

**CONSTITUTION AND BY-LAWS**  
**OF**  
**LORRAINE VOLUNTEER FIRE COMPANY INC.**

**ARTICLE I**

Name, Purpose and Territory

Section 1. The name of this organization shall be the Lorraine Volunteer Fire Company Inc.

Section 2. The objects of this organization shall be as follows:

- (a) To acquire and own fire apparatus of any kind or nature for use by the organization in the protection of persons and property from injury, loss, damage or destruction by fire.
- (b) To provide suitable quarters for use of the members of the organization in connection with the housing of the fire apparatus and for providing of a place of meeting for the members of the organization and for social and recreational use of such members.
- (c) To provide fire protection to the territory in which the operations of the organization are principally conducted and to territory adjacent thereto.
- (d) To foster interest in all matters pertaining to the volunteer fire service and the welfare of volunteer firefighters.
- (e) To inculcate love of country, good citizenship, civic virtue, and self-sacrifice, and to perpetuate the spirit which from the earliest days has actuated volunteer firefighters in the rendition of service of the highest type in the protection of life, property from fire, without the hope of fee or reward.

Section 3. Its motto shall be "Protection and Service."

**ARTICLE II**

Membership

Section 1. Active Members. Active membership shall be confined to persons of at least eighteen years of age who are residents of the Towns of Lorraine and Worth and neighboring Fire Districts of not more than 10% of total membership outside of Lorraine and Worth, of good moral character and sound body, and who shall meet the additional requirements

as may be contained in any law or regulation applicable to the organization. Active members shall be required to perform the duties of volunteer firemen, including service at fires, schools of instruction, training, drills, meetings, work details and fund raising activities.

Section 2. Active Members-EMS Only. Active membership-EMS only shall be confined to persons of at least 18 years of age who are residence of the Towns of Lorraine and Worth and neighboring Fire Districts of not more than 10% of the total membership outside of Lorraine and Worth, of good moral character and sound body, and who shall meet the additional requirements as may be contained in any law or regulation applicable to the organization. Active member-EMS Only shall be required to perform duties of an emergency responder, including service at EMS calls, medical assistance at fire calls, schools of instruction, training, EMS drills, meetings, work details and fund raising activities.

### Section 3.

Restrictive Active Members (RAMS) Active membership (RAMS) shall be confined to persons of at least sixteen years of age who are residents of the Towns of Lorraine and Worth and neighboring Fire Districts of not more than 10% of total membership outside of Lorraine and Worth, of good moral character and sound body, and who shall meet the additional requirements as may be contained in any law or regulation applicable to the organization. Active (RAM) members shall be required to perform the duties of volunteer firemen, including service at fires, schools of instruction, training, drills, meetings, work details and fund raising activities. RAMS members of the age 16 and 17, will have specified restrictions until the age of 18 is reached.

## ARTICLE III

### Attainment of Membership

Section 1. Proposals for active membership must be in writing on a form approved by the organization, must be signed by the applicant and by one active member, and must be presented to the membership committee for reading at the next regular department. All such applications shall then be referred to the membership committee for investigation, arson background check, and also sex offender registry verification. An interview by the chief and membership committee will also be conducted. The committee shall report at the next regular meeting on recommendation for membership or otherwise.

Section 2. After membership application has been submitted, the chair shall order vote on the same. A two-thirds favorable vote of the members present will be necessary for an election to active membership.

Section 3. Probationary Period. New members are on probation for a period of one year from time of appointment. During the probationary the member must complete either the

Firefighter 1 class or the Scene Support class, provided that it is offered during that period. EMS only members, a Certified 1<sup>st</sup> Responder or EMT certification.

## ARTICLE IV

### Officers and their Selection

Section 1. The officers of this organization shall consist of a President, Vice President, Secretary, Treasurer, Chaplain, Chief, First Assistant Chief, Second Assistant Chief, and a Board of five Directors, four Truck Captains, a Safety Officer and a house committee of four.

