

HAN-LE-CO VOLUNTEER FIRE CO. #1



CONSTITUTION

&

BY-LAWS

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CONSTITUTION

ARTICLE I

NAME AND OBJECTIVES

Section 1

Name

The name of this organization shall be “Han-Le-Co Volunteer Fire Company No. 1”, of Hanover Township, Lehigh County, Pennsylvania, hereinafter referred to as the company.

Section 2

Objectives

The objectives of this company are to recruit, train, and equip personnel such as are necessary to render service at all fires, emergencies, or similar catastrophes, primarily within the confines of Hanover Township, Lehigh County, or as specified in any agreement for mutual aid to any surrounding municipality or organization; to provide community education in safety and fire prevention; or other services approved by the company.

ARTICLE II

OFFICES

Section 1

The registered office of the Corporation shall be located at the Hanover Township Lehigh County Municipal Building, 2202 Grove Road, Allentown, Pennsylvania 18109. The corporation may also have offices at such other places as the Han-Le-Co Volunteer Fire Company No. #1 may from time to time appoint or the activities of the corporation may require.

ARTICLE III

SEAL

Section 1

The corporate seal shall have inscribed thereon the name of the corporation, the year of its organization, and the words “Corporate Seal, Pennsylvania”.

ARTICLE IV OFFICERS

Section 1 The officers of the company shall consist of a President, Vice President, Recording Secretary, Treasurer, Three (3) Trustees, One (1) Fire Chief and may include as many of the following as deemed necessary, Three (3) Assistant Fire Chiefs, Two (2) Captains, Two (2) Lieutenants, One (1) Fire Police Captain, One (1) Fire Police Lieutenant and Fire Police (No Specific Number).*

ARTICLE V VACANCIES—ADMINISTRATIVE

Section 1 It shall be the duty of the Fire Chief or the Fire Police Captain to fill any temporary vacancy by appointment. A permanent vacancy will be filled by a special election to be held the first Sunday after such vacancy exists. A temporary or permanent vacancy in the office of Fire Chief or Fire Police Captain shall be filled at a special election to be held the first Sunday after such vacancy occurs.

ARTICLE VI MEETINGS

Section 1 The regular scheduled meeting of the company shall be held on the first Sunday of each month at 7:00PM. Five (5) voting members shall constitute a quorum for the transaction of business.

ARTICLE VII ADMISSION FEE

Section 1 The admission fee for membership shall be ten dollars (\$10.00) per application. The Company may confer Honorary and Lifetime Memberships.

***AMENDED 2/4/96**

ARTICLE VIII FINES

Section 1 Each member shall be liable to such fines and taxes as the By-Laws may prescribe. No member may resign if he is in arrears of the books of the company.

ARTICLE IX MEMBERSHIP

Section 1 Classifications

Membership in this organization shall be in accordance with the following classifications: Active Fire Line Membership, Life Membership, Honorary Membership, Active-Social Membership, Active Fire Police Membership or Junior Membership.

Section 2 Pledge of Honor

All new members, following their acceptance into the classification of Active Membership, Active-Social Membership, Active Fire Police Membership or Junior Membership shall not be deemed as members until such time as the presiding officer at a regularly scheduled company meeting has administered and they have accepted the pledge of honor. The presiding officer shall read to the new member the following: “I, Name, hereby promise in the presence of the assembled members of this company fidelity and obedience to the constitution and By-Laws.” After this, the new member shall say, “I do”, and shake hands with the presiding officer as a token of united action in carrying out the objectives of the company. If for some reason acceptable to the company, a new member cannot be present at the regularly scheduled company meeting to take the pledge of honor, a special date and time may be scheduled for the new member to take the pledge of honor.

ARTICLE X AMENDMENTS

Section 1

No amendments shall be made to this constitution unless presented in writing at a regularly scheduled meeting of the company. Any proposed amendments shall be read at two (2) consecutive meetings of the company after which, they must receive the concurrence of two-thirds (2/3) of the voting members present at a regularly scheduled company meeting. Providing further, the final reading date shall be posted for the benefit of all voting members.

