

BYLAWS

Gardner Lake Volunteer Fire Company Inc.

Article I

Name

1. This Company shall be known as the Gardner Lake Volunteer Fire Company Inc. (Designated as the Company hereafter).
 - A. The portion of the Company involved with Emergency Services shall be called the Fire Department.
 - B. The portion of the Company not directly involved with Emergency Services shall be called the Firehouse.

Article II

Object

1. The Company is organized and operated exclusively for charitable purposes, including the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

The specific purposes of this company are to take all actions necessary and desirable to protect life and property from the loss or damage by Fire or any other Emergency, which may arise, to provide emergency medical transportation and treatment to citizens of, residents of, and visitors to the Town of Salem, Connecticut, to promote public awareness of issues concerning safety; to promote public awareness and education concerning first aid procedures; to raise and distribute funds necessary for carrying out of said purpose.

Article III

Members

1. The Company shall be comprised of Seven (7) Categories of Membership, consisting of Probationary Member, Regular Member, Active Member, Associate Member, Life Member, Charter Member and Honorary Member.

2. Any candidate for membership shall be required to fill out an Application for Membership and have the application endorsed and signed by any non-probationary voting member in good standing, and have the completed application accompanied by Dues of Ten Dollars (\$10.00) turned over to the Recording Secretary or placed in the Recording Secretary's official mailbox. The Recording Secretary shall date the application as to receipt and shall post the application on the official Company bulletin board for a minimum of ten (10 days), at which time the application may be acted upon at the next regular monthly Company Meeting.
3. Every Candidate for membership must be voted upon by secret ballot with a majority necessary for acceptance into Probationary Membership.
 - A. Dues paid by rejected candidates will be refunded.
 - B. All rejected candidate must wait six (6) months before reapplying.
 - C. All Candidates for Membership must be at least Eighteen (18) years of age.
4. Types of Membership
 - A. Probationary Member
 1. New elected probationary members shall serve a minimum of six (6) month probationary period in which the member must attend at least fifty percent (50%) of the Regular Company Meetings, or have been excused for just cause from attendance by the Board of Directors.
 2. Probationary members have no Company voting rights.
 3. A Probationary Member may be terminated from membership for just cause at any Regular Company Meeting by a two-thirds (2/3) vote of the voting membership present.
 4. Regular Membership may be bestowed upon a Probationary Member at a regular Monthly Company Meeting, after successfully completing the minimum six (6) months probationary period, and by a Regular Member in good standing making a motion and seconded by another Regular Member in good standing, and voted on by secret ballot with a majority necessary for acceptance into Regular membership.

B. Regular Member

1. Has full rights and privileges
2. Attends Regular and Special Company Meetings
3. Participates in Company functions.
4. Has voting rights provided that the member is in Good Standing (Good Standing is defined as: Dues current, No Debt or obligation due the Company, nor current Company disciplinary action) and the member has attended two of the last three consecutive Company Meetings or has been excused from attendance at such meeting, or Meetings due to work, school or other situations that are acceptable to the Board of Directors in which the request is in writing and approved by a simple majority vote of the Board of Directors.
5. Dues of member shall be ten dollars (\$10.00) per year, payable on or before the Annual Meeting in June.
6. Any Regular or Probationary Member in arrears for dues more than ninety (90) days shall be notified in writing by the Treasurer and given thirty (30) days to pay his or her dues. If the member is still in arrears thirty (30) days after notification, his or her name shall be erased from the Company Rolls and shall automatically cease to be a member.
7. Reinstatement of membership for nonpayment of dues
 - a. Any past member who was dropped for non-payment of dues may have their membership reinstated by paying up delinquent back dues including current year's dues concurrent with reapplying for membership as stated in Article III Section 2. Upon acceptance into membership the reinstated member shall enjoy all rights and Privileges of a regular member. Any applicant reapplying for membership (due to non-payment of dues) which is not accepted into membership shall have delinquent back dues paid returned to the applicant.
8. Waivers
 - a. Dues may be waived at the discretion of the Board of Directors for members on Active Military Duty.

- b. Dues may be waived at the discretion of the Board of Directors for members in financial hardship.

C. Active Member

Is a Regular Member who in addition to the duties of a regular member responds to Emergency calls and participates in required training.

