

**Constitution and By-Laws of the Stowe Township
Fire Department**

Article 1.

Name:

The name of this organization shall be the Stowe Township Fire Department

Article 2.

Mission:

Section A.

The meetings of this organization shall occur on a monthly basis and shall be held at one of the selected meeting locations within the Township. A meeting schedule shall be posted by the elected Secretary no less than 3 days prior to the first monthly meeting.

Section B.

Special meeting of the organization may be called by the order of the organization President or Vice President (or) by the written request of 10 members in good standing with the organization. The discussion and agenda for a special meeting shall reflect only the item(s) or issue(s) addressed in the written request for the special meeting.

Section C.

Nine members of the organization shall constitute a quorum to transact the business of the organization. In addition to the 9 members of the organization, either the elected President or Vice President must be present to chair the meeting.

Article 4.

Membership

Section A.

The membership of the Stowe Township Fire Department shall consist of those members in good standing of the Independent hose Company #2 (referred to as Fleming Park Volunteer Fire Department) and the West Park Independent Fire Company (referred to as the West Park Volunteer Fire Department).

Section B.

There shall not be more than thirty (45) Active members from each of the companies and an unlimited quantity of Honorary members.

Section C.

Active members of the Stowe Township Fire Department shall have a voice in all business of the organization and shall be responsible to respond to all requests for the fire department within their means or availability.

Section D.

Honorary members shall have no voice in the business of the Stowe Township Fire Department and shall not be eligible to hold office but may respond to requests for the fire department with all privileges of an active member while responding to, at the scene of, or returning from an emergency request for the fire department.

Section E.

Each member company of the Stowe Township Fire Department shall choose its own membership, subject to the By Laws of the Stowe Township Fire Department.

Section F.

Members of the Stowe Township Fire Department will be restricted from multiple fire department memberships in the event that:

G.1-The Stowe Township Fire Department provides automatic aid to that fire department.

G.2-The Stowe Township Fire Department provides mutual aid services to that fire department.

G.3-The town, city, municipality, or borough is contiguous with the borders of the Township of Stowe.

G.4-The Stowe Township Fire Department provides primary rescue services, primary Rapid Intervention Team services, or other special call services to that fire department.

G.5- The Executive Board of Directors for the Stowe Township Fire Department convenes and determines the distance of travel to be hazardous to the firefighter and to the residents of all municipalities in discussion.

Otherwise the Stowe township Fire Department does not restrict any individual's right of participation in a community service. The restrictions on membership are intended to reduce potential risk to the responding firefighter and a potential risk to public safety.

Article 5.

Organization Officers:

Section A.

Fire Officer

The Stowe Township Fire Department shall elect one Fire Chief.
(See voting/elections section.)

Section B.

Administrative Officers

The Stowe Township Fire Department shall elect 4 administrative officers which includes (see voting/elections section):

President

Vice President

Treasurer

Secretary

Section C.

Executive Officers (Board of Directors)

The Executive Board of directors of the Stowe Township Fire Department shall consist of nine (9) representatives to include the:

President

Vice President

Treasurer

Secretary

2-Members of each company (elected by their company)

Stowe Township Fire Chief

Article 5-(A)

Elections

Section A. Nominations

All positions of the Stowe Township Fire Department (Fire Officer and Administrative Officers) shall be nominated at the scheduled November meeting.

Section B. Voting (Elections)

All those nominated for an office by proper procedure shall have a right to be elected at the scheduled December meeting.

Section C. Assumption of new position

All officially elected officers shall take office at the scheduled meeting in January of the new year.

Section D. Voting Method

All elections shall be by written ballot. The President shall appoint 2 tellers to tally the ballots and report those results to the President or Vice President chairing the election meeting.

Section E. Voting, Nominating, and Nomination Acceptance rights.

Only those members classified as "Active" and "Life" in good standing may have a voice in the nomination process, election (voting) process, and have the right to accept a nomination. "Active status and good standing status" shall be defined by the Executive Board of Directors. That definition shall be submitted by the Chairperson of the EBOD to the President for presentation to the body.

Section F. Voting (Election Results)

All elections are governed on plurality.

Section G. Election ties and process to resolve

ties of candidates in a candidate pool greater than 2 for a single position, will result in the lowest vote recipient being removed from the election process. The vote shall occur again. This process shall repeat itself until there are only 2 candidates remaining in the tie and the president shall then cast the deciding vote.

Article 6.

Membership Dues and foreign Insurance Relief Fund Allocations

Section A. Membership Dues

Each member shall pay an annual membership due of \$4.00 to the Stowe Township Fire Department. Each member must submit their dues to the Secretary by the final day of January each year.

Section B. Secretary Duties

Company Secretary-Shall provide a written membership roster to the Secretary of the Stowe Township Fire Department on a quarterly basis (January, April, July, and October)

Stowe Township Fire Department Secretary-shall provide the membership roster to the President on a routine basis or as requested. This active membership roster shall be kept updated as required. The Vice President shall assume the responsibilities of ensuring that the active membership roster of those having paid their dues is submitted for Relief Association Insurance Coverage.

