredited.

Section 6. To be eligible to be elected to the office of Deputy Chief an Active Fire Member must have served one (1) full term as Lieutenant and one (1) full term as Captain. He/she must have completed the following courses: Advanced Pumps, Arson Detection Training, Mall and Mercantile Fires, Advanced SCBA/Mask Class and Legal Aspects for the Fire Service. All fire training to be State or National Fire Academy accredited. Member must also be cleared to drive and operate all emergency equipment of the Department.

Section 7. To be eligible to be elected to the office of Chief of Department an Active Fire Member must have served one (1) full term as Lieutenant, Captain, and Deputy Chief. He/she must also have completed additional courses in: Fire Investigation, Building Construction, Legal Aspects for the Fire Service, Additional Haz Mat Training, Leadership I and Basic Fire Police. All fire training to be State or National Fire Academy accredited. Member must also be cleared to drive and operate all emergency equipment of the Department.

Section 8A. To be eligible to be elected to the office of Lieutenant of Fire Police, an Active Fire Member must have been active in the Fire Police of Perry Hi-Way Hose Cc. Inc. for a period of two (2) full years. He/she must also have completed a sixteen-hour (16) course in Fire Police Training if available.

Section 8B. To be eligible to be elected to the office of Captain of Fire Police an Active Fire Member must have served one (1) full term as Lieutenant of Fire Police and completed an additional course in Advanced Fire Police Training if Available.

- Section 9.** To hold Active Office in Perry Hi-Way Hose Co. Inc. you must live within five (5) miles of the Township.
- Section 10.** The term of office for any emergency service officer will be for one (1) year, and no more than three (3) consecutive years. In the event that no person of emergency services is eligible or willing to take an officer's position, thereby leaving the office vacant, the Board of Directors may wave the three (3) year maximum for one (1) year. The Board of Directors may only wave the three (3) year maximum on the day of elections as specified in Article 1 Section 3.
- Section 11.** All Junior Fire Members will transfer to the Senior Department on their eighteenth 18th birthday. If the junior member is currently on probation on his/her eighteenth 18th Birthday, the probation is continued through to the Senior Department until voted on. Two (2) years of service in the junior department will be credited as one (1) year senior service to meet the minimum requirement for eligibility to run for office.
- Section 12.** The compliment of officers and Active Fire members combined in the Fire Police will be complete at twelve (12).
- Section 13A.** Excused absences for Active Fire Members, EMS personnel, or Fire Police on instructional or general meeting nights shall be; 1. Work at Regular job 2. Death in immediate family 3. Sickness 4. Extra-curricular high school or college activities. All other absences will be unexcused unless otherwise addressed in the by-laws of Perry Hi-Way Hose Company Inc.
- Section 13B.** Any member attending Fire, EMS, or Fire Police training approved by the Training Officer of Perry Hi-Way Hose Company Inc. shall be listed in their respective station book of attendance as present. This will not be considered an excused absence, but will be considered as present at that instructional meeting or general meeting for the purpose of determining voting status at election time. The member must sign the station book to receive credit.
- Section 13C.** Any member who is currently attending, or recently graduated from post high school education (i.e. college or greater, or trade school) or is serving, or recently finished serving in the Armed Services, will be considered to be active for voting status. This member must make strong effort to attend all

instructional meetings, fundraisers, and general meetings when able, and show proof of the inability to attend these functions.

Section 14. The eligibility list for all officers to be elected must be posted by the Chief of Department at the October general meeting. Nominations will be held at the November general meeting. This list will also show the attendance performance of all active Fire Members, drills attended, drills excused and number of fund raising events attended. At the September general meeting an Election Committee of four (4) members will be appointed by the President.

Section 15A. To maintain their active status and be eligible to vote in the election, all Fire members/EMS personnel/Fire Police shall meet the following attendance requirements; 1.) Attend at least twenty-six (26) instructional (drills) and/or general meetings with only six (6) maximum being excused absences. 2.) Attendance at a minimum of 50% of all fundraising activities that the membership is to work. This will not include bingo.

Section 15B. To be eligible to run for office in the Fire Line or in the Fire Police, the member must meet the following attendance requirements; 1.) Attend at least thirty-six (36) instructional (drills) and/or general meetings with only eight (8) maximum being excused absences. 2.) The attendance at a minimum of 50% of all fund raising activities that the membership is to work. This will not include bingo. 3.) Have answered a minimum of 15% of emergency calls for a period on one (1) year, the year corresponding with drill attendance, (Example - 840 emergency calls for the year, would need 126 calls to run for office). The Executive Board, at their discretion, may qualify any special activity or work detail attendance as counting towards these totals in section 15A or 15B. The only functions not eligible for this would be fund drive and Bingo.

Section 15C. For members who work a steady second shift job, steady second shift being fifteen (15) or more weeks per year, the Chief and/or Training Officer will be responsible for establishing a day time drill. This daytime drill may be within Perry Hi-Way Hose Company or with a neighboring Fire Department/EMS service. The Chief and/or Training Officer will also be responsible to ensure attendance and participation at these drills.