D. Life Member

1. Life membership shall be automatically attained upon any Regular Member who has completed twenty (20) years of membership in good standing. Life membership will be bestowed upon the individual at the next Annual Company Meeting.
2. Life Members pay no dues and have all rights and privileges of a Regular Member and may vote on all issues except election of officers unless they have met the attendance criteria as a Regular Member.
3. Life membership may also be bestowed upon a member who has rendered notable service to the company, under special circumstances, upon the signed recommendation of one member, approved by the Board of Directors and by a three fourths (3/4) vote by ballot of the voting members present at the Annual Meeting.

E. Charter Members

1. Charter Members are members of the Company who are listed on the 1956 Charter Member Rolls of the Gardner Lake Volunteer Fire Company Inc.
2. Charter Members are Life Members and are entitled to all rights and privileges as a Life Member.

F. Honorary Member

Any individual not already a member, who has significantly contributed to the company by word or deed, may be designated an "Honorary Member". Individuals considered for Honorary Membership shall be nominated by the Board of Directors and voted on at the next regular Company Meeting. Acceptance shall be by two-thirds (2/3) vote of the voting members present.

- a. Honorary members have no voting rights.
- b. Honorary members may be granted privileges on an individual basis, as authorized in writing by the Board of Directors and approved by the Company Membership.

G. Associate Member

An Associate Member is an active, qualified member from an abutting town's fire department who responds to calls in the PSA of the Gardner Lake Volunteer Fire Company.

Article IV
Duties of Members

1. It shall be the duty of every member to attend all Regular and Special Meetings of the Company.
2. It shall be the duty of all members to abide by the current Bylaws, Policies, Standard Operating Procedures and Guidelines and all Rules and Regulations.
3. No member shall lend or allow passing from his/her possession into the hands of anyone not a member of the Company, any Company property or access to the Firehouse building, except as authorized by the Chief or President. No member shall acquire any right or title in or to any Company property. Upon a member's resignation or if for any reason the member's connection to the company is severed, such Member shall return any and all company property in his or her possession.
4. No persons other than a Member shall be allowed to frequent the Company House unless invited and accompanied by a member who shall be responsible for his or her conduct.
5. No Member shall appear at any authorized Company function in the State of Intoxication.
6. No Member shall conduct them-self in such a manner as to bring disrepute on the Company or act in any way that is detrimental to the integrity of the Company.
7. Any member of this Company will be entitled to vote in only one Fire Company in the Town of Salem.
8. Only Regular Members and Life Members may vote on any subject brought before the Company.

Article V
Officers

1. The Corporate officers of this Company shall be comprised of a Board of Directors consisting of the Fire House President, the Treasurer, the Recording Secretary, Department Fire Chief, and three (3) Directors elected from the membership at large.
2. Election of Officers
 - A. The elected Fire Department officers of the Company shall be the Fire Chief, Deputy Fire Chief and Assistant Chief.
 - B. The elected Fire House officers of the Company shall be the President, Recording Secretary Treasurer, and three (3) Directors.
 - C. At the regular March Company Meeting a Nomination Committee shall be appointed. The Fire Chief shall select one (1) member to serve on the committee, the President shall select one (1) member to serve on the committee and the Company membership shall elect a voting Member to serve on this committee.
 1. The Nominating committee shall select a chair for the committee and shall propose a slate of officers to be presented to the membership at the May monthly meeting at which time additional nominations may be made from the floor.
 2. At the Annual Meeting in June, Elections will be conducted for all Officers whose term will expire.
 3. The Nomination committee shall verify the qualification of all nominees, and post on the Company Bulletin Board the qualifications of all nominees within one week of the May Company meeting.
 4. Elections shall be held in descending order of authority. Each nominee shall meet the minimum requirements for the office to which they are nominated. Suspension of any or all requirements or term limits for a position may be granted by a two-thirds (2/3) vote of the eligible voting membership present at the May meeting.
 5. The candidate receiving the most votes shall be elected to the position.
 6. The Chairman of the Nomination committee shall obtain the acceptance of all nominees before the closing of nominations.

