

# CONSTITUTION AND BY-LAWS

of the

## EAST GREENBUSH FIRE COMPANY, INCORPORATED

Organized 1916  
Incorporated 1919  
Constitution Revised 1961  
Amendments Adopted 1962 1964 1967 1972 1996  
Amendments codified August 1973  
Constitution Language Updated 2002  
Constitution Revised 2005 2007 2009 2012

### ARTICLE 1 - Name, Purpose, and Territory

- Sec. 1 The name of this organization shall be the East Greenbush Fire Company, Incorporated, with principal offices located at 68 Phillips Road, Rensselaer, New York 12144.
- Sec. 2 The objectives of this organization shall be protection of life and property from fire and other emergencies and the promotion of social intercourse among its members.
- Sec. 3 The territory in which the operation of this organization shall be principally conducted shall be known as Fire District No. 3 of the Town of East Greenbush, the boundaries of which shall be fully described on a map displayed in each Fire House at all times, together with such other territory which may contract with the Fire Commissioners of the above Fire District for fire protection.

### ARTICLE 2 - Membership

- Sec. 1 Membership in this organization shall be divided into seven classes: active members, active life members, exempt members, social members, honorary members, junior members, and probationary members.

#### Sec. 2 Active Members

- Par. 1 Active members shall be at least seventeen years of age. They shall reside or shall be gainfully employed within the territory set forth in Article 1, Section 3. Proposed members who have served at least one full year with the Explorers Post sponsored by this organization shall reside within the Town of East Greenbush or any additional territories protected by the East Greenbush Fire District #3. After a period of three (3) years active service members shall be permitted to reside outside the District as set forth in Article 1, Section 3, but shall be responsible to maintain the requirements as set forth in Article 2, Section 2, Paragraphs 2,3,4,5. They shall be citizens of the

United States, shall be of good moral character and sound body, and shall meet such additional requirements as may be contained in any law or regulation applicable to the organization.

- Par. 2 Active members shall be required to perform the full duties of volunteer firefighters, including service at fires and other emergencies, attendance at meetings, inspections, drills, schools of instruction and parades and participation in the fund raising activities of the Company.
- Par. 3 Active members shall earn a minimum of fifty (50) points in accordance with the rules established by the Fire District for the length of service awards program. All active members shall be required to attend a minimum of twenty (20) drills per year plus **ALL** mandatory OSHA classes. Active member shall also be required to obtain a physical as per District guidelines within the District established timeframe. Active members in the Armed Forces and those attending college away from home shall be exempt from the above requirements, with the exception of not being allowed to ride apparatus except upon review of the District Chief. Attendance will be credited for concurrent activities of equal or less point value to the activity actually attended.
- Par. 4 At the conclusion of each Fire Company activity, it shall be the duty of the officer in charge to complete a Fire Company Attendance Sheet. All members present during said activity shall initial or the officer in charge shall initial each member who was present to award the member points. Points shall not be awarded to any member unless they return to the firehouse and/or remain on duty or at the activity until released by the officer in charge unless otherwise excused.
- Par. 5 At the regular monthly meeting in January and July, the Membership Secretary shall report all those members who have failed to earn the necessary credit points for the preceding 6 months. These members will be automatically placed on probation and reviewed as provided in Article 7, Section 3. This paragraph shall not apply to members who have been active for a period of less than 6 months.
- Par. 6 A prospective member, when elected to membership, shall be placed on probation for a period of not less than three months nor more than six months. The Review Board shall review the record of the member as provided in Article 7, Section 3, and at the next monthly meeting following the quarterly meeting of the Review Board, recommend to the Company for majority vote, that the member be either designated as an Active Member or removed from the rolls.
- Par. 7 Members of the Ladies Auxiliary of the East Greenbush Fire Company, Incorporated, may achieve active member's status by compliance with Article 3, Section 1, of this Constitution and By-Laws. Their participation shall be limited to serving refreshments at emergencies and performing such other duties, which shall be authorized by the Chief or Officer in Charge. Participation as prescribed in Article 2, Section 2, Paragraphs 1, 2, and 3 are waived.

Par. 8 All new active members will be required to work on a committee of the Fire Company for a period of one year.

### Sec. 3 Active Life Members

Par. 1 Active life members shall meet the same qualifications of active members as set forth in Article 2, Section 2, Paragraph 1.

Par. 2 Active life members shall have the same status as active members, but shall not be required to perform the duties of active firefighters or pay any dues. They will be presented with a silver badge, as a token of their faithful service.

