

Monroe Township Volunteer Fire Dept, Inc
Corporation By-Laws
Effective Jan 1, 2019

Article 1
Qualifications for Membership

Section 1: All persons wishing to become members of the MTVFD INC shall:

A: Be a resident of Monroe Township or surrounding area.

B: Be 18 years of age for regular member, or 14 years of age for Cadet member

C: Complete application for membership, including past work history, any previous public service experience, driving record (obtainable from the Indiana BMV), physicians physical release, drug screen, and consent for criminal history and background check.

D: Upon submission of all required forms, the applicant shall be reviewed by the Fire Chief and Board of Directors at the next regular meeting. If approved by the board during the board meeting, the applicant shall be presented to the membership. At the next meeting the following month, the applicant shall be voted-on by the general membership. If accepted, the applicant shall immediately begin the probationary period.

E. Probationary period for new members shall be in effect for 1 (one) year. During probationary period, the firefighter shall complete all required state training to be a certified firefighter, and shall have no serious disciplinary action or reprimands. During probationary period, the probationary member shall be identified with a YELLOW fire helmet. Upon successful completion of probationary period, the member shall be presented with a BLACK fire helmet during the annual ceremony. Should the probationary period be close in time to the annual ceremony, the Chief may use discretion and present the BLACK helmet early.

Article 1 Continued:

F. New members shall not be presented with a door access card, pager, or any other gear other than what is necessary for training until such time he or she completes the minimum training requirements to become a certified firefighter.

G: During the probationary period, new members shall complete all required training, attend all departmental functions possible, avoid any serious disciplinary action, and present themselves in a manner that is a positive asset to the MTVFD.

H. Upon completion of the probationary year, the member shall achieve full membership status upon approval of the Chief.

Article 2 - Cadet Members

Section 1:

A. The Fire Chief shall appoint a director for the Cadet program.

B. The Cadet director may appoint additional members to assist.

Section 2:

A: All Cadets will report to the director of the Cadet program and his assistants.

B: All Cadets will follow the chain of command.

C: Cadet members shall submit an application for membership, as well as a letter of approval from their parent or legal guardian. Additionally, Cadet members shall submit a copy of their report card, and maintain an average grade of C or above. Copies of report cards shall be submitted to the Cadet program director during each semester of the school year.

D: Cadet members shall not be allowed to respond on any emergency calls unless directed by a fire officer. NO Cadet member will ever be allowed to participate in any interior firefighting activity.

E. Cadet members shall attend trainings and regular meetings, as long as it does not conflict with school requirements.

F. Cadet members may be issued a fire pager when available, and shall report to the station during incidents to assist with activities as directed by an officer or senior firefighter.

G. Cadet members shall follow all traffic laws when reporting to the station. There will be zero tolerance for speeding and reckless driving; any Cadet found to be driving to the station in an unsafe manner will be face immediate disciplinary action by the Chief. No Cadet firefighters shall be permitted to operate a blue light on their vehicle.

H. Duties and responsibilities of Cadet firefighters shall be assigned by the Chief and director of the Cadet program.

I: Cadet members shall also have a 1 (one) year probationary period.

Article 2 Continued:

J: Cadet members shall exercise respect for all officers and other members.

K: Cadet members shall wear an ORANGE fire helmet.

L: The director of the Cadet program may issue rank within the Cadet members at his/her discretion.

Article 3 - Membership

Section 1: Each member shall sign-in at all functions, to keep accurate record of attendance.

Section 2: Any member who enlists in military service shall be reinstated to the MTVFD upon their return with no lapse in service.

B: With specified exemption by the Fire Chief and Board, members enlisted in College shall retain membership privileges and be exempt from normal attendance requirements.

Section 3: Members shall be provided all necessary equipment, including but not limited to: turnout gear, pager, access card, uniforms, etc. Members shall be responsible for care and maintenance of their issued equipment. Any member who department-owned equipment that is lost or damaged due to negligence may face disciplinary action by the Chief and/or Board of Directors.

B: Members who are terminated shall return all issued equipment within 48 hours.

C: Members who resign, retire, or go “inactive” shall return issued equipment within three (3) days).

D: Any member who damages or loses equipment shall fill out an incident report according to the SOP's issued by the Chief.

Section 4: Members retiring, going inactive, or resigning shall submit a letter to the Chief and Board of Directors to be recorded accordingly.

B: Inactive members who wish to return to active status shall submit a letter to the Chief and Board of Directors for review.

Section 5: Inactive members shall have no voting rights for department business.