7. The Fire Chief shall be elected to serve a two year term, in the even numbered years and serve no more than three (3) consecutive terms in one position. The Deputy Chief shall be elected to serve a two year term in odd numbered years and serve no more than three (3) consecutive terms in one position. The Assistant Chief shall be elected to serve a two-year term on the even number years;
8. The President, Recording Secretary shall be elected to serve a two-year term, in the odd numbered years. Treasure shall be elected to serve a two-year term in the even number years.
9. The three (3) Directors shall be elected to serve a three year term on a three-year rotation.
10. No member shall be allowed to hold more than one elected office concurrently.
11. Newly elected officers shall assume their positions at twelve (12:00) noon on the first Sunday following the Annual Company meeting in June.
12. Any elected officer may be removed from office for due cause in the same manner as prescribed under Article 8.
13. In case of vacancy in any of the elected offices occurring during any year, at the next regular or special company meeting nominations from the floor can be accepted. Suspension of any and all requirements or term limits for a position may be granted by a two-thirds (2/3) vote of the eligible voting membership present. The candidate receiving the most votes shall be elected to the position. Newly elected officers shall serve the remainder of the vacated term.
14. Absentee Ballots can only be given for the annual Election of Officers, in which the eligible voting member requesting the ballot can show reason to the Secretary why they cannot attend the Annual Meeting. The Ballot must be requested in writing or electronically to the Recording Secretary The ballot must be returned to the Recording Secretary in a sealed envelope marked on the outside with "Gardner Lake Vol. Fire Co. Absentee Ballot" along with the voting members name and signature prior to the Annual Meeting of the Company. At the time of elections the Recording Secretary shall open such ballot and add it to the other ballots cast by the membership.
15. Descending order of Elections will be President, Secretary, Treasurer, three (3) Directors, Fire Chief, Deputy Fire Chief Assistant Chief.

16. In the event of a non-contested position, the membership may direct the Secretary to cast one ballot.

3. Appointed Position

- A. The Fire Chief with the approval of the Board of Directors may appoint the following positions: Captains, Lieutenants, Engineers, Safety Officers, Accountability Officers, Cadet Advisor, Fire Police and Aides or other Officers, to assist the Fire Chief in the operation of the Fire Department. Prior to appointments a written description of responsibilities, duties and lines of authority shall be established and approved by the Board of Directors.
- B. The President with the approval of the Board of Directors may appoint the following positions to assist the President in the running of the Firehouse: House committee, Parliamentarian. Prior to appointments a written description of responsibilities, duties and lines of authority shall be established and approved by the Board of Directors.
- C. The Recording Secretary with the approval of the Board of Directors may appoint a Corresponding Secretary, a Fire Company Historian and an Editor of the Fire Company newsletter, to assist in the duties of the Recording Secretary. Prior to appointments a written description of responsibilities, duties and lines of authority shall be established and approved by the Board of Directors.
- D. The Treasurer with the approval of the Board of Directors may appoint an Assistant Treasurer to assist with the duties of the Treasurer and an Appropriated Funds Treasurer (Town Budget). Prior to the appointment a written description of responsibilities, duties and lines of authority shall be established and approved by the Board of Directors.

ARTICLE VI
Duties and Qualifications of Elected Officers

1. Board of Directors

A. Qualifications

1. Shall have been a member, in good standing, of the Company for a minimum of three (3) years.
2. Shall be familiar with Roberts Rules of Order, Newly Revised.
3. Shall be bondable.

B. The Board of Directors shall be responsible for the operations of the Company. Their responsibilities shall include but are not limited to the following:

1. Financial Policy
2. Act as a Board of Appeals
3. Initiate Bylaw changes when deemed necessary or on request.
4. Shall review and approve all Standard operating procedures (SOP's), Standard operating guidelines (SOG's), Policies, and Rules and Regulations.
5. Approve Life Members as required in the Bylaws.
6. Review Probationary Members.
7. Periodically review the list of eligible voting members.
8. Monthly Approve or Reject all request in writing for excused absences from Company meetings.
9. Shall elect annually a Vice President from the three Directors, to assume the duties of the President, in the absence of the President.

C. The Board of Directors shall consist of: The President, the Secretary, the Treasurer Three (3) Directors, and the Fire Chief. The President shall serve as the Chairman of the Board of Directors.