### Sec. 4 Exempt Members

Par. 1 Any member who has served as an active member for a period of five or more consecutive years may make application in writing for an exemption certificate. Members to whom exemption certificates are granted may: (1) Continue as active members by maintaining their requirements of active member; (2) be honorably discharged and relinquish their active membership in the Company. An application for exemption certificate must state the desire of the applicant.

Par. 2 The request shall be automatically tabled until the next regularly scheduled meeting of the Company during which time the Executive Committee shall meet to establish the eligibility of the applicant.

Par. 3 A majority vote of the members present shall be required to grant an exemption certificate.

Par. 4 Discharge exempts shall have the same rights and privileges as social members.

Par. 5 Discharged exempts who desire to return as active members must follow the same procedure as set forth for new members in Section 2, Paragraph 6 of this article. Discharged exempts who have had their discharge papers for less than six months may revert to active status without the probation period. In either case, the discharge exempt must request the change in status in writing at a regular meeting of the Company.

### Sec. 5 Social Members

Par. 1 Social membership may only be obtained by an individual who has served as an Active Member in the East Greenbush Fire Company Inc., in good standing for a minimum of two (2) years. To apply for Social Membership at that time a member need only submit a letter to the Company stating their desire to change their status from active to social.

Par. 2 A social member holding an executive office or chairing an executive committee shall be eligible to vote at any meeting on executive matters. Any social member shall be eligible to vote on executive matters, upon invitation by the Company. Social members shall be entitled to vote at the Annual Meeting for executive officers.

Social members shall enjoy the social privileges of active members and may upon invitation participate in parades and meetings and shall be eligible for election to an executive office.

Par. 3 All social members must participate in a minimum of two (2) Company fund raising activities per year to maintain their social membership status.

Sec. 6 Honorary Members

Any person of good moral character shall be eligible to become an honorary member but shall have no rights or privileges of any character by reason thereof. Honorary membership may be conferred at any meeting by a majority vote of the members presents.

Sec. 7 Junior Members

Par. 1 A Junior Member shall be any individual between the age of five (5) and sixteen (16) who wishes to engage in non-fireground activities of the organization. Activities of Junior Members will be limited to station details and parade details. The junior squad may participate in parade details attended by the Company with the exception of the Hudson Valley and Hudson Mohawk convention parades. When the junior squad is participating in a parade detail, they will march as a separate unit in dress uniform pants of the same style as used presently by the Company and a white dress parade shirt, shoes/hat and gloves will be the same similar type as used by the Company.

Par. 2 Junior Members shall follow the same application process to attain Junior Membership as that followed by persons seeking Active membership as stated in Article 3, Section 1, with the following exemptions. Candidates for Junior Membership shall not be required to: Be present during the application process, take the oath of membership, sign the minute book of the Company, receive a new member's badge, or other materials normally distributed to new members, comply with Article 3, Section 1, Paragraph 7-criminal background check for arson.

Par. 3 Junior Members shall be required to comply with all application requirements of Article 3, Section 1 when seeking membership classification change to Active Member status.

ARTICLE 3 - Attainment of Membership

Sec. 1 Active Members

Par. 1 Proposals for active membership must be in writing on a form prescribed by the organization, must be signed by the applicant and by two (2) active members, and must be presented at a regular or annual meeting. An application fee of \$5 must accompany each application plus an additional \$5 dues in advance for the current year.

- Par. 2 All applicants for active membership shall meet with the Membership Committee prior to the submission of their application at the regular monthly meeting. At that time the Membership Committee shall make a recommendation that the application be forwarded to the membership for approval. All applicants for active membership shall be present at the time their application is submitted, and brought before the membership for a vote. Members of the Ladies Auxiliary, who apply for active membership under Article 2, Section 2, Paragraph 7 are not required to be present.
- Par. 3 All such applications shall be referred to the Membership Committee for investigation; said Committee shall report at the next regular meeting.
- Par. 4 After the report of the Membership Committee is received and unless an altering motion is made, a secret ballot shall be taken. If one third or more of the members present vote in the negative, the application shall be deemed rejected, the applicant shall be so notified by the Secretary, and the application fee shall be returned; otherwise, the newly elected members shall at the time of their election or a subsequent monthly meeting, take the oath of membership, sign the minute book of the Company and receive their member's badge and other materials and equipment normally distributed to new members.
- Par. 5 A rejected applicant may not again apply for membership until at least six months have elapsed from the time of their rejection.
- Par. 6 A social member who desires to become an active member shall make written request to the Company for the change in status. Upon receipt, the request shall be referred to the Membership Committee for investigation. The committee shall report its finding and recommendation at the next regular meeting of the Company. The Company shall, by a two-thirds vote of the members present, accept or reject the request for the change in status.
- Par. 7 Effective April 1<sup>st</sup>, 2000 prospective members must consent to undergo a non-fingerprint criminal background check for arson convictions. This requirement is consistent with the New York State Executive Law 1a section 837-o.