- Section 15C.** For members who miss fund raising events, they may make up these absences by working with the Ladies Auxiliary in the kitchen or other events. To receive credit, the Auxiliary must request help from the general membership. One (1) Auxiliary function, attended in full from start through cleanup, will count as the missed fund raising event.
- Section 16.** The Chief shall appoint vacancies in the offices of emergency services. In the event of a vacancy in the office of Chief of the Department, a special election will be held at the next general membership meeting. Only the present Deputy Chiefs will be eligible to be elected. The simple majority of ballots cast by Active Fire Members present will decide the results of this Special Election. The new Chief's term will be until the next general elections. The new Chief will then fill any vacancies as previously provided for.
- Section 17.** After seven (7) years active service in Perry Hi-Way Hose Co. Inc. any Active Fire Member may resign and become an Inactive Lifetime member. He/she will be entitled to wear the Honorary Badge of the highest rank attained in the Department and may also be active in all social functions of this department. This status may be obtained by written request to the general membership only.
- Section 18.** After ten (10) years Active service in Perry Hi-Way Hose Co. Inc. any active Fire Member may request to be put on Honorary Active Status. They will be required to attend twenty-five percent (25%) of all drills. They can answer emergency calls as long as they keep up on training requirements. They cannot run for or hold any Fire Office.

ARTICLE SIX

Section 1. All committees shall be appointed by the President, subject to the approval of the membership.

ARTICLE SEVEN

Section 1. General meetings shall be held on the second (2nd) Monday of the month. Eleven (11) members shall constitute a quorum for general meetings. A special general meeting may be called by the Chief or President. The meeting date may be changed only by a majority vote of approval by the membership.

Section 2. Fifty percent (50%) of the Board must be in attendance at the board meeting to constitute a quorum.

ARTICLE EIGHT

Section 1. It shall be the duty of each Active Fire Member to report immediately to the officer in charge at every fire of emergency, to remain where he/she is stationed, or to attend to any duties to which he/she is assigned by said officer. It shall be the duty of the first senior fire member reporting to the station on an emergency alarm, to take command of the company until the arrival of Chief or any of the officers. Active Fire Members must preserve order at fires or other emergencies and no persons but Active Fire Persons may ride upon the apparatus of the company.

Section 2. The Disciplinary Panel will consist of six (6) elected members; three (3) Fire members and three (3) Board Members that are active. The panel will be elected after the first monthly meeting following elections. Members of this panel will qualify under standard voting privileges.

Section 3. The panel will elect a chairperson and Recording Secretary from their members. The panel will select two (2) alternates from the General Membership, one (1) Active Fire Member and one (1) Active Member.

Section 4. The Disciplinary Panel will review any questionable conduct pertaining to any Active Fire Members by holding a special meeting with the accused and the accuser. A member of the panel will then present its findings to the Board of Directors and make recommendations. However, if the panel finds the accusations do not justify any course of action by the Board of Directors, the case will be dismissed.

Section 5. The panel will only hear complaints that take place on fire department time such as emergency calls or other department functions. They will also hear complaints on failure to follow the department Operating Guidelines and Code of Conduct. The panel will hear reviews and accept petitions for review in accordance with Article Five (5) Sections 7A and 7B.

Section 6. The accuser may make a formal complaint to any member of the committee within seven (7) days of the incident in question. Complaints in the form of a letter will be the only ones considered. The panel will review the letter and then determine if an interview of affected parties will be necessary. This review will be held within seven (7) days of receipt of this letter. The interview must be scheduled within seven (7) days after the committee is warranted. Once the committee receives a letter, it must be followed through and may not be withdrawn.

Section 7. Any officer of emergency services (Line officer) who, in the opinion of the Chief of Department and is not performing the duties assigned them or does not remain active in the Company, may be removed from their line office. The Chief may then appoint a qualified person, one who meets the office requirements set forth in Article Five (5) section sixteen (16). The Line Officer may request, in writing, a review with the Disciplinary Panel if they disagree with the Chief's decision to remove them

from office.

- Section 8.** The panel will review and record letters after the seven (7) day time limit; however, no recommendations will be made to the Board of Directors.
- Section 9.** If the accuser does not attend the review, the panel will schedule another date and time for review. This will only be rescheduled once. If the accuser does not attend the second review, the accusations will be dismissed, and no further action will be taken.
- Section 10.** If the accused does not attend the review, the panel will schedule another date and time for review. This also will only be rescheduled once. If the accused does not attend the second review, the testimony will be heard from the accuser and, further action will be taken on that testimony.
- Section 11.** The accused and accuser must appear in person. No one may represent either party.
- Section 12.** The panel should be impartial as humanly possible and, should review the facts, and only the facts brought forth at the review, through testimony of the accused, the accuser and witnesses and any questions the panel should ask.
- Section 13.** The panel should not consider incidents of the accused that are more than twelve (12) months old, when constructing their recommendations for the Board of Directors to review.
- Section 14.** Once the panel decides the severity of the case at hand, they will then make their recommendations to the Board of Directors as to the type and length of discipline such as suspension, work details, or fund drives. The Board of Directors will make all final decisions on disciplinary actions. Whether to increase, decrease or dismiss any disciplinary action passed down by the Board of Directors.
- Section 15.** Let it be noted after sometime of this type of panel is used, the panel will recommend disciplinary action that has been given in the past, according to their records. No matter how far in the past. When this recommendation is made to the Board of Directors, only the incident and the disciplinary action will be stated, no other parties will be named; other than the party involved in the incident at hand.
- Section 16.** The panel will present a verbal report to the Board of Directors each month as to its activities.

