

BY-LAWS
OF THE
CIRCLEVILLE VOLUNTEER
FIRE DEPARTMENT NUMBER 6
OF NORTH HUNTINGDON TOWNSHIP
WESTMORELAND COUNTY, PA
STATION – 8
REVISED – November 3, 2021

BY-LAWS OF CIRCLEVILLE VOLUNTEER FIRE DEPARTMENT

TABLE OF CONTENTS

ARTICLE I – ORGANIZATION..... Page 3

ARTICLE II - OFFICER AND DRIVER DUTIES AND QUALIFICATIONS..... Page 3

ARTICLE III – MEMBERSHIP..... Page 10

ARTICLE IV - NOMINATIONS AND ELECTIONS..... Page 14

ARTICLE V – APPOINTMENTS..... Page 16

ARTICLE VI - MEETING AND ORDER OF BUSINESS..... Page 20

ARTICLE VII - EXPULSIONS, PENALTIES AND SUSPENSIONS..... Page 22

ARTICLE VIII - ABSENT LIST..... Page 25

ARTICLE IX - RULES OF ORDER..... Page 26

ARTICLE X – AMENDMENTS..... Page 27

ARTICLE XI - SEXUAL HARASSMENT POLICY..... Page 28

ARTICLE XII - USE OF CVFD NAME/SOCIAL MEDIA POLICY..... Page 31

FIREMEN’S PLEDGE..... Page 35

OATH OF OFFICE FOR CVFD PERSONNEL..... Page 35

HOUSE RULES..... Page 36

BY-LAWS OF CIRCLEVILLE VOLUNTEER FIRE DEPARTMENT**ARTICLE I****ORGANIZATION**

SECTION 1. The Fiscal Year shall be from January 1 to December 31.

SECTION 2. The Officers of this Company shall consist of a President, Vice President, Financial Secretary, Recording Secretary, Treasurer, three Trustees, Chief, Assistant Chief, Captain, 1st Lieutenant, 2nd Lieutenant, Hose Foreman and Safety Officer.

SECTION 3. The Charter and Property rights shall be vested unto the Board of Trustees.

SECTION 4. This Company shall be self-sustaining and shall remain independent from any other company, except in the case of a fire and/or disaster when all companies shall act conjointly.

ARTICLE II

(Accepted July 2013/August 2014, revised November 2021))

OFFICER AND DRIVER DUTIES AND QUALIFICATIONS

SECTION 1. Administrative Officers shall consist of the following: President, Vice President, Financial Secretary, Recording Secretary, Treasurer, 3rd Year Trustee, 2nd Year Trustee, and 1st Year Trustee.

- (A) **PRESIDENT:** It shall be the duty of the President to preside at all meetings of the Company, to keep order therein, and to follow the constitution and by-laws. He/she shall have no vote on any question that may come up at a meeting except in case of an equal division, then he/she shall decide the question. He/she shall sign all legal documents pertaining to CVFD (i.e. bank accounts, loan applications, lease agreements.... etc.), jointly with the Financial Secretary and Treasurer. Additionally, he/she must also be a co-signer on all CVFD bank accounts. He/she shall appoint all committees unless otherwise provided by the by-laws. He/she shall be an ex-officio member on all committees. He/she shall call all special meetings whenever it is deemed necessary, or at the written request of five (5) members. He/she shall direct the Vice President to notify the members by giving them at least 48 hours notice. The President, along with the Chief, will apply for all grants. He/she shall also be responsible for the close out of all grants in a timely manner and in accordance with the provisions of the grant. The President shall have the authority to spend up to \$250.00 of the Department's funds without first securing permission from the membership. The President will notify the Department at the next scheduled meeting of the transaction for which the funds were used. The said amount shall be non-accumulative. He/she shall ensure all Administration Officers are performing their duties according to the By-laws. Bonding is required, the expense of such bond shall be borne by the Company. He/she shall be responsible for the renewal of all multi-year leasing agreements of CVFD rental property. He/she shall be responsible for organizing the Annual House Campaign along with all members of the Department. He/she shall be responsible for securing all necessary products to assemble the campaign and ensure it is mailed out no later than the 1st of March each year. The President, along with the Treasurer, shall receive all returned House Campaign donations. They shall record and tally total number of envelopes and donations received and present a report to the Company at each regular monthly meeting showing this data to date.

- (B) VICE PRESIDENT: It shall be the duty of the Vice President, in the absence of the President, to preside at all meetings and perform all the duties of the President. He/she shall assist the President in any of his duties as the President shall deem necessary. He/she shall chair the Membership & Investigating Committee and shall be responsible for carrying out the duties described in Article V, Section 1, Paragraph C of these by-laws. The Vice President shall be responsible for updating and keeping current the personnel files of all Active Members and Life Members still in an Active Status. He/she shall review personnel files with each member every two (2) years and update as necessary. He/she shall be responsible for updating the membership roster and submitting the current roster to the Township Relief Association every quarter during the year. He/she shall ensure that all CVFD members' insurance and beneficiary forms are current and up to date with the Township, Western Fireman's Association and any other insurance agencies that provide coverage for the membership.
- (C) FINANCIAL SECRETARY: The Financial Secretary shall collect all dues, fines, or other money due the Company and pay the same over to the Treasurer at his/her earliest convenience, taking his/her receipt for the same. He/she shall make a report at the April meeting of delinquent members. Bonding is required. The expense of such bond shall be borne by the Company. It shall be the duty of the Financial Secretary to sign all checks jointly with the President and Treasurer. The Financial Secretary shall be responsible for receiving all Township funding provided by the Fire Tax. He/she shall maintain a separate account for these monies and submit an annual report to the Township no later than February 15th of each year showing how the monies received were disbursed or any income received from investments made. This shall all be carried out in accordance with the Ordinance of the North Huntingdon Township Fire Tax. He/she shall receive all income generated by CVFD rental properties and maintain these funds in a separate account. He/she shall present a report at each Company regular monthly meeting showing all income and disbursements for this account. The Financial Secretary shall co-sign, along with the President and Treasurer, any documents for financial obligation (i.e. loans, bank accounts.... etc.). He/she works in conjunction with the Treasurer to receive and tally all income generated by fundraising events and ensures that these monies are deposited in the proper accounts. In conjunction with the President and Treasurer can develop investment strategies for the company monies. Investments may only be Certificates of Deposit or interest-bearing accounts such as money market or saving accounts. Investments will not be in stocks, bonds, or mutual funds. A report will be presented to the Company at each regular monthly meeting showing the status of each investment. He/she shall submit all bills for payment to the Township Relief Association in accordance with the Relief Association guidelines.
- (D) RECORDING SECRETARY: The Recording Secretary shall keep a true and correct record of all business transacted at all meetings of the Company, scheduled and special. He/she shall call the roll of officers, record officers present and note all absentees, at all meetings of the Company, scheduled and special. He/she shall cause his/her books to be at all meetings of the Company. He/she shall preside at meetings during the absence of the President and Vice President. The Recording Secretary shall also be responsible for renewing Bingo License, Small games of chance license, and liquor license, when due for renewal. He/she shall also attend to all correspondence and be responsible for sending certified letters/thank you letters when needed. The Recording Secretary shall update and post a roster showing all active committees and their members on the company bulletin board for general viewing by the membership.
- (E) TREASURER: The Treasurer shall maintain CVFD's General Checking account and provide a month report to the status of this account at each regularly scheduled company monthly meeting. He/she shall pay all bills approved by a vote of the Company. He/she shall keep regular and correct accounts ready for inspection at all times. Bonding is required, the expense of such bond shall be borne by the company. He/she shall be responsible to receive all committee financial reports in which disbursements from the general account were made or income was generated and

deposited into the general account from the event for which the committee was formed. He/she shall ensure that the report is submitted in a timely manor and in accordance with CVFD's committee report format. The Treasurer shall co-sign, along with the President and Financial Secretary, any documents for financial obligation (i.e., loans, bank accounts.... etc.). He/she works in conjunction with the Financial Secretary to receive and tally all income generated by fundraising events and ensures that these monies are deposited in the proper accounts. In conjunction with the President and Financial Secretary, can develop investment strategies for the company monies. Investments may only be Certificates of Deposit or interest-bearing accounts such as money market or saving accounts. Investments will not be in stocks, bonds, or mutual funds. A report will be presented to the Company at each regular monthly meeting showing the status of each investment. The Treasurer, along with the President, shall receive all returned House Campaign donations. They shall record and tally total number of envelopes and donations received and present a report to the Company at each regular monthly meeting showing this data to date.