## Sec. 2 Active Life Members

- Par. 1 The status of active life membership will be given to a member who has attained twenty (20) years of active service with the East Greenbush Fire Company.
- Par. 2 Any active member, should they become physically disabled and unable to perform active duty, may be placed without further qualification other than their disability on the active life membership rolls, at any regular meeting by a two-thirds vote of those present.

#### ARTICLE 4 - Fire Police

Sec. 1 The Fire Police squad shall be known and recognized as the Fire Police Squad of the East Greenbush Fire Company, Incorporated.

Sec. 2 The objectives shall be the protection of property, during fires and other emergencies when called upon to act by competent authority, to assist the Fire Company at fires and drills, to keep roads and streets clear of traffic so that fire apparatus shall not be hindered or delayed in responding to an alarm, to establish fire lines when called upon to do so, and any other duties in an emergency, or when assigned by the Chief, Assistant Chief, or in their absence the officer in charge of the Fire Company.

Sec. 3 Members of this squad must be active members, exempt active members, or active life members in good standing of the East Greenbush Fire Company, Incorporated, who request appointment to the squad in writing to the Chief officer.

Sec. 4 This squad shall consist of members, not less than twenty-one (21) years of age.

Sec. 5 Officers of this squad shall consist of a Captain and three Lieutenants and shall be elected by the membership as set forth in Article 5, Section 2, Paragraph 3.

Sec. 6 Duties of the Captain

To take full charge of the squad at all fires and alarms of fire and such other emergencies as may occur. To be in command of the squad at drills, parades, and inspections. To establish fire lines when necessary.

Sec. 7 Duties of the Lieutenant

To assist the Captain in their duties or in the absence of the Captain to assume the duties of the Captain as specified in Section 6 of this article.

Sec. 8 From time to time the Chief may assign certain firefighters to temporary duty with the squad.

Sec. 9 The Chief and the Assistant Chief shall be members of the squad.

Sec. 10 Before assuming Fire Police duties, new members must take the oath of office as a peace officer before the proper Town or County authorities as prescribed by Law.

Sec. 11 Fire Police shall meet all requirements of Article 2, Section 2, Paragraph 3.

Sec. 12 It shall be the duty of the Captain of the squad to submit in writing an annual report of the activities of the Fire Police to the Company. This shall be done at the Annual meeting.

## ARTICLE 5 - Officers and Their Selection and Election

### Sec. 1 Officers Classes

- Par. 1 The officers of this organization shall be divided into three (3) classes - executive, line officers and fire police officers.
- Par. 2 Executive officers shall consist of a President, Vice President, Treasurer, Recording Secretary, Financial Secretary, Membership Secretary, Sergeant-At-Arms and six Directors.
- Par. 3 Line officers shall consist of one Captain, one Lieutenant, and one Foreman for each truck the Company operates.
- Par. 4 Officers of the fire police squad shall consist of one Captain and three Lieutenants, which will be responsible for the operation of the squad.

### Sec. 2 Election of Officers

- Par. 1 The term of Executive officers shall begin on the first day of January following the date of the annual meeting and shall expire on the thirty-first day of December of the same year. Two Directors are to be elected at each annual meeting and their term of office shall be three years. In the event of failure to fill an office at the annual meeting, the incumbent officer shall retain the office until their successor is elected. A vacancy in any office may be filled by election at any regular meeting.
- Par. 2 All of the members present at the annual meeting elect the President, Vice President, Treasurer, Recording Secretary, Financial Secretary, Membership Secretary, Sergeant-At-Arms and Directors.
- Par. 3 All active, active life, and active exempt members present at the annual meeting elect the line officers and officers of the fire police.
- Par. 4 The term of line officers shall begin on the Tuesday following the Annual meeting.

Sec. 3 The President shall appoint two tellers at the time of each election, who shall receive the ballots, poll the votes and announce the results.

Sec. 4 Only members in good standing and not in arrears for dues shall be entitled to vote at an election of officers.

### Sec. 5 General Requirements

- Par. 1 Any active or social member shall be eligible to hold an executive office.
- Par. 2 Only active members who have maintained the necessary credit points in the 6 month period preceding the Company election shall be eligible to hold a line office.

Par. 3 No member shall hold more than one line office or one executive office at the same time.