D. The Board of Directors shall have supervision over the Finances of the Company and shall appoint a bookkeeper who shall be bonded and may or may not be a member of the company, whose responsibilities shall be outlined by the Board of Directors.

E. No Contract involving the credit of the Company shall be made, nor any Company funds expended without the sanction of this Board. It may, however, authorize the Treasurer or Bookkeeper to pay Bills of a particular nature for one particular commodity or service, without the Treasurer or bookkeeper being required to present individual bills for said commodity or service for approval.

- F. It shall likewise be the duty of the Board to keep a general supervision over the Company property and see that the same are kept in good repair and order, and that the rules governing the use of the same are strictly observed.
- G. The Board of Directors shall, on an annual basis, review and or audit the yearly and current accounts of the Treasurer and bookkeeper and make a report of their findings to the Company.
- H. The Board of Directors shall meet each month before the Company meeting or when called in session by its chairperson or Fire Chief to correct a problem or cover a particular subject or a matter of an emergency nature.
- I. Five members shall constitute a Quorum for Transaction of Business.
- J. Any Board member absent from three (3) Consecutive meetings of the Board, without a written excuse acceptable to the Board of Directors, shall be considered to have voluntarily resigned and have their position declared vacant. All such vacancies shall be filled as set forth in article V-2-C-13.
- K. The Board of Directors shall be responsible for the preparation and submission of the “Fire Department” Budget to the Town of Salem. The Board of Directors shall oversee the expenditure of Town Budget Funds.
- L. The Board of Directors shall be the overseeing body of all Elected and Appointed Officers for the conduct of their duties.
- M. The Board of Directors shall be the Regulating and Enforcement authority for the By-laws of the Company.
- N. Standard operating procedures, Standard Operating Guidelines, Policy, Rules and Regulations shall be enforced at the Chief or President level and the Board of Directors shall act as the “Board of Appeals”. Any issue dealing directly with the Chief or President shall be handled by the Board of Directors.
- O. Any conflicts between the Chief and the President shall be brought to the Board of Directors for resolution.

2. Department Fire Chief

- A. The Fire Chief shall be responsible to the Board of Directors and shall have command over the Fire Department during all Emergencies.
- B. Qualifications
 - 1. Must be a Minimum of a Connecticut Certified Fire *Officer 1 and a Connecticut Certified EMT.*
 - 2. Shall have been a member, in good standing, of the Company for a minimum of five (5) years.
 - 3. Shall be bondable.
 - 4. Must be a resident of the Town of Salem, or abutting town.
- C. Must have held one of the following positions in the Gardner Lake Volunteer Fire Company Inc.: Deputy Fire Chief, Assistant Fire Chief or previous Fire Chief.
- D. Positions reporting to the Fire Chief: Deputy Fire Chief, Assistant Fire Chief, and all positions appointed by the Chief.
- E. General Description of Responsibilities Line Operations
 - 1. Directs actual firefighting and rescue operations. Commander at scene of fire or rescue, but may delegate such authority as the Chief deems appropriate.
 - 2. Assures proper firefighting and rescue training for all emergency personnel.
- F. Supervises the activities of and delegates duties to the Deputy Fire Chief.
- G. Supervises the activities of, and delegates duties to the Assistant Fire Chief.
- H. The Fire Chief with the approval of the Board of Directors may appoint the following Positions: Captains, Lieutenants, Engineers, Safety Officers, Accountability Officers, Cadet Advisor, Fire Police and Aides or other Officers, to assist the Chief in the operation of the Fire Department. Prior to appointments a written description of responsibilities, duties and lines of authority shall be established and approved by the Board of Directors.
- I. Assures that the Gardner Lake Fire Department is adequately equipped, and that the equipment is properly maintained.

