

**BY-LAWS**

**OF**

**NEW EGYPT VOLUNTEER FIRE  
COMPANY NUMBER 1 INCORPORATED**



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**BY-LAWS**  
**OF**  
**NEW EGYPT VOLUNTEER FIRE COMPANY NUMBER 1 INCORPORATED**

**ARTICLE I**  
**Name, Offices and Definitions**

Name. The name of the Company is NEW EGYPT VOLUNTEER FIRE COMPANY NUMBER 1 INCORPORATED, hereinafter referred to as the “Company”.

Offices. The principal office of the Company shall be in the County of Ocean, State of New Jersey.

Definitions and Rules.

1. “Line officers” shall include the chief, deputy and assistant chiefs, captain(s) and lieutenant(s) (or other equivalents) and other persons included in the list of line officers in these bylaws.
2. “Policies” shall include policies and rules of the Company, but not the procedures or best practices.
3. Wherever used herein and required by the context, the use of either gender shall include both genders, including the use of the words “he”, “she” and “their” or any derivative of such words.
4. The term “entire Board” or “seated board members” is the total number of board member positions on the Board of Trustees, and not simply the number of Trustee in attendance.
5. The term “voting members” shall include all members who may vote on that issue.
6. “Mailing” shall be defined as the act of depositing the same in a post office box of the United States, and shall not require receipt or proof of receipt.
7. A “majority” shall mean more than half of the votes cast by the required number of voting members.
8. A “plurality” shall mean the highest number of votes received, though not necessarily a majority.
9. The term “percentage year” shall mean the period of October 1 - September 30.
10. At any vote of the members, all votes shall be approved by a majority of the members voting, regardless of the number of those present. Abstentions shall not count as “no votes.”

**ARTICLE II**  
**Purposes**

[enter from Articles of Incorporation]

**ARTICLE III**  
**Fiscal/Operating Year**

The fiscal year of the Company shall commence on the first day of January of each year and shall end on the 31<sup>st</sup> day of December.

**ARTICLE IV**  
**Membership**

1. Classes of Membership. The Company shall have three (3) classes of members, with subclasses as listed:
  - A. Active
    - (1) Full
    - (2) Probationary
    - (3) Junior
  - B. Life Membership
    - (1) Active Life
    - (2) Retired Life
  - C. Associate Membership
2. Powers of Membership. The powers of any class of member shall be as follows. The powers may be limited but not expanded in the policies of the organization:
  - A. Active Members
    - (1) Full Members. Full Members are those persons who meet the qualifications for such status as provided for in these bylaws and the policies of the Company. They may attend emergencies, drills, parades, funerals, trainings and also all events sponsored by or attended by the Company. Such members shall have the authority to vote on all matters brought to the members for a vote by the chiefs and/or officers, trustee, members or committees so long as they have met the qualifications for voting. They shall be eligible for election as a trustee, executive officer or line officer and shall be permitted to participate in committees and vote in committee proceedings. They shall have the right to attend all social functions of the Company. Full members must be at least eighteen (18) years of age.



- (2) Probationary Members. Probationary Members are those persons who meet the qualifications for such membership as further defined in these by-laws and in the policies of the Company. They shall have those rights and/or restrictions as set forth in the policies. They shall not be permitted to vote. They may have a voice at meetings. They may serve on committees but may not vote on committees. They may not hold executive or line office or serve as a trustee. They shall have the right to attend social events.
- (3) Junior Members. Junior Members are those persons who meet the qualifications for such membership as further defined in these by-laws and in the policies of the Company. They shall have those rights and/or restrictions as set forth in the bylaws and policies. They shall not be permitted to vote. They may have a voice at meetings but shall not have the right to vote at any meeting or election. They may serve on committees without a vote. They may not hold executive or line office or serve as a trustee. They may attend social events upon invitation.

An individual shall be sixteen (16) years of age or older to perform “non-hazardous” support duties at a fire or emergency scene so long as the parent/guardian shall consent thereto.

A Junior Member may be dismissed without cause and without due process by unanimous agreement of the Junior Committee Chairperson, President and the Deputy Chief.

Junior Members shall become Probationary Members automatically upon turning eighteen (18) years of age.

B. Life Members: Those Active Members in this Company with twelve (12) years in Good Standing automatically shall become Life Members.

- (1) Active Life: Life members who remain active shall meet the Good Standing requirements, except that they may be granted reduced requirements.
- (2) Retired Life Members. Retired Life members are those persons who were formerly Active Life Members. Retired Life members shall not respond to emergencies or participate in active drills. They may vote at meetings on non-operational/non-firematic issues and may vote at elections for non-operational/non-firematic elected positions, so long as they have personally attended at least three (3) meetings in the past or present calendar year but not including the meeting at which they wish to vote. Such individuals may never vote for operational officers, but may vote for executive officers if they have met the above attendance requirement for voting. They may march in parades. They may serve as executive officers so long as they have earned the right to vote for that year. They have the right to attend all social events at a cost no higher than any other member. Retired Life Members may be removed for disciplinary reasons only, as defined below, but may not be removed from Retired Life Membership for reasons of

absence.

A member who was injured in the line of duty with this Department is eligible to be granted Retired Life Membership upon approval of two-thirds of the members present at a regular or special meeting.

A Retired Life Member who desires to convert from Retired Life back to Active Life shall not require Company approval to return to Active Membership, but may be required to complete any other requirements of active membership. The failure to be granted Active Life Membership shall not affect the applicant's Retired Life Membership.

- C. Associate Membership. Associate Members are those persons who meet the qualifications for such membership as further defined in these by-laws and in the policies of the Company. They shall have those rights and/or restrictions as set forth in the bylaws and policies. They shall not be permitted to vote. They may have a voice at meetings and shall have the right to vote at any meeting, but may not vote at elections for any firematic (Chief or Line) office. They may serve on committees without a vote. They may not hold executive or line office or serve as a trustee. They may attend social events upon invitation only. In order to remain an Associate Member, an individual must attend sixty percent (60%) of all non-firematic fundraiser events. Associate Members will receive one (1) free hall rental per year. Associate members will be issued a building key. Associate Members must attend 60% of Company meetings.
3. Requirements of Applicants. Active membership is not automatic. There is nothing that requires the acceptance of any applicant, but no applicant shall be rejected due to gender, race, sexual preference, ethnicity or religion. All active members must be at least sixteen (16) years of age. They must be of good moral character and be able to meet any other qualifications as stated in these bylaws or policies.
4. Physical & Mental Fitness Requirements. Applicants for active status must be able to meet those physical and mental requirements as outlined in the Company's policies.
5. Procedure for Active Membership.
  - A. All applications for Active Membership in the Company must be submitted on a form provided by the Company and signed by the applicant. The application shall be turned over to the Membership Committee. The Secretary shall file a record of the application.
  - B. The Membership Committee shall begin the interview process and shall examine the applicant's qualifications for membership. The Membership Committee may make the membership aware of the application at a meeting of the Company.
  - C. The Membership Committee shall interview the applicant, and then decide whether to grant or deny Probationary Membership. Should Probationary Membership be denied, the

member shall be prohibited from applying for membership for the next twelve (12) months following the vote of rejection.

D. The Membership Committee shall consist of five (5) active members, consisting of the:

- (1) Deputy Chief;
- (2) Two current Firematic Officers appointed by the Deputy Chief;
- (3) One Executive Officer, appointed by the President; and
- (4) One Active Life Member, appointed by the President.

E. The Membership Committee may terminate any member without cause and without due process, upon approval of four (4) members of the Membership Committee.

6. Probationary Period. All applicants for Active Membership shall be required to complete a probationary period of no less than twelve (12) months and no more than twenty-four (24) months. The policies may outline the requirements for courses, drills, and other requirements to be completed before a member may be released from Probationary status. At a minimum, all Probationary Members must be enrolled in and actively participating in their fire school for their operational position (ex: interior, fire police). Such members also must complete the following attendance requirements during their time of Probation:

A. Attend 40% of emergency activations or attend 20% while enrolled and actively participating in fire school, with credit for a call(s) given if an activation occurs during class time and the member is attending class.

B. Attend 50% of Fire Company meetings. No attendance is required during the period of time the member is enrolled in and actively participating in fire school.

C. Attend 40% of drills, except that attendance at only one (1) drill per month is required during the period of time the member is enrolled in and actively participating in fire school. Credit will be given for attendance for any drill that falls on a fire school night at which the member is attending class.

D. Attend 25% of scheduled Fire Company functions. However, attendance of only ten (10%) is required while enrolled in and actively participating in fire school, with credit given for attendance for any function that falls on a fire school night at which the member is attending class.