## ARTICLE 6 - Qualifications and Duties of Officers

### Sec. 1 President

Par. 1 It shall be the duty of the President to preside at all meetings of the organization and of the Executive Committee in accordance with recognized parliamentary procedure; to call special meetings when in their judgement they are necessary or upon written request of ten members; unless otherwise provided, to appoint all committees; to enforce the observance of the Constitution and By-Laws; and to install newly elected officers and members. The President shall not vote on any question other than the election of officers and members except in case of an equal division when the President's vote shall decide. The President shall submit a report at the annual meeting and shall include therein such recommendations as deemed expedient for the welfare of the organization. The President shall be an ex-officio member of all committees.

Par. 2 The President in the emergency absence of the Treasurer and upon receipt of a voucher signed by the Secretary, may disburse Company funds. In the emergency absence of the Secretary, the President may sign vouchers for disbursement of Company funds by the Treasurer, and may receive funds due to the Company giving a temporary receipt therefore. As soon as is practical, these funds shall be turned over to the Secretary who shall issue a permanent receipt for same. The President shall give bond to the organization in such sum as may be fixed by the Company at an annual meeting, the premium cost to be borne by the Company.

Par. 3 At the change of administration, the past-President shall automatically serve on the Board of Directors for a term of one (1) year.

### Sec. 2 Vice President

The Vice President shall assist the President in the discharge of the President's duties and in the case of the President's absence or disability, or should the office of President become vacant, shall assume the duties of the President.

### Sec. 3 Treasurer

It shall be the duty of the Treasurer to receive all deposit receipts for bank deposits of Company funds made by the Secretary, giving a receipt for the same; to disperse the funds of the organization upon receipt of vouchers signed by the Secretary, or in their emergency absence by the President; to keep correct accounts of all receipts and disbursements with the exception of the individual house committee's receipts and disbursements together with a record of income and expense for each item of the budget and submit accounts and records to the organization, the Executive Committee, and Finance Committee when so requested. Bank accounts shall be established in such manner that withdrawals can be made upon the signature of the



Treasurer, or in emergency, the President. The Treasurer may transfer funds from and to savings accounts established by the Company when such action is authorized by the President. The Treasurer shall make a report at each regular meeting, covering the previous month, showing all amounts received and disbursed, purpose and payee with respect to each expenditure. The Treasurer shall prepare an annual report for the previous year by budget item for presentation to the Company at the January meeting. The Treasurer shall give bond to the organization in such sum as may be fixed by the Board of Directors, the premium cost to be borne by the organization. The Treasurer shall cooperate with an annual audit of all financial and finance related books of the organization by an independent accountant.

Sec. 4 Recording Secretary

It shall be the duty of the Secretary to record the active members attending each meeting and to record the proceedings of that meeting. The Recording Secretary shall also act as Secretary of the Executive Committee and shall record the proceedings of said committee.

Sec. 5 Financial Secretary

The Financial Secretary shall receive all monies or statement of deposit to the Company with the only exception being the individual House Committees. The Financial Secretary shall issue a receipt for each sum of money received. Receipts shall be consecutively numbered and include a copy to be maintained with the records. All proceeds shall be deposited promptly in the bank account established as the general fund of the Company. The Financial Secretary shall deliver to the Treasurer within ten (10) days after deposit all deposit receipts. The deposit slips shall be supported by copies of receipts issued by the Secretary. The Financial Secretary shall prepare and sign vouchers directing the disbursement of funds, by the Treasurer, to the extent authorized by the Company or in emergency, by the Executive Committee. The Financial Secretary shall give bond to the Company in such sum as may be fixed at the annual meeting, the premium cost to be borne by the Company. The Financial Secretary shall keep an inventory and account for the personal property of the Company. The Financial Secretary shall submit a report of actions at each regular meeting and prepare an annual report for delivery to the Company at the January meeting.

Sec. 6 Financial and Recording Secretaries

They shall keep the books and file the papers pertaining to their respective office and shall perform such other duties as are common to the office of Secretary or as may be imposed upon them by the President or the Executive Committee. They shall cooperate with an annual audit of all financial and related books of the Company by an independent accountant. They shall receive remuneration at the annual rate fixed by the Company at the annual meeting.