ARTICLE XI GENERAL

Section 1

If any part of this Constitution and By-Laws are found to be against the Constitution of the Commonwealth of Pennsylvania or the Constitution of the United States, the rest of the Constitution and By-Laws shall remain in effect.

BY-LAWS

ARTICLE I DUTIES OF OFFICERS

Section 1 Department of Administration

Subsection A President

It shall be the duty of the President to preside at all meetings of the company and keep order therein. He shall have the deciding vote on all questions in the event of a tie. He shall sign all contracts when sanctioned by the company. He shall call special meetings whenever he may think it necessary, or at the written request of five (5) voting members. He shall see to it that the laws and procedures of the company are carried into effect. The President shall appoint and preside over all committees necessary for the carrying out of the company business. He shall submit a fire budget to the township manager after it passed at the September meeting. He shall together with other administrative officers, review and revise budget requests from the trustees and fire service officers.*

***Amended 2013**

Subsection B Vice President

It shall be the duty of the Vice President to assist the President in the performance of his duties. He shall perform all of the duties of the President in his absence.

Subsection C Recording Secretary

It shall be the duty of the Recording Secretary to record the proceedings of all meetings of the company in a book kept for that purpose. He shall read the minutes of the previous meeting, call the roll of Officers and note

absentees of the same. He shall keep an accurate record of the attendance of all Active and Active Social members. He shall notify all the officers of their election and every committee of its appointment through its chairman. He shall notify all members of all meetings by placing a notice on the Fire Station bulletin board at least twenty four (24) hours before the meeting. He shall provide the President with a copy of the proceeding meetings at least twenty four (24) hours before any regularly scheduled company meeting. He shall assume the duties of the President in the absence of the President and Vice President. He shall attest all contracts signed by the President.

Subsection D Treasurer

It shall be the duty of the Treasurer to keep a correct accounting of all the company moneys in a book provided for this purpose by the company. He shall receive all moneys due the company. He shall keep a record of the name and address of each member showing his election, suspension, expulsion, resignation or death. He shall issue all Active members a membership card upon payment of company dues. He shall deposit all moneys in the company account within five (5) working days. He shall make a monthly report of income and disbursements and give a copy of same to the recording secretary. At the end of the year, he shall render a full account of all income and disbursements. He shall submit all of his accounts and receipts for examination by an appointed audit committee.

Subsection E Trustees

The duties of the Trustees shall be to have charge of all the company's property. They shall report all damages done to same and keep it in order. They shall hold in trust all real estate and personal property belonging to

the company unless otherwise provided for. They shall have the authority to spend an amount not to exceed fifty dollars (\$50.00) for emergency repairs which may be necessary between company meetings. They shall report monthly at the company meeting. They shall submit the budget requests for building maintenance and repair to be reviewed and revised with the administrative officers.

Subsection F Absenteeism

Any administrative officer absenting himself from three (3) consecutive meetings without reasonable excuse shall have his office vacated immediately. Sickness, absence from town or work schedule will excuse the foregoing.

Subsection G Purchases

The Fire Chief and/or President may make purchase(s) up to two hundred and fifty dollars (\$250.00). Purchases over this amount must be brought to a regular or special meeting for company discussion.*

***AMENDED 12/5/93**

Section 2 Fire Department of Fire Service Officers

Subsection A Fire Chief

It shall be the duty of the Fire Chief to be present at all fires and attend all alarms as soon as is physically possible. He shall be responsible for the administration of the Fire Service, its related equipment and personnel. He shall provide a report of the month's activities at the regular monthly company meeting. He shall, together with the other fire service officers, submit the budget requests for fire service to be reviewed and revised with the administrative officers. He shall provide a written report of the month's activities to the Township Council at their regularly scheduled monthly meeting. He shall

sign all contracts for mutual aid on behalf of the company.

1. The Fire Chief shall meet all requirements for an Assistant Chief.
2. Only a Captain or Assistant Chief may run for the Office of Fire Chief.