A current active membership roster shall be made available to any member in good standing by written request to the Secretary.

Section C. Membership Due (Monies) management

All monies collected through the membership dues process shall be deposited in the Stowe Township Fire Department general finance account (checking account) by the Treasurer.

Article 7

Duties of Elected Officers

Section A-President

The President shall:

1. Preside over all meetings of the Stowe Township Fire Department.

2. Maintain order and professional decorum of all meetings
3. Sign all orders on the Treasurer
4. Sign all checks drawn from the Treasury of the Fire Department
5. Appoint all committee chairpersons and committee members to serve a term of one year (not to exceed 3 members). He may grant the Chairperson the right to select his committee members due to specialty knowledge of a particular function. The President and Fire Chief are included in all committees:
Including but not limited to:
 - Building and Facilities
 - Rescue Services Equipment (Water Equipment/Technical Rescue Equipment)
 - Special Events and Fund Raising
 - Air Systems Equipment (mobile, station system, SCBA)
 - Communications Equipment Committee
 - Auditing Committee
 - By Law Committee
6. Cast the deciding vote during the election process in the event of a tie of votes.
7. Perform all duties associated with the office of President to effectively manage the administrative functions of the Fire Department.

Section B-Vice President

The Vice President of the Stowe Township Fire Department shall assist the President in the execution of his duties and in his absence, function in his role with the same applicable duties and responsibilities.

Section C-Secretary

The Secretary of the Stowe Township Fire Department shall:

1. Maintain a true and accurate written account of all meetings held in the Fire Department.
2. Provide a written record of proceedings (minutes) to the President on a monthly basis and as requested. The

Secretary shall be responsible for providing a verbal report to the membership at each monthly meeting of the Fire Department.

3. Collect all membership dues for the Fire Department, delivering all monies to the treasurer for deposit into the general finance account (checking account).
4. Maintain an accurate record and membership roster and good standing members of the Fire Department.
5. Provide the Commissioners of Stowe Township with an annual report of elected officers for the Fire Department.
6. Sign all orders on the Treasurer.
7. Sign all checks drawn from the Treasury following the Presidents signature.
8. Record in the meeting proceeding (minutes) the report of the Treasurer (financial report)
9. Record all meeting proceedings of the Stowe Township Fire Department.
10. Shall be the custodian of the seal of the Fire Department.

Section D-Treasurer

The Treasurer of the Stowe Township Fire Department shall:

1. Keep a true and accurate account of the finances of the Fire Department.
2. Shall only sign and draw checks from the treasury after the order from the President and Secretary following approval of disbursement from the membership of the Fire Department.
3. All disbursements by the Fire Department shall be by check.
4. Maintain the financial records in accordance with general accounting practices, ensuring readiness for an audit or review annually or at the request of the president.
5. Provide a verbal report to the membership at each monthly meeting and a written report to the President on a monthly basis or as requested or ordered to do so.

Section E. Fire Chief

The Fire Chief of the Stowe Township fire Department shall (have the following rights and responsibilities):

1. Assume command of all emergencies as he/she deems necessary.
2. Have the right to suspend or discipline any member for violating orders.
3. Meet the fire company chief officer(s) on a routine basis to discuss the fire operations of the Stowe Township Fire Department.
4. Have the right to appoint a Safety Officer(s) for the Stowe Township Fire Department.
5. Have the right to belong to all committees.
6. Serve as a member of the Executive Board of Directors.
7. Have the right to inspect all fire apparatus to determine state of readiness.
8. Have the right to order the removal of any member of the Fire Department from the scene of an emergency.
9. Have the right to order removal of warnings lights from any and all personally owned vehicles of members of the Fire Department as stated in the Pennsylvania Motor Vehicle Codes.
10. Request an annual list of registered motor vehicles that have warning lights for the purpose of submission to the Pennsylvania state Police.
11. Require members of the Fire Department to undergo annual skills proficiency training.
12. Enforce the Standard Operating Guidelines of the Stowe Township Fire Department through the company Officers including:
 - Company Fire Chiefs
 - Assistant Chiefs
 - Captains
 - Lieutenants
 - Safety Officer
13. Approval of the final draft of the emergency dispatch cards established for the Allegheny County 911 dispatch center.
14. Provide reports to the Stowe Township commissioners at their request or on a routine basis.
15. Other duties and rights as necessary to execute the responsibilities of the position of Fire Chief.

Section F. Bonding and Audits.

The Administrative Officers including the President, Secretary, and Treasurer shall be bonded for the sum of at least \$5,000.00 to protect the Fire Department Fund. This bonding premium shall be paid by the Fire Department.

The President shall order the Auditing Committee to perform an annual audit or at a time when he feels an audit is warranted. An audit can be requested by the membership in the event they identify an audit is warranted.