Sec. 7 Membership Secretary

The Membership Secretary shall maintain the membership rolls of the Company. The Membership Secretary shall notify all newly elected members of their election and furnish them with a certificate of membership. The Membership Secretary shall keep the accounts between the Company and its members and collect all fees and dues, which shall be forwarded to the Financial Secretary. The Membership Secretary shall, in November of each year, prepare and send to each member a statement of the member's obligation to the Company for dues for the following year as well as for any dues that the member is in arrears. The Membership Secretary shall, at the annual meeting, report the amounts due from delinquent members. The Membership Secretary shall be responsible for keeping a record of the credit points earned by each active member. The Membership Secretary shall, at the end of each quarter, post in each firehouse the total point possible to obtain the number of points earned by each active member. The Membership Secretary shall, at the end of each calendar year, post in each firehouse the membership status of each member.

Sec. 8 Sergeant-At-Arms

The Sergeant-At-Arms shall be charged with the responsibility of preserving order and decorum at meetings. The Sergeant-At-Arms shall assist the President in any way required.

Sec. 9 Directors

It shall be the duty of the Directors to organize immediately after being notified of their election and choose a Chair; report any action taken by them at the next regular meeting of the Company; to have charge of all property of the Company; to make all authorized contracts in the name of the Company; to invest the funds of the Company as the Company may direct; to take charge of the property of the Company in the case of dissolution until final adjudication and division of the property is made; to appoint in January of each year a purchasing agent who shall be authorized to make purchases in the name of the Company; to perform such duties as may be required of them by the Company. The Chairman of the Board of Directors shall have complete control and responsibilities for the ABC licensing.

Sec.10 Captain

To be eligible for Captain, a candidate must have served at least three (3) years as an active firefighter in the East Greenbush Fire Company, one year of which the service must have been as a line officer. They shall be capable of and have knowledge of operating all apparatus and other fire fighting equipment used by the Company. They shall be a qualified driver for the truck to which assigned or will qualify within 3 months after election to the office of Captain and assignment to the truck.

Sec.11 Lieutenant

Par. 1 To be eligible for Lieutenant, a candidate must have served at least two (2) years as an active firefighter in the East Greenbush Fire Company. They shall be capable of and have knowledge of operating all apparatus and other fire fighting equipment

used by the Company. They shall be a qualified driver for the truck to which assigned or will qualify within 3 months after election to the office of Lieutenant and assignment to the truck.

Par. 2 It shall be the Lieutenant's duty to assist the Captain in the performance of duties as specified in Section 10 of this Article and in the absence of the Captain to assume the full duties therein specified.

#### Sec.12 Foreman

Par. 1 To be eligible for Foreman, a candidate must have served at least one (1) year as an active firefighter in the East Greenbush Fire Company and must be at least 21 years of age. They shall be capable of and have knowledge of operating all apparatus used by the Company. They shall be a qualified driver for the truck to which assigned or will qualify within 3 months after election to the office of Foreman and assignment to the truck.

Par. 2 The Foreman shall be responsible for the apparatus and equipment. It shall be their duty to see that all equipment is on the apparatus and that the apparatus is ready for service at all time.

#### Sec.13 General Duties and Removal from Office

Par. 1 All officers of the Company are expected to attend all regular and special meetings and the annual meeting of the Company.

Par. 2 When any Executive Officer shall absent themselves for two consecutive meetings, or when any line officer shall absent themselves from all drills held in any four week period, the Executive Committee shall inquire into the reason for the absence and report the results of its inquiry to the Company. Should they find the reason to be lack of interest or inability to perform the duties of the office, the Committee may recommend to the Company that the member be removed from office.

Par. 3 The Company, at a regular meeting and by a two-thirds (2/3) vote of the members present, may accept the recommendation of the Executive Committee to remove a member from office. The office shall then be declared vacant.

### ARTICLE 7 - Committees

#### Sec. 1 Executive Committee

The Executive Committee shall consist of the President, Vice-President, Recording Secretary, Treasurer, Financial Secretary, six Directors, and the Chief. The Executive Committee shall have charge of all affairs of the organization between meetings. It shall designate the bank or banks in which the funds of the organization shall be deposited. The Executive Committee shall hold an annual meeting within three weeks following the date of the annual meeting of the Company and shall meet at such other times as the President may designate. The President

shall call a meeting upon the request of two members. The Executive Committee shall have power at its discretion to examine the books and accounts of any of the officers. It shall make a report of its proceedings at each regular and at the annual meeting and shall exercise such further powers and perform such other duties as may be delegated to it by the organization.

Sec. 2 Audit and Finance Committee

The Audit and Finance Committee shall consist of three members appointed by the incoming President before the close of the annual meeting. They shall be responsible for a continuous review and supervision of financial affairs to insure the proper control and management of Company funds. The committee shall prepare and submit to the Company, at the January meeting, a proposed budget for the year. They shall also be responsible for planning and prescribing an adequate system of control for all special events, which involve the collection, and/or expenditure of money and Company property.

