

**BY LAWS OF THE NORTH VERNON/CENTER TOWNSHIP VOLUNTEER  
FIRE DEPARTMENT INCORPORATED**

**ARTICLE I (ORGANIZATION)**

**SECTION 1 NAME**

THIS ORGANIZATION SHALL BE KNOWN AS THE NORTH VERNON VOLUNTEER FIRE DEPARTMENT, INCORPORATED. HENCEFORTH IN THESE BY-LAWS TO BE REFERRED TO AS THE "DEPARTMENT."

**SECTION 2 OBJECTIVE**

THE OBJECT OF THE DEPARTMENT SHALL BE TO BAND TOGETHER A GROUP OF CITIZENS FROM THE CITY OF NORTH VERNON AND CENTER TOWNSHIP FOR THE PURPOSE OF SAVING LIVES AND PROPERTY.

**SECTION 3 NUMBER OF MEMBERS**

THE NUMBER OF MEMBERS OF THE DEPARTMENT SHALL BE APPROVED BY THE NORTH VERNON CITY COUNCIL AND THE CENTER TOWNSHIP TRUSTEE, BUT IN NO CASE SHALL BE LESS THAN 26.

**SECTION 4 ORGANIZATION TYPE**

THIS SHALL BE A "NOT FOR PROFIT ORGANIZATION."

**SECTION 5 DISSOLUTION**

UPON DISSOLUTION OF THE DEPARTMENT, ALL ASSETS AND APPARATUS SHALL BE RETURNED TO THE CITY OF NORTH VERNON AND TO THE CENTER TOWNSHIP TRUSTEE.

**SECTION 6 CORPORATE OFFICE**

THE PRINCIPLE OFFICE OF THE CORPORATION SHALL BE LOCATED AT THE FIRE STATION, MADISON AVE., NORTH VERNON, IN.

**ARTICLE II (MEMBERSHIP)**

**SECTION 1 RESIDENCY**

ALL MEMBERS MUST RESIDE IN CENTER TOWNSHIP.

**SECTION 2 AGE OF APPLICANT**

**SUB SECTION (A) APPLICANTS AGE**

APPLICANTS FOR MEMBERSHIP WITH PVIOUS TRAINING OR EXPERIENCE MUST BE AT AT LEAST 21 YEARS OF AGE AND NOT OLDER THAN 35 YEARS OF AGE. APPLICANTS HOLDING A 2ND CERTIFICATION OR ABOVE FROM THE COMMISSION ON FIREFIGHTER PERSONNEL STANDARDS AND EDUCATION IN INDIANA, OR EQUIVALENT FROM ANOTHER STATE WILL BE CONSIDERED FOR MEMBERSHIP UP TILL THEIR 41ST BIRTHDAY.

**SUB SECTION (B) DRIVER APPLICANTS**

ANY CURRENT NORTH VERNON FIRE DEPARTMENT DRIVER WITH AT LEAST 2 YEARS OF SERVICE AND AT LEAST 2nd CLASS CERTIFICATE AND MEETS ALL OTHER REQUIREMENTS MY BE VOTED ON AS A VOLUNTEER.

### **SECTION 3 APPLICATIONS**

APPLICATION FOR MEMBERSHIP SHALL BE ON THE FORM PROVIDED BY THE DEPARTMENT

### **SECTION 4 METHOD OF ELECTION**

ALL APPLICATIONS WILL BE READ BY DATE AND THEN VOTED UPON ON A "FIRST COME, FIRST SERVED" BASIS. VOTING WILL BE BY SECRET BALLOT. APPLICANTS MUST HAVE 2/3 MAJORITY OF MEMBERS PRESENT TO BE ACCEPTED AS RECRUIT TRAINEES.

### **SECTION 5 RECRUIT TRAINEES**

APPLICANTS WHO ARE ELECTED TO RECRUIT STATUS WILL REMAIN RECRUIT TRAINEES UNTIL COMPLETION OF THE STATE MANDATED 24 HOUR TRAINING COURSE AND 8 HOURS HAZARDOUS MATERIAL COURSE. UPON COMPLETION OF THE COURSE, RECRUITS WILL BECOME ACTIVE MEMBERS.

