

Bylaws
of the
Fleet Hook
&
Ladder Company No. 1

ADOPTED: FEBRUARY 2014

BYLAWS

The Bylaws of the Fleet Hook & Ladder Co., No. 1 of the Montgomery Fire Department, of the Montgomery Fire District, Orange County, Montgomery, New York revised and amended as follows:

ARTICLE I

Name and Purpose

- Section 1: The name of this organization shall be the Fleet Hook & Ladder Co., No. 1.
- Section 2: The object of this organization shall be to form a body of interior and exterior firefighters as part of the Montgomery Fire Department and to labor for the advancement and best interests of such fire department; to assist in extinguishing fires that may occur in the area comprising the Montgomery Fire District; to save property from destruction and unnecessary damage in case of fire.

Its object shall be to further the elevation of the mental and moral condition of its membership and the expansion among all true firefighters.

ARTICLE II

Membership

- Section 1: Any person between the ages of 18, of good moral character, residing *or working* within the *vicinity of the* Montgomery Fire District; and being able to render service shall be eligible for active membership in this company. A person age 16 or 17 shall be eligible for limited/restricted active membership.
- Section 2: Proposal for membership shall not be received except at a regular meeting of this Company. The application for membership must be accompanied with a fee of *ten (\$10.00)* dollars, which in the event of the application being rejected, shall be returned to the applicant, but if accepted, shall be regarded as an initiation fee and become part of the company funds.
- Section 3: Such proposal shall be referred to a Committee of Investigation of not less than two (2) members, whose report thereon must be in terms of "favorable" and "unfavorable", which endorsement shall appear upon the application for membership filed with the Secretary, and no report of an investigation shall be received until the next regular meeting.
- Section 4: Upon the presentation of such report a vote shall be taken. Each candidate shall be voted on separately. A majority vote is required for acceptance as a member.

Section 5: No person shall be considered a member of this company until they have passed a fire district physical and have been accepted by the Montgomery Fire District Board of Commissioners.

Section 6: The Fleet Hook & Ladder Co., No. 1. will not accept transfers or applications for membership from any other company of the Montgomery Fire Department unless the person has resigned in good standing.

Article III **Officers**

Section 1: The following shall be the officers of the Fleet Hook & Ladder Co., No. 1:

- a. President, Vice President, Treasurer, Secretary, Chaplain, and two (2) Wardens, who shall be known as Civil Officers.
- b. Captain, First Lieutenant, Second Lieutenant, who shall be known as Line Officers.

Section 2: The terms of office of the above officers shall be one year respectively, with the exception of Wardens, whose term shall be for two (2) years, one being elected each year. No member shall hold office as President or Vice President for more than two consecutive terms, and any vacancies occurring in any of such offices shall be filled by election in like manner. All the above officers (except Chaplain) must be active members of the Company in good standing. No person shall hold more than one office: a person holding a Company office shall not hold a Department office.

Section 3: All Line Officers, to qualify as such, must be a member in good standing for at least two (2) years or one (1) year with prior career or volunteer firefighter experience with interior qualifications of at least one (1) year. In any case, he/she must have been a satisfactory driver on any district apparatus for at least one (1) year. He/she must also have completed the following courses:

2nd Lieutenant: Interior qualified firefighter
Firefighter I (or equivalent)
Fire Officer I (or equivalent)
National Incident Management System (NIMS) 100 /
700
Emergency Vehicle Operations (EVOC)

1st Lieutenant: At least one year as 2nd Lieutenant
Truck Company Operations or equivalent
Firefighter Safety and Survival or equivalent

Captain: At least one year as 1st Lieutenant
Firefighter II (or equivalent)

Any Line Office that has a vacancy with no qualified nominees may be filled by a majority vote of the membership present.