7. Release from Probationary Period.

A. At any point after the minimum time required for Probation has passed, the Membership Committee may:

- (1) recommend to the Active Membership to release the individual from Probationary Membership to Full Membership; or

- (2) terminate the member upon a four-fifths (4/5) vote of the Membership Committee; or
  - (3) allow the member to reach the twenty-fourth month of Probation and then ask the Membership to consider the member for Active-Full Membership, with or without a recommendation of the Membership Committee.
- B. If the Membership is requested to consider the Probationary Member for Active-Full Membership, at such meeting, the Membership Committee shall announce whether the Committee has recommended the member or not, but need not provide the reason, or may put the member forward without any recommendation for or against membership.
  - C. A positive vote of a majority of the Active-Full and Retired Life members of the Company present and voting at a meeting of the members shall be necessary to elect a Probationary Member to Full Membership. Membership votes shall be conducted by secret ballot overseen by the Secretary. No member is required to provide any reason for their positive or negative vote for membership.
  - D. Should a Probationary Member not receive a sufficient number of positive votes, the individual's Probationary Membership shall end and the individual shall no longer have any status, rights, obligations or privileges of membership.
  - E. There shall be no appeal from the denial of membership. A person not granted membership must return all property and equipment of the Company immediately.
- 8. Probationary Period of Prior Members. Prior Active-Full Members of the Company who resigned in good standing within the past twelve (12) months of submitting a completed application for membership may reapply at any time. The applicant need not complete a Probationary Period and may return as an Active-Full Member upon vote of the Active-Full Members and Retired Life Members. Any other Full Active Member returning shall be required to complete a probationary period. Any person who voluntarily resigned membership during their probationary period must complete a new probationary period.
  - 9. Probationary Periods of Transfer Members. All transferring members into this Company must complete a probationary period and complete the same requirements of any other Probationary Member.
  - 10. Reapplication. Persons denied Active status shall not be permitted to reapply any sooner than twelve (12) months after the date of denial for any membership. Persons who resigned from membership in bad standing while under investigation, or who were terminated for membership for a cause (misconduct or insubordination) other than failure to meet membership requirements shall not be permitted to reapply for thirty-six (36) months.
  - 11. Criminal convictions.

- A. A person who has been convicted of or pleas to (a) arson or attempted arson in any degree or (b) any sex related felony, may never apply for membership. Any member convicted of or that pleas to arson or attempted arson in any degree automatically shall be terminated and shall not be permitted to reapply.
  - B. A person convicted of a misdemeanor involving sexual misconduct, violence or theft, fraud or larceny shall not be able to apply until the passage of seven (7) years from the date of conviction or plea.
  - C. A person convicted of any felony shall not be able to apply until the passage of ten (10) years from the date of conviction or plea.
  - D. Any present member who is convicted of or pleas to a felony involving sexual misconduct, violence, theft, fraud or larceny will be terminated upon conviction or plea, and may be subject to termination for any other felony in accordance with the disciplinary process outlined by these bylaws.
  - E. Any present member convicted of a misdemeanor involving sexual misconduct, violence or theft, fraud or larceny shall be terminated upon conviction or plea and may be subject to termination for any other misdemeanor in accordance with the disciplinary process outlined by these bylaws.
12. Good Standing requirements. Regardless of the following requirements, Chiefs and fire line officers must maintain a forty (40%) percent response status to alarms. In order to remain in Good Standing, an Active-Full Member must:
- A. attend 40% of emergency calls (credit will be given for a call occurring during a fire related class or other event assigned to the member by the Fire Company which occurs while the member is actually in class or on the way to the class);
  - B. attend 40% of drills (credit will be given for a call occurring during a fire related class or other event assigned to the member by the Fire Company which occurs while the member is actually in class or on the way to the class);
  - C. attend 50% of meetings (credit will be given for a call occurring during a fire related class or other event assigned to the member by the Fire Company, or for a work-related assignment, which occurs while the member is actually in class or on the way to the class or actually at work); and
  - D. attend 25% of Company functions (credit will be given for a call occurring during a fire related class or other event assigned to the member by the Fire Company, which occurs while the member is actually in class or on the way to the class).

Active Life Members need only meet fifty (50%) of each of the above percentages.

An executive officer who completes a full term of office for one year need only meet three out of four of the above requirements in order to be deemed in “Good Standing” for the sole purpose of crediting a year towards Life Membership.

13. Failure to Meet Good Standing Requirements

- A. A member who fails to meet any of the Good Standing requirements may not run for line office in the following percentage year and may not vote for line officers.
- B. A member who fails to meet the Good Standing requirements for meeting attendance or company functions may not vote for executive officers or run for executive office or serve as a trustee in the following percentage year.
- C. A member who only meets one out of the four Good Standing requirements in each year for two years in a row shall be terminated from membership.

Example: In Year 1, a member only met the drill requirement, but no others. In Year 2, a member only met the meeting requirement, but no others. The member is subject to termination.

Example: In Year 1, a member met two of the requirements. In Year 2, a member met only one of the requirements. The member is not subject to termination. However, if in Year 3 a member met only one of the requirements, the member is subject to termination.

14. Other Requirements of Membership. Additional duties, prohibitions and requirements of membership may be set forth in the policies of the Company, but in no event may the policies take away any rights bestowed in these by-laws.

15. Exempt Member Status. A member of the fire department shall be entitled to an exempt firefighter certificate when it appears that at the time of their appointment they were of good moral character and was not under 18 or over 57 years of age and that they had performed: during a period of seven years, 60% of fire duty; or after January 1, 2009, 50% of fire duty; or after January 1, 2020, a percentage rate as set by the executive committee of the New Jersey State Exempt Firemen's Association, in each year, respectively. Any member who otherwise would be eligible for an exempt firefighter certificate, but who, as the result of an injury or injuries incurred out of or in the course of fire duty, is permanently unable to fulfill the seven-year performance requirement set forth in this section, shall be entitled to an exempt fireman certificate if, at the time they incurred the injury or injuries, the member had performed: during a period of five years, 60% of fire duty; or after January 1, 2009, 50% of fire duty; or after January 1, 2020, the percentage rate as set by the executive committee of the New Jersey State Exempt Firemen's Association, in each year, respectively. In cases where the appointment was made during the war years the age limit shall be extended 10 years. Service in the United States Armed Forces during the war years shall be considered as fire duty service.

Service in more than one municipal fire department, for separate periods not concurrent,

amounting in the aggregate to seven years, shall be deemed equivalent to seven years' service in a single municipal fire department and any firefighter so serving shall be entitled to an exempt firefighter certificate from the department and force in the municipality wherein they are serving at the time when they become entitled to the certificate. The prior service shall be certified by the chief executive officer of the municipality or municipalities wherein the member served and attested by the municipal clerk or clerks.

16. Honorary Members. The Full Members, by majority vote of the Full Members present and voting at a meeting, may bestow "Honorary Membership" upon any deserving individual. Honorary Members shall have no rights or privileges of membership under these bylaws and are not otherwise covered by these bylaws. Honorary Membership may be revoked by the same process.
17. Change of Membership Status. Except as otherwise provided in these bylaws, any person requesting to change from one category of membership to another shall require the approval of the Company.
18. Membership Cards. All persons who hold any type of membership shall be issued a membership card. No type of membership card shall be transferable to another person.
19. Residence. Each Active Member shall be required to notify the Secretary of the Company in writing immediately upon learning that they will be moving to a new location or otherwise changing their address.
20. Termination and Suspension of Membership. In addition to the requirements and procedures stated in these by-laws, the policies of the Company may proscribe additional reasons for the termination, removal or suspension of membership, but such policies shall not abrogate or amend these by-laws.
  - A. Reasons for termination, suspension and other discipline:
    - (1) *Conviction or Plea to Arson, Attempted Arson or certain crimes.* The membership of any member shall terminate immediately without a vote required if they plea to or is convicted of arson or attempted arson or any felony or misdemeanor as would prohibit membership in these bylaws.
    - (2) *Charges of crimes:* Any member charged with a criminal offense shall be placed on administrative leave until such charges are resolved in favor of the accused, or until the Hearing Board can determine that it is in the interest of justice to return the member to operational status.
    - (3) *Failure to meet membership requirements.* An individual may be terminated for the failure to comply with the requirements for membership, subject to the process for Delinquent Membership as listed above.

(4) *Misconduct*: Misconduct. Misconduct shall be defined to include, but not be limited to:

- (a) Insubordination: Failing to obey a legitimate order of a superior officer
- (b) Failing or refusing to obey the rules or policies of the Company
- (c) Refusing a valid order issued by a chief or line officer or executive officer while the member was on duty, parade or at a Company function
- (d) Failing to perform the duties of office or membership
- (e) Acting in a manner that brings disgrace upon the Company
- (f) Conduct unbecoming a member of the Company which can be attributed to the individual as a member of the Company
- (g) Plea to or conviction to any felony while a member
- (h) Engaging in harassing conduct of any nature of another volunteer or officer

(5) *Incompetence*. Incompetence shall include:

- (a) A proven inability to perform the role of an officer or member
- (b) The physical or mental inability to perform the role of an officer or member
- (c) Gross negligence in the performance of duties as a member or officer on one occasion which is not correctable through training
- (d) Negligence in the performance of duties as a member or officer on more than one occasion which is not correctable through training
- (e) A demonstrated unwillingness to improve competence through training
- (f) Failure to meet training, meeting or drill requirements
- (g) Violations of the Code of Conduct
- (h) Announcing orally that they are immediately resigning from membership and failing to “renounce” the resignation within twenty-seven (27) days of such statement.
- (i) Promoting discord among the membership which has no other legitimate purpose

B. Termination and Suspensions up to one year.

(1) The process for suspensions and permanent removal is as follows:

- i. Any line officer or the highest-ranking officer on a scene may remove a member from active duty for up to twenty-four (24) hours for any act that poses an immediate threat to public or firefighter safety or for insubordination. A written report by the individual imposing the removal from duty shall be served upon the Chief and President within twenty-four (24) hours of the incident.
- ii. Upon agreement between the highest-ranking Chief Officer available to be contacted and the President, or the Board of Trustees on its own motion, may suspend a member up to fourteen (14) days. The Board of Trustees may, after meeting with the member and conducting an informal hearing on the accusations:



- (1) Vacate all charges and discipline; or
  - (2) Suspend the member up to six (6) months total; and
  - (3) Recommend that the member be terminated.
- iii. If termination is recommended, a Hearing Panel shall be convened. The Hearing Panel shall be comprised of five Active-Full Members and/or Retired Life Members, chosen at random, who have at least three (3) years of Active Membership. No person who was a witness to the event, a trustee or a first family relation to the accused or to an alleged victim may serve on the Hearing Panel.
  - iv. The accused shall be provided with no less than ten (10) days' written notice of a hearing delivered by first class mail unless such member waives the notice time. The member shall be advised that it is permitted to submit a written response at any time before the hearing. The notice shall also state the time and place of the hearing. The failure to appear shall not prevent the hearing from occurring.
  - v. The suspended member shall appear before the Hearing Panel and may present a defense. At the hearing, the member shall be provided the opportunity to speak, to ask questions of any witnesses, to examine all evidence against him, and to present any witnesses or evidence in support of their defense.
  - vi. After the hearing, the Hearing Panel shall make a decision, by majority vote. The Board shall then render a decision as follows:
    - a. confirming the suspension time as time served;
    - b. adding up to twelve months of suspension up to a total of twelve (12) months from the first day of suspension;
    - c. terminating the member; and in addition may also require counseling, remediation, training, and the like at the cost of the volunteer.
  - vii. There shall be no appeal of the hearing. The decision of the Hearing Board shall be final and binding.