### **SECTION 6 RESIGNATION**

ANY MEMBER WISHING TO RESIGN HIS MEMBERSHIP SHALL PRESENT HIS INTENTION IN WRITING AT A REGULAR MEETING. ANY MEMBER UPON REACHING AGE 60, SHALL BE REMOVED FROM ACTIVE MEMBERSHIP AT THE END OF THE CALENDAR YEAR. THE CHIEF IS EXEMPT UNTIL A NEW CHIEF IS APPOINTED.

### **SECTION 7 EXPULSION**

THE DEPARTMENT SHALL HAVE THE RIGHT TO EXPEL ANY MEMBER, UPON RECOMMENDATION BY THE PRESIDENT, OR THE CHIEF, BY A TWO-THIRDS (2/3) MAJORITY OF THE MEMBERS PRESENT AT THE MEETING AT WHICH HE IS TRIED. THE MEMBER WHO IS TO BE EXPELLED BY A VOTE, SHALL BE NOTIFIED BY LETTER 1 WEEK IN ADVANCE THAT HIS PRESENCE IS REQUESTED AT THE NEXT MEETING. SAID MEMBER SHALL BE VOTED UPON BY SECRET BALLOT.

## **ARTICLE III (OFFICERS)**

### **SECTION 1 CORPORATE OFFICERS**

CORPORATE OFFICERS SHALL BE ELECTED AT THE REGULAR DECEMBER MEETING EACH YEAR. THE ELECTION SHALL BE BY SECRET BALLOT. OFFICERS ELECTED SHALL BE; PRESIDENT, VICE PRESIDENT, SECRETARY AND TREASURER. NOMINEES SHALL BE BY NOMINATION COMMITTEE (ARTICLE IV SEC 1) AND FROM THE FLOOR ELECTION WILL BE BY SIMPLE MAJORITY, SECRET BALLOT. OFFICERS SHALL ASSUME THEIR DUTIES AT THE NEXT REGULAR MEETING.

### **SECTION 2 LINE OFFICERS**

LINE OFFICERS SHALL BE APPOINTED INM THE FOLLOWING MANNER. THE CHIEF SHALL BE APPOINTED BY THE MAYOR OF NORTH VERNON. THE CHIEF SHALL APPOINT AT HIS DESCRETION, THE ASSISTANT CHIEF, CAPTAIN, LIEUTENANTS, TRAINING OFFICER, OR ANY OTHER LINE OFFICER HE DEEMS NECESSARY. THE CHIEF MUST BE A MEMBER

OF THE DEPARTMENT FOR AT LEAST 2 YEARS PRIOR TO HIS APPOINTMENT . THE APPOINTMENTS MADE BY THE CHIEF WILL BE FOR NO SET PERIOD OF TIME AND MAY BE CHANGED AT ANY TIME.

#### **ARTICLE IV OFFICER'S DUTIES**

##### **SECTION 1 PRESIDENT**

IT SHALL BE THE DUTY OF PRESIDENT TO PRESIDE AT ALL MEETINGS AND TO ENFORCE RIGID OBSERVANCE OF THE CONSTITUTION AND BY LAWS. THE PRESIDENT SHALL IN NOVEMBER OF EACH YEAR APPOINT A COMMITTEE OF NOT LESS THAN THREE (3) MEMBERS TO NOMINATE A SLATE OF CANDIDATES TO SERVE AS CORPORATE OFFICERS FOR THE NEXT YEAR. THE PRESIDENT SHALL IN DECEMBER APPOINT A COMMITTEE OF THREE (3) MEMBERS TO AUDIT ALL FINANCIAL RECORDS OF THE DEPARTMENT, THE COMMITTEE SHALL GIVE A REPORT OF ITS FINDINGS AT THE NEXT REGULAR MEETING. THE PRESIDENT SHALL APPOINT A THREE (3) MEMBER COMMITTEE TO RECRUIT AND INTERVIEW PROSPECTIVE MEMBERS.

##### **SECTION 2 VICE PRESIDENT**

THE VICE PRESIDENT SHALL ASSIST THE PRESIDENT IN THE DISCHARGE OF HIS DUTIES AND IN THE ABSENCE OF THE PRESIDENT TO PERFORM ALL THE DUTIES AND EXERCISE ALL THE POWERS INVESTED IN THE PRESIDENT. THE VICE PRESIDENT SHALL ALSO MAKE CONTACT WITH INSURANCE COMPANIES FOR COLLECTION OF CONTRIBUTIONS TO THE DEPARTMENT ON RURAL FIRES.