ARTICLE IV: **Duties of Officers**

Section 1: **President:** It shall be the duty of the President to preside at all meetings of the organization and of the Executive Committee; to enforce thereat a strict compliance with the Bylaws and Robert's Rules of Order; to decide all questions of order, subject to an appeal by the Company; to appoint all committees of three or more; to fill Secretary Pro Tem in absence of the Secretary; to call special meetings when he/she thinks it necessary, or at the request of seven (7) members, and to appoint tellers on all occasions when required. He/she shall have none but the casting vote except in the election of officers and members, and when more than a majority vote is required in the affirmative when he/she shall vote in common with the rest of the Company. He shall have power to grant a leave of absence from meetings whenever he thinks it proper and prudent.

Section 2: **Vice President:** It shall be the duty of the Vice President to perform all the duties of the President in his/her absence and to be chairman of the sick committee, with the authority to send condolences to deceased members family and to notify the Secretary to notify the members of the firematic service, and also to send a gift to sick members.

Section 3: **Treasurer:** The Treasurer of the Company is its fiscal officer. The Treasurer shall keep charge of the funds of the Company and shall receive from the Financial Secretary all monies belonging to the Company. He/she shall keep an accurate account of all receipts and expenditures thereof. No money shall be paid from the

treasury of the Company except in pursuance of an audit and allowance by the Company. He/she shall present a report on the income and expenses of the Company to the membership at each regular meeting. He/she shall, within fifteen (15) days of the election of his/her successor, deliver all money, papers, books, or other property in his possession to the Company. The Treasurer must be bondable.

In case of sickness or absence of the Treasurer, he/she shall cause all necessary books to be sent to the fire house for meetings. Necessary expenditures by the Treasurer for stationery, stamps, etc. will be audited by the Company in the same manner as other bills presented for audit.

Section 4: **Secretary:** It shall be the duty of the Secretary to keep a correct roll of all the members active, active honorary, honorary and associate; to note the absences at every meeting, special meeting, parades and reviews; to notify all members of all special meetings; to keep the minutes of all proceedings of the Company, and to read all communications.

He/she shall keep on file all documents and papers relating to the Company, and deliver the same to the Captain, or proper committee, when required by the Company. In case of sickness or absence of the Secretary, he/she shall cause all necessary books to be sent to the fire house for meetings.

He/she shall notify all new members of their election to the Company and appointment as firemen by the Board of Fire Commissioners, within ten (10) days after their appointment. Upon such members fully consummating their membership, he shall deliver to them a copy of these Bylaws. He/she shall also notify honorary members of their election within ten (10) days thereafter.

He/she shall report to the Board of Fire Commissioners all elections or resignations of officers, all elections of proposed members, all resignations, deaths, and expulsions of members. Such reports shall be made within ten (10) days after their respective occurrence, and shall be made in writing to the office of the Montgomery Board of Fire Commissioners.

He/she shall keep the accounts between the organization and its members; collect all fees, dues, fines and assessments and pay the same to the Treasurer within ten (10) days after receiving the same, taking a receipt therefore; make a report at each regular meeting and an annual report at the annual meeting. He/she shall call the roll at all meetings.

Section 5: **Chaplain:** The duties of the Chaplain shall be to attend and deliver an appropriate prayer at a deceased member's firemen's funeral service.

Section 6: **Warden:** There shall be two (2) members elected to the position of Warden in this Company. It shall be their duty to have control of the uniforms, furniture, and other property belong to the Company; to perform all the duties prescribed for them in the Membership Corporation Law of the State of New York.

Section 7: **Captain:** It shall be the duty of the Captain to enforce the Montgomery Fire District Standard Operating Guidelines, Montgomery Fire Department Guidelines, and Company Bylaws. He/she shall see that all property owned and used by the Department is kept in good order and ready for use at all times; to have such property placed in the most advantageous situation at all times.

He/she shall take charge of the Company at all fires, drills, reviews, and parades, subject to the control of the Chief and his Assistants; to use necessary means to protect the apparatus of the Department at fires; to see that all orders from the Chief, or his Assistants, are obeyed with dispatch.

It shall be his duty to arrange for drills and schools of instruction at such time as he/she deems desirable and shall post this information.

Section 8: **1st Lieutenant:** It shall be the duty of the 1st Lieutenant to aid the Captain in the discharge of his/her respective duties and, in the absence of the Captain, strictly perform the duties of that office.