#### C. Suspended Member Restrictions.

Members who are suspended may not, for the entire period of the suspension, attend any Company function other than is related to the affiliated hearing or investigation. Suspended members shall not in any way identify themselves as being affiliated with the Company, such as by wearing insignia or other marked clothing. Such members may not be present on Company's property or in Company vehicles. No benefits or privileges of membership may be exercised. Any violation of this rule shall permit the Company to continue the suspension for an appropriate period of time or consider it as a new charge for termination. Nothing shall prohibit a suspended member from exercising any rights available to them as a member of the public as if they were not a member.

21. Resignations. The resignation of a member must be made in writing and addressed to the Board of Trustees who will present it to the members at the same or the next regular meeting. The Board shall determine whether the individual has been deemed to resign in good standing or bad standing. "Bad Standing" shall be deemed to be resigning while is under investigation or charged with any sort of misconduct or wrongdoing, or still possesses any equipment or property of the Company and has failed to return the same.
22. Leaves of Absence for Active Members. All requests for leaves (personal, military, school and medical) shall be submitted to and reviewed for approval by the Chief. Persons shall not be considered "Active" while on leave. Persons shall not be permitted to respond to emergencies, participate in trainings or drills. Persons on leave must continue any obligations to pay dues, if any. In all types of leave, members on Probation must continue and make up the missed time upon returning. The policies may impose additional requirements upon persons returning from leaves of absence or persons who are on leave.
- A. Personal Leave: The Board of Trustees may grant active members a Personal Leave for a minimum of three (3) months and up to six (6) months at a time, for up to twelve (12) months total. No more than twelve (12) months of leave may be taken in a thirty-six (36) month period. Time on leave shall not be counted as time in membership for any purpose including but not limited to obtaining life status or years for officer qualifications. Persons on Personal Leave shall not attend any meeting, function or emergency of the Company and may not vote. Any person taking a Personal Leave must surrender all civil and line offices. Persons on personal leave are not exempt from meeting the Good Standing requirements for the entire year, except that a member shall not be terminated from membership for not meeting such requirements while on leave.
- B. Medical Leave: The Board may grant up to six (6) months of leave at a time, with a maximum total time of eighteen (18) months over any thirty (36) month period. Any person injured in the line of duty with this Company shall be entitled to up to ninety (90) days' leave without approval of the Chief so long as a physician provides a letter justifying the automatic leave. Members must present a signed note from a licensed physician stating that the member is unable to meet the job performance requirements for any operational capacity. Any member on leave for a medical reason shall not return unless a physician has confirmed in writing that the member is physically and emotionally fit for active service. Persons on or requesting Medical Leave for longer than three (3) months may not hold civil office but may still vote at Company meetings, attend social events and serve on the Board of Trustees, but may not participate in emergencies or drills. They may attend classroom trainings with permission of the Chief. They may not participate in fundraising events. Persons on Medical Leave are not exempt from meeting the Good Standing requirements for the entire year, except that a member shall not be terminated from membership for not meeting such requirements while on leave. Time on Medical Leave will be counted towards time required for obtaining Life Membership but not for holding any office.
- C. Military leave: Military leaves shall have a maximum duration of four (4) years and the leave shall be counted towards a member's time with active service in the Company, except

for qualifications for civil or line officer status. Members on Military Leave shall return to active duty with the Company no later than six (6) months after returning from military service.

D. School Leave: To be considered for School Leave, an individual must be enrolled in a college, university or vocational program, and live near the college and outside of the areas required for membership. The Board of Trustees may grant up to five (5) months at a time and up to eight (8) separate leaves. Persons must receive approval from the Chief before they return to active duty upon any return from Leave. No person on School Leave can hold office. Time on School Leave shall not be counted for any purpose.

23. Voting on affairs of Company by members permitted to vote. All votes requiring a vote of the members shall require a quorum of those members entitled to vote to be in attendance and shall then be approved or rejected by a simple majority of those in attendance who are permitted to vote on the matter. Unless otherwise stated in these bylaws, at regular, special and annual member meetings whenever a vote of the members is to be taken, a quorum shall consist of the presence at the vote on any issue of ten (10) Active-Full and/or Retired Life Members entitled to vote. The President may always cast a vote. In the event of a tie, the motion is defeated.
24. Annual Meeting. The annual meeting of the Company shall be held on the first Thursday in December at 1930 hours.
25. Notice of Annual Meeting and Elections. Notice of the time, place and purpose or purposes of the annual meeting shall be served either personally or by mail not less than 10 days nor more than 60 days before the meeting upon each person who appears on the books of the Company as a trustee or Member thereof, and, if mailed, such notice shall be directed to the trustee and Member at their address as it appears on the books of the Company unless he/she shall have filed with the secretary of the Company a written request that the notices intended for him/her be mailed to some other address, in which case it shall be mailed to the address designated in such request. Persons may submit a written waiver of the notice of the meeting.
26. Regular Meetings. Unless written notice has been provided to the contrary by the President or the Board, or unless cancelled by the President or Board in any manner, the regular meetings of the Company shall be held on the first Thursday of every month that is not a legal holiday for which federal offices are closed, shall begin at 1930 or another time as set by the Board of Trustees, and shall continue until such meeting is properly closed by vote of the members. Meetings shall be held at the fire station. Meetings shall be moved to the following Thursday unless the President notifies the members via email of a different date. Written notice shall still be given to each member in accordance with these bylaws unless a waiver of notice is obtained. The President shall preside over the Company meetings, and in their absence, the Vice-President, then the Secretary, then the Treasurer. The President may authorize the attendance of any non-member at the meeting but otherwise non-members may not be present. All meetings must conclude no later than 2200 hours regardless of business left open for discussion. If business is left for discussion, it must be tabled until the following Company meeting.

27. Notice of Regular Meetings. Written notice of all meetings shall be provided to every member entitled to vote at such meeting. Such notice shall state the purpose, place, date and hour of the meeting and indicate that it is being issued by or at the direction of the person calling the meeting. The notice shall be given personally or by first class mail, no less than ten (10) nor more than sixty (60) days before the date of the meeting. Notice may be given by any other class of mail, but in such case shall not be given less than thirty (30) nor more than sixty (60) days before such date. Notice shall be deemed given when mailed, when the notice is placed in the mailbox with prepaid postage thereon. Members may waive written notice of meetings up to one year in advance by providing a writing doing so. A person's attendance at a meeting without objection on the record in the minutes shall also serve as a waiver of notice.
28. Special Meetings. Special meetings of the Company may be called at any time by a majority of the seated members of the Board, the President or by enough members entitled to cast ten per cent of the total number of votes entitled to be cast at such meeting. If such meeting is demanded by the members, the members must demand such meeting in writing and specify therein the date and month of the meeting, such month being not less than two nor more than three months from the date of such written demand. The demand must also include the topic(s) to be discussed and/or voted upon at that meeting. No issue unrelated to that included in the demand shall be raised at the special meeting. The demand shall be presented to the Secretary of the Company. The Secretary shall then promptly give notice of such meeting to the members in accord with the customary manner for providing such notice. Should the Secretary fail to give such notice within five business days after receiving the demand, any member signing the demand may give such notice. The meeting shall be held at the usual place of regular meetings. At all special meetings, business shall be limited to the business conducted in the special meeting. All meetings must conclude no later than 2200 hours regardless of business left open for discussion. If business is left for discussion, it must be tabled until the following Company meeting.
29. Reorganizational Meeting. The Reorganizational Meeting shall be held at the January meeting. The prior year's fiscal reports shall be presented at such meeting.
30. Membership action without a meeting. Any action which may be taken at a meeting, except for the merger or consolidation of the Company, or the sale of the Company's assets, may be approved outside a meeting so long as the resolution contains the signature of every member of the Company entitled to vote on such matter. The consent of the members must be filed as any other minutes would be filed.
31. Proxy Voting. Proxy voting shall not be permitted for meetings.
32. Video conferencing. Attendees shall not be permitted to vote or attend via video conference.
33. Certification of voting list. The President shall appoint a committee to verify the eligibility of all candidates. The list shall be arranged alphabetically within each class, with the address of

each member, shall be produced at the time and place of each meeting, shall be subject to the inspection of any member, and shall constitute evidence of the members entitled to vote and inspect such list at such meeting. Upon the demand of any member to see such list, such list shall be produced, or the meeting shall be adjourned until such list is produced and certified.

34. Operational Assignments. Nothing shall entitle any member to any operational assignment. The Chief shall determine the operational assignments.
  