Section 2. The term of each officer, except members of the house committee, which is appointed monthly, the safety officer and truck captains, which are appointed by the Chief annually, shall be one year from the date of the annual meeting, but in the event of failure to fill an office at annual meeting, the office in office shall hold over until his successor is chosen. A vacancy in any office may be filled by election at any regular meeting, and the term of any officer not elected at the annual meeting shall expire at the next annual meeting succeeding his election.

Section 3. A nominating committee will be appointed at the March monthly meeting to provide a slate of potential officers at the annual meeting. Nominations shall come from the nominating committee as well as from the floor at the annual meeting. All officers shall be elected by ballot at the annual meeting by a majority vote of the members present thereat, but if, for any reason, an officer be not elected at the annual meeting, a special election may be held at a regular meeting, or a special meeting called for the purpose.

Section 4. The president shall appoint two tellers at the time of each election, who shall receive the ballots, poll the votes and announce the results.

Section 5. Only active members in good standing shall be entitled to vote at an election of officers.

Section 6. Only active members shall be eligible to hold office.

## ARTICLE V

### Duties and Powers of Officers

Section 1. Chaplain. When present at business meetings, he/she will open the meeting with a prayer. He/She will have the privilege of making suggestions for the welfare of the company.

Section 2. President. It shall be the duty of the president to preside at all meetings of the organization and of the executive committee, in accordance with parliamentary procedure; to call special meetings when in his/her judgment they are necessary, or upon written request of

five members; unless otherwise provided he shall appoint all committees, with the exception of the house committee, which shall be appointed monthly by the chief; to enforce the observance of the constitution and by-laws, and to sign all vouchers for bank withdrawals; and to install newly elected officers and members. The president shall not vote on any question other than the election of officers and members except in the case of equal division, when his vote shall decide. The President shall not hold any other office during his term as president.

Section 3. Vice-President. The vice-president shall assist the president in the discharge of his/her duties and case of the president's absence or disability, or should the office of president become vacant, shall assume the duties of the president.

Section 4. Treasurer. It shall be the duty of the treasurer to receive all monies due to the organization, give his/her receipt for the same; to pay all bills against the organization, when authorized at a regular, annual or special meeting or by the president and chief on bills that must be paid between meetings; to keep account of all receipts and disbursements and submit his accounts to the organization or the executive or the auditing committee when called for. He/she shall deposit all monies received by him/her belonging to the organization in a bank or banks designated by the executive committee. The bank accounts shall be established in such a matter that withdrawals can only be made upon signature of the president and treasurer, or vice-president and treasurer in absence of the president. No money shall be withdrawn from any bank unless authorized at a regular, annual or special meeting. He/she shall make a report at the annual meeting, covering the entire year.

Section 5. Secretary. It shall be the duty of the Secretary to call the roll of active members at every meeting and to record the proceedings of the meeting, He/she shall also act as secretary of the executive committee and record the proceedings of such committee, He/she shall keep books and shall file papers pertaining to his office. He/she shall attend to all correspondence. He/She shall submit a report at the annual meeting. He/she shall perform other such duties as are incidental to his/her office or as may be imposed upon him/her by the organization of the executive committee.

Section 6. Chief. The chief shall have command of the organization at fires and schools of instruction, and shall see that members perform their duties thereat. It shall be his duty to arrange for schools of instruction at such times as he/she deems the same to be desirable, and he/she shall give notice to the secretary, who shall notify the members. It shall be the duty of active members to attend schools of instruction. He/she shall be responsible for the proper maintenance of the firehouse and shall see to it that the apparatus and appliances of the organization are in good condition and ready for service at all times. He/she shall have the power to suspend any member for refusing to do his/her duty, subject to action of the organization at the next meeting. In the absence of the president and vice-president, he/she shall preside at meetings of the organization. The chief shall not hold any other office during his term

as chief. The chief shall appoint members to act as fire police, one of whom is to be Police Chief.

Section 7. Assistant Chief. Both assistant chiefs shall assist the chief in the performance of his/her duty. In the absence of the chief, the first assistant chief shall perform his/her duties, and in the absence of both the chief and first assistant chief, the second assistant chief shall act as chief.

Section 8. Safety Officer. The safety officer shall be appointed yearly by the chief. The safety officer's duties are to provide OSHA safety training to all members. Also the safety officer will look out for hazards at all fire and accident scenes. He/she has the authority to stop any unsafe action.