- J. Assesses fire equipment needs as submitted by subordinates and recommends resulting items for inclusion in the Annual Town Budget.
- K. Orders fire and building equipment per approved Town Budget, or delegates these activities as appropriate.
- L. Shall administer the approved Town budget under the supervision of the Board of Directors.
- M. Conducts bidding activity on purchases or delegates this activity as appropriate at the direction of the Board of Directors.
- N. Assures existence and maintenance of adequate communication systems.
- O. Assures that an adequate inventory of fire equipment is maintained.
- P. Responsible for overall planning for department operations.
- Q. Conducts monthly meetings of department officers to plan department activities.
- R. Reports to the Board of Directors regarding future equipment and personnel needs of the Fire Department as well as events or problems, which the Chief feels may have an impact on the proper functioning of the Fire Department.
- S. Stay current on proper firefighting techniques, this may include attendance at conferences or courses in professional development.
- T. Maintain an awareness of changes in State Law or Town Ordinances.
- U. Assures proper conduct of the Fire Department.
 - 1. Has absolute authority in firefighting and rescue operations to deal as deemed necessary with any situation threatening the safety of personnel or the proper conduct of the operation.
 - 2. May discipline any member as outlined in the Bylaws for cause, and shall report any such action to the Board of Directors.
- V. Shall appoint Fire Police as outlined by State Statute.
- W. Administrative
 - 1. Assures that complete records are maintained on all Department members of the Gardner Lake Volunteer Fire Company, including application for membership and all pertinent medical information,

Training records, Department awards, Department activities, and any other information the Board of Directors may deem necessary.

2. Acts as the focal point of communications on Department activities that require action by or interaction with company or corporate activities.
3. Is a voting member of the Board of Directors and reports on Department activities.
4. Reports on firefighting activities at each monthly Company meeting.
5. Carries out liaison activities as required.
 - a. Deals with organizations / persons including:
 - Town and State Police Departments
 - Highway Department
 - First Selectman
 - Board of Finance
 - Planning and Zoning Commission
 - Fire Marshal
 - County and State Fire Association
 - b. Is generally “available” to the public as a representative of the Gardner Lake Volunteer Fire Company Inc.
6. Directs or performs various administrative duties that require the signature of the Fire Chief of the Gardner Lake Volunteer Fire Company Inc.
 - a. Completes necessary forms on insurance such as Workers Compensation or State Fire Association insurance, or may delegate this task if possible.
 - b. Completes forms specifically requiring the signature of the Fire Chief of the Gardner Lake Volunteer Fire Company Inc.
 - c. Is responsible for filing of Fire Reports to the local Fire Marshal.
 - d. Approves all “Town Budget” Fire Department Bills for payment by the Town of Salem.
7. Performs other functions as jointly agreed between the Fire Chief and the Board of Directors.

3. Firehouse President

- A. Qualifications
 1. Shall have been a member, in good standing, of the Company for a minimum of five (5) years.
 2. Shall have served on the Board of Directors a minimum of two (2) years.
 3. Shall be familiar with Roberts Rules of Order, Newly Revised.
 4. Shall be bondable.

- B. The President of the Firehouse shall have supervision of the administration of the Firehouse side of the Company. This authority should not conflict with the operation of the Fire Department, the training of its membership, and the stowage of Fire apparatus. Conflicts, which may arise, shall be brought to the attention of the Board of Directors for resolution.

- C. The President shall preside at all Company Meetings following all Bylaw requirements and following Roberts Rules of Order and conducting the proceedings required of the agenda. The President shall only vote in order to break a tie.

- D. The President shall supervise the Recording Secretary of the Fire Company.

- E. The President shall supervise the activities of the Treasurer and insure that the financial condition of the company is sound. Deficiencies shall be reported to the Board of Directors for resolution.

- F. The President shall submit to the Board of Directors a yearly Budget for the Firehouse during the month of June.

- G. The President shall serve as chairman of the Board of Directors and shall vote only to break a tie.

- H. The President shall be designated the Chief Executive Officer of the Corporation.

- I. The President with the approval of the Board of Directors may appoint the following Positions to assist the President in the running of the Firehouse: House committee, Parliamentarian. Prior to appointments a written description of responsibilities, duties and lines of authority shall be established and approved by the Board of Directors.

4. Treasurer

A. Qualifications

1. Shall have been a member, in good standing, of the Company a minimum of five (5) years.
2. Shall demonstrate knowledge of bookkeeping and accounting practices.
3. Shall be computer literate.
4. Must be bondable.

B. The Treasurer shall receive all moneys paid to the Company, and to pay by check all just and approved bills against the Company.