35. Dues. Dues shall be thirty-six (\$36.00) per year for every member. However, any member who provides a written waiver of notice for all of the meetings during the year shall not pay any dues. Any member who neither pays the full dues nor provides the written waiver of the notices of meetings shall not be entitled to vote for that year. The waive shall simply state “I hereby waive notice of the meetings for the calendar year \_\_\_\_\_.”

**ARTICLE V**  
**Board of Trustees**

1. Management. Management of the affairs of the Company shall be vested primarily in the Membership, except as otherwise stated in these bylaws, including. The Board of Trustees shall have the following limited powers:
  - A. The Board may approve funding in between membership meetings so long as the purchase constitutes an emergency that cannot wait for membership approval.
  - B. The Board shall conduct an internal review of the finances of the Company no less than quarterly.
  - C. The Board shall conduct disciplinary proceedings in accordance with these bylaws.
  - D. The Board shall consider requests for Leaves of Absence in accordance with these bylaws.
2. Qualifications. Each member of the Board of Trustees shall be at least 18 years of age and a resident of the State of New Jersey. Trustees shall have been a Full Member of this Company for at least five (5) years and be in Good Standing, or be a Retired Life Member who is entitled to vote. In the event there is no qualified and willing candidate, the President shall fill the position temporarily and shall have the right to vote while serving as a trustee.
3. Members, Number and Term of Trustee. The number of trustees constituting the Board of Trustees shall be three (3). There are no limits on the number of terms. The President shall serve on the Board without a vote. The Board Members shall serve three (3) year terms, with one Trustee elected each year, and shall be seated as follows:
  - A. President (Serves as Chair, but does not vote)
  - B. Trustee 1        Elected Year 1
  - C. Trustee 2        Elected Year 2
  - D. Trustee 3        Elected Year 3
4. Resignation. Any trustee may resign as a trustee at any time by giving written notice of such resignation to the President or Secretary. Resignations shall be effective immediately upon receipt by the President or Secretary.
5. Vacancies. Vacancies among the trustee for any reason may be filled by the membership for the remaining term. A Trustee elected to fill a vacancy shall hold office until the completion of the term and then until their successor is elected and qualified.
6. Removal of Trustee. Any or all of the trustees may be removed for cause only by majority of the members of the Board. The trustee who is the subject of the removal may not vote in that determination. The President votes on this issue in the first instance.

7. Regular Meetings. There shall not be regular meetings of the Board.
8. Special Meetings. Special meetings of the Board of Trustees may be called by the President and must be called on the written demand of any member of the Board of Trustees. Should the President deem the issue necessary to address an emergency situation, only twelve (12) hours' notice of the place and time of the meeting shall be necessary prior to the meeting, and notice may be given in person or by phone with the person actually reached.
9. Quorum and Vote. At all meetings of the Board of Trustees, the attendance of three Trustees shall be necessary and sufficient to constitute a quorum for the transaction of business. A majority vote of the Trustees (2/3, excluding the President) shall be required to approve any motion.
10. Waiver of Notice. The notice of the meeting provided for herein may be waived by a written waiver signed by all the trustees. The meeting of the Board of Trustees may then proceed without said notice and without lapse of the notice period.
11. Tele-conference. One or more members of the Board of Trustees may participate in a meeting of such Board by means of a conference telephone or similar device allowing all persons participating in the meeting to hear each other at the same time. Participating by such means shall constitute presence in person at a meeting.
12. Discipline involving a Trustee. Should a Trustee be the subject of a disciplinary action or investigation, the Trustee shall be removed from the Board temporarily and replaced by another member, appointed by the President. The temporary removal shall be in place until the resolution of the disciplinary process.
13. Budget and Finances.
  - A. The President and Treasurer shall meet for the purpose of formulating a working financial budget. The proposed budget is presented to the Board of Trustees no later than the end of October for review and approval.
  - B. The President shall then present the approved budget to the membership in November for review and then again at the December Company meeting for approval.
  - C. If the Membership fails to approve the budget on time, the prior years' budget shall be used until the new budget is approved by the Membership.
  - D. Once the budget is approved by the Membership, no disbursement shall be authorized unless the funds are provided for in the budget. Each line item may be assigned to an officer, committee, the Board or the Membership as a whole, to spend without membership approval. The Board may request that the Membership approve an increase or decrease to any budget line, or to create a new budget line and fund it from another line.

- E. A financial policy may govern the disbursement of funds. If funds are approved for a purchase but sufficient funds are not available for actual expenditure, the approved disbursement shall be held until such funds are available.
14. Adjournments. A majority of the trustees present, whether or not a quorum is present, may adjourn a meeting of the board to another time and place. In such event, notice shall be given to the trustees who were not present at the time of the adjournment, and, unless such time and place are announced at the meeting, to the other trustees.
15. Action Without a Meeting. Any action required or permitted to be taken by the Board of Trustees may be taken without a meeting if all members of the Board of Trustees consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members of the Board of Trustees shall be filed with the minutes of the proceedings of the Board of Trustees.
16. Place of Meetings. Regular and annual meetings of the board may be held at any place within the State of New Jersey. Special meetings of the Board may be held at any place within or without the State of New Jersey. Unless otherwise stated in these by-laws, the time and place for holding annual, regular or special meetings of the Board shall be fixed by the President.
17. Compensation & expense reimbursement. Trustees, as such, shall not receive any salary for their services as trustee but by resolution of the Board may be reimbursed for their expenses of performing their duties; provided that nothing herein contained shall be construed to preclude any trustee from serving the Company in any other capacity and receiving compensation therefore.
18. Annual Report of the Board of Trustees. The Board shall file in the office of the Secretary of State, within the time prescribed by this section, an annual report, executed on behalf of the Company, setting forth:
- A. the name of the corporation;
  - B. the address, including the actual location as well as postal designation, if different, of the registered office of the corporation in this State, and the name of its registered agent in this State at that address, and, if a foreign corporation, the address of its main or headquarters office; and
  - C. the names and addresses of the trustee and the officers of the corporation, which addresses shall be either the residence address of that person or other address where that person regularly receives mail and which is not the address of the Company.



**ARTICLE VI**  
**Executive Officers and Administrators**

1. Executive Officers. The Executive Officers of this Company shall consist of a President, a Vice-President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.
2. Election, Term of Office and Qualifications of Officers. The Executive Officers shall be elected by the members entitled to vote during the annual election and shall serve until their successor is elected and qualified. The Executive Officers may serve an unlimited number of terms. Terms of Executive Officers are for one year. Any two or more offices may be held by the same person, except the offices of President and Secretary.
3. Removal of the Treasurer(s). The Treasurer may be removed at the will of the Board of Trustees without cause in which case the Assistant Treasurer shall become the Treasurer. The Assistant Treasurer may be removed by the Board of Trustees, in which case the members entitled to vote shall vote in a different person as Assistant Treasurer. If the Assistant Treasurer is unwilling or not able to serve as Treasurer, the members entitled to vote shall elect a new Treasurer.
4. President. The President shall:
  - A. be the chief executive officer of the Company and shall have and exercise general charge and supervision of the non-operational affairs of the Company;
  - B. serve as or designate another member as the representative of the Company to all administrative/non-operational event;
  - C. preside at all meetings of the Board of Trustees and the Company and shall perform such other duties as may be assigned by the Board of Trustees or the members;
  - D. sign all documents in the name of the Company when authorized to do so by the Board of Trustees or members;
  - E. together with such other officials as may be appointed by resolution of the Board of Trustees for that purpose, have authority to sign checks;
  - F. unless otherwise stated, be ex-officio and voting member of all committees, and shall perform all other duties incidental to their office;
  - G. submit an annual budget for the coming year to the company for approval, prior to and for the commissioners meeting whenever the budget is discussed and as required by the commissioners;
  - H. have the power to eject any unruly member being disruptive, from a meeting, provided the member has been previously warned concerning his/her conduct;

- I. maintain order in the meetings at all times;
- J. appoint all standing committees at the January regular business meeting with the start of a new one-year term;
- K. serve as the Chair of the Executive Committee;
- L. appoint a Chaplain to serve the entire year.

In order to be elected as President, an individual must have served as an Active Member of the Company in Good Standing for a period of five (5) total years and remain in Good Standing. The President while serving in office shall not hold any other offices excluding Local Relief Association and Trustees to the Local Relief Association positions in this Company.

The outgoing President will preside at the January meeting to complete all old business, and turn the gavel over to the incoming President during the New Business portion of the meeting.

5. Vice-President. The Vice-President shall:

- A. in the absence of the President, exercise all the functions of the President;
- B. oversee the Sunshine Committee;
- C. assist the President with duties when deemed necessary.

In order to be elected as Vice-President, an individual must have served as an Active Member of the Company in Good Standing for a period of four (4) total years and remain in Good Standing. The Vice-President, while serving in office, shall not hold any other executive positions excluding Local Relief Association and Trustees to the Local Relief Association positions in this Company. The Vice-President shall be the Chair of the Fund Drive Committee and shall be responsible for posting fund drive percentages.

6. Secretary. The Secretary shall:

- A. keep a record of all meetings of the Company and of the Board of Trustees and shall attend to the mailing, posting and publication of all notices of such meetings;
- B. be the custodian of all books and papers belonging to the Company;
- C. keep an accurate account of receipts and disbursements in the minutes;
- D. forward all new members' names and other information as required to the State Relief Association;

- E. make sure that all members in attendance at any meeting have signed the attendance book, and will record and post all meeting percentages;
- F. ensure that an approved copy of the minutes of each meeting is maintained in the corporate offices for inspection;
- G. ensure that a current list of members and committees are posted in the firehouse; and
- H. in the absence of any contrary direction, the Secretary conduct all correspondence on behalf of the Board of Trustees and Company;
- I. charge of the seal of the Company and of such books, records and other papers as the Board of Trustees may direct;
- J. when so authorized or ordered by the Board of Trustees, may affix the seal of the Company, execute contracts, agreements or other documents on behalf of the Company and perform such other duties as may be assigned to them by the Board of Trustees;
- K. maintain a written record of each member, regardless of status, including name, age, date of joining, and all non-operational information related to their service as a member;
- L. supply the District with the names of new members once elected by the membership;
- M. keep a record of all applications, whether or not completed, and whether or not elected. Applications of those who did not complete the application process or who were not elected to membership shall be maintained for four (4) years and then destroyed by the Secretary;
- N. notify all members who are in arrears of payment of dues and fines by mail.