Section 9: **2nd Lieutenant:** It shall be the duty of the 2nd Lieutenant to aid the Captain in the discharge of his duties, and in the absence of the Captain and 1st Lieutenant, shall perform the duties and have all the powers of the Captain.

Section 10: **Executive Committee:** The Executive Committee shall consist of the President, Vice President, Secretary, Captain, two (2) Wardens and one (1) delegate member, not holding an administrative or line officer position, who is elected from the floor and shall be known as the Delegate-at-Large..

The Executive Committee shall have charge of the affairs of the Company between meetings. It shall designate the bank or banks in which the funds of the organization shall be deposited. It shall have the power to institute penalties, fines, and suspensions, against individuals who violate the rules of the Company and Department.

The Executive Committee shall hold a meeting upon the request of two (2) committee members to the President. The Executive Committee shall have the power to examine the books and accounts of any of the Company Officers. It shall make a report at each regular and annual meeting. The Executive Committee shall

exercise such further powers and perform such other duties as may be delegated to it by the Organization.

ARTICLE V:
Active Members

- Section 1: A person having been accepted into the Company, accepted by the Board of Fire Commissioners, and having passed the required medical examinations, shall be known as an Active Member in this Company.
- Section 2: It shall be the duty of all active members on hearing or knowing of a fire or alarm of fire to report to the station or the scene of the fire and report to his Company Officers for duty, according to the Montgomery Fire Department Standard Operating Guidelines.
- Section 3: It shall be the duty of all active members to seek out the apparatus of this department at a fire or an alarm of fire, and assist and help set up, fix and operate the apparatus. No member shall leave the scene of the fire, or leave the firehouse upon arriving to a call, unless excused by an officer in command, and only after all apparatus is properly housed and has answered to the roll.
- Section 4: Every active member shall strictly obey the orders of the officer in command.
- Section 5: During his first year as an active member, said member is to be considered on probation. It shall be his duty to attend 75% of meetings and as many alarms as possible. He/she **must** attend the Firefighter I (or equivalent) course within his first year.
- Section 6: It shall be the duty of all active members to attend an 8 hour OSHA Refresher Course and one drill per month as per Montgomery Fire District Specifications.
- Section 7: In case of a fire or alarm of fire and all officers are absent, the first past ranking officer arriving at the fire shall take command until one of the officers arrives.
- Section 8: All active members will also be subject to all rules, regulations, requirements, and restrictions as set forth by the Board of Fire Commissioners.

The qualifications to be an active firefighter are as follows:

- Must have a District Physical (completed between November 1 and October 31)
- Must be a member in good standing in their Company

- Must have the minimum training as required to be a firefighter or fire police (i.e. Essentials, Basic and Intermediate, Firefighter I, etc.)
- Must complete an 8 hour OSHA refresher course in a one year period with the year starting November 1, ending October 31.
- All active members must attend a minimum of 12 drills or training classes with a 5-class maximum limit (5 classes + 7 drills = 12 drill credits) in addition to the 8 hour OSHA refresher course in the same time period.
- All active members must make 10% of the total calls in that same time period.

These qualifications must be met in order to vote for firematic officers, in both the Department and Company elections.

Also active members must have a minimum of one year of service from the date of acceptance by the Montgomery Fire District to be eligible to vote.

Anyone under the age of 18 will NOT be eligible to vote.

Section 9: The Secretary must be notified of a change of address or phone within one month of such change.

Section 10: After an Active Member shall have completed twenty-five (25) full years in the Fleet Hook & Ladder Co., No. 1, he shall be made a Life Member. He/she shall be exempt from all activities and assessments. He/she shall receive a 25-Year badge. Any person coming from another Company or Department will be recognized by a 25-Year certificate.

Section 11: After an Active Member shall have competed fifty (50) years, he/she shall be appropriately recognized.

Section 12: Any member having served as Chief of the Montgomery Fire Department shall become a Life Member at the end of their term as Chief.