Sec. 3 Review Board

A Review Board consisting of the Chief, Membership Secretary, at least three line officers, and at least three active members shall be appointed by the President at the January meeting. It shall be the duty of the Review Board to meet semi-annually, within two weeks after the end of the months of June and December to consider the status of those members who, because of a point deficiency have been automatically placed on probation and to recommend changes in membership status to the Company for majority vote at the next regular meeting. In the event of status change, the member shall be notified in writing within ten (10) days of such change by Registered First Class Mail, receipt requested.

Sec. 4 Publicity Committee

The President shall at the January meeting each year appoint a Committee of three members whose duty shall be to promote the interest of the Company through the medium of newspaper, publications, radio and television. The Committee shall not incur any obligation on the part of the Company without the consent of the Purchasing Agent.

Sec. 5 Nominating Committee

The President shall at the October meeting appoint a Nominating Committee. This Committee shall consist of three members who have been active members for at least one year and not holding either an executive or line office. It shall be the duty of this Committee to select candidates for all offices and to certify to the qualifications of said candidates. They shall submit their report at the November meeting. Additional individuals may be nominated in writing for any office by another active member in good standing. The nomination shall have the desired office indicated, the signature of the person being nominated and the signature of the nominating member. The nomination must be deposited in the nominating box, which will remain open until one week prior to elections and located at the Fire

Company Headquarters. At that time nominations will be closed and the Election Committee will prepare the ballots.

Sec. 6 Election Committee

The Election Committee shall be appointed by the President at the November meeting. They will prepare the ballots for the annual meeting. Candidates for Executive office will appear on one ballot and all qualified members present may vote on that ballot. A separate ballot for the candidates for line office for each station will be prepared. The line officers will be voted on by all active, active life, and active exempt members present.

Sec. 7 Constitution and By-Laws Committee

The President at the January meeting shall appoint a Constitution and By-Laws Committee. This shall consist of at least three members who are active members. It shall be the duty of this Committee to examine the Constitution and By-Laws and to report at the March and October meetings any changes which they feel will be beneficial to the Company. These changes must be submitted in writing and will be acted upon as provided in Article 13.

Sec. 8 Membership Committee

The Membership Committee shall consist of the President, Membership Secretary, a Chief and two (2) active members who shall be appointed at the January meeting and shall have had at least three (3) years of service at the time of their appointment. They shall investigate the qualifications of all applicants, and shall acquaint all applicants with the requirements of membership. A member of the Membership Committee shall sign all applications for membership.

Sec. 9 Ways and Means Committee

The President shall appoint at the January meeting a Ways and Means Committee, whose duty shall be to review and recommend to the organization various fund raising activities, to initiate all such activities, and to carry all such activities to their conclusion with the support of the Company. The Vice President shall act as Chair of this committee, assisted by three members for at least one year.

Sec.10 House Committee

The President shall appoint a House Committee consisting of one (1) member from each station in the District. The House Committee shall be responsible for social activities conducted in any station, shall make a monthly report of transactions to the President, they shall act as liaison between the stations and the Directors with respect to Company property and its maintenance. All matters involving cash advance, accounting and related activities shall be arranged through the Secretary, Treasurer, and the Audit and Budget Committee.

Sec.11 Special committees may be appointed pursuant to resolutions adopted at any meeting of the organization.

## ARTICLE 8 - Meetings

Sec. 1 Regular meeting shall be held on the third Tuesday of each month.

Sec. 2 The annual meeting shall be held on the third Tuesday in December.

### Sec. 3 Meetings

The annual and all regular and special meetings shall be held in the meeting room of the East Greenbush Fire Company commencing not earlier than 7 p.m.

Sec. 4 A special meeting shall be held for the purpose of nominating Chief officers. These nominees shall be reported to the Board of Fire Commissioners for their approval. This meeting shall be held the Thursday after the first Tuesday in December each year. This meeting is held in accordance with New York State Law.

Sec. 5 When a regular or annual meeting shall fall on a holiday, said meeting shall be held on the same day of the following week.

Sec. 6 Fifteen members shall constitute a quorum for a regular, annual and special meeting.

Sec. 7 Special meetings shall be held subject to the call of the President. The notice thereof shall specify for what purpose the meeting is called and no other business shall be transacted thereat, except items of business affected by the action taken at the special meeting.

Sec. 8 Notice for special meetings shall be given to all active members, by the Recording Secretary, in writing, at least five (5) days prior to the meeting.