Section 6: A firefighting member who is unable to perform his duties as an active firefighter may be placed on the inactive list by recommendation of the Fire Chief, his/her command staff, and the Board of Directors.

Section 7: MTVFD Inc. is a DRUG-FREE corporation and work place. All members shall be subject to a random drug test at any time, paid for by the department.

Article 3 Continued:

Section 8: A person who possesses skills and training other than firefighting *may* become a member of MTVFD if those skills would be a valuable asset to the department. Examples include EMT, driver/operator, photographer, mechanic, or Support Services personnel.

Section 9: Membership Status

A:

"Active Member"

A member who is in good standing, who maintains all attendance requirements, and is eligible for full voting rights and other membership privileges.

A-1 : All active members shall make at least two training and 10 run responses per quarter. Special events will also count towards attendance (Crusade, parade, honor guard, etc) The board and Chief shall run a quarterly report, and any member not meeting the required criteria shall be called upon by the Board of Directors to discuss their future intentions with the department.

A-2 : if members who have not met the activity criteria do not respond to requests by the Board of Directors to discuss their intentions, it shall be assumed that the member does not wish to remain active with the department. At that time, the Chief and Board of Directors shall send notice of their termination, and request the return of all department-issued equipment.

A-3: If after the second quarter, the member hasn't maintained required criteria, the Board of Directors shall issue a notice that the member has been changed to "inactive". Should the member wish to return to "active" status, he/she shall submit the request in writing to the Board of Directors, who will then consider it on a case-by-case basis.

B:

"Inactive member"

A member who no longer serves as an active firefighter. The member may attend meeting or training functions but have no voting privileges. The inactive member may not respond to emergency incidents unless specifically directed by a command officer.

Article 4 – Meetings

Section 1: The annual meeting of the MTVFD Inc shall be at MTVFD Station 1, 315 S Ferguson Street in Henryville, on the second Tuesday of December.

A: Nominations for elected officers shall be at the regular November meeting, held the second Tuesday of November.

Section 2: All active members shall be notified in writing within 30 days of the annual meeting.

Section 3: Regular business meetings of the MTVFD Inc shall be held on the second Tuesday of each month.

Section 4: Special/Unscheduled meetings may be called by the Chief or President of the Board.

A: Members shall be notified within 24 hours of special meetings. Notifications may be made by phone or other electronic means.

Section 5: All meetings shall follow the Roberts Rule of Order.

A: The President shall preside over all meetings and keep order.

B: Meetings shall be conducted as follows:

B-1: Call to Order

B-2: Roll Call

B-3: Minutes from previous meeting

B-4: Financial Report/Presentation of monthly bills and expenses

B-5: Special Committee Reports

B-6: Unfinished Business

B-7: New Business

B-8: Chief's Report

B-9: District Chief/Station Reports

B-10: Additional Comments

B-11: Closing

Section 6: All regular meetings, including Board Meetings, shall be open format and in plain view of all members.

A: The President shall call the Board Meeting into a temporary private, closed-session for any business that involves a sensitive personnel issue. At such time the sensitive issue is resolved or closed, the meeting shall return to the open format.

Section 7: The Fire Chief may call meetings for his/her command staff. All officers shall be notified within 24 hours of any unscheduled meetings.

Article 5 – Elections

Section 1: At the annual meeting in December, the MTVFD Inc shall elect officers for the following positions: Fire Chief, President, Vice-President, Board of Directors

A: Each position will carry a term of two (2) years.

B: The Fire Chief shall appoint his command staff, including but not limited to: Deputy Chief, District Chief(s), Captains, Lieutenants, Sergeants, EMS Director.

C: The Board of Directors shall consist of two (1) member from Station 1, one (1) member from Station 2, one (1) member from station 3 and one (1) at-large member.

D: Nominations and elections for the positions of Chief, President,, Station 3 board member and at-large board member will take place on even-numbered years.

E: Nominations and elections for the positions of Vice-President, Station-1 board member and Station-2 board member shall take place on odd-number years.

Section 2: Nominations for all regularly elected positions shall be at the November business meeting.

Section 3: Newly elected officers shall take office on January 1st after the December meeting.

Section 4: Voting shall be done by secret ballot.

Section 5: No person shall hold more than one elected position at one time.

Section 6: Members may vote by absentee ballot by submitting their ballot

in a sealed envelope to the President or Vice-President.

Section 7: Only active members shall be eligible to vote.

Section 8: During the nomination process, a member can only nominate one other member per category or office.