ARTICLE VI

16 & 17 Year Old Members (Junior Members)

Section 1: Persons who have attained the age of sixteen (16) may become active members of the Company in accordance with the conditions and regulations of this article, in the Fleet Hook & Ladder Co., No. 1., Department Bylaws and applicable local and state laws. In **NO** event shall more than five (5) 16 & 17 year old members be carried on the active rolls.

Section 2: Application for 16 & 17 year old membership shall be filled out by the applicant, and returned accompanied by his/her parent or guardian, to the Company. The Company is to read the regulations placed on the 16 & 17 year old firefighter, and if the parent or guardian agrees or disagrees, must so state and sign application in the presence of a member of the Company. The application will then be handled in the same manner as applications of active members.

Section 3: 16 & 17 year old members will be directly responsible to the Fire Company and Department Officers as an active member, in regards to their duties and behavior in the truck room, at fires, drills, parades, and all other emergencies.

Section 4: 16 & 17 year old members will not be permitted to drive any fire apparatus. When riding fire apparatus, 16 & 17 year old members will do so by sitting in the cab or jump seats. 16 & 17 year old members shall not ride on the first responding engine or truck, unless no senior member is available.

Section 5: At the scene of a fire or emergency, 16 & 17 YEAR OLD MEMBERS SHALL is limited as to their duties and responsibilities:

- a. No 16 & 17 year old members will be allowed into a structure that is on fire. After the fire is extinguished, 16 & 17 year old members may be allowed to assist in the overhaul and clean up at the discretion of the officer in charge.
- b. 16 & 17 year old members shall **NOT** be allowed to approach too closely, a free burning fire unless directed to do so by the chief officer in charge of that designated area.
- c. Duties at the scene of any other emergency shall be determined by the chief officer in charge. In the event that there are **NO** chief officers in control of the scene, the 16 & 17 year old member shall remain near the apparatus, assisting the driver if needed.

Section 6: 16 & 17 year old members will not be permitted to consume or handle any alcoholic beverages of any kind on Company/Department property, or at any Company/Department functions of any kind. Violations for this offense will be immediate dismissal from the Company.

Section 7: In **NO** instance will a 16 & 17 year old member leave school classes to answer an alarm or emergency.

While school is in session, **NO** 16 & 17 year old members will be allowed to answer an alarm or firematic function after 2300 hours and until the end of the school day. There will be no exception to this rule.

- Section 8: A list of all current 16 & 17 year old members shall be forwarded to the Principal's office of the member's high school on a quarterly basis.
- Section 9: When necessary, an excuse will be written by the chief officer in charge if a 16 & 17 year old member misses part of a school day due to an alarm or emergency. These excuses will be for exceptional situations only, not for routine alarms. 16 & 17 year old members are discouraged from attending alarms or emergencies that might interfere with school attendance.
- Section 10: 16 & 17 year old members **must** maintain passing grades while attending school, and the Company will request that parents or guardians notify the Company immediately if the 16 & 17 year old shall fail to maintain passing grades. The 16 & 17 year old members will also be required to show their report cards to the Company Captain every marking period. If the 16 & 17 year old member fails to get passing grades, he will be suspended until grades improve.
- Section 11: Upon their 18th birthday, a 16 & 17 year old member becomes automatically an active member. His probation will be served if he/she has served one full year.
- Section 12: Any 16 & 17 year old member who drops out of school before graduation will be dropped from membership of the Company. Upon reaching their 18th birthday, they may reapply for membership as an active member.
- Section 13: 16 & 17 year old members may enter the firehouse, however, no 16 & 17 year old member may bring a guest into the firehouse without the presence of an authorized member, being defined as a full member of the Montgomery Fire Department.

Section 14: School Attendance – Permissible hours to be at the Firehouse --

Any member classified as a 16/17 year-old firefighters (ages 16 until 18th birthday) attending a secondary level of education (high school) whether day or evening classes, formal schooling, vocational, home schooling or General Equivalency Diploma schooling, must meet the minimum requirements established by that school (i.e. grades, attendance work) in order to remain a member.