Subsection B Assistant Fire Chief

It shall be the duty of the Assistant Fire Chief(s) to assist the Fire Chief at all times, and to assume the duties of the Fire Chief in his absence.

1. The Assistant Chief(s) shall meet all the requirements of a Captain.
2. If the Fire Marshall position becomes vacant for any reason the Fire Chief shall appoint an Assistant Chief to temporarily fill the position until a qualified member is appointed to the position.

Subsection C Fire Captain

It shall be the duty of the Fire Captain(s) to assist the Fire Chief and his Assistant(s) at all times, and to assume the duties of the Fire Chief in the Absence of the Fire Chief and his Assistant(s).

1. The Captain shall meet all the requirements of a Lieutenant.
2. He shall have completed Fire Officer Level I or equivalent courses approved by the Fire Chief and his Assistant(s).*
3. He shall have served as a Lieutenant for at least one (1) full year, or he shall have served as a Lieutenant for at least six (6) full months and have a

recommendation for promotion from the Fire Chief to hold the office of Captain.

Subsection D Fire Lieutenant

It shall be the duty of the Fire Lieutenant(s) to assist the Fire Chief, Assistant Fire Chief(s) and Fire Captain(s) at all times, and to assume the duties of the Fire Chief in the absence of the Fire Chief, Assistant Fire Chief(s) and Fire Captain(s).

1. Lieutenants must meet the minimum requirements for an Active Fire Line Member.
2. He shall have completed advanced firefighting and be qualified on all fire apparatus.
3. Before the next regular election he must have completed Fire Officer Level I or equivalent courses approved by the Fire Chief and his Assistant(s).*

***AMENDED 12/6/92**

4. He shall have been an Active Fire Line Member with our fire company for at least one (1) full year before being able to run for Lieutenant.
5. He shall have attended one (1) company meeting, six (6) fire training sessions or equivalent training approved by the Fire Chief and his Assistant(s), and at least three (3) fire calls over the past six (6) months prior to any election.

Subsection E Fire Police Captain

In accordance with state law P.L. 138, the Fire Police Captain shall have charge of all Fire Police among their route to and at the scene of any operation conducted by any unit of the company. He shall be responsible for the

stationing of Fire Police for the purpose of traffic and crowd control. He shall provide for the training and drilling of all Fire Police and insure that they are duly sworn in as Township Officers. He shall be the Chief Security Officer and provide coordination with other Police bodies at all operations of the company. He shall provide pertinent information regarding all Fire Police activities and operations. He shall submit a written budget to the company for Fire Police. He shall be responsible for all Fire Police equipment. He shall provide a written report of the month's activities to the Township Council at their regularly scheduled monthly meeting. He shall provide a report of the month's activities at the fire company's regular monthly meeting.

1. The Fire Police Captain must have completed the requirements of Fire Police Lieutenant.
2. He shall have served as Fire Police Lieutenant for at least one (1) year before being able to hold the office of Fire Police Captain.*

***AMENDED 12/6/92**

3. The Fire Police Captain making a purchase over two hundred fifty dollars (\$250.00) must bring the purchase request to a regular or special meeting for company discussion. The fire Police Captain shall not exceed his Fire Police company income at any given time. The Fire Police Captain shall advise the company Treasurer of any Fire Police purchase before it is made.

Subsection F Fire Police Lieutenant

It shall be the duty of the Fire Police Lieutenant to assist the Fire Police Captain at all times and to assume the duties of the Fire Police Captain in his absence.

1. The Fire Police Lieutenant must have completed the Basics and Legal aspects of Fire Police or equivalent courses approved by the Fire Chief and his Assistant(s).*
2. He shall have served as an Active Fire Police member with our fire company for at least one (1) year before being able to hold the office of Fire Police Lieutenant.

Subsection G Exceptions for Past Fire Line Officers

1. Any past Fire Line Officer may run for the office he previously held or any lower office.
2. He shall have one (1) year to complete Fire Officer Level I or equivalent courses approved by the Fire Chief and his Assistant(s).*
3. He must meet all requirements of a Fire Lieutenant.