- (F) TRUSTEES: The trustees shall have charge of the building(s) and all contents/property belonging to CVFD, excluding any equipment related to firefighting, and see that the same is kept in order, in conjunction with the President and Chief. They shall have keys to all doors and cupboards within all CVFD buildings/property with the exception of the club liquor cabinet. They shall maintain an inventory of all CVFD buildings, content, and property with the exception of firefighting equipment. This inventory will be updated on an annual basis. They shall be authorized to spend up to \$250.00 of the Department's funds, without first securing permission from the membership, for repairs and upkeep of CVFD building(s), contents, and property. The Trustees will notify the Department at the next scheduled meeting of the transaction for which the funds were used. The said amount shall be non-accumulative. The trustees shall retain the power to make emergency repairs to the building(s) for the safety of company property and personnel regardless of cost, but this must be accounted for at the next Company meeting. At the discretion of the Trustees, the Treasure's and Financial Secretary's books may be audited annually if deemed necessary. The Trustees may conduct this audit or obtain the services of an outside firm to conduct it, at their discretion. Trustees shall be elected according to Article IV, Section 2 of these Bylaws. They shall also be the administrators of the house rules. The Trustees shall also maintain, and update annually, a roster of CVFD members and contractors used by CVFD for repairs/services to the building(s) and property.

SECTION 2. Line Officers shall consist of the following: Chief, 1st Assistant Chief, 2nd Assistant Chief, 1st Captain, 2nd Captain, 1st Lieutenant, and 2nd Lieutenant.

(A) CHIEF:

- 1) The Chief shall have full control of the Company and equipment in all aspects dealing with emergency response and training. It shall be his duty to see that all apparatus and equipment is always in as nearly perfect condition as possible. He shall be responsible for the truck bays. The Chief shall have the power to set time and place for all drills. All members shall be subject to his orders. He/she shall be the final approving authority for all elected Trainee Line Officers. The Chief shall be allowed to spend up to \$75.00 each month for fire equipment, said amount to be non-accumulative, without the approval of the Company. The chief has the power to make emergency repairs to the equipment and to purchase equipment items for safety without prior company approval but must account for said purchases at the next company meeting.
- 2) In order to be eligible to hold the office of Chief, each individual must meet, or exceed, the following qualifications:
 - a. Be a member in good standing with a minimum of five (5) years service as an Active Fire Fighter with Circleville VFD.

- b. Must have served at least two (2) years as a line officer with Circleville VFD as described in Article II, Section 2, Paragraphs B through G.
 - c. Shall be a qualified driver and operator of all apparatus.
 - d. Must complete eight (8) hours of certificate producing training courses annually in addition to that described in Article III, Section 1, Paragraph A, sub-section 2.
 - e. The Chief must have completed, or current, with the following training:
 - i. Fundamentals/Essentials or Fire Fighter 1
 - ii. Department of Health (DoH) Basic Vehicle Rescue Technician (BVRT)
 - iii. HAZMAT Operations (must be current)
 - iv. ICS 100, 200 and NIMS 700, 800
 - v. Incident Safety Officer
 - vi. Rapid Intervention Team (RIT) Concepts
 - vii. First Aid/CPR/AED (must be current)
 - viii. Pump 1 and 2
 - ix. Emergency Vehicle Operator Course (EVOC)
 - x. Arson Awareness
- 3) The Chief shall be designated as an “emergency signer” for Department checks in the absence of either the President, Financial Secretary, or Treasurer.
 - 4) The Chief, along with the President, will apply for all grants

(B) 1st and 2nd ASSISTANT CHIEF:

- 1) It shall be the duty of the Assistant Chiefs to aid the Chief in the discharge of his duties and in the absence of the Chief, to take full command and adhere to all the duties of the Office of Chief. The 1st and 2nd Assistant Chiefs shall be the 2nd and 3rd in the session of command, respectively, after the department Chief.
- 2) In order to be eligible to hold the office of Assistant Chief, each individual must meet, or exceed, the following qualifications:
 - a. Be a member in good standing with a minimum of Three (3) years service as an Active Fire Fighter with Circleville VFD.
 - b. Must have served at least one (1) year as a line officer with Circleville VFD as described in Article II, Section 2, Paragraphs D through G.
 - c. Shall be a qualified driver and operator of all apparatus.
 - d. Must complete eight (8) hours of certificate producing training courses annually in addition to that described in Article III, Section 1, Paragraph A, sub-section 2.
 - e. The Assistant Chiefs must have completed, or current, with the following training:
 - i. Fundamentals/Essentials or Fire Fighter 1
 - ii. Department of Health (DoH) Basic Vehicle Rescue Technician (BVRT)
 - iii. HAZMAT Operations (must be current)
 - iv. ICS 100, 200 and NIMS 700, 800
 - v. Incident Safety Officer
 - vi. Rapid Intervention Team (RIT) Concepts
 - vii. First Aid/CPR/AED (must be current)
 - viii. Pump 1 and 2
 - ix. Emergency Vehicle Operator Course (EVOC)
 - x. Arson Awareness

(C) 1st and 2nd CAPTAIN:

- 1) The Captains shall receive their orders from the Chief or Assistant Chiefs and carry them out during all emergency responses or training events. The Captains shall assume the duties of the Chief or Assistant Chiefs in the event of their absence. The 1st and 2nd Captains shall be 4th and 5th in the session on command, respectively, after the Assistant Chiefs.
- 2) In order to be eligible to hold the office of Captain, each individual must meet, or exceed, the following qualifications:
 - a. Be a member in good standing with a minimum of Three (3) years service as an Active Fire Fighter with Circleville VFD.
 - b. Shall be a qualified driver and operator of an Engine, Rescue, and the Squad.
 - c. Must complete four (4) hours of certificate producing training courses annually in addition to that described in Article III, Section 1, Paragraph A, sub-section 2.
 - d. The Captains must have completed, or current, with the following training:
 - i. Fundamentals/Essentials or Fire Fighter 1
 - ii. Department of Health (DoH) Basic Vehicle Rescue Technician (BVRT)
 - iii. HAZMAT Operations (must be current)
 - iv. ICS 100, 200 and NIMS 700, 800
 - v. Incident Safety Officer
 - vi. Rapid Intervention Team (RIT) Concepts
 - vii. First Aid/CPR/AED (must be current)
 - viii. Pump 1
 - ix. Emergency Vehicle Operator Course (EVOC)

(D) 1st and 2nd LIEUTENANT:

- 1) The 1st and 2nd Lieutenants shall receive their orders from their superiors and carry them out during all emergency responses or training events. They shall assume the duties of the higher-ranking Line Officers in the event of their absence. The 1st and 2nd Lieutenants shall be the 6th and 7th in the session of command respectively after the Captains.
- 2) In order to be eligible to hold the office of Lieutenant, each individual must meet, or exceed, the following qualifications:
 - a. Be a member in good standing with a minimum of Three (3) years service as an Active Fire Fighter with Circleville VFD.
 - b. Shall be a qualified driver and operator of an Engine and the Squad.
 - c. Must complete four (4) hours of certificate producing training courses annually in addition to that described in Article III, Section 1, Paragraph A, sub-section 2.
 - d. The Lieutenants must have completed, or current, with the following training:
 - i. Fundamentals/Essentials or Fire Fighter 1
 - ii. Department of Health (DoH) Basic Vehicle Rescue Technician (BVRT)
 - iii. HAZMAT Operations (must be current)
 - iv. ICS 100, 200 and NIMS 700, 800
 - v. Incident Safety Officer
 - vi. Rapid Intervention Team (RIT) Concepts
 - vii. First Aid/CPR/AED (must be current)
 - viii. Pump 1
 - ix. Emergency Vehicle Operator Course (EVOC)

(E) ADDITIONAL LINE OFFICER REQUIREMENTS

- 1) Incumbent Line Officers pursuing a Line Office Nomination for the succeeding year's term, must satisfy all training requirements of their current office, prior to accepting nomination at the November Monthly Meeting.
- 2) Current Line Officers who fail to satisfy the requirements of their respective office, shall be deemed ineligible for a following year's term.