Sec. 9 Robert's Rule of Order shall be used for the governance of meetings when not in conflict with this Constitution and By-Laws.

## ARTICLE 9 - Dues, Assessments and Reinstatement

Sec. 1 The annual dues for active and exempt shall be five dollars (\$5) payable in advance on or before January first but not later than April 1. The dues for social members shall be ten dollars (\$10) payable in advance on or before January 1 but not later than April 1.

Sec. 2 Any member who is in debt to the organization for two year's dues, shall upon the completion of the second year of indebtedness be automatically notified, by mail, by the Membership Secretary of their delinquent status.

Sec. 3 At the February meeting the Membership Secretary shall read the names of the members who are delinquent in payment of dues and the amount owing. They shall then be automatically dropped from the rolls.

Sec. 4 Any member dropped from the roll for non-payment of dues may be reinstated at any regular meeting by a two-third majority vote of the members present, provided the amount of indebtedness to the organization at the time the member was dropped shall have been paid and upon payment of reinstatement fee of ten dollars (\$10).

#### ARTICLE 10 - Removal from Membership

Sec. 1 Removal of a member from the rolls except for non-payment of dues may be accomplished only upon giving notice by certified mail to the member affected not less than ten (10) days prior to the date of the regular meeting at which charges against the member are to be heard. Such notice shall contain a brief description of the charges made and shall state the time and place of the meeting at which they will be heard, giving the member an opportunity to be present and give evidence in their behalf. After the charges and the defense of the member are heard, a secret ballot shall be taken. A two-thirds vote of the members present shall be necessary to remove the accused member from the rolls.

Sec. 2 Grounds for removal shall include the following:

- (1) Insubordination at a fire, drill, meeting or any other official function or any gathering at which the Company is officially represented.
- (2) Conduct detrimental to the name and reputation of the Company.
- (3) Use of intoxicants while on duty status.

Sec. 3 A member removed from the organization shall not be eligible for reinstatement.

#### ARTICLE 11 - Delegates to Conventions

Sec. 1 Delegates to Conventions

At the annual meeting a delegate and an alternate to the next ensuing convention of the Hudson Valley Volunteer Fireman's Association, the Hudson Mohawk Volunteer Fireman's Association, and the Fireman's Association of the State of New York shall be elected. Such delegates shall be entitled to receive convention expenses as allotted. They shall submit a report to the Company at the next regular meeting.

## ARTICLE 12 - Resignations

Sec. 1 Resignations shall be presented in writing but shall not be accepted if the member is under charges or is indebted to the organization or has not turned over to the organization all property belonging to it in the possession of the member.

## ARTICLE 13 - Amendments

Sec. 1 This Constitution and By-Laws may be amended at the April and November meeting only, by a two-thirds vote of the members present, provided the proposed amendment shall have been submitted in writing at a previous regular meeting, and notice given that the same would come up for a vote.

Sec. 2 Proposed changes to the Constitution and By-Laws may be presented at any regular monthly meeting, at which time they will be entered in the minutes of said meeting. At the March and October meetings of the Company the Chair of the Constitution and By-Laws Committee will present any changes which have been presented at any previous meeting for action by the Company.

Sec. 3 A proposed amendment to this Constitution and By-Laws, having been properly submitted, may, by a majority vote prior to the actual vote to accept or reject, be edited to improve clarity or to correct any oversight provided the original intent of the proposal is maintained.

## ARTICLE 14 - Order of Business at Meetings

Sec. 1 The following shall be the order of business at the annual and regular meetings:

1. Pledge to the flag
2. Moment of silence for our departed members.
3. Roll call
4. Reading of the minutes of the last regular or annual meeting and any intervening special meetings.
5. Reading of the list of active members (required at the annual meeting only)
6. Reading of the list of delinquent members and those members dropped for non-payment of dues (April meeting only)
7. Report of the Recording Secretary
8. Report of the Financial Secretary
9. Report of the Treasurer
10. Communications and Bills
11. Report of the Officers
12. Report of the Committees
13. Proposals for membership



14. Election of members
15. Unfinished Business
16. New Business
17. Election of Officers
18. Good of the Organization
19. Adjournment

#### ARTICLE 15 - Rules of Conduct and Procedure

Sec. 1 The following shall be considered rules of conduct and procedure to be followed by members at Fire Company emergencies:

1. All firefighters must stay with their truck until they receive orders.
2. All firefighters must be fully dressed (coat, hat, boots, gloves) at all major fires.
3. No mind altering substances are permitted while on duty status.
4. Only those individuals who are qualified pump operators may drive the trucks.
5. Only active members may participate in Company fire activities.
6. Unless otherwise directed, between 5:00 p.m. and 7:00 a.m. the first truck out will not leave the firehouse without at least five firefighters.
7. Only active, active life and active exempt members may use equipment and wear fire clothing.
8. Each member is responsible to return their own fire clothing properly cleaned to the proper place after using same.
9. A member must remain on duty until excused by the officer in charge.
10. Report defective or broken equipment to their truck officer.
11. Riding of the side of the truck is forbidden for safety purposes.
12. Learn the names, locations and uses of all equipment on trucks.