In order to serve as Secretary, an individual shall have served as an Active Member in this Company for at least three (3) years in Good Standing, or be a Life Member who has earned the right to vote, and shall remain an Active or Life Member, and shall remain in Good Standing.

- 7. Assistant Secretary. The Assistant Secretary shall assist the Secretary as needed and shall perform the duties of the Secretary in their absence. They shall be responsible for taking attendance at the Company meeting. The Assistant Secretary must have served as an Active-Full Member of the Company (including Probationary Time) for at least two (2) years by the time of taking office.
- 8. Treasurer. The Treasurer shall:
  - A. have the care and custody of all the funds and securities of the Company;
  - B. receive and deposit all monies which come into the Company in the name of the Company

in such depository as may be designated by the Board;

- C. together with the trustees, have charge of all deeds, records and valuables belonging to the Fire Company, and shall deposit these in an appropriate place in the name of the Fire Company;
- D. (or may) sign all receipts and shall maintain all records for receipts of funds;
- E. Refrain from making an investments of monies without the express approval of the Board of Trustees, although how the funds are invested are within the sole discretion of the Treasurer so long as it is within the investment policy, and shall disburse no funds except upon order of the President or other duly authorized official, or as approved by the Budget;
- F. when necessary or proper, may endorse on behalf of the Company for collection, notes, checks and other obligations and shall deposit the same to the credit of the Company at such bank or depository as the members may designate;
- G. (or may) sign all checks of the Company and all bills of exchange and promissory notes issued by the Company, except in cases where the signing and execution thereof shall be expressly designated by the Board of Trustees or by these by-laws to another officer or agent of the Company;
- H. enter regularly on the books of the Company to be kept by them for the purpose, full and accurate account of all monies and obligations received and paid or incurred by them for or on behalf of the Company and shall exhibit such books at all reasonable times to any member on application at the offices of the Company;
- I. ensure that all bank accounts, securities and financial accounts are maintained in the name of the Company and ensure that such accounts shall only be opened upon the express resolution of the Board of Trustees as evidenced by the signatures of the President and Secretary;
- J. present financial reports to the membership no less than every three months, and more frequently as desired or required by the President and/or Membership.

No person may serve as Treasurer if they have been convicted of or plead to any crime involving theft, burglary, larceny or fraud. The Treasurer is required to give or qualify for bond for the faithful performance of their duties, in such sum and with such securities as the Board of Trustees may require. In order to serve as the Treasurer, an individual shall have served as an Active Member in this Company in Good Standing for at least five (5) years, or be a Life Member who earned the right to vote, and must remain in Good Standing.

- 9. Assistant Treasurer. The Assistant Treasurer shall assist the Treasurer in the discharge of their duties and shall perform the duties of the Treasurer in the event of their absence. No person may serve as treasurer if they have been convicted of or plead to any crime involving theft,

burglary, larceny or fraud. They must be qualified to be bonded. A candidate must have served as an Active-Full Member (including Probationary Time) for at least four (4) years by the time of taking office.

10. Vacancies. Vacancies shall be filled at a regular or special meeting of the members in one meeting of nominations and elections.
11. Expenses. Reasonable expenses, including travel expenses, as determined by the Board of Trustees, may be paid to any officer incurring such expenses in the performance of their official duties on behalf of the Company. All executive offices may be reimbursed for reasonable expenses as properly incurred.
12. Resignations. Any officer may resign by supplying a resignation in writing to the President of the Company, and the President resigns by submitting a resignation to the Board of Trustees. Resignations of executive and line officers shall be effective immediately upon receipt of such resignation by President or Secretary regardless of the date indicated on the resignation.
13. Removal of Officers. The President may request that an officer resign their position. Upon the refusal to resign (other than Treasurer and Assistant Treasurer as provided for above), the President may request that membership vote to remove such individual with or without cause. A majority of the Full Members present must vote in favor of removal in order for the removal to be effective, with the officer in question being prohibited from voting on the matter. The Vice-President may make such motion for the removal of the President.

**ARTICLE VIII**  
**Line Officers & Firematic Officers**

1. Definition. Chiefs and line officers shall not be considered executive officers of the Company, for purposes of these by-laws. The Chief and the President may not hold any other executive or line office.
2. Line Officers. There shall be the following line officers listed from highest order of rank to lowest, but the Chief may create non-line officer positions as necessary for the chief's term of office:
  - A. Chief
  - B. Deputy Chief
  - C. Assistant Chief
  - D. 1<sup>st</sup> Captain
  - E. 2<sup>nd</sup> Captain
  - F. Lieutenant (appointed by Chief)
  - G. Fire Police Captain

There also shall be one or more safety officers who are appointed by the Incident Commander on each scene when necessary.

3. Non-Qualified Candidates: In the event there is no qualified and willing candidate, an individual may be elected in an "Acting" capacity until a qualified candidate desires the position.
4. Commencement of Office. The Chiefs, line officers and other elected officers shall take office at the Annual Dinner and shall serve until their successor is elected.
5. Term of Office. Chiefs and line officers shall serve for the term of one year. There shall be no term limits for any position. A person shall serve until their successor is elected and permitted to take office.
6. Vacancies. Vacancies shall be filled at a regular or special meeting of the members in one meeting of nominations and elections with qualifications to be determined by the Nominating Committee at such meeting and there being no right of appeal to the Board of Trustees of their decision. In the interim, the officers shall be "acting" in the position of them as follows, regardless of qualifications. All persons below the vacant position shall move up as follows until a replacement is elected:
7. Qualifications. The policies may dictate the courses required for each office. They are not stated in these bylaws as the course names frequently change.
8. Chief. The Chief shall have complete operational control of the Company at all firematic functions and at all times where the Company is on duty.

9. Deputy Chief. The Deputy Chief, in the absence of the Chief, shall perform the operational duties of Chief. Candidates must have served as an Active Member for a period of at least five (5) years, two (2) of which shall have been as a Captain or higher line officer in the Company.
10. Assistant Chief. The Assistant Chief, in the absence of the Chief and Deputy Chief, shall perform the operational duties of Chief. In order to serve as an Assistant Chief, a member must have served as an Active Member in Good Standing for four (4) years in this Company, one (1) of which shall have been as a Captain or higher line officer in the Company.
11. Captains. In order to serve as a Captain, a member must have served as an Active Member for at least three (3) years with this Company.
12. Fire Police Captain. These officers shall coordinate traffic control and scene/property security but shall not otherwise control a fireground or fire scene. A member must have served as an Active Member of the Company in Good Standing for at least three (3) years with this Company.
13. Incident Safety Officer. The Incident Safety Officer will be appointed by the Incident Commander on a scene-by-scene basis. The Incident Safety Officer shall have those powers as granted by the policies.
14. Other Officers. Unless otherwise stated in these bylaws, the remaining officers shall perform those duties as assigned by the Chief.
15. Removal of Officers. The Chief may request that an elected officer resign their position. Upon the refusal to resign, the Chief may request that membership vote to remove such individual with or without cause. A majority of the Full Members present must vote in favor in order for the removal to be effective, with the officer in question being prohibited from voting on the matter. If the Chief or Deputy Chief are volunteers, then they may be removed by a majority of the Full Members present at a meeting of the members.

**ARTICLE IX**  
**Election Procedures**

1. General applicability. All elections for trustee and executive and line officers shall be conducted under this Article. This is not the procedure for filling vacancies. Special elections shall be held in this manner, but the dates shall be changed, as necessary.
2. Annual Election. All elections shall take place at the regular member meeting in December.
3. Qualifications. In order to be qualified to be nominated for any position, a nominee must be qualified at the time of Nomination and meet all of the requirements stated in these bylaws and any related policies.
4. Nominations. An individual may be nominated from the floor at the October member meeting. Any member may nominate themselves for any position. No second is required. A person must be nominated for any position that they desire and may not simply drop down if not elected to a position. A member may submit a letter of intent if they cannot be present at the nomination meeting. Nominations shall continue to be open throughout the November meeting and shall close at the end of the November regular member meeting.
5. Posting of Ballots. The Secretary shall post the names of the candidates for each position.
6. Election Process. Elections shall be held at the December member meeting. The President shall run the election meeting and selects at least two people as tellers.
  - A. All votes shall be conducted by written ballot.
  - B. In the event there is only one candidate for an office, and unless a member other than the nominee moves that the secretary cast one vote and the majority of Full Members present by show of hands approve such motion, a vote must still be conducted to elect that nominee.
  - C. In all other cases, a candidate must receive a majority of the votes cast to win an office. Should no candidate receive a majority, the candidates receiving the lowest number of votes shall be dropped. If two candidates tie for the lowest number of votes, those candidates shall first have a runoff to decide who drops out.
  - D. In the event of a tie amongst the candidates with the highest number of votes after dropping all other candidates, a revote shall be conducted. In the event of a third consecutive tie, a coin toss shall decide the winner. The coin flip shall be conducted by the President, and the senior member of the election shall call the coin flip.
  - E. In the event no candidate wins an office, nominations shall immediately be open for new nominees. The election shall follow immediately.
  - F. Candidates not elected to a higher office may not drop down to a lower office unless they



were previously nominated.