(F) GENERAL DUTIES OF LINE OFFICERS:

- 1) The following is a list of general duties that the Line Officers are responsible for carrying out. This list is by no means exhaustive:
 - a. Make a report of all fires and/or disasters according to Federal and State Laws.
 - b. Make a report to the Company of all emergency responses and training to which the Company responded to and participated in at each regular meeting.
 - c. Turn over to the trustees and inventory of all fire equipment at the end of each fiscal year.
 - d. Develop and execute a yearly in-house training program and make the company aware of other training available throughout the year.
 - e. Maintain, distribute, and keep accountability of all minitors.
 - f. Report any misconduct of any firefighter when on duty.
 - g. Maintain a monthly and yearly cumulative record of all firefighters that answer emergency calls and attend training and report this data to the Membership Committee.
 - h. Report any breach of discipline or neglect of duty by any personnel, and any damage or repairs required to company property to the Chief.
 - i. Maintain cleanliness and serviceability of all fire fighting apparatus and equipment.
 - i. Shall have charge of the ladders, portable pumps, and generators.
 - ii. Maintain and care for all hose lines, inspect all parts, and see that all necessary repairs are taken care of.
 - iii. Maintain and care for all SCBA, conduct monthly inspections of all units and initiate all repairs to units as necessary.
 - iv. Shall be in charge of any first aid and safety equipment.
 - j. Establish safe operating procedures and practices for operating at emergencies and at the fire house.
 - k. Ensure that all personnel are instructed in safe fire fighting procedures.
 - l. Oversee the personal safety of every firefighter at the scene of a fire.
- 2) The Chief may delegate all or some of these duties to the subordinate Line Officers. Once duties have been assigned, the Chief will make the company aware, and post in the truck bays, what duties have been assigned to each specific Line Officer. However, the Chief is ultimately responsible to ensure these duties are carried out.

SECTION 3. Highest Ranking Officer is always in charge. All Line officers are subject to ARTICLE VII SECTION 7.

SECTION 4. Apparatus Drivers

- 1) All drivers of fire apparatus must complete and satisfactorily pass Circleville V. F. D.'s Engineer Certification program as established by the chief, be twenty one years of age, have a valid and properly classed driver's license as stated in section 1504 (d)(3)(ii) of the Pennsylvania vehicle code (title 75), with the exception of squad 8 which can be driven non-emergency at the age of (18) eighteen

- 2) Drivers of all Engines and the Rescue will also have completed the Pump 1 course and drivers of the Aerial will also complete the Pump 2 course.
- 3) In the absence of all Line Officers, the Driver of the first apparatus on the scene will be the Officer in Charge (OIC) or appoint one firefighter to be the OIC until a Line Officer from this Company or from an assisting company arrives.

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ARTICLE III

(Accepted June/July 2012)

MEMBERSHIP

SECTION 1. ACTIVE MEMBERS: Shall consist of five (5) classifications: Firefighters, Non-Firefighters, Probationary, Trainees, and Ladies Auxiliary.

- (A) Firefighters: Definition of a Firefighter is a member who has been issued Personal Protective Equipment (PPE) and answers emergency calls. Must be a citizen whom resides in the Norwin area and must have lived in the area for at least six (6) months. Applicants must be at least 18 years of age. In order to maintain active Firefighter status a member must:
- 1) Keep dues current.
 - 2) Complete minimum of 24 hours of fire fighter/rescue training per fiscal year. Training can be any combination of documented in house drills and or State Certified Training.
 - 3) Attend a minimum of 12 work details per fiscal year (subject to reasonable excuse).
 - 4) Will participate in 85% of fund-raising activities as assigned (subject to a reasonable excuse).
 - 5) Will attend all assigned bingos for the year or report to your team captain. Team Captains will report to the Fire Chief and/or Company President all who missed working assigned bingos.
 - 6) All new members accepted as active Firefighters must complete Essentials of Firefighting (EOF) Module 1, Introduction to the Fire Service, within one (1) year of being accepted as a member to maintain active status. Additionally, all new members must complete EOF Module 2, Fire Ground Support, and Module 3, Exterior Firefighting, within three (3) years of being accepted as a member to maintain active status. Members accepted

with past firefighting experience that may have already taken these courses, or similar courses (Fundamentals of Firefighting or the old Essentials course), and can produce the proper certificates showing proof of completion shall meet these requirements.

- 7) In order to retain Firefighter status, members will also be required to respond to a minimum of 10% of the total annual call volume each year.
- (B) NON-FIREFIGHTERS: Definition of a Non-Firefighter member is a member of the Company who does not participate in active firefighting duties such as responding to emergency calls, attending firefighting/rescue training, and has not been issued PPE. They shall be subject to all requirements as listed in Article III, Paragraph (A) with the exception of Subsections 2, 6, and 7 in order to maintain an active status.
- (C) PROBATIONARY MEMBERS: Shall consist of any new member accepted by the company all of which will serve a one (1) year probationary period. Trainees coming into the company at age 18 with less than two (2) years of service will be required to serve on a six (6) month probationary period. Trainees coming into the company at age 18 with two (2) years of service or greater will not be required to serve a probationary period. All new members coming into the company serving on a probationary period shall not be eligible to hold an office during that period. Said members shall be voted on again at the end of the probationary period as per Article III, Paragraph 7, Subsection F.
- (D) TRAINEES: Shall consist of 25 members or less at a minimum age of 14 years old through 18 years old. They shall be subject to these bi-laws and must conform to all state laws/regulations relating to Trainees in the fire service.
- (E) LADIES AUXILIARY: Shall consist of members not otherwise covered in Article III of these bi-laws and are subject to the Ladies Auxiliary Rules and Regulations. Ladies Auxiliary members shall attend and vote at the Ladies Auxiliary meetings only. They should participate in fund raising activities.

SECTION 2. ASSOCIATE MEMBERS: Shall consist of any resident of the Norwin area who desires to apply for associate Membership. This membership shall be renewed form year to year upon payment of dues and assessments, after notification of the same by the Financial Secretary. Associate Members shall not be allowed to attend regular monthly or special meetings, unless invited by the President or the Fire Chief. They shall have no voting privileges and shall not be able to hold any office. In order for an associate Member to be instated as an Active Firefighter or Active Non-Firefighter, they must submit a letter stating their intentions to do so. At the next Company meeting the member shall be voted on by secret ballot. Acceptance into the Company shall be decided by a vote of 85% of eligible members present. All eligible members present must vote. He/she will be put on a six-month probationary period. An associate member may be requested to leave the monthly meetings if the membership deems that the business to be discussed will only be in the interest of active members and should be discussed among active members only. If an Active Firefighter or Active Non-Firefighter wishes to become an Associate Member they must submit a letter stating their intentions to do so.