##### **SECTION 3 SECRETARY**

IT SHALL BE THE DUTY OF THE SECRETARY TO KEEP A RECORD OF THE PROCEEDINGS OF THE DEPARTMENT IN ITS MEETING, TO RECORD ALL FIRES, AND PREPARE ALL FORMS REQUIRED BY THE STATE FIRE MARSHALL. HE SHALL KEEP A RECORD OF ATTENDANCE AT MEETING, DRILLS, AND FIRES. IN THE ABSENCE OF THE SECRETARY, THE LAST PERVIOUS SECRETARY SHALL ASSUME THE DUTIES OF THE OFFICE. THE SECRETARY SHALL NOTIFY IN WRITING ( 11 WEEK IN ADVANCE ) ANY MEMBER WHO MISSES TWO (2) CONSECUTIVE MEETINGS, OR DRILLS.

##### **SECTION 4 TREASURER**

THE TREASURER SHALL KEEP A JUST AND TRUE ACCOUNT OF ALL RECEIPTS AND DISBURSMENTS. HE SHALL PAY ALL ORDERS AUTHORIZED BY THE DEPARTMENT. HE SHALL MAKE A REPORT OF RECEIPTS AND DISBURSEMENTS AT EACH REGULAR MEETING AS WELL AS MAKE AN ANNUAL REPORT, IN DECEMBER OF EACH YEAR. HE SHALL SURRENDER THE BOOKS TO THE AUDIT COMMITTEE AFTER THE DECEMBER MEETING (ARTICLE IV, SEC. 1).

##### **SECTION 5 SECRETARY**

MEMBERS WHO ARE ABSENT MAY BE COUNTED PRESENT, IF THEY REPORT TO THE FIREHOUSE WITHIN FIFTEEN (15) MINUTES AFTER THE RETURN OF THE APPARATUS.

## **ARTICLE V (MEETING AND DRILLS)**

### **SECTION 1 MEETING TIME AND PLACE**

REGULAR MEETINGS SHALL BE HELD ON THE FIRST TUESDAY OF EACH MONTH AT 7:30 P.M. AT THE FIREHOUSE.

### **SECTION 2 DRILL TIME AND PLACE**

DRILL SHALL BE HELD ON THE THIRD TUESDAY OF EACH MONTH. TIME AND LOCATION OF DRILL WILL BE ANNOUNCED AT LEAST 24 HOURS IN ADVANCE.

### **SECTION 3 ATTENDANCE: MEETING AND DRILLS**

MEETINGS AND DRILLS MAY BE ATTENDED BY MEMBERS ONLY. ONLY THE CHIEF AND PRESIDENT WILL BE ALLOWED TO INVITE SPECIAL GUESTS.

### **SECTION 4 ALCOHOL AND DRUGS**

THE USE OF ALCOHOL AND DRUGS WILL NOT BE ALLOWED AT EMERGENCIES, MEETINGS, OR DRILLS. PERSONS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS MAY NOT ATTEND MEETINGS OR DRILLS.

### **SECTION 5 ROBERTS RULES**

MEETINGS SHALL BE HELD IN ACCORDANCE WITH ROBERTS RULES OF ORDER.

### **SECTION 6 QUARUM**

A MAJORITY OF ACTIVE MEMBERS MUST BE PRESENT TO FORM A QUARUM TO CONDUCT BUSINESS OF THE DEPARTMENT.

### **SECTION 7 CHANGE OF MEETING AND DRILLS**

REGULAR MEETINGS AND DRILLS MAY BE CHANGED AT THE DISCRETION OF THE DEPARTMENT TO ACCOMMODATE FIRE TRAINING SCHOOLS.