C. The Treasurer shall not pay any bills without first being authorized by the Board of Directors and the membership.

D. The Treasurer shall submit a report to the Company at the regular Monthly Meeting, giving the status of all accounts and transactions.

E. The Treasurer on a yearly basis shall present the books, no later than sixty (60) day after the Annual meeting, to the Board of Directors, so that a review and or audit can be conducted on all accounts and transactions. A report of the review and or audit shall be made to the Company on its completion stating the financial condition of the Company.

F. The Treasurer shall be bonded by the Company; the amount of the Bond shall be determined by the Board of Directors.

G. The Treasurer shall maintain the membership rolls of the Company and shall report to the Company all delinquent members.

H. The Treasurer shall be a voting member of the Board of Directors.

I. The Treasurer with the approval of the Board of Directors may appoint an Assistant Treasurer to assist with the duties of the Treasurer and an Appropriated Funds Treasurer (Town Budget). Prior to the appointment, a written description of responsibilities, duties and lines of authority shall be established and approved by the Board of Directors.

5. Recording Secretary

- A. Qualifications
 - 1. Shall have been a member, in good standing, of the Company for minimum of three (3) years.
 - 2. Shall be computer literate.
- B. The Secretary shall keep a record of all the proceedings of the Company; To keep on File all Committee Reports; To have on hand at each meeting a list of all existing committees and their members; To maintain Records Books, Tapes, Electronic Records in which Bylaws, Roberts Rules of Order, Standard Operating Procedures (SOP's), Standard Operating Guidelines (SOG's), Policies, and Rules and Regulations and any amendments to the above listed items properly recorded and to have the current records on hand at every meeting. The Recording Secretary will keep all other necessary correspondence.
- C. The Recording Secretary shall maintain the Master copy of the Bylaws of the Company.
- D. The Recording Secretary is a voting member of the Board of Directors.
- E. The Recording Secretary with the approval of the Board of Directors may appoint a Corresponding Secretary, a Fire Company Historian and an Editor of the Fire Company newsletter, to assist in the duties of the Recording Secretary. Prior to appointments a written description of responsibilities, duties and lines of authority shall be established and approved by the Board of Directors.
- F. The Recording Secretary shall be responsible for posting all proposed Bylaw amendments for a period of thirty (30) days before presenting them to the Company for approval.

6. Director

A. Qualifications

1. Shall have been a member, in good standing, of the Company for a minimum of three (3) years.
2. Shall be familiar with Roberts Rules of Order, Newly Revised.
3. Shall be bondable.

B. A Director shall serve as a voting member of the Board of Directors.

C. A Director shall be the membership's representative to the Board of Directors and elected from the membership at large.

7. Deputy Fire Chief

A. Qualifications

1. Shall have been a member, in good standing, of the Company for a minimum of five (5) years.
2. Shall be familiar with Roberts Rules of Order, Newly Revised.
3. Shall be bondable.
4. Must be a Minimum of a Connecticut Certified Fire *Fighter 2, and a Connecticut Certified EMT or Connecticut Certified MRT.*
5. *Effective June 1, 2010* must be Qualified on all apparatus.

B. Reports to the Fire Chief

C. General Description of Responsibilities:

1. Line Operations

- a. In the absence of the Fire Chief, assumes the Fire Chief's responsibilities in the direction of firefighting and rescue operations.
- b. Is directly responsible for the maintenance of proper inventory records of all fire equipment.
 1. Sets up procedures to collect and record data.
 2. Works out scheduling for collection of data with line officers.
 3. Supervises the actual data collection and recording.
- c. Meets with the Chief for the preparation of the Chief's recommendation for the Annual Town Budget.
- d. Assists the Chief as directed in ordering or contracting for equipment or repairs.
- e. Assist the Chief in the general planning of activities and keeps current with developments in firefighting and rescue techniques; attends conferences and courses in professional development.