SECTION 3. HONORARY MEMBERS: Shall consist of any person who has been of outstanding service to the Company. To obtain Honorary Membership a nomination to this effect must be presented to the Company in writing at any regular meeting. The nominator must state in his or her nomination the qualifications of the nominee for Honorary Membership. If present, the nominee should be asked to leave the meeting during the discussion and voting. To secure Honorary Membership the nominee must receive 75% of the votes cast.

SECTION 4. LIFE MEMBERS: Shall consist of two (2) classifications: Firefighters and Non-Firefighters.

- (A) Firefighters: Shall consist of any Firefighter that has been issued PPE, answers emergency calls, and who has attained 20 years of active service in good standing within this organization. He or she shall be awarded with a Life Membership Certificate and Plaque. He or she will not be required to pay Company dues, Westmoreland County Fireman’s Association dues, or Western Pennsylvania Fireman’s Association dues. The Company shall pay for these dues. He or she may participate in any Fire Company activities at his or her discretion with the exception of those listed in Article III, Section 1, Paragraph A, Sub-Sections 2, 6, and 7 of these By-Laws. Individuals must meet these requirements to maintain status as a Firefighter.

- (B) Non-Firefighter: Shall consist of any Non-Firefighter, or any Firefighter that no longer wishes to participate in firefighting activities, who has attained 20 years of active service in good standing within this organization. He or she shall be awarded with a Life Membership Certificate and Plaque. He or she will not be required to pay Company dues, Westmoreland County Fireman’s Association dues, or Western Pennsylvania Fireman’s Association dues. The Company shall pay for these dues. He or she may participate in any Fire Company activities at his or her discretion. Non-Firefighter Life Members may request to change their status to Firefighter Life Member by submitting a letter stating their intentions to do so. In doing so, these individuals will then be required to meet the requirements as listed in Article III, Section 4, Paragraph A of these By-Laws.

SECTION 5. DUES: dues of the Company are payable by March 31st each year. All fees and dues to be refunded if application is rejected.

(A) Active members	\$1.00
(B) Associate Members	\$25.00
(C) Charter, Honorary and Life Members.....	Exempt

SECTION 6. Initiation fees of \$1.00 and first year dues to accompany application. All fees and dues to be refunded if application is rejected.

SECTION 7. APPLICATIONS:

- (A) Applications are presented to the membership at any regular meeting.
- (B) Applications of Trainees can be voted on one month prior their 18th birthday.
- (C) Membership Committee shall investigate the applicant, indoctrinate him or her as to the rules and regulations of the Company, and make a report as to his eligibility.
- (D) Applicants may be voted on at the next regular meeting by secret ballots.
- (E) Acceptance into the Company shall be decided by a vote of 85% of eligible members present. All eligible members must vote.
- (F) After acceptance into the company, new members may be added to the Company Roster and said Roster shall not be given to any person other than members of Circleville VFD, except by unanimous vote Active Members present at a regular meeting.

SECTION 8. It shall be the first duty of all Active Firefighters to obey all the commands of their line officers. Active Firefighters should be prompt at all meetings and alarms to assist in getting apparatus to the emergency in readiness and a safe and orderly manner. No Active Member shall be excused from attending

any regular meeting, except on grounds of absent from locality, sickness or of absolute necessity. No member shall report for duty on fire Company property or fire Company buildings under the influence of alcoholic beverages or illegal drugs, or shall he or she be guilty of conduct unbecoming a gentlemen or lady like, or otherwise bring disgrace upon this Company under penalty of a fine or expulsions herein are provided. No Member shall take out or use any property from the engine house belonging to this Company for purpose other than the discharge of his duty as a firefighter, without permission from the trustees, with exception of firefighting equipment which shall be under the jurisdiction of the Fire Chief, under penalty of expulsion.

SECTION 9. Each Active Member/Life Member will be issued a copy of the current Company By-Laws and Standard Operating Guidelines (SOG). The SOGs list additional requirements and procedures for incident response, equipment operation, and advanced firefighter qualifications. Firefighters wishing to advance beyond the level of a basic firefighter (first three modules of EOF) must meet the requirements as described in the SOGs in addition to any listed in the By-Laws.

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ARTICLE IV

(Revised Dec. 2014, revised November 2021))

NOMINATIONS AND ELECTIONS

SECTION 1. The Officers shall be elected as prescribed by these by-laws.

SECTION 2**A. Administrative Offices**

1. The following Administrative Offices shall be elected to a two (2) year term: President, Vice-President, Recording Secretary, Financial Secretary, Treasurer and Head Trustee.
2. 1st Year Trustee shall be elected to a two (2) year term annually, automatically assuming the position of 2nd Year Trustee for the second year of the term

B. Line Offices

1. The following Line Offices shall be elected to a two (2) year term: Chief, 1st Assistant Chief and 2nd Assistant Chief
2. The following Line Offices shall be elected to a one (1) year term: 1st Captain, 2nd Captain, 1st Lieutenant and 2nd Lieutenant

Annual requirements for **ALL** elected offices must still be met, as outlined by these By-Laws, or the member shall be removed from office for the remainder of the term.

EX: If the 1st Assistant Chief fails to complete their annual requirements for the first year of the term, he/she shall be removed from office for the second year of the term.

The vacancy of an office shall be filled in accordance to the guidelines outlined in these By-Laws in article four section 7

SECTION 3.

- (A) The Nominating Committee shall present their recommendations for all the Offices at the Regular meeting in November, at which time nominations from the floor will also be in order. If nominations go through three times and no nominations are accepted by a member, the President can appoint an individual for that office on a monthly basis. Nominations will not be reopened after the close of the November meeting.
- (B) Elections shall be at the regular meeting in December under the directions of the Election Committee.
- (C) Voting shall be by secret ballot, said ballot to be prepared in advance by the Election Committee.
- (D) Members in good standing may submit an absentee ballot, said ballot to be obtained from members of the Election Committee, not more than fourteen (14) days in advance of the Election date. Ballot must be submitted prior to 8:00 P.M. on the night of the election to the President or Election Committee. Ballot must be in a sealed envelope and the envelope signed.
- (E) A 51% majority of the voting members elects. In event, there is no majority the low vote shall be eliminated and voting shall continue until a 51% majority is reached. In event of a tie eliminating all or all but one nominee, the President shall call for sufficient ballots to break the deadlock.
- (F) Results of the election shall be posted on the Bulletin Board. Ballots will be maintained by the President, until completion of the year on December 31st.
- (G) New Officers will assume their duties on January 1st of each year. All outgoing Officers shall turn all property over to their successors.

SECTION 4. No member shall hold more than one office. In the event a member is elected to more than one office, he shall immediately resign from all but one. Nominations shall then be accepted for the vacancy and balloting to a final decision shall take place immediately.

SECTION 5. No member shall be nominated for office unless he is present or gives his consent to accept any nominations.

SECTION 6. No member shall be eligible to hold office unless he is qualified and in good standing.

SECTION 7.

- (A) Vacancies occurring by death, resignation, removal, or otherwise, in any elective office except that of President and Chief, shall be filled by a majority vote of the members after nominations from the floor, except in the case of Senior Trustee, the next trustee moves up to Senior Trustee and the newly elected trustee to be low man.
- (B) Vacancies in the office of President shall be filled by the Vice President.
- (C) Vacancies in the office of Chief shall be filled by the 1st Assistant Chief.

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ARTICLE V

(Accepted Feb 2013/Revised November 2021)

APPOINTMENTS

SECTION 1. COMMITTEES. Regular standing committees shall consist of the following:

(A) **NOMINATION.** Five (5) Members.

- 1) Members shall consist of the 1st Year Trustee, 2nd Year Trustee, President, Vice President and 1st Captain.
- 2) Duties. Interview and verify all officers running for office meet all the qualifications outlined in Article 2 section A, B, C, D. Then present the list of officers to the November meeting

(B) INFORMATION/PUBLIC AFFAIRS. Six (6) Members.