### **SECTION 8 MEMBERS**

ALL MEMBERS ARE EXPECTED TO ATTEND ALL MEETINGS, DRILLS, AND CITY FIRES. THE MEMBERSHIP SHALL BE DIVIDED IN HALVES FOR ATTENDANCE AT RURAL FIRES. ONE HALF WILL BE REQUIRED TO RESPOND TO RURAL FIRES IN EVEN NUMBERED MONTHS, THE OTHER HALF FOR ODD NUMBERED MONTHS. ATTENDANCE PERCENTAGES ON RURAL FIRES WILL BE FIGURED ONLY FOR THE MONTH A MEMBER IS REQUIRED TO RESPOND TO RURAL FIRES. NEW MEMBERS MAY BE ASSIGNED ODD OR EVEN MONTH GROUP AT THE PLEASURE OF THE CHIEF.

## **ARTICLE VI (ATTENDANCE)**

### **SECTION 1 PERCENTAGE REQUIREMENT**

EACH MEMBER MUST MAINTAIN A YEARLY RECORD OF 50 PERCENT ATTENDANCE AT ALL MEETINGS, DRILLS, AND FIRES THAT HE IS EXPECTED TO ATTEND. ANY MEMBER WHO DOES NOT MAINTAIN 50 PERCENT FOR ANY CALENDAR YEAR SHALL BE TRIED AT THE REGULAR MEETING IN FEBRUARY OF THE FOLLOWING YEAR.

**SECTION 2 ABSENTEEISM**

ANY MEMBER BEING ABSENT FROM 3 REGULAR MEETINGS, OR DRILLS IN SUCCESSION SHALL BE TRIED THE DEPARTMENT AT THE THIRD MEETING BY SECRET BALLOT AND BY TWO THIRDS (2/3) MAJORITY VOTE OF MEMBERS PRESENT.

**SECTION 3 LEAVE OF ABSENCE**

ANY MEMBER WISHING TO ABSENT HIMSELF FROM THE TOWNSHIP FOR MORE THAN 30 DAYS, BUT NOT TO EXCEED 60 DAYS MAY HAVE HIS NAME PLACED ON THE ABSENT MEMBERS ROLL BY THE PERMISSION OF THE DEPARTMENT. OTHERWISE HIS NAME WILL BE REMOVED FROM THE MEMBERSHIP ROLL. ANY MEMBER ABSENT FROM THE TOWNSHIP FOR LESS THAN 30 DAYS MAY BE EXCUSED BY THE CHIEF.

**SECTION 4 ATTENDANCE OF FIRE EMERGENCIES**

ATTENDANCE OF FIRE EMERGENCIES SHALL NOT BE TAKEN UNTIL ALL FIRE EQUIPMENT IS BACK IN SERVICE, UNLESS EXCUSED BY LINE OFFICERS.

**ARTICLE VII (NEW MEMBERS)**

**SECTION 1 ELECTION NOTIFICATION**

THE CHIEF SHALL INFORM APPLICANTS OF THEIR ELECTION TO MEMBERSHIP.

**SECTION 2 BY LAWS**

PROSPECTIVE MEMBERS MUST BE AWARE OF ALL BY LAWS.

**SECTION 3 SCHOOLING**

RECRUIT TRAINEES MUST COMPLETE THE 24 HOUR MANDATORY TRAINING COURSE AND THE 8 HOUR HAZARDOUS MATERIALS COURSE BEFORE BEGINNING SERVICE AS ACTIVE MEMBERS OF THE FIRE COMPANY.

A NEW MEMBER WILL BE EXPECTED TO ATTEND AND SATISFACTORILY COMPLETE 2ND CLASS TRAINING AT HIS FIRST EXPOSURE UNLESS EXCUSED BY THE DEPARTMENT, BUT COMPLETE 2ND CLASS TRAINING AT THE NEXT EXPOSURE.

**SECTION 4 RESTRICTIONS**

A NEW MEMBER MAY NOT DRIVE EMERGENCY VEHICLES OR USE SCBA UNTIL HE HAS COMPLETED 2ND CLASS TRAINING OR APPROVED BY THE CHIEF.

**ARTICLE VIII (EMERGENCY SITUATIONS)**

**SECTION 1 CHIEF'S AUTHORITY**

THE CHIEF SHALL HAVE COMPLETE CONTROL AND RESPONSIBILITY OF ALL EQUIPMENT AND PERSONNEL IN ALL EMERGENCY SITUATIONS, AS WELL AS GOING TO AND RETURNING FROM THE EMERGENCY.