G. Once a candidate for a line office has been elected to one line office, they shall be removed from any other line office ballots on which they appear.

H. Once a candidate for an executive office has been elected to one elected office, they shall be removed from any other executive office ballots on which they appear.

7. Leaving positions Vacant. Nothing in these bylaws shall require any position to be filled.

8. Order of Elections. The order of each election shall be as follows:

- A. Chief
- B. Deputy Chief
- C. Assistant Chief
- D. 1<sup>st</sup> Captain
- E. 2<sup>nd</sup> Captain
- F. Fire Police Captain
- G. President
- H. Vice-President
- I. Secretary
- J. Assistant Secretary
- K. Treasurer
- L. Assistant Treasurer
- M. Trustees

**ARTICLE X**  
**Agents, Representatives and Committees**

1. Agents and Representatives. The President may appoint such agents and representatives of the Company with such powers and to perform such acts or duties on behalf of the Company as the President may see fit, so far as may be consistent with these by-laws, to the extent authorized or permitted by law.
  
2. Standing Committees. Committees may only act if they have a majority of the Committee members present at any Committee meeting. The following committees shall be considered “Standing Committees”: House, Bylaw, Junior, Fundraising, Annual Dinner, Uniform, Fire Prevention, Awards, Sunshine. The description of the Committees is as follows:
  - A. House Committee. The House Committee shall oversee the hall, kitchen, rentals of the hall, and to insure all doors to the building are locked as appropriate.
  
  - B. Bylaw Committee. There shall be a Bylaw Committee; consisting of not more than five (5) members, three (3) of which must be Active Members. The Committee will review and provide a positive, negative or “no” recommendation to all proposed changes to the Bylaws.
  
  - C. Junior Committee. There shall be a Junior Committee consisting of three (3) members appointed by the Chief. The duties of the Junior Committee are to meet with and train all Junior Members, review Best Practices for Junior Membership, keep informed of school grades and keep parents advised as to status of Junior Membership. The Committee shall report any problems to the Chief and further keep the membership advised of the training status of the Junior Members.
  
  - D. Fundraising. There shall be a Fundraising Committee whose purpose shall be to review, recommend, and coordinate fund raising activities.
  
  - E. Annual Dinner Committee. There shall be an Annual Dinner Committee consisting of not less than two (2) Active Members who shall be responsible for planning and coordinating the Annual Dinner. The installation of officers shall occur at the Annual Dinner on the last Saturday in January.
  
  - F. Awards Committee. The Awards Committee shall consist of the Chief and the President who will decide on all awards. These are discretionary awards that may or may not be issued yearly. The awards are listed in Attachment A to these Bylaws.
  
  - G. Uniform Committee. There shall be a Uniform Committee consisting of not less than two (2) members who shall be responsible for inventorying, distributing, and issuing all Company issued uniforms. The Uniform Committee will issue any Purchase Orders that the Company deems necessary, and report any recommended changes to the Company.

- H. Fire Prevention Committee. There shall be a Fire Prevention Committee Chaired by the Assistant Chief. Any member is eligible to participate upon approval of the Assistant Chief. The Fire Prevention Committee shall formulate and participate in fire prevention activities within the community throughout the year.
- I. Sunshine Committee. There shall be a Sunshine Committee, chaired by an Active Member of the Fire Company which shall report to the Vice-President. The Committee shall be responsible for visiting (if possible), sending cards, gifts, or making other appropriate gestures to members and others identified by the committee who have experienced an unfortunate event to include, but not limited to; hospitalization, death in family, and other such occasions, and to notify the Chaplain of such an incident.
3. Appointments. Except as otherwise directed by these bylaws, the President elects and may remove members from the committees at will without cause or may refuse to appoint a member to a committee. The President shall appoint the Chair.
4. Duties. The duties of each committee shall be assigned, as needed and directed by the President except as stated in these bylaws.
5. Committees. The policies may assign the duties of each standing committee, except as stated in these bylaws.
6. Other Committees. The President, Board of Trustees or the Full Members by vote may establish standing committees from time to time as they determine by resolution adopted by a majority of the entire Board or the voting members and may designate from among its members standing committees, each consisting of one or more voting members and each of which, to the extent provided in the resolution of the Board of Trustees shall have all authority of the Board, except that no such committee shall have authority as to the following matters:
- A. The submission to voting members of any action requiring members' approval pursuant to these by-laws or the laws of the State of New Jersey;
  - B. The filing of vacancies in the Board of Trustees or in any committee;
  - C. The fixing of compensation of the trustee for serving on the Board or on any committee;
  - D. The amendment or repeal of the by-laws or the adoption of new by-laws;
  - E. The amendment or repeal of any resolution of the Board which by its terms shall not be so amendable or repealable.
7. Alternates. The Board may designate one or more trustee or voting members as alternate members of any standing committee, who may replace any absent member or members at any meeting of such committee.
8. Service. Each committee of the Board or the Company shall serve at the pleasure of the President. The designation of any such committee and the delegation thereto of authority shall not alone relieve any individual of their duty to the Company.

## **ARTICLE XI**

### **Code of Ethics**

#### Declaration of policy and purpose

The proper operation of the Company requires that Company trustees, officers and members be impartial and responsible to their members and the public. They must not have interests that would be incompatible with the proper discharge of their responsibilities or tend to impair their independence of judgment or action in the performance of their official duties and responsibilities. Decisions and policies must be made in the proper channels of Company structure and free from undue influence. Positions with the Company must not be improperly used for personal gain. Trustee, officers and members must strive to avoid even the appearance of impropriety. Each of these ideals is to ensure that the public has confidence in the integrity of this Company. The purpose of this Code of Ethics is to maintain and enhance a tradition of responsible and effective public service by setting forth standards of ethical conduct to guide members, trustee and officers in the conduct of their responsibilities.

#### Definitions

“Confidential Information” means any information, however transmitted or maintained, that is obtained, possessed or controlled by such Company member, trustee or officer by reason of their position with the Company, and by its nature is such that it is not known to the general public or is not a matter of public record.

A prohibited gift, as addressed by this policy, shall include a gift of more than \$75.00 in value. Such a gift includes, but is not limited to, entertainment, food, beverage, travel and lodging to the extent that the gift value exceeds \$75.00 for any one occasion and \$150.00 total in any one year from the same person or business entity. A gift also includes a loan that is not commercially reasonable. Prohibited gifts do not include the following:

1. A loan made on terms that are commercially reasonable and not more favorable than loans made in the ordinary course of business.
2. Any gift regardless of value from a family member.
3. Certificates, plaques or other ceremonial awards costing less than \$75.00, except for any award given by a municipality, not-for profit Company, another fire company or ambulance service or this Company for service as a Company member, trustee or officer.
4. Honorary degrees.
5. A meal, ticket, beverages, and lodging costing less than or equal to \$75.00, but only if the total of all such gifts from a particular person or business does not exceed \$150.00 in one year.

“Financial benefits” include promotions, commissions, rewards, raises and direct compensation.

An “interest” shall include a direct or indirect, pecuniary or material benefit accruing to such person as the result of a contract with the Company.

Prohibited interests shall not include a contract or business advantage where no direct or indirect financial gain may be obtained, such as where a person is merely an employee that will not receive any financial benefit from the result of a decision of the Company.

“Officers” shall include executive/civil and line officers.

“Members” shall include all active members and other types of members when such members have no vote or voice before the membership.

### Principles of the Company

The principles which must guide the conduct of Company members, trustee and officers include, but are not limited to, the following:

1. Company members, trustee and officers shall endeavor to pursue a course which shall not raise suspicion among the public that they are likely to be engaged in acts that are in violation of their trust as Company members, trustee or officers;
2. No Company member, trustee or officer shall engage in, accept employment or render services when the employment or services: (1) are incompatible with the proper discharge of the official duties of such person; or (2) would tend to impair independence of judgment or action by such person in the performance of that person’s official duty.
3. Company members, trustee and officers shall not disclose confidential information acquired in the course of their duties as a Company member, trustee or officer, nor use such information to further their own personal, family or present or known future business interests. This shall not prohibit revealing information known to the public at large;
4. Company members, trustee and officers shall not use or attempt to use their positions or influence in order to secure unwarranted privileges or exemptions for themselves or others, either before the Company or otherwise;
5. Company members, trustee and officers shall not engage in any transaction as a trustee of the Company or municipality which contracts with the Company or with any business entity in which they have a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of their duties as a Company member, trustee or officer;
6. Company members, trustee and officers shall not accept a gift, as defined above, from any person or business which has any pending businesses transactions or has an interest in a decision of the Company, including but not limited to decisions involving purchases, provisions of supplies, construction, hiring and legislation. Company members shall not accept

privileges unavailable to the general public which are offered in order to gain favor from such individual regarding a decision of the Company.

7. Company members shall comply with the Company's "Prohibition of Financial Interests" policy.

### Prohibition of Financial Interests

#### Application of Policy

This policy shall regulate the conduct of members, trustee and executive officers and line officers. It shall apply to such person's financial and business interests.

Persons regulated by this policy shall be deemed to have an interest in a contract or business of:

their spouse, minor children and dependents;

1. a firm, partnership or association of which such individual is a partner, member or employee;
2. a Company of which such individual is an officer, trustee or employee; and
3. a Company, any stock of which is owned or controlled directly or indirectly by such individual, except that a prohibited interest shall not include an investment interest in a business in which such person owns or controls less than five (5%) percent of the business or outstanding shares.