- 1) Membership shall consist of the Recording Secretary (Chair) and one (1) Line Officer appointed by the Chief. The President shall appoint four (4) additional members.
- 2) Duties.
 - a. Get the name of Circleville V.F.D, information about the department, and events before the public, whether by word of mouth, radio, T.V., newspaper, or Social Media outlets (Website, Face Book,etc.)
 - b. Maintain CVFDs webpage(s) and Facebook page.

(B) MEMBERSHIP & INVESTIGATING. Five (5) Members.

- 1) Members shall consist of the Vice President, Financial Secretary, 1st Assistant Chief, 1st Captain, and 2nd Lieutenant. The Vice President shall be the Chair of this committee.
- 2) Duties:
 - a. Interview prospective members and present findings and a recommendation to the company on membership. Additionally, they will indoctrinate new members on the procedures and by-laws governing Circleville V.F.D.
 - b. The committee shall meet quarterly, at a minimum, during a given year. A “year” shall be defined as January 1st to December 31st. Quarters within a given year shall be defined as the following:
 - i. 1st Quarter = January 1st to March 31st
 - ii. 2nd Quarter = April 1st to June 30th
 - iii. 3rd Quarter = July 1st to September 30th
 - iv. 4th Quarter = October 1st to December 31st
 - c. They shall be the responsible administrators of Article III, Section 1, Paragraphs A, B, C, and D, and Sections 2, 3, and 4 of these By-Laws.
 - d. Quarterly they shall review each Firefighter’s eligibility for Active Status as prescribed by Article III, Section 1 of these By-Laws. Firefighters that are not meeting the standards for Active Status will be subject to disciplinary actions as set forth by Article VII, Section 12 of these By-Laws.
 - e. The committee shall also be responsible for reviewing, updating, and publishing the company roster on a quarterly basis, if required.

(C) WAYS & MEANS. Three (3) Members.

- 1) The committee shall consist of three (3) members appointed by the President.
- 2) Duties. Establish ways of keeping Circleville V.F.D. financially solvent.

(D) RULES. Three (3) Members.

- 1) The committee shall consist of three (3) members appointed by the President.
- 2) Duties. Update by-laws and house rules when necessary.

(E) COMMUNITY CAMPAIGN. ALL

- 1) This committee shall consist of the President and the entire Company.
- 2) Duties. Keep the mailing list updated. Have the Mail Campaign printed and mailed out by the 1st week of March each year.

(F) AUDITING. Three (3) Members

- 1) This committee shall consist of all three trustees.
- 2) Duties. Oversee the auditing of the Treasure's and Financial Secretaries' books. Audit must be completed by February's Meeting.

(G) SICKNESS & FLOWERS. Two (2) Members.

- 1) The committee shall consist of two (2) members appointed by the President.
- 2) Duties. Appoint members to visit the sick or see that appropriate cards are sent. In the case of a death in a firefighter's family, to see that flowers are sent as prescribed by the House Rules.

(H) ELECTION. Three (3) Members.

- 1) The committee shall consist of three (3) members appointed by the President. No member of this committee shall be running for an office. Appointments must be made at the October meeting.
- 2) Duties. Prepare the ballots for the November elections, oversee the elections, count the ballots, and post the election results on the company bulletin board according to the by-laws.

(I) FUNERAL CEREMONY. Two (2) Members.

- 1) This committee shall consist of the President and Chief.
- 2) Duties. Coordinate with the member's family on what Circleville V.F.D. can offer for the ceremony. (I.E., the playing of Taps, bagpiper, Firefighter's service at the funeral home, transporting the member from the funeral home to the church or cemetery). The President and Chief will also determine the dress/uniform standards for the Company for the ceremonies.

SECTION 2. SPECIAL COMMITTEES: Appointed by the President

SECTION 3. CHAPLIN: Appointed by the President

SECTION 4. The Chairperson of each Standing Committee shall submit a written report for the President to be posted prior to the regular monthly meeting.

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ARTICLE VI

(Revised Dec. 2014)

MEETING AND ORDER OF BUSINESS

SECTION 1. Regular meetings shall be held on the first Thursday of every month at 8:00 P.M.

SECTION 2. Previous months Minutes, Financial Report, Bills, Fire Reports and Committee Reports will be available for viewing ½ hour prior to start of the regular monthly meeting.

SECTION 3. No business may be transacted at any meeting unless a quorum is present.

SECTION 4. Twenty percent of the active membership shall constitute quorum.

SECTION 5. Any active member whose dues are not current, may not vote on motions, elections or entertain a motion.

SECTION 6. The order of business shall be:

- (A) Meeting shall be called to order.
- (B) Pledge to the flag
- (C) Opening prayer
- (D) Roll call of officers
- (E) Previous months minutes.
- (F) Financial report
- (G) Bills
- (H) Communications.
- (I) Fire reports
- (J) Committee reports
- (K) Old business
- (L) New business
- (M) Remarks for the good of the Organization.
- (N) Adjournment.

SECTION 7. Special meetings can only be called in accordance with the by-laws and upon 24 hour notice to all active members. The purpose of this meeting must be stated and only that subject or subjects may be discussed.

SECTION 8. All members shall be governed by the by-laws, Constitution, House Rules, and subject to all fines and penalties which govern the Company.

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ARTICLE VII

(Accepted February 2013, revised July 2018)

EXPULSIONS, PENALTIES AND SUSPENSIONS

SECTION 1. The President or Chief may suspend any member for just cause for any number of days, but only temporarily until the next regular company meeting when it will be presented to the membership in accordance with these By-Laws.

SECTION 2. All charges against a member or members must be made in writing and signed by two members in good standing or performed by the house rules administrators (if it pertains to a misconduct or damage to company property). The charges shall be referred to an investigating committee of five (5) members, to be appointed by the President and Chief. The committee shall report the results of their investigation to the membership and if they sustain the charges in their report, they shall recommend the penalty to be imposed. Any member accused shall be notified to be present and defend themselves at the time of the report of the investigation against them. Failure to attend does not release the defendant.

SECTION 3. Expulsions, suspensions, and penalties shall be made by a two-thirds vote of the eligible membership present at the regular meeting. Any accused member shall be notified and given a fair trial. The vote in all cases shall be by secret ballot. All eligible members must vote. Any member who is expelled from the department will be notified in person also via certified letter. The member will not be allowed on any of our property for (5) years after expulsion date including any public/private events held on our property. Member will also not be allowed to reapply for membership of any kind for (5) years after expulsion date.

SECTION 4. Any member who willfully neglects their duty while at a fire, disaster, other emergency, or while attending a drill or willfully damages anything belonging to the company shall be subject to suspension or expulsion on the first offense. The charge shall be made by the Officer in Charge (OIC) or committee person in charge and presented to the company at the next regular meeting.

SECTION 5. Any member who renders themselves incapable of duty at a fire, disaster, other emergency, drill, or in the fire house by the free use of intoxicating beverages or illegal drugs and answers an alarm or attends a drill shall be subject to suspension or expulsion from the roster upon the first offense.

SECTION 6. Any member who shall in any way interfere with the OIC by giving counter orders, shall be subject to expulsion or loss of rights as an Active Firefighter. Charges are to be made by the OIC.

SECTION 7. All Officers who willfully neglect their duties are subject to a penalty of removal from office.

SECTION 8. All Officers are to explain their absence from regular company meetings and are subject to a reasonable excuse. They may present their reasoning in writing to the membership at the current meeting they are absent from or in person at the next regular company meeting. Officers absent from three (3) consecutive meetings without an excuse acceptable to the membership are subject to removal from office.

SECTION 9. Any member willfully damaging company property shall be fined the cost of repairing/replacing the property and are subject to suspension or expulsion from the company.