**SECTION 2 CHAIN OF COMMAND**

IN THE ABSENCE OF THE CHIEF THE NEXT RANKING OFFICER SHALL ASSUME THE DUTIES OF THE CHIEF.

**SECTION 3 COMMAND OF SCENE**

THE FIRST FIREMAN ON THE SCENE SHALL BE IN COMMAND UNTIL A LINE OFFICER ARRIVES.

**SECTION 4 FOLLOWING ORDERS**

FAILURE TO FOLLOW ORDERS WILL BE GROUNDS FOR DISMISSAL FROM THE DEPARTMENT.

**SECTION 5 VEHICLES**

ONLY MEMEBERS OF THE DEPARTMENT MAY DRIVE OR RIDE IN EMERGENCY VEHICLES.

**ARTICLE IX (EQUIPMENT)**

**SECTION 1 PERSONAL**

ALL MEMBERS SHALL RECEIVE, AND SHALL BE RESPONSIBLE FOR, BUNKER GEAR, BLUE LIGHT, SCANNER AND CHARGER, AND ANY OTHER EQUIPMENT ISSUED. ALL GEAR MUST BE RETURNED TO THE DEPARTMENT WHEN A MEMBER LEAVES THE DEPARTMENT.

**SECTION 2 LOADING EQUIPMENT**

NO APPARATUS OR ANY EQUIPMENT OF ANY KIND SHALL BE LOANED FOR ANY PURPOSE WITHOUT THE PERMISSION OF THE CHIEF.

**SECTION 3 VEHICLE RESPONSIBILITY**

THE MEMBER WHO DRIVES A VEHICLE TO AN EMERGENCY MUST RETURN SAME TO STATION AND IS RESPONSIBLE FOR EQUIPMENT ON SAID VEHICLE. IT IS ALSO THAT MEMBER'S DUTY TO SEE THAT THE VEHICLE IS FUELED IF NECESSARY, AND LOADED WITH WATER AND DRY HOSE. THE CHIEF MAY GIVE PERMISSION FOR ANOTHER FIREMAN TO RETURN VEHICLE TO STATION.

**ARTICLE X (MISCELLANEOUS)**

**SECTION 1 BY LAW CHANGE**

THESE BY LAWS MAY BE ALTERED OR AMMENDED BY A TWO-THIRDS VOTE OF THE MEMBERS PRESENT AT ANY REGULAR MEETING, PROVIDED THE MEMBERSHIP HAS BEEN GIVEN A WRITTEN TEN (10) DAY NOTICE OF PROPOSED BY LAW CHANGES.

**SECTION 2 FUNERAL**

THE DEPARTMENT SHALL ATTEND THE FUNERAL OF DECEASED MEMBERS. THE SECRETARY SHALL NOTIFY THE DEPARTMENT 24 HR IN ADVANCE OF SAME AND SHALL ORDER FLOWERS FOR ANY DECEASED MEMBER OR MEMBER OF IMMEDIATE FAMILY.

**SECTION 3 RESOLUTION OF RESPECT**

THE PRESIDENT, SECRETARY ABND CHIEF SHALL CONSTITUTE A STANDING COMMITTEE TO DRAFT A RESOLUTION OF RESPECT TO A DECEASED MEMBER OR TO HONORARY MEMBERS.

**SECTION 4 INSURANCE**

ANY MEMBER KILLED WHILE IN ACTIVE DUTY SHALL RECEIVE FUNERAL BENEFITS OF \$100.00. IN ADDITION, THE CITY OF NORTH VERNON SHALL CARRY ACCIDENT AND DEATH BENEFITS COVERING EVERY FIREMAN AS ORDERED BY THE STATE OF INDIANA.

**SECTION 5 CLOTHING**

ALL CLOTHING INSURANCE CLAIMS SHALL BE HANDLED BY THE SECRETARY.

**ARTICLE XI (BOARD OF DIRECTORS)**

**SECTION 1 MAKE UP**

THE BOARD OF DIRECTORS SHALL BE COMPRISED OF THE FOUR CORPORATE OFFICERS AND THE CHIEF, THE ASSISTANT CHIEF, AND THE CAPTINS.

**SECTION 2 ANNUAL MEETING**

THE BOARD OF DIRECTORS ANNUAL MEETING WILL BE HELD ON THE FIRST TUESDAY IN FEBRUARY.