16/17 year-old firefighters cannot be in the presence of the firehouse during those scheduled hours established by the secondary school (day, evening, vocational, home schooling, GED, etc.) Exceptions to this rule would be for school holidays or other days off as determined by their secondary school.

16/17 year-old firefighters cannot leave their scheduled classes to attend fire training, or any other firematic event (unless prior approval – signed release – has been signed

by both parent/guardian and the school and given to the Chief.

Those 16/17 year-old firefighters not obeying these requirements as outlined above, will be subject to suspension (time to be determined by the Chief in conjunction with the school and parents/guardians) up to and including expulsion from their respective fire company.

ARTICLE VII
Associate Members

- Section 1: After a member shall have completed ten (10) full years of Active Service, he/she may make application to be an Associate Member. His application shall be referred and his election conducted in the same manner as hereinbefore prescribed for the election of an Active Member. If elected an Associate he/she shall at once resign his Active Membership; his election as an Associate Member need not be approved or confirmed by the Board of Fire Commissioners. The Board of Fire Commissioners must be notified that he is no longer an Active Member.
- Section 2: An Associate Member shall pay annual dues of five (\$5.00) dollars; he shall have all privileges of Active Members, but shall not be subject to active duty nor shall he/she be eligible to any office.
- Section 3: Associate Members may also be persons who have served at least ten (10) years in a Volunteer Fire Department in the State of New York, who were in good standing at the time of their discharge from the same and who are, when application is made, a resident of the Montgomery Fire District. However, a non-resident member of this Company having served the District faithfully may apply.
- Section 4: Associate Members are not subject to fines or penalties except that if at any time they are guilty of any conduct which tends to bring disgrace upon the Company or Department, they shall forfeit their right to Associate Membership. They shall be allowed to speak, but not allowed to vote at Company or Department elections and shall be governed by the same house rules as all members. They shall conform in every other respect with the bylaws.
- Section 5: The time of service of any active member becoming an Associate Member shall stop at the time of election to Honorary Status.
- Section 6: Associate Members may not attend any alarms or functions requiring Active Member status.
- Section 7: An Associate Member may become an Active Member if he/she meets all of the requirements of such duty.

ARTICLE VIII
Honorary Members

Any person, who has rendered service to the Fleet Hook & Ladder Co., No. 1, but for whatever reason, cannot meet the requirements of an Active Member of this Company under Article II or Article IX can have the honor of Honorary Membership bestowed upon them by a majority vote of the Company.

Section 1: The honor of Honorary Membership may be bestowed by a majority vote of the Company, upon any person ineligible to Active Membership.

Section 2: An Honorary Member must be governed by the same house rules and regulations as an Active Member and will be allowed the same house privileges as an Active Member.

Section 3: An Honorary Member shall have not vote in this Company, and no voice in the meetings except by permission of the President.

ARTICLE VIV
Restrictions

Each and every Active Member of the Company shall be subject to restrictions and expulsions as levied by the Company Executive Board for the following infractions:

1. For leaving the apparatus or refusing at or returning from a fire or alarm of fire, without permission from the Officer in Charge.
2. For disobeying the orders of the Captain, or interfering with him/her by giving a counter order; for a second offense he/she may be expelled from the Company.
3. Failure to immediately return the apparatus belonging to or under the control of the Montgomery Fire District to its proper place.
4. A reprimand shall be imposed on all officers for neglect of his official duties.
5. For disorderly conduct or using profane or indecent language during a meeting; for introducing religious or political subjects at a meeting.
6. For using insulting language to the officer in command, while on duty or in uniform, or for any conduct calculated to bring disgrace or create discord in the Company; he/she may be expelled.
7. All transactions and discussions at any of the meetings are confidential. Therefore, any member who shall discuss confidential affairs outside of the Company meetings or with persons not members of the Company shall be suspended or expelled.
8. Any member in arrears for dues three months shall be notified by the Secretary. If he/she refuses or neglects to pay the amount due at the next regular meeting, he/she shall not be entitled to a voice of the affairs of the Company; and if he/she becomes one year in arrears, he/she may be expelled.
9. Any member who accepts an appointment on a committee and willfully neglects to attend to those duties shall be subject to a suspension pending a meeting of the Company Fire Executive Board.
10. Associate Members are not subject to penalties, except that if at any time they are guilty of any conduct which ends to bring disgrace upon the Company, or shall interfere in any of the meetings of the Company, or take part therein when forbidden to do so by the Company, they shall forfeit their right to Associate Membership.
11. Any member expelled for non-payment of dues may be reinstated by two-thirds (2/3) of the vote of members present, by payment of all arrears within six (6) months after expulsion.