This policy shall not apply to a contract in which a member, trustee or officer has an interest if the total consideration payable under that contract, when added to the aggregate amount of all consideration payable under contracts in which such person had an interest during the fiscal year, does not exceed the sum of twenty-five hundred (\$2,500.00) dollars.

Members may override the limits on a case-by-case basis so long as the membership is apprised of the purchase and the price and the ownership is disclosed to the membership prior to the vote.

### Prohibitions

No interested member, trustee or officer of the Company may:

1. vote or speak on any matter in which they have any interest, financial or otherwise, direct or indirect;
2. vote to do business with any entity in which they have a prohibited interest;
3. attempt to implement, prevent or change any legislation before the Town of Plumsted, which is in substantial conflict with the proper discharge of their duties as a Company member, trustee or officer or would obtain a financial advantage or himself, family, or business; or

4. represent a client before the Company or appear before the Company on behalf of a client;
5. Express an opinion on any matter in which such person has a prohibited or conflict of interest.

Required conduct upon conflict arising

1. Prior to any vote, any duality of interest or possible conflict of interest on the part of any member, trustee or officer shall be disclosed to the other persons voting on the matter and shall be noted in the minutes.
2. Such interested person may be counted in determining the quorum for the meeting. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting and the quorum situation.
3. No member, trustee or executive or line officer having a duality of interest or conflict of interest on any matter shall vote or use their personal influence on the matter.
4. No conflict may be waived, even by vote of the members, trustee or officers. A person accused of having an interest but disagreeing with the accusation may vote by secret ballot. Such person's vote shall be sealed. Should the vote of such person affect the outcome of the matter, the Company may seek an opinion from the Comptroller, the Attorney General, the Company's attorney or the Code of Ethics Committee, or from any other trusted and non-interested source as to whether a conflict exists.
5. Every new member of the Company or Board of Trustees, or a new executive officer or line officer must be advised of this policy upon entering on the duties of their office. Forms acknowledging this policy must be executed by every new member, trustee or officer. This policy shall be reviewed at least annually with every member, Trustee and officer.
6. Members, trustee and officers shall be required to disclose annually, in writing, all financial interests in which they or family members may have before the Company, and any other information as required by the Company.
7. Members, trustee and officers must exercise their duties and responsibilities in the public interest of the inhabitants of the municipality(s) served.

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A sample (brief) form is as follows:

Name: \_\_\_\_\_

Date of acknowledgement: \_\_\_\_\_ for the calendar year of \_\_\_\_\_.

Position held:  member  trustee  executive officer  line officer

List all potential businesses with which the Company presently does business in which any personal, family or business interest exists, as defined by the code of ethics policy. \_\_\_\_\_

Do you now or in the next year expect to represent any person or business entity before the Company?  Yes  No

Do you now or in the next year expect to solicit any business from the Company?  yes  no. If yes, state in full such disclosure.

#### ACKNOWLEDGMENT

I acknowledge that I have read the Company's conflict of interest policy and code of ethics and I agree to abide by such policies at all times. I have made a full disclosure of all interests and shall make an additional written disclosure should such a conflict arise.

\_\_\_\_\_  
[name]

#### **ARTICLE XII Prohibition Against Sharing in Corporate Earnings**

No member, trustee, officer or employee of or member of a committee of or person connected with the Company, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Company, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Company in effecting any of its purposes as shall be fixed by the Board of Trustees; and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the Company. The Company shall be deemed to have expressly consented and agreed that, upon such dissolution or winding up of the affairs of the Company, whether voluntary or involuntary, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future Federal Tax Code, or shall be distributed to such Company or organization as is then recognized by the Internal Revenue Service as qualifying under Section 501(c)(3) of the Internal Revenue code of 1986, as amended, or shall be distributed to the Federal Government or to a state or local government for a public purpose. Any such assets not to disposed of shall be disposed of by a court of competent jurisdiction of the County of Ocean, State of New Jersey, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.



**ARTICLE XIII**  
**Indemnification**

The following provisions are each subject to the limits of insurance available for such purposes:

1. The Company shall indemnify any person made, or threatened to be made, a party to an action or proceeding other than one by or in the right of the Company to procure a judgment in its favor, whether civil or criminal, including an action by or in the right of any other Company of any type or kind, domestic or foreign, or any partnership, joint venture, trust, employee benefit plan or other enterprise, which any trustee, officer, voting or non-voting member or employee of the Company served in any capacity at the request of the Company, by reason of the fact that their testator or intestate, was a trustee, officer, or voting member or employee of the Company, or served such other Company, partnership, joint venture, trust, employee benefit plan or other enterprise in any capacity, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees actually and necessarily incurred as a result of such action or proceeding, or any appeal therein, if such trustee, officer, or member or employee acted, in good faith, for a purpose which they reasonably believed to be in, or, in the case of service for any other Company or partnership, joint venture, trust, employee benefit plan or other enterprise, not opposed to, the best interests of the Company and, in criminal actions or proceedings, in addition, had no reasonable cause to believe that their conduct was unlawful.
2. The Company shall also indemnify any person made, or threatened to be made, a party to any action by or in the right of the Company to procure a judgment in its favor by reason of the fact that their testator or intestate, is or was a trustee, officer, or member or employee of the Company, or is or was serving at the request of the Company as a trustee, officer, voting or member or employee of any other Company, agency or state Company of any type or kind, domestic or foreign, or of any partnership, joint venture, trust, employee benefit plan or other enterprise, against amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred by them in connection with the defense or settlement of such action, or in connection with an appeal therein, if such trustee, officer, voting or member or employee acted, in good faith, for a purpose which they reasonably believed to be in, or, in the case of service for any other state or regional Company or any partnership, joint venture, trust, employee benefit plan or other enterprise, not opposed to, the best interests of the Company, except that no indemnification under this paragraph shall be made in respect of (1) a threatened action, or a pending action which is settled or otherwise disposed of, or (2) any claim, issue or matter as to which such person shall have been adjudged to be liable to the Company, unless and only to the extent that the court in which the action was brought, or, if no action was brought, any court of competent jurisdiction determines upon application that in view of all the circumstances of the case the person is fairly and reasonably entitled to indemnity for such portion of the settlement amount and expenses as the court deems proper.
3. The foregoing right of indemnification shall not be exclusive of other rights to which the trustee, officer, voting or member or employee may be entitled.

4. Subject to the laws of New Jersey, the Company may maintain insurance at its expense to protect itself and any trustee, officer, voting or member, employee or agent of the Company against any expense, liability or loss of the general nature contemplated by this Article, whether or not the Company would have the power to indemnify such person against such expense, liability or loss under the laws of New Jersey.
5. It is the intent of this Company to indemnify its officers, trustee, and members and employees to the fullest extent authorized by the laws of New Jersey as they now exist or may be amended. If any portion of these indemnification provisions shall, for any reason, be held invalid and unenforceable by judicial decision or legislative amendment, the valid and enforceable provisions will continue to be given effect and shall be construed so as to provide the broadest indemnification permitted by law.

#### **ARTICLE XIV** **Amendments**

These by-laws may be amended, altered or repealed and new by-laws may be added as follows.

1. A proposal may be submitted by any Full Member to the Bylaws Committee. The Bylaw Committee may provide the person submitting the proposal with suggestions, but the person submitting the proposal is not required to adopt them and may submit the proposal in its original or amended form to the Secretary. The Bylaw Committee shall complete its review within thirty (30) days of receiving it.
2. The Secretary shall submit the bylaw proposal to the membership no later than fifteen (15) days after the Bylaws Committee has completed its review. The proposal shall be submitted in writing to the members, or if it is less than 1000 words, it shall be read to the membership.
3. The Bylaws Committee may make a recommendation for or against the proposal at any meeting.
4. After the first presentation/reading of the proposal, the amendment shall be posted in the fire house for at least ten (10) days.
5. A special meeting notice shall be sent out at least ten (10) days in advance stating that a bylaw amendment will be voted on and that the text is posted at the station.
6. At a second membership meeting, the bylaw proposal may be discussed between the members and may be presented for a vote. The affirmative vote of at least two-thirds (2/3) of the members entitled to vote and voting at that meeting shall be necessary to adopt the amendment. Any alteration to the proposed amendment which is proposed at the meeting at which the vote will be taken may be voted upon at that same or later meeting without further notice to the membership.

**ARTICLE XV**  
**Investments, sale of real estate and emergency purchases**

1. The Company shall have the right to invest and reinvest any funds held by it, according to the judgment of the Board of Trustees, without being restricted to the class of investments which a Trustee is or may hereafter be permitted by law to make or similar restrictions.
2. Neither the whole nor any part of the real estate or property now owned or hereinafter acquired by this Fire Company shall be mortgaged, sold or in any way encumbered without the approval of two-thirds (2/3) of the members present at a regular or special meeting called for that purpose. All members must be notified of any meeting where property shall be mortgaged, sold, or in any way encumbered a minimum of thirty (30) days prior to the meeting. Notice of this meeting must be posted in the firehouse a minimum of thirty (30) days before the meeting date.
3. A properly completed voucher must accompany all bills submitted for payment. Failure to do so will result in the bill not being addressed for payment. The Trustees and/or the majority of the fire company at a meeting must approve any purchase in excess of \$250.00.

Emergency repairs of the building and grounds are to be determined by the trustees by a majority vote as directed by the President.

**ARTICLE XVI**  
**No suspension or waiver of bylaws**

Under no circumstances may these bylaws ever be suspended and waived. Any vote taken after any such suspension or waiver shall be null and void.

**ARTICLE XVII**  
**Meeting conduct**

The meeting shall be called to order precisely at the hour named. Members, when speaking shall rise and address the Chair.