Article 8

Discipline, Suspensions, Discharges, and Resignations

- Section A.** Any member of the Fire Department may be disciplined, including suspension or discharge for violation of the standard operating guidelines of the Fire Department or the By Laws of the Fire Department.
- Section B.** A written report must be submitted to the President by any officer requesting disciplinary actions to a member of the Fire Department. The violation or infraction and recommendation of discipline must be included in the written report.
- Section C.** The President shall call a meeting of the Executive Board of Directors to review the written report and the violations. The Executive Board of Directors shall give the President their consensus opinion. The Board of Directors have the right to request the member in question to appear before their board for discussion. If the member fails to appear, discipline action may continue as needed.
- Section D.** The President shall call the member in question in front of the body of the Fire Department. The president shall present the consensus opinion of the Executive Board of

Directors to the body on the discipline action that they have executed.

Section E. The Fire Chief has the right to immediately suspend a member of the fire department for an overt violation of the by-laws or standard operating guidelines, violation of the motor vehicle codes, violation of the alcohol consumption policy, and any infraction that may cause immediate danger to life. A company Fire Chief may request the Fire Chief to immediately suspend a member. The process outlined in Sections B, C, and D will proceed in a timely manner following an immediate suspension.

Section F. Discharges
Any member discharged from the Fire Department for violations may not be eligible for re-application for a period of one (1) year from the date of discharge.
The discharged member may not be an active member of the company fire department for the same period.
Sections B, S, and D apply to the reapplication of a discharged member.

Section G. Resignations
Any member resigning their position with the Fire Department shall do so in writing to the President.
No resignations shall be accepted at the scene of any emergency.
Members under disciplinary suspension will not have their resignation accepted until the suspension period has ended.
Members are required to turn in all issued equipment owned by their company or the Stowe Township Fire Department.

Article 9

Alcohol, Illicit Drugs, prescription Drugs, and Firearms

Section I.

No member of the Fire Department shall operate at the scene of an emergency while under the influence of alcohol (any level) or illicit drugs.

Section 2.

No member under the above described conditions shall operate any equipment owned by the Stowe Township Fire Department or its member companies

Section 3.

No alcohol is to be transferred on any vehicle insured by the Township of Stowe.

Section 4.

No. member of the Stowe Township Fire Department shall present themselves at a Fire Department meeting while under the conditions listed in Section 1.

Section 5.

No member of the fire Department shall carry a firearm at the scene of an emergency or while operating or on board of any vehicle insured by the Township of Stowe.

Article 10

Associations and Memberships

Section 1. Associations

The Stowe Township Fire Department shall seek applications for the purpose of membership in the following organizations:

- a. Allegheny County Volunteer Firemen's Assoc.
- b. Western PA Firemen's Assoc.
- c. Firemen's Association of the State of PA.
- d. Others as the officers and body elect

Delegates may volunteer, be appointed, or in the event of conflict, elected by the body with plurality governing.

Section 2. Membership

The dues shall be paid by the Fire Department for all active members in the Allegheny County Association and the Western PA Association.

Article 11

Order of Business for the Stowe Township Fire Department

The order of business of each meeting convened by the Stowe Township Fire Department, shall take the following order:

Section 1.

- A. Call to Order**
- B. Roll Call/Pledge of Allegiance/Moment of silence (as needed)**
- C. Reading of minutes from proceeding meeting(s)**
- D. Treasurer Report-Financial**
- E. Communications**
- F. Payment of Bills**
- G. Election/nomination of officers(as needed)**
- H. Appointment of Committees (as needed)**
- I. Report of Committees**
- J. Unfinished Business**
- K. New Business**
- L. Report by Chief Officers(Fire Chief, Company Chiefs, [Safety as needed])**
- M. Remarks for the Good of the Fire Department**
- N. Adjournment**

Section 2.

This order of business may be modified at any time deemed necessary to carry out the business of the Fire Department.

Article 12

Section 1 Dissolution of the Organization

The dissolution of the organization known as the Stowe Township Fire Department shall occur under the guidelines set forth by these by laws and shall only be dissolved by a vote of 2/3rd votes of the votes casts. The vote shall be by ballot. All assets of this organization shall return to their charter companies, both of which are non-profit organizations. The distribution of final assets shall be set at an equal share for the charter companies and the assets that they bring forth to the charter meeting of the organization. All company debts and liabilities shall remain that of the individual companies brought forth at the charter of the organization.

Article 13

Amendments

Section 1

After adoption of this Constitution and By-Laws, they may be amended from time to time if requests for amendments are in written form and signed by not less than ten (10) active members in good standing and read at three(3) regular monthly meetings and a copy posted in the firehouse during these three(3) months.

Section 2

All active members shall be notified at least three (3) days prior to last reading of proposed amendment.

Section 3

All proposed amendments to the present By-laws shall become effective after the third meeting and approved by a majority of the active members present.

Section 4

A copy of the approved amendments must be mailed to all members within the next month and be so that the page of the By-laws can be removed and the new amendment page can be inserted in place of the old page if possible. The date of the revised sheet will appear at the lower left-hand corner of the page.