SECTION 10. Any member making public the proceedings of any company meetings, regular or special, or any remarks thereof shall be liable to expulsion. This includes, but is not limited to, E-Mail, Facebook, Twitter, Texting, or any other type of Social Media communication networks.

SECTION 11. Any member that has been discharged or resigns from the company must at that time turn in all property belonging to the company. If the property is not received within seven (7) days of separation from the company the individual may be subject to criminal charges.

SECTION 12. Penalties for Firefighters failing to maintain standards for Active Status.

- (A) All Firefighters in Active Status shall be reviewed quarterly by the Membership and Investigating Committee as described in Article V, Section 1, Paragraph C, Sub-Section 2 of these By-Laws.
- (B) After each quarterly review, the membership committee will meet with each member that is failing to meet the standards to maintain active status. Each member will be counseled in writing and advised of their current status for Active Firefighter.

-
- (C) At the end of a given year (see Article V, Section 1, Paragraph C, Sub-Section 2 of these By-Laws for the definition of a “year”) any member not meeting the standards to maintain Active Firefighter status shall be subject to disciplinary actions and will not be eligible to hold an office for the upcoming year.
- (D) Members wishing to run for an office may still have their names placed on the ballot for the November elections as it is possible for a member to meet the standards for Active Status during the last quarter of the year. (See Article V, Section 1, Paragraph C, Sub-Section 2 of these By-Laws for the definition of a “quarter”)
- (E) During the January regular meeting the Membership and Investigating Committee shall report all individuals to the membership that have not met the standards for Active Firefighter for the previous year. The committee will review each case individually and make a recommendation for disciplinary actions to the membership during the February regular Company meeting.
- (F) Penalties that may be imposed on a member for failing to meet these standards are the following:
- a. Six (6) month probationary period. To be initiated by the committee and terminated by the committee. This may be imposed on Life-Members as well.
 - b. Change of membership status to Non-Firefighter. To be initiated by the committee. This may be imposed on Life-Members as well.
 - c. Change of membership status to Social Member. To be initiated by the committee.
 - d. Removal from the Company Roster. Must be voted on by the Company and accepted by 85% of the membership present.
- (G) Members that loose Active Firefighter Status due to disciplinary actions may re-apply for Active Status through the normal process. However, upon acceptance back on Active Status they will be subject to a six (6) month probationary period regardless of Life Membership status or not.

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ARTICLE VIII

(Revised May 2016)

ABSENT LIST

SECTION 1. Any active member absent from a total of three consecutive regular meetings shall forfeit his right to vote at the next meeting attended, unless absence was due to work of sickness.

SECTION 2. Members who are delinquent and who refuse to pay such dues when notified by the Secretary, will be automatically suspended from the Company. If dues are not paid in thirty (30) days from suspension member will be dropped from rolls. Suspended members may be reinstated by paying their back dues and by acceptance by a majority vote of the active members present at any regular monthly meeting.

SECTION 3. Special Situation Absence.

(A) **Higher Education Students.**

- a. Members currently enrolled as full time students (12 – 18 credits per semester), and living in on campus housing outside of North Huntingdon TWP, shall not be subject to the requirements as described in Article III, Section 1, Paragraph A of these by-laws. It is encourage that these members continue to participate in the activities describe in Article III when available to do so. They will still be required to keep annual dues current.
- b. Part time students (less than 12 credits per semester) that are living outside of North Huntingdon during the school year may also qualify for this exemption and may not be subject to the requirements as described in Article III, Section 1, Paragraph A of these by-laws. This shall be at the discretion of the Membership Committee on a case by case basis.
- c. Members that are enrolled as part time students, or full time students, that are living in the North Huntingdon area during the school year and still actively participating in department activities may still be consider for exemption from the requirements described in Article III, Section 1, Paragraph A of these by-laws. This shall be at the discretion of the Membership Committee on a case by case basis.

(B) **Members serving on Active Military Duty.** Any member that is currently serving on Active Duty, in any branch of the service shall not be required to pay annual dues and shall not be subject to the requirements as described in Article III, Section 1, Paragraph A of these by-laws. While serving on Active Military Duty, members of CVFD will still accrue years of service with the department.

(C) **Absence due to injury or health issues.** Members suffer debilitating injuries or become affected by health issues that prevent active participation in firefighting or department events, may receive special consideration and may not be subject to the requirements as described in Article III, Section 1, Paragraph A of these by-laws. In order to receive special considerations in this event, the member must provide medical documentation describing the limitations to the membership committee. The member may continue to participate in department events that they are not restricted from and must provide medical documentation once cleared to return to full participation in the department.

ARTICLE IX**RULES OF ORDER**

- SECTION 1.** One member shall be entitled to the floor during the same period of time.
- SECTION 2.** Every member desiring the privilege of the floor, shall rise and address the chair.
- SECTION 3.** No member shall be allowed to speak until properly recognized by the chair.
- SECTION 4.** No question can come before the Company unless properly moved and seconded and declared upon to discussion by the chair.
- SECTION 5.** Any member may call for the yeas and nays on any question when each member shall be required to answer to his name on the roll unless excused by the chair.
- SECTION 6.** All questions, unless otherwise decided by the by-laws, shall be settled by a majority of votes cast.
- SECTION 7.** No member shall speak more than five (5) minutes on any one subject at one time.
- SECTION 8.** When a point of order is raised by any member, the person having the floor shall take his seat until the point is decided by the chair, when if proper, he may resume.
- SECTION 9.** When a motion is properly entertained before the Company, it must be disposed of before another one can be entertained, except for a tabling motion or amendment which takes precedent.
- SECTION 10.** No subject laid on the table shall be taken up again during the same meeting unless it was so understood when thus disposed of.
- SECTION 11.** A motion to reconsider must come from a member who voted with the majority when the action to be reconsidered was taken.
- SECTION 12.** Any member may appeal to the Company from the decision of the chair, when the question shall be stated thus: "Shall the decision of the chair be sustained," which shall be decided by a majority or two-thirds of the active members voting.
- SECTION 13.** All resolutions offered must be given in writing.
- SECTION 14.** No member shall leave the room during the meeting unless permission is given by the chair.
- SECTION 15.** The rules of this organization and its various committees shall be in accordance with Roberts Rules of Order, unless otherwise provided by these by-laws.

ARTICLE X

(Accepted Dec. 2014)

AMENDMENTS

SECTION 1. The regular procedure for the presentation of amendments to these by-laws to the membership shall be through the rules committee. After reviewing the proposed change this committee shall notify all members of the proposed amendments by posting and by reading at three (3) consecutive regular meetings and provide ballots at the third reading for voting. After the first reading, the company may discuss the proposed amendments and make changes as necessary. Any changes proposed to the amendments, and accepted by the company, will be made during the first reading. The updated amendments shall then be read again to account for the first reading. There shall be no further discussion after the second and third readings of the proposed amendments. The amendments must be approved by two-third (2/3) of the active members present and in good standing to become effective. In the event the rules committee has rejected any proposed amendments, this proposed change in the by-laws may be presented to the Trustees in writing signed by at least fifteen (15) active members of the organization. In this event, the Trustees shall post notice of the proposed amendments and follow the procedures described above for readings of, and voting on, the proposed amendments.

ARTICLE XI

SEXUAL HARASSMENT POLICY

SECTION 1. Statement of Policy.

- (A) Title VII of the Civil Rights Act of 1964 prohibits employment discrimination on the basis of race, color, sex, age, or national origin. Sexual harassment is included among the prohibitions.
- (B) Sexual harassment, according to the Federal Equal Employment Opportunities Commission (FEEOC), consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual or sex based nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.
- (C) It is also unlawful to retaliate or take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual. Examples of conduct that would be considered sexual harassment or related retaliation are set forth in the Statement of Prohibited Conduct, which follows. These examples are provided to illustrate the kind of conduct prescribed by this policy; the list is not exhaustive.
- (D) Sexual harassment is unlawful, and such prohibited conduct exposes not only the Circleville Volunteer Fire Department, but individuals involved in such conduct, to significant liability under law. Members at all time should treat other members respectfully and with dignity in a manner so as not to offend the sensibilities of a co-worker. Accordingly, Circleville Volunteer Fire Department Officers are committed to vigorously enforcing its Sexual Harassment policy at all levels within the Circleville Volunteer Fire Department.