They shall confine their remarks strictly to the subject so as to avoid inappropriate discussions and comments.

The Chair shall decide all questions which may be subject to appeal to the membership without debate. When appeal is made from the decision of the Chair, once seconded, the President shall vacate their position at the meeting until the question is decided at that meeting.

Political subjects which do not pertain to the good of the Company shall not be discussed or heard. Unless specifically pertinent to the good of the Company, matters about religion, race, color, sexuality or other protected topics shall not be discussed and the Chair may end the discussion if one takes place.

No non-member may be present at any Company meeting, except upon invitation from the Chair.

No member may communicate the business of the Company to a non-member without approval of the President.

Roberts Rules may be utilized to decide questions of parliamentary procedure, but the failure to comply shall not provide any person with a right to appeal a decision.

**ARTICLE XVIII**  
**Delegates To Firefighter's Convention**

In order to attend the Fireman's Relief Association Convention, the member must meet three out of the four requirements from Article IV, paragraph 12. The ranking and selection of Delegates to attend shall be determined by the members' line number and/or seniority with the Association. Once a member starts as a Delegate, they shall continue as a Delegate until they have attained Life Membership as long as they continue to meet the above criteria. In addition, the individual must meet these requisites in order to receive any financial assistance from the fire company related to the convention attendance. Members of the NEVFC Relief Association that attend no less than 50% of NEVFC Relief Association meetings, and attend the annual convention shall receive the same financial assistance as a delegate, funded the difference from the fire company to the member.

**ATTACHMENT A**  
**Awards**

- I. These approved awards may, or may not be presented during the annual Fire Company Dinner and shall apply to uniformed members of the Company:
  - A. Medal of Valor
  - B. Medal of Bravery
  - C. Firefighter of the Year
  - D. Life Saving Award
  - E. President's Award
  - F. Meritorious Service Award
  - G. Unit Citation
  - H. Recruit of the Year
  - I. Civilian Awards
  - J. Top Ten Responders

The following are additional awards that may or may not be presented at any time during the year or during Company or Station functions:

- A. Certificate of Appreciation
- B. Certificate of Training
- C. Letter of Appreciation

**Award Ribbons**

- A. Award ribbons will be placed in order from highest to lowest and left to right as follows:

1. Medal of Valor	Metal Gold Bar
2. Medal of Bravery	Metal Bronze Bar
3. Firefighter of the Year	Solid Blue
4. Life Saving Award	White/Blue
5. Meritorious Service Award	Red/White/Blue
6. Unit Citation	Multiple Red/White/Blue vertical stripes
7. Recruit Firefighter of the Year	Black/White

**II. Placement of Award Ribbon/s on Dress Uniform**

Ribbons may be worn on a bar/s and pinned to the dress coat above the badge.

- A. When worn, award ribbons shall be aligned horizontally parallel to the bottom of the uniform badge (left breast), centered between the dress coat double breast seam (approximately 6" from inside seam of the right panel). If ribbons are worn on a bar, they shall be in a manner consistent with lacquer mounting on black field and approved by the Company. Ribbon bars can be worn in rows of two; however, rows of three may be worn

when displaying a large number of awards. Incomplete rows are to be centered.

- B. All authorized award ribbons to which the member is entitled will be worn on the dress coat.
  - 1. Ribbons shall not be worn on job shirts, class "B" shirt, or all weather jackets.
  - 2. When shirts are worn as outer garment, ribbons are not required unless prescribed by the Chief.
  - 3. Name bar and service pin shall be worn with the dress coat.
  - 4. The Medal of Valor and Medal of Bravery ribbons will always be placed above and centered on any ribbons displayed on the uniform.
- C. The Medal of Valor and/or Medal of Bravery will be worn with appropriate drape over the left breast beneath the member's badge.

III. Criteria for awards are as follows:

- A. Medal of Valor - This award shall be presented by the Fire Chief to members who have, under especially hazardous conditions, courageously risked their own life to save another. The intention of this is to reward the truly outstanding performances under times of duress and shall be considered for emergencies only. Members receiving this award shall be nominated for the International Associations of Fire Chiefs Benjamin Franklin Fire Service Award.
- B. Medal of Bravery - The award shall be second only to the Medal of Valor and will be presented to a member for an act which exhibited significant risk to personal safety in an effort to save another. This will generally be considered for members acting above and beyond the call of duty and within safe operating policies and procedure of the Company.
- C. Firefighter of the Year - This award is intended for the Company member who, over the course of the year, has continually put forth an effort of the highest degree. This may involve fire suppression, fire prevention, training, or any combination of the above. Further, it may involve an individual event or a collection of exceptional performances.
- D. Life Saving Award - To be awarded to an individual for the saving of a human life. Intended for an individual directly responsible for the saving of a human life and shall be issued to members of the Company for the saving of a life through various actions such as application of prehospital emergency medical care or public safety measures.
- E. President's Award to be awarded at the discretion of the President.
- F. Meritorious Service Award - This shall be awarded to members of the Company whose actions have distinguished them from standard performance expected of the position. This award may apply to any phase of the Company.
- G. Unit Citation - This award may be presented to members of the Company that participated

in an action that contributed to the overall professionalism of the New Egypt Fire Company. The award may apply to any phase of the Company.

- H. Recruit of the Year - This award shall be given to the recruit firefighter who best exemplifies the conduct required of a New Egypt firefighter and continually demonstrates readiness, performance and excellence in completing the recruit-training program. The recruit shall display maturity and leadership potential before fellow recruit and, through dedication and commitment to duty, has made a significant contribution to advancing the goals of the Company.
- I. Civilian Awards - Any member of the Fire Company may recommend to the Awards Committee through their respective representative that a civilian be recognized for their efforts in the saving of a life, reducing a serious injury, or the reduction of property loss. Nominations shall be reviewed by the Awards Committee with written recommendation made to the Fire Chief. All civilians shall receive their award in the form of a certificate. Civilian Council meeting or incident location.

Civilian Citation - A Civilian will be awarded for meritorious action, which resulted in the saving of a life, the reduction of serious injury, or the reduction of property loss.

Certificate of Appreciation - A certificate of appreciation to any deserving individual for a deed that is worthy of recognition but does not fall within the Guidelines of a Civilian Citation.

- J. Top Ten Responders - This award shall be given to the Firefighters with the ten highest percentages.



**ATTACHMENT B**  
**Dress Uniforms**

PRESIDENT'S UNIFORM

Gold badge of office, gold name tag, gold buttons, lapel pins, gold belt buckle, past president gets to keep all gold but badges would say past president.

VICE PRESIDENT, SECRETARY, ASSISTANT SECRETARY, TREASURER, AND ASSISTANT TREASURER

Standard firefighters uniform

CHIEFS UNIFORM: As set forth by the Fire District for paid Chiefs.

Otherwise, for volunteer Chiefs: Gold badges, buttons, lapel pins, name tag, tie clip gold, gold belt buckle, white hat, gold band with gold and red flames. When the Chief becomes a past chief, they keep all gold with ex on all badges, along with hat of chief.

DEPUTY CHIEF'S UNIFORM

Otherwise, for volunteer Chiefs: Gold badges, buttons, lapel pins, name tag, tie clip gold, gold belt buckle, white hat, gold band with gold and red flames. When the Deputy Chief becomes a past chief, they keep all gold with ex on all badges, along with the hat of chief.

ASSISTANT CHIEF'S UNIFORM

Gold badges, buttons, lapel pins, name tag, tie clip gold, gold belt buckle, white hat, gold band. When the Assistant Chief is no longer in this position, they shall return to firefighter's uniform.

CAPTAINS' UNIFORM

Dark hats with silver badge of office, all badges, pins, buttons, lapel pins tie clip, are silver, when not a captain goes back to a firefighter's uniform.

CAPTAIN OF FIRE POLICE'S UNIFORM

Silver badges, pins, lapel, tie clip, belt, of the office. At the conclusion of service as the Fire Police Captain, the member returns to the wearing of a firefighter's uniform.

After a member has completed the probationary period and has been approved by the membership at a regular meeting, they shall be supplied with a dress uniform to include a shirt, coat, trousers, hat, shoes, tie, tie clip, lapel pins, and name tag. A Class "B" Uniform to include a "T" Shirt,

Station Shirt, Pants, and Boots. A Badge will be issued at the Chiefs discretion. When a member is no longer an officer all badges, pins and any brass of the office will be returned to the chief or president before new officers take office.

SERVICE PINS: All members are entitled to a pin designating each five years of service, with only one pin which may be displayed each year.

## **ATTACHMENT C**

### **Fire Officer Course Qualifications**

The following course requirements are in addition to any other requirements in these bylaws for holding office. Course equivalents offered by the state or other course offeror may be deemed acceptable.

#### **Chief and Deputy Chief**

- Firefighter 1
- Firefighter 2
- Hazmat Incident Commander
- ICS level 3
- Truck Operations
- Engine Operations
- S130/190
- Strike Team Leader
- Building Construction for the Fire Service
- Fire Officer 1 Written Exam
- Pump Operations

#### **Assistant Chief**

- Firefighter 1
- Hazmat Incident Commander
- ICS level 3
- Truck Operations
- Engine Operations
- S130/190, Strike Team Leader
- Building Construction for the Fire Service
- Pump Operations.

#### **Captain(s)**

- Firefighter 1
- Hazmat Incident Commander
- ICS level 2
- Truck Operations
- Engine Operations

- S130/190
- Building Construction for the Fire Service
- Pump Operations.

### **General requirements**

- Any other class not listed but is required by NJDFS
- All officers must attend 24 hours of firematic training per year while serving in their roles. Mandatory required training is not included in training requirements.