*AMENDED 12/6/92

Subsection H Fire Marshal

1. The Fire Marshal shall have completed fire investigation or equivalent courses approved by the Fire Chief and his Assistant(s), and have been an Active Member of the company for at least one (1) full year.*
2. He shall not hold the office of Fire Chief.
3. He shall follow state guide lines in reports and investigations.
4. He shall follow State Police Fire Marshal investigation guide lines.

5. He may also be assigned additional jobs by the Township Council in the line of Fire Marshal enforcement and receive compensation for these duties.

Subsection I Safety Officer

The Safety Officer shall be appointed by the Fire Chief. The duties and responsibilities of the Safety Officer shall be as outlined by NFPA 1501 Standards for Fire Department Safety Officer.

Subsection K Assistant Safety Officer

The Assistant Safety Officer shall be appointed by the Fire Chief. It shall be the duty of the Assistant Safety Officer to assist the Safety Officer in his duties and to assume the duties of the Safety Officer in his absence.

***AMENDED 12/6/92**

Subsection L Occupational Safety and Health Committee

1. The Occupational Safety and Health Committee shall serve in an advisory capacity to the Fire Chief. The committee shall include representatives of the Fire Company. One (1) Trustee, two (2) Firefighters, two (2) Fire Line Officers and one (1) Fire Police Officer. Members of the committee shall be appointed by the Fire Chief.
2. The purpose of this committee shall be to conduct research, develop recommendations, study and review matters pertaining to occupational safety and health within the fire company. The committee shall review the safety manual at least annually and make changes through the Safety Officer.

3. The committee shall hold scheduled meetings whenever they feel it is necessary. Regular meetings shall be held at least once in every six (6) months. Written minutes of each meeting shall be retained and they shall be made available to all company members.

ARTICLE II MEMBERSHIP

Section 1 Company Members

Members of this company shall be of good moral character. Any person having any prior or pending arson, or arson related charges shall not be eligible for membership.*

***AMENDED 2/5/95**

Section 2 Classifications

Membership in this company shall be in accordance with the following classifications: Active Fire Line Membership, Active-Social Membership, Life Membership, Honorary Membership, Active Fire Police Membership, Contributing Member or Junior Membership.

Section 3 Active Fire Line Membership

Subsection A Eligibility, Application for and Probation

Any person who has attained the age of eighteen (18) years shall be eligible for Active Membership in this company. Said applicants shall be proposed to membership by an Active Company Member, reviewed by the Investigation Committee and approved by a majority vote of the members present at a regularly scheduled company meeting. The first six (6) months shall be a probationary period. After the probationary period, their performance shall be evaluated by the

Officers of the company and the Investigating Committee. If found satisfactory with regards to the requirements of Active Membership; he shall be accepted as an Active Member. If found unsatisfactory with regards to the requirements of an Active Member his membership shall be terminated or transferred to Active Social or Contributing Memberships. This shall be determined by a majority vote of the members present at a regularly scheduled company meeting.

Subsection B Requirements of Active Fire Line Membership

1. To attain, or maintain the status of Active Fire Line Membership, as evaluated quarterly and Active Fire Line Member must meet the criteria determined by the Fire Chief and his Assistants.
2. Any Firefighter who has not completed the Essentials of Firefighting and does not possess current Standard First Aid and CPR, and AED cards or equivalent courses approved by the Fire Chief and his Assistant(s) will not be permitted to respond to emergency calls.*
3. The previous are minimum requirements, continuing education and certifications are recommended. Equivalent courses may be substituted for those that are required. Photocopies of certificates awarded at the completion of a class must be submitted to the Fire Chief as proof of completion.
4. All new Firefighters shall meet these minimum requirements before being allowed to respond to any emergency calls at the discretion of the Fire Chief and his officers.*
5. All Active Fire Line Members must complete a three (3) hour training session monthly with the company

or company officers. Alternate training must be obtained through the Fire Chief.

6. Any Active Fire Line Member not meeting these requirements will be put on probation for six (6) months or until these standards are met. If these standards are not met at the end of the six (6) month period he will be changed to Active-Social Membership or Contributing Membership status.