ARTICLE NINE

Section 1. The accident review panel will consist of three (3) elected active members and one (1) alternate member. The panel will be elected by the general membership at the first regular monthly general membership meeting following elections. After elected, the panel will be responsible for delegating one chairperson and recording secretary (to be chosen of the panel).

Section 2. The function of this panel will be to investigate all accidents involving Perry Hi-Way Hose Co. Inc.'s vehicles. The duties of the panel will be: 1.) Determine if the accident was preventable or non-preventable. 2.) Determine the person at fault, or responsible, for any accident which is deemed preventable. 3.) If deemed non-preventable, the panel will have the authority to remove the accused member from suspension with no further action.

Section 3. Once an Incident Report is received by the

committee, the panel will review the report and determine if an interview of the affected parties will be necessary. This review will be held within seven (7) days of receipt of the report. If the committee determines that an interview is necessary, it must be scheduled within seven (7) days. (This entire process must be completed within 14 days of the receipt of the initial report). Once the committee receives an Incident Report, it must be followed through and may not be withdrawn.

Section 4.

If an interview is scheduled and the accused does not attend the review, the panel will schedule another date and time for review. This will only be re-scheduled once. If the accused does not attend the second review, further action can and will be taken by the committee without this testimony.

Section 5.

If any witness fails to attend a scheduled review, disciplinary action may be taken against the witness.

Section 6.

After review, the panel will take all facts gathered and determine if further action is necessary. If action is necessary, the panel will process a recommendation for disciplinary action and present it to the Board of Directors. A Special Board of Directors meeting may be required in order to resolve the issue in a timely manner. The Board of Directors will make final decision and impose their verdict on the member(s) involved. All findings will be recorded in the member's personnel file regardless of any disciplinary action.

ARTICLE TEN

Section 1.

The by-laws shall not be altered, amended, suspended or, annulled except upon motion, made in writing at a general membership meeting. Next to any action being taken thereon, posted in each Station, and if concurred on by two-thirds (2/3) of ballots cast it shall be adopted at the following General Membership Meeting.

Section 2.

If any Business Officer or Director fails to appear at two (2) regular meetings in succession, he/she shall have his/her absence reviewed by the Board of Directors at the next scheduled meeting to determine if the office shall be declared vacant. If a vacancy is declared, written notice shall be given to the person being relieved of his/her office and the action is final. A successor will then be appointed by the President, valid until the next general elections.

- Section 2A.** In the event a Board Member fails to carry out his/her responsibilities in a timely manner or creates potential harm to the Hose Co, said member can be removed from office. This will be accomplished with a 2/3 vote by the remaining Board Members.
- Section 3.** At any time the President calls for a majority rule, it must be by secret ballot or by show of hands.
- Section 4.** It shall be the duty of the Executive Board to strictly enforce the by-laws of Perry Hi-Way Hose Co. Inc. The Board of Directors may, by majority vote, impose any disciplinary action they feel is necessary and appropriate to ensure the by-laws of Perry Hi-Way Hose Co. Inc. are upheld. This action may include, but not limited to, written warnings, suspension, and removal from office, or complete removal from the Hose Company.
- Section 5.** Election of officers of Emergency Services will be voted on by Active Fire Members Only. All other officers may be voted on by the Active Membership present.
- Section 6.** All meetings will be conducted according to Robert's Rules of Order.

ARTICLE ELEVEN

- Section 1.** Order of Business-- General Meeting
- ◆ Pledge to the Flag
 - ◆ Roll Call of Officers and Directors
 - ◆ Reading of Minutes of Previous General and Board Meeting
 - ◆ Collection of Dues
 - ◆ Treasure's Report
 - ◆ Communications, Bills and Incoming Money
 - ◆ Chief's Report
 - ◆ Report of Candidates for Membership
 - ◆ Recording of Candidates for Membership
 - ◆ Election of Candidates for Active Membership
 - ◆ Unfinished Business
 - ◆ New Business
 - ◆ Reading of by-laws and Code of Conduct semi-

annually

- ◆ Adjournment

Section 2.

Order of Business-- Special Meetings

- ◆ Roll call of Officers and Directors
- ◆ Business of Special Meeting
- ◆ Adjournment