- D. Administrative
 - 1. Assist the Chief to whatever extent possible in the Chief's administrative tasks, and in the Chief's absence will assume such responsibilities.
 - 2. Performs other administrative functions as directed by the Chief or the Board of Directors.
8. Assistant Fire Chief
- A. Qualifications
 - 1. Shall have been a member, in good standing, of the Company for a minimum of three (3) years.
 - 2. Shall be familiar with Roberts Rules of Order, Newly Revised.
 - 3. Shall be bondable.
 - 4. Shall be a minimum of Connecticut Certified Firefighter 1 and a Connecticut Certified MRT
 - 5. Must be Qualified on a minimum of 3 pieces of apparatus.
 - B. Reports to Fire Chief
 - C. General Description of Responsibilities:
 - 1. Operations
 - a. In the absence of the Fire Chief and Deputy Fire Chief, assumes the Fire Chief's responsibilities in the direction of firefighting and rescue operations.
 - 2. Administrative
 - a. Assist the Chief to whatever extent possible in the Chief's administrative tasks.
 - b. Meets with the Chief for the preparation of the Chief's recommendation for the Annual Town Budget.
 - c. Assists the Chief as directed in ordering or contracting for equipment or repairs.
 - d. Assist the Chief in the general planning of activities and keeping current with developments in firefighting and rescue techniques; attends conferences and courses in professional development.
 - e. Performs other administrative functions as directed by the Chief or Board of Directors.

Article VII
Meetings

1. One Regular Meeting shall be held each month, the fourth Monday at 7:30 p.m. /19:30 Hrs. the exception will be when a meeting falls on a Holiday, and then it will be at the discretion of the Board of Directors.
2. Special Meetings may be called by the Chief, President or upon written request of six voting members, provided the purpose of such meeting is stated. Such request shall be submitted to the Recording Secretary and the Recording Secretary must post a notice of such meeting along with an agenda on the Official Company Bulletin Board. Such notice shall be posted a minimum of 48 hours prior to said meeting. The secretary shall make a reasonable attempt to notify all members of said special meetings.
3. Nine (9) eligible voting members shall constitute a Quorum at all meetings of the Company. In the event of a lesser number the roll will be called and meeting adjourned.
4. The Annual Meeting of the Company shall be held at the June Regular Meeting.
5. The Discussion of Political or Religious subjects, or any reference to Religious or Political Opinions of members or persons proposed to become members, at any meeting of the Company is strictly prohibited.
6. Order of Business:
 - a. Call meeting to order
 - b. Pledge to Flag
 - c. Roll Call
 - d. Reading of Minutes of Previous Meeting
 - e. Emergency Reports
 - f. Board of Directors Report
 - g. Treasurers Report
 - h. President's Report
 - i. Chief's Report
 - j. Committee Reports
 - k. Unfinished Business
 - l. New Business
 - m. Election of Members and Officers
 - n. Good and Welfare of the Company
 - o. Adjournment

Article VIII
Expulsion, Suspensions and Penalties and Appeals

1. The Chief or the President may issue warnings or suspend any Officer, Member or Cadet up to 30 days for disobedience of orders or violation of the Bylaws or other improper conduct.

2. In the opinion of the Chief or the President, any disobedience of orders, violations of Bylaws or improper conduct in which they feel warrants a suspension of more than 30 days or warrants expulsion, they may bring the matter before a hearing of the Board of Directors, two-thirds (2/3) of this body shall constitute a quorum for a hearing and by a majority vote of those present, may after the hearing suspend said Officer, Member or Cadet for a period to be determined by the Hearing Board. The Hearing Board may also recommend to the Company membership, at its next regular Company Meeting, Expulsion from the Company. Any member suspended by the Board of Directors or recommended by the Board of Directors for expulsion may appeal to the Membership at its next regular Company meeting. An appeal of the Board decision may be overturned by the membership by a majority vote of the voting members present. Expulsion of any member brought up on charges can only be approved by a minimum of a two-third (2/3) vote of the eligible voting members present.

3. Any Officer, Member or Cadet who has been warned or suspended by the Chief or the President may appeal to the Board of Directors within 5 days of such warning or suspension. In the event of an appeal the Officer rendering the disciplinary action as well as the aggrieved, shall not conspire, intimidate or manipulate one another or anyone witness to said disciplinary action, in doing so shall be subject to Article VIII Expulsion Suspension, Penalties and Appeals.

