

BYLAWS OF THE BROOKLIN VOLUNTEER FIRE COMPANY

ARTICLE I

Title and object

This organization shall be known as the **Brooklin Volunteer Fire Company**, hereinafter referred to as *the Company*. *The Company* may also be known as **Brooklin Volunteer Fire Department** and **Brooklin Fire Department**. The object of *the Company* shall be to protect the Town of Brooklin, Maine by fighting fires, providing first responder medical assistance and conducting rescue operations within the town and its jurisdiction and providing mutual aid assistance to other towns when called upon.

ARTICLE II

Officers

The officers of *the Company* shall consist of a Chief, an Assistant Chief, an EMS Chief a Secretary, a Treasurer, a President and other officer positions as deemed necessary and appropriate at the time by the Chief, subject to approval of the membership.

There shall be an Executive Board consisting of 6 Active Firefighter members, with 2 of those members elected each year for a 3 year term.

There shall be a President chosen from the membership of the Executive Board and elected by the Executive Board.

There shall be appointed by the Chief, the EMS Chief or the President from time to time special committees for specific purposes that are authorized by resolution of the membership at regular and special meetings of the membership.

ARTICLE III

Selection of Officers

Section 1: The Chief shall be appointed by the Town of Brooklin's Selectmen based on the annual recommendation of the membership of *the Company* at a meeting held on the first Tuesday in March or at a special meeting called by the Executive Board.

Section 2: All other officers shall be elected annually by the membership of *the Company* at a meeting held on the first Tuesday in March.

Section 3: Two Executive Board members shall be elected each year by the membership to serve for a term of 3 years.

Section 4: The President shall be an existing member of the Executive Board and elected by the Executive Board annually at the first Executive Board meeting to follow the annual meeting.

Section 5: The terms of all officers (except the Chief) shall begin immediately upon election.

Section 6: The Chief and the Executive Board shall serve as the nominating committee for all officer positions in *the Company*.

Section 7: All members nominated for officer positions must meet the training and experience requirements specified in the Standard Operating Guidelines titled **Minimum Officer Qualifications**

ARTICLE IV

Duties of Officers

Section 1: Chief. It shall be the duty of the Chief to command *the Company* at every alarm or emergency and to maintain order and discipline at all times in *the Company*. He or a member of the Executive Board shall also call all regular and special meetings, preside as the Chair at all meetings, preserve order, decide all points of order, and exercise general supervision of the affairs of *the Company*. The Chief will give the deciding vote on any questions before the membership if there is a tie and enforce these bylaws to the best of his ability.

Section 2: Assistant Chief It shall be the duty of an Assistant Chief to perform the duties of the Chief in the latter's absence and to assist the Chief in the discharge of his several duties.

Section 3: EMS Chief It shall be the duty of the EMS Chief to perform the duties of the Chief in all matters involving EMS Operations. The EMS Chief is also responsible for maintaining all licenses, certifications and records required for the EMS operations of *the Company*.

Section 4: Secretary. It shall be the duty of the Secretary to keep a record of all business of *the Company*, to keep the books, preserve the records of the Company, and pick up, sort and deliver the Company's mail.

Section 5: Treasurer. It shall be the duty of the Treasurer to collect all money due to the Company and to hold such money received and expended, but expenditures are to be made only on order of the Chief after approval of the membership of the Company at a regular meeting thereof. The Treasurer shall make a monthly report to the Company at its regular meeting and an annual itemized report of the sums received and from what source, of the sums paid out and to whom, and the balance on hand. He or she

shall submit his books and official documents for annual audit by a special committee designated by the Chief which shall cover his or her year in office through the month of March.

Section 6: Chaplain. It shall be the duty of the Chaplain to minister to the spiritual needs of the Company.

Section 7: Department Physician. It shall be the duty of the department Physician to review the medical records of members of the Company when needed and to serve as a medical resource to the Company. All members of the Company, however, are free to use the physician of their choosing.

Section 8: Executive Board. It shall be the duty of the Executive Board to work with the Chief on administrative matters of *the Company*. The Executive Board will deliberate and draft most administrative, procedural, guideline and other matters that come before *the Company* for a vote by *the Company* at regular and special meetings. The Executive Board will also be responsible for confidential personnel matters and decisions.

Section 9: The **President** will preside over the Executive Board.

Section 10: All Other Officers. It shall be the duty of all other officers to perform the general tasks assigned to them by the chief and the Standard Operating Guidelines, as well as to serve appropriately in the chain of command in the department and at an incident.

ARTICLE V

Membership

Section 1: The membership of the Company shall consist of any male or female eighteen years of age or older to be an Active or Reserve having completed an application, probationary period and having been accepted by the Company per the requirements specified in the Standard Operating Guidelines titled **Personnel**.