12. Any appeal from restriction or expulsion must be made to the Company Fire Executive Board in writing, and can be remitted only by two-thirds (2/3) vote of the membership present.
13. Any member who shall willfully or maliciously give a false alarm of fire, or procure a false alarm of fire to be given, shall be expelled from the Company forthwith; the proper authorities will also be notified.

ARTICLE X **Expulsions**

If any member is charged with an offense in these bylaws, which may be punished by expulsion, such charges must be referred to the Executive Committee and abide by the Laws of Fire Districts of New York State. They shall inquire into all the facts and shall report to the Company with all convenient speed, which report shall contain a statement of the facts found by them and their recommendation in the premises and which shall have annexed thereto all testimony taken by them. Upon such investigation such councils shall have the power to summon any member as a witness, and any member refusing to appear or give testimony, shall be expelled. Upon the coming of the report of the *Executive Board* of investigation, the Company shall vote to determine whether or not the accused is guilty as charged; but no member shall be found guilty except by the vote of two-thirds (2/3) of the members present.

- Section 1: Any member may be suspended or expelled for cause, as covered elsewhere in these by-laws, by a two-thirds (2/3) vote of the members present at any regular meeting of the company, after a copy of the charges shall have been served on the member by certified mail, return receipt and/or hand delivered by two (2) members of the Executive Board, which proper documentation, at least two (2) weeks before the meeting, so that an opportunity will be given to offer a defense.
- Section 2: If the accused fails to appear or answer when summoned, he/she may be suspended or expelled as provided above.
- Section 3: Any member suspended by the Montgomery Fire District may be suspended at the discretion of the Executive Board of the Fleet Hook and Ladder Co. #1.
- Section 4: Any member who is suspended by the Fleet Hook & Ladder Co. #1, Inc. is still responsible for services to the Montgomery Fire District. Notification and reasons for suspension shall be forwarded to the Montgomery Fire District.
- Section 5: The Executive Board of the Fleet Hook & Ladder Co. #1 shall have the right to suspend any member for just cause, as outlined in Section 1.

ARTICLE XI
Resignations

Any member may tender his resignation at any time, but the same shall not be accepted unless at such time he/she shall turn over to the Company all property belonging to the Company or to the Fire District, and make payment in full of all penalties and dues, unless the same be remitted by the Company.

ARTICLE XII
Excuses

- Section 1: The following are legal excuses: work, sickness, school, death in family, family care, vacation, personal or firematic education, or active duty in the armed services.
- Section 2: Any member leaving the area to attend a school of higher education shall notify the Secretary in writing *each September*. A member attending school shall not be penalized for missing fires, meetings and drills while at school.
- Section 3: Any excuse not covered above shall be brought before the Executive Committee for action.
- Section 4: All active members must send a written excuse to the Secretary. An excuse must be renewed for each quarter, stating their reason for being absent from each regular or quarterly meeting; an excuse for working nights will only cover that time the member is working. The excuse will be read by the Secretary at roll call, at which time, if the excuse is sufficient, the member may be excused by the President.
- Section 5: Members in the Armed Forces are credited for the time of their service and dues are waived during active duty time in the Armed Forces.

ARTICLE XII
Death of Member

In the case of the death of any member of the Company it shall be the duty of each member to attend the firefighter's services in the dress the friends of the deceased wish, and so ordered by the President. The Secretary upon being informed of the death of a member shall immediately give notice of the date of the fireman's service to all members of the Company. It shall be the duty of the President of the Company to see that the firehouse is draped in mourning for thirty (30) days after the death of a member.