Article 6 - Qualifications of Elected Officers

Section 1: Candidates for the position of Fire Chief shall have:

A: At least five (5) years active service with MTVFD

B: Be state-certified to a minimum of Firefighter I/II with Fire Officer Strategy and Tactics.

Section 2: Candidates for the position of President, Vice-President, or Board of Directors shall be an active member with three (3) years of active service.

Section 3: Nominated candidates shall be present at the nomination meeting, have submitted an acceptance letter to the current President, Vice-President, Board Member or Fire Chief, or shall be reachable by phone to voice their acceptance.

Article 7 - Duties of Elected Officers

Section 1: Duties of the Fire Chief shall include, but are not limited to:

A: Shall service as the CEO of the department and organization and shall oversee all fire department operations.

B: May assume command of any incident when present.

C: Shall be responsible for all department equipment and buildings.

D: Shall appoint command officers and delegate duties as deemed fit and necessary.

E: Shall be responsible for issuing Standard Operating Procedures and General Orders.

F: May issue immediate disciplinary action as he/she deems necessary.

G: Shall be responsible to the operating budget of the department, and shall submit budget to the Board of Directors for approval.

Section 2: The Deputy Chief shall assume all responsibilities of the Chief in the absence of the Chief.

B: Additionally, the Deputy Chief shall perform any assigned duties and tasks as delegated by the Fire Chief.

C: All duties of the Deputy Chief shall be in compliance with the SOP's and General Orders issued by the current Fire Chief.

Section 3: The District Chief shall be responsible for his/her station, equipment, and personnel.

B: Additionally, the District Chief shall respond to incidents and assume command as necessary, and delegate duties and responsibilities to station officers.

C: All duties of the District Chief shall be in compliance with the SOP's and General Orders issued by the current Fire Chief.

Section 4: The Captains, Lieutenants, and Sergeants shall be responsible for their stations, equipment, and personnel and report to the District Chief.

B: Additionally, Captains, Lieutenants, and Sergeants shall assume command at and incident in the absence of the Fire Chief, Deputy Chief or District Chief.

C: All duties of the Captains, Lieutenants, and Sergeants shall be in compliance with the SOP's and General Orders issued by the current Fire Chief.

Article 7 Continued:

Section 5: The President shall:

A: Preside over all meetings

B: Serve as the tie-breaker vote during Board of Directors meetings.

C: Ensure that all meetings are conducted in an orderly and efficient manner according to the Roberts Rule of Order.

Section 6: The Vice-President shall perform all duties of the President in the absence of the President.

Section 7: Duties of Board Members shall include:

A: Overseeing the business operations of the MTVFD Inc

B: Overseeing all financial accounts, bills, expenses, and major purchases.

C: Approving the operating budget submitted by the Fire Chief.

D: Appointing paid administrative positions – with Chief and Membership approval – administrative assistant, finance manager/bookkeeper, etc.

Article 8 – Amendments, Special Elections

Section 1: Amendments to the MTVFD Inc. Bylaws shall be enacted as follows:

B: Bylaw amendments shall be presented to the Board of Directors for approval, and then presented to the membership to be voted-on.

C: An amendment presented and read at the annual meeting in December may be voted-on and placed into effect immediately.

D: Bylaws introduced during the remainder of the year shall be read at a regular meeting. The amendment(s) shall then be read and at the following two (2) consecutive meetings and voted-on, and which time they will go into effect with a majority vote.

Section 2: Filling vacant elected positions. Should an elected position become vacant due to a resignation, termination, etc, the process shall be as follows:

A: The Board of Directors shall notify the membership during the next regular Tuesday meeting. During that meeting, the members shall nominate eligible candidate(s) to fill the vacated position.

B: During that same meeting, provided that eligible candidates have been nominated and accepted the nomination, the membership shall proceed with a secret ballot vote and elect a candidate to fill the vacant position.

C: Officers who are elected to finish-out an existing term due to a resignation or termination etc. shall ONLY finish-out the term that they are filling. At the end of that term, they may be renominated during the regular annual nomination meeting.

Article 9 – Miscellaneous

Section 1: The Board shall oversee the operating budget of the department. Any non-budgeted purchases over \$100 shall be presented to the board for approval.

Section 2: Disciplinary measures shall be handled primarily by the Fire Chief and his Command Officers. Should the member facing disciplinary action be a command officer, the Board of Directors shall be consulted for recommendation.

Section 3: All meetings shall comply with the open-door law.