Section 9. Truck Captain. Truck captains shall be appointed annually. Duties of the truck captains are to help maintain their assigned truck and make sure it is ready for service at all times.

Section 10. Proviso. At fires in the absence of all the line officers, the president, vice-president, and secretary in order named, and in their absence, the last past chief, shall have charge until relieved by a line officer. However he/she may delegate his authority to another active member present.

## ARTICLE VI

### Committees

Section 1. Executive Committee. The executive committee shall consist of the president and the directors. The executive committee shall have charge of the affairs of the organization between meetings. It shall designate the bank or banks in which funds of the organization shall be deposited. It shall have the power to hear and act upon excuses for non-attendance at meetings, fires, drills and schools of instruction. The executive committee shall hold an annual meeting in the week preceding the annual election of the organization and shall meet at other such times as the president may designate. The president shall call a meeting upon request of two members. The executive committee shall have the power to examine the books and accounts of any of the officers. It shall make a report of its proceedings at each regular and annual meeting and shall exercise such powers and perform such other duties as may be delegated to it by the organization.

Section 2. Auditing Committee. The auditing committee to be appointed by the president, shall consist of three members. Immediately prior to annual meeting, such committee shall examine the accounts of the treasurer. Such examination shall include verification of bank balances. A report shall be made at the annual meeting. The committee shall perform such other duties as may be assigned to it by the organization, or by the executive committee.

Section 3. House Committee. It shall be the duty of the house committee which shall be appointed by the chief, to assist the chief in keeping the firehouse and the fire apparatus in proper condition for use at all times; to take charge of refreshments at regular and annual meetings.

Section 5. Special Committees. Special committees shall be subject to the call of the president. The notice thereof shall state for what purpose the meeting was called, and no other business shall be transacted thereat.

Section 6. Membership Committee Membership committee will be appointed by the president at annual meeting each year and will review membership applications.

## ARTICLE VII

### Meetings

Section 1. Regular meetings shall be held on the first Monday of each month at 7 PM.

Section 2. The annual meeting shall be held the first Monday in April in each year at 7 PM.

Section 3. All meeting shall be held in the State of New York at the regular meeting place of the company.

Section 4. When a regular or annual meeting shall fall on a holiday, said meeting shall be held on the same day of the following week.

Section 5. Seven members shall constitute a quorum for all regular and special meetings. Twelve members shall constitute a quorum for the annual meeting.

Section 6. Special meetings shall be held subject to the call of the president. The notice thereof shall state for what the purpose of the meeting is called, and no other business shall be transacted thereat.

## ARTICLE VIII

### Expulsions

Section 1. Any member may be expelled from the company for cause, by a two-third vote of the active members present at a meeting, provided the accused shall have served with written charges at least seven days prior to the meeting, together with a notice that the charges will be considered at the meeting. The organization shall have full power to determine what shall constitute sufficient cause for expulsion.

## ARTICLE IX

### Reinstatement

Section 1. A member expelled shall be eligible for reinstatement on a two-thirds vote of the members present at any regular meeting.

## ARTICLE X

### Delegates to Conventions and Organizations

Section 1. Delegates to conventions and other organizations shall be elected at regular or special meetings,

## ARTICLE XI

### Resignations

Section 1. Resignations shall be presented in writing, or in person, but shall not be accepted if the member is under charges or is indebted to the organization or has not turned over to the organization all property belonging to it in the possession of the member.

## ARTICLE XII

### Amendments

Section 1. The constitution and by-laws may be amended at any regular meeting, or at the annual meeting, by a two-thirds vote of members present, provided that the proposed amendment shall have been submitted in writing at a previous regular meeting and notice given them when the same would be called up for action.

## ARTICLE XIII

### Order of Business at Meetings

1. Prayer by Chaplain
2. Flag Salute
3. Roll Call
4. Reading of minutes of last regular meeting and any intervening special meetings.
5. Report of Fires
6. Report of Officers

7. Reports of Committees
8. Bills and Treasurers Report
9. Communications
10. Old Business
11. New Business
12. Election of Officers
13. Adjournment

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