ARTICLE XIV

Meetings

- Section 1: The Annual Meeting of the Company shall be held on the third Thursday of December at seven-thirty in the evening.
- Section 2: The Regular Meeting of the Company shall be held on the third Thursday of each month at seven-thirty in the evening, unless rescheduled by majority vote of the Company. A quorum will be met if there are seven (7) members present.
- Section 3: Special Meetings may be called by the President at any time on the application of seven (7) members; but no business shall be entertained at a Special Meeting other than that indicated in such call.
- Section 4: At every meeting of the Company, the roll shall be called. All active members failing to answer at roll call, and who have not sent written excuses accepted by the Secretary, shall be subject to the restrictions of the Company Fire Council.
- Section 5: All active members must attend at least six (6) meetings a year to remain in good standing, unless he/she chooses to **pay double dues**; but, in any case, an active member must attend at least one meeting a year.

ARTICLE XV

Committees

- Section 1: Any member who shall accept an appointment on any special committee and willfully neglects to attend the duties thereof shall be subject to ARTICLE XII.
- Section 2: Reports of committees must be given at each meeting and give a complete report at the next regular meeting following the termination of their obligations.
- Section 3: Reports of committees must be in writing if required by the President.

ARTICLE XVI

Dues

Every active member shall pay the sum of five dollars (\$5.00) a year as dues, which shall be paid in advance by October 31 of each year.

ARTICLE XVII

Fiscal Year

The fiscal year begins on the first day of January and ends on the last day of December.

ARTICLE XVIII

Uniforms

- Section 1: Any member (who has passed their probationary period) and wishing to obtain a fire department uniform, shall pay (by check or money order) \$50.00 toward their uniform and the cost of their shoes. The Company shall be responsible for payment of half (1/2) the cost, with the exception of shoes. The Company shall approve the vendor from which the uniform will be purchased. No member shall buy a uniform without permission from the Company.
- Section 2: The uniforms of the Company shall not be allowed to leave the possession of member in whose charge it may be, without the permission of the President or the uniform chairman.

Section 3: Any damage to the uniform is the responsibility of the member. An annual inspection of this uniform will be held at the annual equipment inspections of the Department. Failure to repair or replace any damaged uniform will result in a suspension.

Section 4: Upon the resignation, suspension, expulsion, or death of a member, the uniform must be returned to the Company. The uniform will be inspected and if in good condition, the monies paid by the member will be returned pending that said member is not in arrears with the Company.

ARTICLE XXIV
Amendments

Section 1: No alterations or amendments shall be made to these Bylaws without a two-thirds (2/3) vote of the membership, and all proposed alterations or amendments must be made in writing and shall be posted from time from as soon after the Company meeting as possible to the next Company meeting.

Section 2: All proposed amendments to the Bylaws must be submitted in duplicate with one copy to be given to the Secretary and one copy to be posted on the Company bulletin board for a period of one month.

Section 3: These Bylaws shall go into effect June 15, 1995 and shall supersede all former Bylaws of this Company.

Section 4: These Bylaws shall be reviewed at least every two (2) years, revised as necessary, and dated to indicate time of review.

ARTICLE XX
Order of Business

At every regular meeting of the Company, Robert's Rules of Order shall prevail.

1. Pledge of Allegiance
2. Roll Call of Officers
3. Roll Call of Members
4. Introduction of New Members and Guests
5. Reading of the minutes of the previous meeting
6. Financial Secretary's Report
7. Treasurer's Report
8. Sick Call
9. Report of Investigating Committee
10. Balloting for New Members
11. Presentation and proposition for membership
12. Report
 - Line Officers
 - Committees
13. Unfinished Business
14. Bills and Communications
15. New Business
16. Election Process
 - Nomination Committee- November
 - Election of Officers – December
 - Installation of Officers - January
17. Good of the Company
18. Collection of dues and assessments
19. Moment of Silent reverence for department members
20. Adjournment

ARTICLE XXI
Election of Officers

Section 1: The Election of the Officers shall take place at the December meeting of the Company.