SECTION 2. Statement of Prohibited Conduct.

The Officers of the Circleville Volunteer Fire Department of the Township of North Huntingdon considers the following conduct to represent some of the types of acts which violate the sexual harassment policy:

- (A) Physical assaults of a sexual nature, such as:
 - 1) Rape, sexual battery, molestation or attempts to commit these assaults; and intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another member's body or poking another member's body.
- (B) Unwanted sexual advances, propositions, or other sexual comments, such as:
 - 1) Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience direct at or made in the presence of any member who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.

- 2) Preferential treatment or promise of preferential treatment to a member for submitting to sexual conduct, including soliciting or attempting to solicit any member to engage in sexual activity for compensation or reward.
- 3) Subjecting, or threats of subjecting, a member to unwelcome sexual attention or conduct or intentionally making performance of a member's job more difficult because of the member's sex.

(C) Sexual or discriminatory displays of publications in the work place, such as:

- 1) Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are pornographic.
- 2) Displaying signs or other materials purporting to segregate a member by the sex in any area of the work place, other than restrooms and similar semiprivate lockers/changing rooms.

(D) Retaliation for Sexual Harassment complaints, such as:

- 1) Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work related matters with any member because that member complained about, or resisted harassment, discrimination or retaliation: and
- 2) Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in the item above.

(E) Other acts:

- 1) The above is not to be construed as an all-inclusive list of prohibited act under this policy.
- 2) Sexual harassment is unlawful and hurts other members. Any of the prohibited conduct described here is sexual harassment of anyone and whom it is directed, or who is otherwise subjected to it. Each incident of harassment, moreover, contributes to a general atmosphere in which all persons who share the victim's sex suffer the consequences. Sexual oriented acts or sex-based conduct have no legitimate business purpose; accordingly, the member who engages in such conduct should be and will be made to bear the full responsibility of such unlawful conduct.

SECTION 3. Penalties for Misconduct.

- (A) Any member's commission of acts of sexual harassment or retaliation against a sexual harassment complaint will result in the appropriate sanctions, up to and including expulsion against the offending member, depending upon the nature, or alleged conduct, and the warning given, or other discipline imposed.
- (B) A written record of each action taken pursuant to this policy will be placed in the offending member's file. The record will reflect the conduct, or alleged conduct, and the warning given, or other discipline imposed.
- (C) The discipline procedure will follow the guidelines as outlined below:
 - 1) First Violation..... Verbal Reprimand
 - 2) Second Violation..... Written Reprimand
 - 3) Third Violation..... Suspension

- 4) Fourth Violation..... Expulsion

SECTION 4. Procedures for Making, Investigating, and Resolving Sexual Harassment and Retaliation Complaints.

(A) Complaints.

- 1) Complaints of acts of sexual harassment and retaliation that are in violation of the sexual harassment policy will be accepted in writing with signature, and the complaints will be taken seriously and investigated. A complaint need not be limited to someone who was the target of harassment or retaliation. Anyone who has observed sexual harassment or retaliation should report it to Circleville Volunteer Fire Department Officers.
- 2) Only those who have an immediate need to know, including the person to whom a report was made the alleged target of harassment or retaliation, the alleged harasser or retaliator, and any witnesses will or may find out the identity of the complainant. All parties contacted in the course of an investigation will be advised that all parties involved in a charge are entitled to respect and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint or who has provided evidence in connection with a complaint, is a separate actionable offense and subject to discipline under this policy. The Investigating Committee can close and impose or not impose penalties without the involvement of or reporting to the membership if the Investigating Committee determines that the alleged misconduct is of a nature that the reputations of the alleged harasser or retaliator must be guarded from possible defamation, libel, vilification or slander.

- (B) An effective sexual harassment policy requires the support and example of personnel in positions of authority. Circleville Volunteer Fire Department agents or members who engage in sexual harassment or retaliation, or who fail to cooperate with the Circleville Volunteer Fire Department sponsored investigations of sexual harassment or retaliation may be severely sanctioned by suspension or expulsion. By the same token, officials who refuse to implement remedial measures, obstruct the remedial efforts of other Circleville Volunteer Fire Department members and/or retaliate against sexual harassment complainants or witnesses may be immediately sanctioned by suspension or expulsion.

ARTICLE XII

(Accepted May 2016, revised July 2018)

USE OF CIRCLEVILLE VOLUNTEER FIRE DEPARTMENT NAME/SOCIAL MEDIA POLICY

SECTION 1. Private and Corporate Donations (excluding fundraising for the weekly bingo, annual street fair, bi-annual gun bash, annual house campaign or other annual fundraising event.)

- (G) The act of soliciting donations of any type may only be conducted after an objective has been fully defined and approved by the company. Members are forbidden to approach an individual or corporation for a donation without first acquiring company approval.
- (H) A defined objective can only be approved by the company by passing a motion at a regular monthly meeting or a specially called meeting.
- (I) A listing showing all potential individuals or corporations that are intended to be contacted for donations must be submitted to the company for approval prior to any contact with them. The listing may be accepted by the company as is or modified by the company prior to approval. This list will be posted in the administration office and be part of the monthly report to the Company. This includes all annual events listed above. The said list shall remain posted for one (1) year after the close of the event.
- (J) In the event that a new business or potential donor becomes available after the presented list for an event or objective is approved by the company, the involved committee may seek temporary approval from the President and Chief to approach them. This should only be done in cases where action must be taken quickly and cannot wait until the next scheduled monthly meeting to be approved by the company.
- (K) A contingency plan must be in place to ensure that the objective will still be achieved if one or more of the potential sources is unable to donate. The contingency plan can include contributions from the company.

SECTION 2. The use of title Circleville Volunteer Fire Department in any form (CVFD, other logos, patches, apparel...etc.) must be approved by the company prior to any type of media being created.

- (A) Any member wishing to create any new type of garment, sign, or any other type of media which will contain the title of the department, any likeness (equipment, buildings.... etc.), or logos must first obtain approval from the company to do so. Previously used designs, images, logos...etc, may be used again without company approval.

SECTION 3. Members in violation of these procedures may be suspended and have charges brought against them. Additional punitive actions may also be enacted under Article VII of these Bylaws.

SECTION 4. The use of Social Media.