Section 2: Junior Firefighters shall be fifteen years old subject to the parents' signed consent form per the requirements specified in the Standard Operating Guidelines titled **Personnel**

Section 2: The Company shall be composed of:

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|--------------------------|------------------------|
| A. Active Firefighters | D. Junior Firefighters |
| B. Reserve Firefighters | E. Life Members |
| C. Explorer Firefighters | F. Honorary Members |

Section 3: Active Firefighters shall constitute those firefighters who partake in at least 51 % of Company meetings and drills.

Section 4: Reserve Firefighters shall constitute those firefighters who assist in less than 49 % of Company meetings and drills.

Section 5: Explorer Firefighters shall constitute those regular members of the duly organized Explorer Post, B.S.A., in the town of Brooklin.

Section 6: Junior Firefighters shall constitute those firefighters between the ages of fifteen and eighteen who partake in at least 51 % of Company meetings and drills with a parental consent form.

Section 7: Life Members shall constitute those Active Firefighters who have for exceptional and meritorious service to the Company been elected by two-thirds ballot vote at any special or annual meeting.

Section 8: Honorary Members shall constitute those individuals who have for meritorious service to the Company been elected by a majority vote at any regular, special or annual meeting.

Section 9: Each prospective firefighter shall complete an application which will be considered by the Company and voted on at the monthly meeting. A majority vote will elect a candidate. The Company shall have an active roster and a reserve roster. Active roster personnel shall attend at least 51 % of training sessions and 51 % of regular monthly meetings. Reserve roster personnel shall report to an officer at the scene. The Chief and officers shall determine priority and placement of all turnout gear and other equipment.

ARTICLE VI

Meetings

Section 1: The Company shall hold its regular monthly business meetings on the first Tuesday of each month.

Section 2: The first Tuesday in March shall be the annual meeting of the Company.

Section 3: A special meeting may be called by the Chief, the President or by written petition of seven members.

Section 4: Only Active Firefighters shall be entitled to vote at any meeting and seven such members shall constitute a quorum.

ARTICLE VII

Duties of Members

Section 1: It shall be the duty of the members to obey the commands of their superior officers when on duty.

Section 2: It shall be the duty of the members to attend 51 % of all regular and special meetings, to answer every alarm of fire and to assist in preparing the apparatus for operation unless prevented by sickness, absence from town or absolute necessity.

Section 3: All members are subject to and agreed to abide by these Bylaws and the Standard Operating Guidelines as approved by *the Company*.

ARTICLE VIII

Privileges

It shall be the privilege of the first Active Member reaching the engine house, fire ground or incident to assume command of *the Company* until the arrival of a senior officer.

ARTICLE IX

Rules of Order

Section 1: Any member desiring the floor shall arise and address the chair and only that member shall be entitled to the floor during that period of time.

Section 2: No member shall be allowed to speak until recognized by the chair.

Section 3: No question can come before the house unless properly moved and supported and declared by the chair to be open for discussion.

Section 4: All questions, unless otherwise decided by the by-laws, shall be settled by the majority of votes cast.

Section 5: When a question is properly before the Company, it must be disposed of before another question can be entertained.

Section 6: No subject tabled can be taken up during the same meeting unless so specified when tabled.

Section 7: No member shall leave the meeting before adjournment unless permission is given by the chair.

Section 8: Should a Committee fail to report at the proper time, the matter may be considered in a committee of the whole and immediate action taken.

Section 9: Order of Business for monthly and annual meetings are as follows:

1. Reading minutes of the last meeting.
2. Communications.
3. Treasurer's Report.
4. Report of committees.
5. Presenting of bills and action on same.
6. Nomination of officers and members.
7. Election of officers and members. (Annual Meeting)
8. Unfinished business.
9. New business.
10. Adjournment.

ARTICLE X

Disbandment

Section 1: This Company may be disbanded by its members at a special meeting called solely for this purpose but it will be necessary that each member be served with a notice of such meeting for this purpose and at such meeting the motion for disbandment must be supported by two-thirds affirmative vote of those present. At any such meeting the quorum shall be fifty percent (50 %) of those Active Firefighters then on the roll of the Company.

Section 2: In the event of such dissolution all assets and property held by the Company, whether in trust or otherwise, shall, after payment of its liabilities, be disposed of as decided upon by the Company, to a designated tax exempt organization, to be applied exclusively for charitable, scientific or educational programs.

ARTICLE XI

Amendments to the Bylaws

Section 1: Alteration or amendments to these Bylaws shall be proposed in writing at a meeting of the Executive Board and shall be referred to a special committee which shall report at the next meeting of the Executive Board and, upon approval, be proposed to *the Company*, when they may be adopted by a two-thirds vote of the members present.

Proposed for temporary adoption for a period of 66 days by the Brooklin Volunteer Fire Company at the monthly meeting on March 2, 2010, subject to permanent approval or rejection by the Company at the monthly meeting on May 4, 2010.