

**CONSTITUTION AND BY-LAWS
HARTWICK FIRE DEPARTMENT
COMPANY # 2**

ORDER OF BUSINESS

1. Allegiance to the Flag
2. Reading of the Minutes of the last Meeting.
3. Treasurer's Report and Approval.
4. Presentation of Bills.
5. Committees:
 - Report of Committees.
 - Truck Committee.
 - Appointed Committees.
 - Refreshment Committee.
6. Reading Communications.
7. Business:
 - Miscellaneous.
 - Unfinished.
 - Applications for Membership.
 - Resignations.
8. Election of Officers and Members. (Nominating Committee, Appointed by President)
9. Roll Call.
10. Reading and Approval of Minutes.
11. Adjournment.
 - Monthly Meeting -- 7:30 P.M., Third Wednesday in each month with exceptions.
 - Annual Meeting -- 7:30 P.M., Third Wednesday in February.

PREAMBLE:

Whereas, in all well regulated societies, certain laws or rules are found necessary for the government of the same: therefore, we the members of the Hartwick Fire Department Company 2 of the Town of Hartwick, agree to support the following:

ARTICLE I. TITLES:

The Company in the Hamlet of Hartwick shall be known as The Hartwick Fire Department Company No. 1. The Company in Hyde Park shall be known as The Hartwick Fire Department Company No.2.

ARTICLE II. OFFICERS:

The Officers of this company shall consist of Fire Chief, First Assistant Chief, Second Assistant Chief, Third Assistant Chief, President, Vice President, Secretary, Treasurer.

ARTICLE III. MEETINGS.

Section 1. The Annual Meeting of this company shall be held the third Wednesday in February and the new officers will take office at the conclusion of the meeting.

Section 2. The regular meeting shall be held the third Wednesday in each month.

Section 3. Five (5) active members shall constitute a quorum for the transaction of business. *This was changed from 9 by the Hartwick Town Board on 01-25-99*

ARTICLE IV. DUTIES OF OFFICERS

Section 1. The Chief and the Assistant Chiefs, whose election shall be approved by the Board of Fire Commissioners, shall have the responsibilities and requirements as outlined in The Hartwick Fire Department Company No. 2 Standard Operating Procedure& Guidelines # 0039

- a. The Fire Chief and Assistant Fire Chiefs shall meet the requirements of the office as established in the Hartwick Fire Department Company No. 2 Standard Operating Procedures & Guidelines # 0039 in order to be eligible to be elected to that office.
- b. Vacancies occurring during the term of office in line officer ranks may be filled by a special election held at the next regular meeting.

ARTICLE V. ADMINISTRATIVE OFFICERS

Section 1. President

1. Preside at all meetings and take charge of same.
2. Appoint all committees not otherwise provided for.
3. Preserve order and decorum and enforce a strict observation of the by-laws and fines during the hours of the meeting.
4. He/She shall have no vote upon any question, except annual election of officers and admittance of persons to membership, or except when there is an equal division in which case his/her vote will decide the question.

Section 2. Vice President

1. The Vice President shall take the Chair of the President in his/her absence and perform the various duties assigned to that office.
2. In the absence of the President and Vice President, the company shall elect a temporary Chairman and proceed with business.

Section 3. Secretary

1. Keep a correct roll of the company.
2. Note all absentees.
3. Keep a correct record of every meeting.
4. Conduct correspondence as assigned.
5. Record all changes in membership.
6. Furnish each member with a copy of the Constitution and By-Laws.
7. Furnish a correct roll of members to the Board of Fire Commissioners once a year and include the results of the annual election of officers.
8. The Secretary is to call the roll before the reading and approval of the minutes of meetings.

Section 4. Treasurer

the

1. Shall receive all monies collected by the company and give his/her receipt for same.
2. Shall pay all bills of the company upon the order of the President, Chief, or vote of the company.
3. Shall keep a correct account of all receipts and disbursements.
4. Shall submit his accounts to the inspection of the Fire Company whenever called upon by them and submit a written report of the finances at the end of his/her term in office or when requested to do so by the Fire Company.
5. He/she shall serve without bonds and receive no compensation.

ARTICLE VI. VACANCIES

- Section 1. In case of a vacancy occurring in any of the officers of the company, the same shall be filled by election at the same or next regular meeting.

ARTICLE VII.

- Section 1. All application for membership must be voted by secret ballot with 2/3 vote of members present at a regular meeting.

(3)

ARTICLE VIII. DUTIES OF MEMBERS

- Section 1. It shall be the duty of each member to report at once to the Chief or Officer in

Charge on every alarm, and to do all in his/her power to assist in controlling the emergency situation, and the saving of lives and property.

- Section 2. Members shall be deemed absent from an emergency call unless present at roll call to be held at the fire station after return from the call, unless released by the Officer in Charge.
- Section 3. To be eligible for membership, a person must be a citizen who has passed his or her 16th birthday. There will be the following classes of Membership in the Company. (Persons with physical disabilities may join with limited participation.)
- Section 4. All new members shall be required to attend training as outlined in The Hartwick Fire Department Company 2 Standard Operating Procedures and Guidelines # 0040, as per class of membership.
- Section 5. The probationary period for all new members is six (6) months from the date of membership. Attendance of all new members on probation is required and outlined in the Hartwick Fire Department Company 2 Standard Operating Procedures and Guidelines # 0040, as per class of membership. Unexcused absences during probation are grounds for expulsion from the Fire Company.
- Section 6. It shall be the duty of the member acting as Secretary pro tem to report to the Secretary all such information as may be required by him or her for the minutes of the company.

ARTICLE IX. HONORARY MEMBERS

- Section 1. An honorary roll may be formed for this company consisting of such citizens as shall by rendition of services to the company be eligible to the honor. The election of members to this roll shall be in the same form and manner as to the actual roll of the company. The members of the Honorary Roll shall be entitled to the same rights and privileges as active members. All Charter Members of the company shall be listed on the Honorary Roll. Honorary Members shall be exempt from all dues and fines.

ARTICLE X. EXPULSION

- Section 1. Any member, other than an honorary member, of this company may be expelled for misconduct or for lack of participation, but such a member shall be entitled to be heard with proof in their own behalf and shall be furnished with a written copy of the charges against them at least one (1) week previous to the meeting before which his or her case is to be heard.
- Section 2. Expulsion shall be by secret ballot, a two-thirds vote of all members present being necessary to expel a member.
- (4)
- Section 3. Any member having been expelled from this company cannot be reinstated unless he or she pays all arrears held against them at the time of his or her expulsion. It shall require a two-thirds vote of all members present for reinstatement.

ARTICLE XI AMENDMENTS

Section 1. The Constitution of this company may be amended by a two-thirds (2/3) vote of all the members present at a regular meeting, providing that such amendment shall have been submitted in writing at a regular meeting at least one (1) month previous to the final action.

Section 2. No section of this Constitution can be suspended at any meeting except by a two-thirds (2/3) vote.

ARTICLE XII COMPANY BY-LAWS

Section 1. Any member doing duty as an officer shall for the time be subject to all the privileges and penalties attached to the office he or she fills.

Section 2. The President or the Chief shall be authorized to call a special meeting on their own initiative or upon petition of three (3) or more active members.