Section 2: Procedure and Sample Ballot

October Meeting

- Appoint Nominating Committee. Consisting of four (4) members.
- Anyone interested in running for office should contact the Committee.

November Meeting

- Nominating Committee reports nominees names, also asks for any nominations from the floor.
- Nominations closed.
- Appoint three (3) Tellers for December election (one to act as Chairman).

BETWEEN NOVEMBER MEETING AND DECEMBER ELECTIONS:

Ballots should be prepared with nominees names -- including a space for write-in candidate. This should be done by the Tellers.

December Meeting

- On Election Night set up by law, between the hours of 6:30 p.m. to 7:30 p.m.
- Members must show a paid up dues card to be eligible to vote, or a Life Member. Life Members must show Life Membership Card.
- Write-in candidate's names must be spelled **exactly** the same on all ballots.

In case of a tie -- the Chairman of the Tellers will act as tie breaker.

SAMPLE BALLOT

**SELECT ONLY ONE NAME FOR EACH OFFICE.
BE SURE TO MARK BOX NEXT TO YOUR SELECTION WITH A "X" OR "✓".**

President ____ Name of Candidate ____ Name of Candidate ____	Vice President ____ Name of Candidate ____ Name of Candidate ____	Secretary ____ Name of Candidate ____ Name of Candidate ____
Treasurer ____ Name of Candidate ____ Name of Candidate ____	Financial Secretary ____ Name of Candidate ____ Name of Candidate ____	Warden ____ Name of Candidate ____ Name of Candidate ____
Captain ____ Name of Candidate ____ Name of Candidate ____	First Lieutenant ____ Name of Candidate ____ Name of Candidate ____	Second Lieutenant ____ Name of Candidate ____ Name of Candidate ____

- Section 3a: They shall take office on January 1st. Their terms shall be for a period of one (1) year.
- Section 3b: Members in good standing not in arrears for dues and eligible to vote.
- Section 3c: No person may hold more than one office. A person holding a district office shall not hold a company line office, except a company civil office.
- Section 3d: The Chairman of the Nominating Committee shall certify that all candidates are qualified to hold the office for which they are running as per the bylaws.

ARTICLE XXII

DEPOSITS, CHECKS, LOANS AND CONTRACTS

- Section 1: All funds belong to the Company shall be deposited in such bank, trust company or other depositories as the Membership/Executive Board may from time to time determine.
- Section 2: All checks, drafts, endorsements, notes and evidence of indebtedness of the Company should be signed by two (2) authorized individuals.
- Section 3: No contracts may be entered into on behalf of the Company unless and accepted as authorized by the membership, any such authorization may be general or confined to specific instances.

ARTICLE XXIII

RULES OF ORDER

- Section 1: Roberts' Rules of Order shall govern the Company in all cases in which they are applicable and in which they are not inconsistent with these ByLaws any special rules of order the Company may adopt.

Revisions to Fleet Hook & Ladder Bylaws:

- February 1999 - removal of Article V, Section 13 "30 yr - plaque"
-re-organization of Article XXII - Order of Business
- March 1999 -addition of definition of Associate Member
- April 1999 -addition of wording to Article II, Section 6 specifying acceptance of a member from another company of the Montgomery Fire Department.
- December 2005 By-Laws were reviewed. Article III, Section 3 Line Officers was revised to reflect the current scope of training available; vacancy in office with no qualified nominee.
- Time for meetings and Annual Meeting changed from 8:00 p.m. to 7:30 p.m.
Time for voting from 7:00 p.m. to 8:00 p.m. to 6:30 p.m. to 7:30 p.m.
- A quorum of seven (7) members has been defined.
- Posting of changes/amendments to the Bylaws from one month to time from as soon after the Company meeting as possible to the next Company meeting.
- February 2014 Updated to reflect changes to correspond to Montgomery Fire District and Montgomery Fire Department Bylaws and requirements.
- Article I – Purpose revised
Article III – Updated Officers qualifications
Article IV – Duties of Officers – removed – District Responsibility
Article VII – Drivers – removed – District Responsibility
Article VIII – Duties of Drivers - removed – District Responsibility