- (A) **OBJECTIVE:** The Circleville Volunteer Fire Department acknowledges that use of technology by emergency service organizations provides several useful benefits including training and acquisition of useful information for the betterment of the organization and its members. It also allows for the dissemination of information to the public for recruitment, safety education and public relations purposes. As such, Circleville Volunteer Fire Department embraces the usage of instant technology to that end. This policy establishes the Circleville Volunteer Fire Department's social media and instant technology use procedures which are intended to mitigate associated risks from the use of this technology where possible. This policy applies to all members of Circleville Volunteer Fire Department, including: Chief and Line Officers, Administrative Officers, Firefighters, and Support Personnel. For the purposes of this policy, the term instant technology is defined as resources including, but not limited to, instant messaging, texting, paging and social networking sites such as Facebook, Myspace, LinkedIn, Twitter, YouTube and any other information sharing services, websites and/or blogs. All Circleville Volunteer Fire Department social media pages shall be maintained by the Information/Public Affairs Committee and approved by the Fire Chief and/or President. All Social media content shall adhere to all applicable laws, regulations and policies including the records management and retention requirements set by law. The Internet and other information sharing devices are global entities with no control of users or content. Therefore, available resources may contain material of a controversial nature. Circleville Volunteer Fire Department is not responsible for information found on the sources.
- (B) **POLICY:** Circleville Volunteer Fire Department understands the value of such technology, but also understands the concerns and issues raised when information is released that violates privacy concerns or portrays this organization to the public in an illegal or negative manner (intentional or unintentional). The following shall serve as a list of guidelines concerning the use of Social Media by members of the department;
1. Members of the Circleville Volunteer Fire Department are reminded that their conduct both on and off duty must meet a high standard including participating in social media.
 2. Members are not permitted to post or display any digital media that could reasonably be interpreted to express the opinions of the Circleville Volunteer Fire Department. Posts of this nature may only be done by the Fire Chief, President, or the Information/Public Affairs Committee.
 3. Members should not post or display any digital media that contains content that is unprofessional, unbecoming or illegal, such as lewd sexual conduct, excessive alcohol consumption or similar behaviors.
 4. Members should not post or display any digital media, videos, photographs, etc. that were obtained during incidents. Posted of this nature should only be done by Fire Chief or the Information/Public Affairs Committee.
 5. Members are not permitted to disclose confidential information of the Fire Department including but not limited to personal information about members or third parties involved in incidents. This also includes posting or displaying any digital media about address's or locations of incidents or information about situations found during incidents including but not limited to any information protected by HIPPA.
 6. Members bear full responsibility for the information contained in their posts and displays and must make certain they are correct and accurate.

7. Members should not reference other Fire Departments or their members that may cast them in a negative way. Members should not bash, disrespect, or express anything negative about any other department, their members, or actions. Additionally, members should not harass, threaten, or post anything damaging about their own department or members.
8. Any post or display of digital media that the Fire Chief, President or Information/Public Affairs Committee deems to be in violation of this policy will be immediately removed upon their request with no questions asked.
9. Any member using department owned or leased equipment, even when merely using equipment to access your personal email will have no expectation of privacy and the department has a right to monitor at all times.
10. Circleville Volunteer Fire Department shall maintain a department web page and Facebook page. The web page address shall be www.circlevillevfd.org. The information/Public Affairs Committee shall be the sole administrators of these pages. Postings to these pages may only be done by this committee. Any department information that is to be posted or messaged must be present to and approved by this committee. Once approved, the committee shall post or message the information. The Information/Public Affairs Committee shall be as defined in Article V, Section 1, Sub-Section B of these By-Laws.
11. Individual members may post information about upcoming events on personal pages, but the information shall be limited to dates and times of the events and should reference the department web page or Facebook page for additional information. Under no circumstances should the availability of tickets, pricing, or other event information be discussed.
12. All digital media (videos, photos) taken with department owned or leased equipment will be stored on a secure server within the department. All traditional media (printed photos, dvd's vhs) taken will be stored securely with in the department.
13. All requests for media of any type by an insurance company will be subject to a charge of \$30.00 per photo or video.

DISCIPLINARY ACTION: Inappropriate use of the Internet and instant technology while on Circleville Volunteer Fire Department business, during the use of Circleville Volunteer Fire Department computers and other digital equipment, or that may violate the above policy may result in disciplinary actions under Article VII of these Bylaws, which may include termination of membership from the department.

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FIREMEN’S PLEDGE

Give your name in full, and repeat after me,

I, (name in full) pledge, as a member of Circleville Volunteer Fire Department, Number 6, of North Huntingdon Township, to abide by the Constitution, and by-laws of the organization and to obey all house rules, either those now in force or those which may be enacted at a future date.

I will answer all fire alarms when sounded or when I am notified of an alarm if it is within my power to do so. When on fire duty I will obey the commands of the Fire Chief, Captain, or any designated person who is acting as my senior.

I will not willfully harm or cause to be harmed, a brother fire fighter under penalty of suspension.

I will exert myself to be present at all regular or special meetings and promise to take part in any undertaking of the fire company. I will also keep any business transacted by the company secret from non-members.

I will act with prudence, zeal and integrity, and upon all the foregoing I pledge my sacred honor.

Brother fire fighter—I present you (give name of candidate while shaking hand).

**OATH OF OFFICE FOR CIRCLEVILLE
VOLUNTEER FIRE DEPARTMENT PERSONNEL**

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF WESTMORELAND

NORTH HUNTINGDON TOWNSHIP



SS

I do solemnly swear that I will support, obey and defend the constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my Office with fidelity.

And I do further swear that I do not advocate, nor am I knowingly a member of any organization that advocates the overthrow of the government of the United States or of this Commonwealth by force or violence or other unconstitutional means.

That I will discharge the duties of my office so which I am elected or appointed to serve as a member of the Circleville Volunteer Fire Department/Auxiliary/Trainees with fidelity. That I have not paid, contributed or promised to pay or contribute, either directly or indirectly, any money or other valuable thing to procure my appointment or office.

That I will not knowingly receive, directly or indirectly, any money or other valuable thing for the performance or non-performance of any act or duty pertaining to my office other than the compensation allowed by the rules or by-laws of the Circleville Volunteer Fire Department.....so help me God.

I so swear,

So Sworn.

HOUSE RULES

GOVERNING USE OF THE CIRCLEVILLE VOLUNTEER FIRE DEPARTMENT BUILDING REVISED AUGUST 1986

Any and all questions arising, not covered in these house rules, shall be determined by the house rules administrators.

1. It is desired that the building be used to the best advantage of the community being served by the Company.
2. Use of the building shall be arranged for through the Social Club Steward who shall grant permission based on the rules and regulations.
3. A calendar of events and reservations shall be kept by the Social Club Steward and also posted in the building.
4. Community non-profit organizations will be charged rent as set by the Social Club Steward for the use of the building in order of requests received and when it does not interfere with the fire department activities.
5. Key to firehall may be obtained through the Social Club Steward.
6. No illegal drugs are permitted on any fire department property.
7. Rent for the use of the banquet hall will be at the discretion of the Social Club Steward.
8. At no time are any patrons of these activities permitted in any other area of the building, other than the banquet hall.

9. Permission will be granted for local, state and federal elections to be held in the building if it is so desired by the authorities.
10. A weekly or monthly rental prospect and/or applicant must be approved by the members at a regular or special meeting.
11. Hall to be given to active and life members (with the exception of probationary members), at no charge.
12. Hall to be given to Associate members, fee to be set by the Social Club Steward.
13. Combination will be issued to all active members in good standing after serving a period of one (1) year, with the exception to Trainees coming into the Senior corps., who may be issued the combination immediately upon acceptance, if they served at least (2) two years satisfactorily as a Trainee.
14. Any member misusing the premises of the fire department in any way will be suspended.
15. There will be no overnight lodging on the premises, without permission of a Trustee, the President or Chief.
16. Parking in the driveways is prohibited, except in the case of an alarm.
17. Parking in the church lot is prohibited, except in the case of an alarm.
18. No pets permitted on the premises.
19. In case of death in a fire fighter's family, flowers will be sent for the following family members only: Mother, Father, Spouse, Children and any others at the discretion of the sickness and flower committee.
20. These rules are subject to change from time to time as it becomes necessary and the regular procedure for amendments to these house rules should be through the house rules administrators. After reviewing the proposed change, these administrators shall notify all members of the proposed change by posting, and by reading and discussion at three (3) consecutive regular meetings and provide ballots at the third reading for voting. The changes must be approved by two-thirds (2/3) of the active members present and in good standing to become effective, in the event the house rules Administrators has rejected any proposed changes, this proposed change may be presented to the President in writing, signed by at least fifteen (15) active members of the organization. In this event, the President shall post notice of the proposed changes by reading and discussion at (3) three consecutive regular meetings and provide ballots at the third reading for voting with approval of two-thirds of the active members present in good standing to become effective.
21. The House Rules Administrators will see that the rules and regulations are followed.

