

BY LAWS OF THE FORT BIDWELL VOLUNTEER FIRE DEPARTMENT

Revised December 13, 2016

ARTICLE I - NAME AND PURPOSE

Section 1. The name of this organization is the FORT BIDWELL VOLUNTEER FIRE DEPARTMENT.

Section 2. It is a non-profit organization working in the public interest to protect persons and property from damage by fire or other *emergencies*; to act as custodians of any equipment placed in its care: and to aid in acquiring of new or replacement equipment for the Fire District.

ARTICLE II – MEMBERSHIP

Section 1. *Firefighting* Members will be male or female persons of age and physical condition eligible for coverage under California Compensation Insurance regulations *and approved by the Fire Chief.*

Section 1a. Non-Firefighting Members are those with non-firefighting duties such as administration.

Section 2. Application for membership will be presented at a regular meetings of the Department. If no request for investigation of an application is made at the time of the presentation a vote may be taken immediately and a majority vote will decide the disposition of the application.

Section 4. A member may be expelled from the organization by a two-thirds majority vote of members present at the first regular meeting following presentation of charges and after the member has been given the opportunity to defend against the charges before a regular meeting of the Department.

Section 5. Each member of the Department will familiarize himself with the By-Laws.

Section 6. To retain membership in the Department it will be necessary for each member to attend three (3) meetings during the year, or by approval of the Fire Chief.

ARTICLE - OFFICERS AND STANDING COMMITTEES

Section 1. Officers of the Fort Bidwell Volunteer Fire Department will be President, Fire Chief, Assistant Fire Chief and Secretary-Treasurer, each elected at the annual meeting of the Department by a majority vote of members present, except that he Chief shall pick his assistant, subject to the approval of the Department.

Section 3. Officers and standing committee members, elected at the annual meeting, will hold office until the next annual meeting and will take over their respective duties at the close of the election.

Section 4. Vacancies in elected offices or committees will be filled by vote of the membership at the first regular meeting where the vacancy exists, and the elected member will serve until the next annual meeting.

Section 5. Any elected officer or committee member may be recalled from office. Charges must be *presented* at a regular meeting of the Department and a vote must be called for at the next regular meeting. A two-thirds majority vote of the members present will be needed to recall. At the time charges are presented to the members, the officer or committee member will be relieved of duties and a member appointed by the presiding officer until the motion for recall has been disposed of.

ARTICLE IV - DUTIES OF OFFICERS AND COMMITTEES

Section 1. The President will preside at all meetings of the Department and will carry on all duties usually assumed by the head of an organization except those assigned to the Chief. He will in no way interfere on an ongoing fire with the orders of the Chief or Assistant Chief.

Section 2. The Chief will be in charge of all fires and all fire fighters on an ongoing fire. If he is late on a fire he may leave whoever is in charge at the time or to fully take over bearing in mind we cannot have two bosses. If we make an initial attack on a State or Federal responsibility fire, the responsible agency should be called and incident command turned over to them upon their arrival. Any request for assistance from Government agencies should come through the Chief, or whichever member is in charge of the fire in his absence. The Chief shall arrange and direct all training sessions in the Department or appoint someone else to carry out these duties. Training sessions should be regularly scheduled. Fire prevention programs should be arranged by the Chief. Fire hazards should be eliminated by contacting the property owners. He shall remove from the scene of a fire, or from the vicinity of the equipment, any person who, in his judgment, is unable to perform efficient service. The Chief shall pick his assistant, subject to the approval of the Department.

Section 3. The Assistant Fire Chief will aid the Chief in all ways possible, and in his absence will assume the duties of the Chief.

Section 4. The Secretary-Treasurer will keep all records and books and will prepare to report at each regular meeting. The Secretary-Treasurer will pay any ordinary and regular bills of the Department as well as any outlay approved by motion at a meeting.

ARTICLE V – FINANCES

Section 1. All funds of the Department will be paid into the treasury of the Department and will be paid out on claims approved the membership of the Department over the signatures of a Commissioner and the Secretary-Treasurer.

ARTICLE VI - VOTING

Section 1. No proxy votes will be allowed at any Department meeting.

Section 2. Elections of officers and members will be by majority vote of members present.

Section 3. Expulsion of members, recall of officers or committee members will require a two-thirds majority vote of members present at the first regular meeting of the Department following the presentation of the motion or resolution. If no action is taken on the motion to expel or recall, for any reason, the motion will become out of order at the adjournment of the regular meeting following the presentation of the motion.

Section 4. Amendments to the By-Laws will require a two-thirds majority vote by the members present. The amendments will be voted upon at the meeting in which they are presented.

Section 5. Failure to vote on any motion brought before the membership, whether present or absent from a meeting, will be considered in concurrence with the majority of the members voting.

Section 6. By unanimous vote of the members present, any article or section of the By-Laws may be set aside for a time not exceeding the opening and closing of one meeting.

Section 7. In order for regular members to have the right to vote they must attend 50% of the regular meetings starting at the annual meeting in November. The Secretary-Treasurer will keep a record of members with voting power.

ARTICLE VII – MEETINGS

Section 1. Regular meetings of the Department will be held on the second Tuesday of each month.

Section 2. Annual meetings will be held on the second Tuesday of November, each year.

Section 3. Special meetings may be called by the officers or the district commissioners by written notice sent by mail at least two (2) days prior to the meeting date, or by personal or telephone contact on the day of the meeting, provided that efforts are made to notify each and every member and that the nature of business to be brought before the special meeting is explained.

Section 4. A quorum for all meetings will be one-third the number on the membership roster. (In cases where a fractional number is found, the number before the fraction will be the number for a quorum).