#### Sec. 2 East Greenbush Fire Company Code of Conduct

The East Greenbush Fire Company shall be committed to a work place that maximizes each member's contributions to the success of the fire company.

The members of the East Greenbush Fire Company are committed to:

1. Providing a safe and healthy work place that values diversity and is free of discrimination and harassment,
2. Treating each individual with dignity and respect,
3. Communicating openly and honestly at all times,
4. Continuously seeking opportunities to learn and improve,
5. Setting high goals and accepting responsibility,
6. Evaluating performance, and providing positive feedback for improvement,
7. Dealing with conflicts between parties in a post-incident environment,

8. Having such conflicts dealt with by the individuals involved,
9. Keeping all business and personal information involving the fire company confidential.

#### ARTICLE 16 - Chief and Assistant Chief

- Sec. 1 The Chief and such Assistant Chiefs as may be provided for in the rules and regulations adopted by the Board of Fire Commissioners of East Greenbush Fire District No. 3 shall have command of the organization at fires, drills, schools of instruction and parades, and shall see that the members perform their duties thereat. It shall be the duty of the Chief to arrange drills and schools of instruction at such times as the Chief deems the same desirable, and the Chief shall give notice thereof at any meeting of the Company.
- Sec. 2 The Chief and Assistant Chiefs shall be nominated by the Company in accordance with Town Law.
- Sec. 3 Any member interested in seeking the office of Chief or Assistant Chief shall submit a letter of intent at the November meeting. The nomination letter shall include the signature of the nominee and a second. The candidate seeking the nomination shall meet all requirements of Town Law.
- Sec. 4 If a qualified nominee for Chief or Assistant Chief withdraws prior to the election, nominations from the floor may be accepted. If no nominations are received for a particular office, nominations may be accepted from the floor. The nominee must meet all requirements of Town Law and be present at the meeting to accept the nomination.

#### ARTICLE 17 - Deleted

#### ARTICLE 18 - Training Bureau

- Sec. 1 The fire line officers, provided for in the above sections, shall comprise the Training Bureau of the Company.
- Sec. 2 The Training Bureau is charged with developing and supervising an orderly fire training program for the Company.
- Sec. 3 The Bureau shall meet throughout the year, as directed by the Chief, to establish the schedule and requirements for the Company's fire training and education.

Sec. 4 In addition to each Captain, Lieutenant and Foreman, the Training Bureau will also include each Assistant Chief and the Driver Training Officer. The Chief shall preside over and direct the operation of the Training Bureau.

#### ARTICLE 19 - Adoption

Sec. 1 This Constitution shall be considered adopted as of the 20th day of December, 1977, at which time it was ratified by the Company, assembled.

Sec. 2 All amendments to the Constitution shall be considered adopted when ratified by the Company assembled, unless another specific date for adoption is cited in the amendment.

#### ARTICLE 20 - Residual Powers Clause

Sec. 1 Any powers not specifically reserved by the Constitution and By-Laws shall be interpreted by the membership in regular monthly meetings or at a special meeting providing:

- a) a quorum of eligible voting members is present
- b) a vote by eligible voting members resulting in a 2/3's majority in the affirmative.

Sec. 2 Whenever any procedural incident, question, etc. arrives that is not specifically addressed by the Constitution and By-Laws, the membership at a general meeting or special meeting may rule in lieu of specific Constitutional or By-Law guide lines providing:

- a) a quorum of eligible voting members is present
- b) a vote by eligible voting members resulting in a 2/3's majority in the affirmative.

#### ARTICLE 21 - Unbudgeted Expenditures

Sec. 1 Any unbudgeted, non-emergency expenditure exceeding one thousand dollars shall be presented at a regular meeting of the Company. The proposal shall then be posted at each station for review until the following meeting. At the next regular meeting of the Company the proposal may be brought up for a vote. A majority of those members present voting in favor of the proposal is required for adoption.

Sec. 2 Unbudgeted emergency expenditures of any amount may be approved by the Executive Committee without prior presentation to the Company.