The Board of Directors shall hold a special meeting at the earliest practical date and the aggrieved shall be notified personally by the presiding officer of the Board of Directors to appear at such meeting. Failure to appear before the Board without a valid reason, **any** decision of the Board of Directors shall have the same force and effect and be as binding as if the aggrieved had been present. The Board of Directors will formally, in writing, notify the aggrieved of their decision. If the Board of Directors is in favor of the aggrieved, the records shall be cleared, warnings or suspensions shall be rescinded immediately, and a summary of its findings shall be read and presented in writing to the Company and the aggrieved member.

4. Any Member of the Company may bring charges upon another Officer, Member or Cadet of the company for violations of Bylaws or improper conduct by putting the charges in writing and presenting such charges in person to the Board of Directors. Upon presentation of the charges the Board of Directors will investigate such charges and may hold a hearing if such is warranted by the Board. If such hearing is deemed necessary the Board will take such action as it deems appropriate (see VIII 2).
5. Removal of Officer for Due Cause
 - A. The Board of Directors may recommend to the Membership removal of any Officer for Due Cause by submitting in writing to the Recording Secretary and Officer in question the Charges warranting removal, then at the next Regular Company meeting such charges shall be read to the membership then an opportunity given to the officer in question to defend them self against such charges, at which time a vote by secret ballot of all eligible voting members present will be conducted in which the recommendation of the Board of directors will be acted upon. A two-thirds (2/3) vote of the voting members present will be required to remove an officer brought up on charges.

Article IX

Cadets

1. This Company may have an affiliated organization with in the Company known as the Gardner Lake Volunteer Fire Company Cadets.
2. The Cadets shall have their own bylaws. Cadet Bylaws or amendment thereto shall be approved, prior to taking effect, by the Company membership after the initial approval by the Cadet membership. The Cadet Bylaws shall in no instance be in conflict with or in contradiction of the Company Bylaws.
3. The Cadet membership is limited to the age group between 15 years of age and at 18 years become a full member and a probationary member for 6 months.
4. All Cadets shall be subject to the Bylaws of the Cadets and The Company Bylaws.
5. The flow of business between the Cadets and the Company shall be through the Cadet Advisor.
6. The Treasury of the Cadets shall be subject to administration, review and or audit by the Board of Directors.

Article X
Ladies Auxiliary

1. This Company may have an affiliated organization known as the Gardner Lake Volunteer Fire Company Ladies Auxiliary who shall be governed by their own Bylaws which will, in no instance, be in conflict with the Company Bylaws.

Article XI
Rules, Regulations and Records

1. These Bylaws and any Law, Rule or Regulation which may hereafter be enacted and made part of these Bylaws shall be available in the Assembly Room of the Company.
2. The Board of Directors is authorized to prepare, if occasion demands, a simple set of regulations governing use of the Firehouse by the members, such regulations to be posted in the Assembly Room.
3. Any such rules prepared under provisions of this Article, and any other rules or regulation which may hereafter be enacted by the Company, shall have the same force and effect as if it were incorporated in these Bylaws, unless it be inconsistent with these Bylaws, or altering, repealing, or amending the same, except in the manner hereafter provided.

Article XII
Amendment of Bylaws

1. These Bylaws can be amended at any Regular Meeting of the Company by a two-third (2/3) vote of the eligible voting members present, provided that the amendment(s) has been submitted in writing to the Recording Secretary, approved by the Board of Directors by a simple majority vote and posted a minimum of thirty (30) days on the Official Company Bulletin Board.

Article XIII
Parliamentary Authority

1. The Rules Contained in the Current Edition of “Robert’s Rules of Order Newly Revised” Shall govern the Company in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special Rules of Order the Company may adopt.

Article XIV
Dissolution of Assets

1. Upon the dissolution of the company, 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 tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

The voting members of the company shall decide which option to choose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the country in which the principal office of the company is then located, 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 XV
Bylaws

These Bylaws shall take effect upon adoption.

Date Adopted 11 / 26 / 2012

Amended 1/1/2020

Witness's Cheryl A. Philopena	_____	President
Ruth Savalle	_____	Recording Secretary
Christine Lindo	_____	Treasurer
James B, Savalle	_____	Fire Chief
Stephen F. Philopena	_____	Director
Herb Zickwolf	_____	Director
Stephanie Philopena	_____	Director