Subsection C Rights and Privileges of Active Fire Line Membership

1. Active Fire Line Members may hold elected or appointed Administrative office, nominate, or be nominated for elected Administrative offices after their probationary period of six (6) months has required.*

***AMENDED 12/6/92 & 12/5/93**

2. Active Fire Line Members shall be eligible to enjoy relief benefits.
3. Active Fire Line Members shall be eligible to respond to alarms and participate in training sessions.
4. Only Active Fire Line Members may hold elected or appointed Fire Line Offices, nominate, or be nominated for elected Fire Line Offices.

Section 4 Life Membership

Life Membership shall be granted to those members who as Active Members have demonstrated exceptional qualities over a period of time. Any Active Member who has attained 20 years of Active Membership shall be awarded Life Membership. Life Members shall be entitled to all rights, privileges and benefits of Active Membership.

Section 5 Honorary Membership

Honorary Membership may be granted to those individuals who have exceptionally provided towards the welfare of the company. These members shall be entitled to all rights, privileges and benefits of Contributing Membership. Honorary Membership shall be awarded by the majority vote of the members present at a regularly scheduled company meeting.*

***AMENDED 12/5/93**

Section 6 Active-Social Membership

Subsection A Eligibility and Application

Any person who has attained the age of eighteen (18) years shall be eligible for Active-Social Membership in this company. Said applicants shall be proposed to membership by either an Active or Active-Social Member, be reviewed by the investigating committee and approved by a majority of the members present at a regularly scheduled company meeting.

Subsection B Transfer of Membership from Active to Active-Social Status

Any Active Member who does not fulfill the requirements to maintain Active Membership may transfer to Active-Social Membership.

Subsection C Requirements of Active-Social Membership

1. He must attend four (4) company meetings per year.
2. He shall be actively involved in company sponsored activities, as determined by the officers of the company.

Subsection D Rights and Privileges of Active-Social Membership

1. Active-Social Members shall be permitted to attend meetings, voice their opinions and to vote on all issues.
2. They may hold elected or appointed Administrative offices, nominate or be nominated for elected Administrative offices and vote for an Administrative office after six (6) months in the company.*

***AMENDED 12/5/93**

3. They shall not respond to calls or participate in training other than to observe.
4. They shall not be eligible to enjoy relief benefits.

Section 7 Contributing Membership

Subsection A Eligibility and Application

Any person who has attained the age of eighteen (18) years shall be eligible for Contributing Membership in this company.

Subsection B Transfer of Membership from Active-Social to Contributing

Any Active-Social Member who does not fulfill the requirements to maintain Active-Social Membership may transfer to the Contributing Membership.

Subsection C Requirements of Contributing Membership

There shall be no additional requirements for Contributing Membership other than those specified in Subsection A of this section.

Subsection D Rights and Privileges of Contributing Membership

1. Contributing Members shall be permitted to attend meetings and to voice their opinions.
2. They shall not be permitted to vote on any issue, or vote for the election of Officers.
3. They may hold elected or appointed Administrative Officers but may not nominated members to hold office.
4. They shall not respond to calls, nor participate in training other than to observe.
5. They shall not be eligible to enjoy Relief Benefits.

Section 8

Junior Membership

Any person who attained the age of fourteen (14) may upon written application with written parental consent be accepted as a Junior Member. They must be proposed to membership by an Active Member in good standing. They will be governed by the Constitution and By-Laws and other rules of the company. They must comply with the Child Labor Laws of the Commonwealth of Pennsylvania. All junior members must also comply with the Han-Le-Co Fire Company – Junior Firefighter Rules and Regulations and the Pennsylvania Junior Emergency Service Compliance Manual. *

Section 9

Active Fire Police Membership

Subsection A

Eligibility, Application and Probation

Any person who has attained the age of eighteen (18) years shall be eligible for Active Fire Police Membership in this company. Said applicants shall be proposed to membership by an Active Company Member, reviewed by the Investigation Committee and approved by a

majority vote of the members present at a regularly scheduled company meeting. The first six (6) months of Active Fire Police Membership shall be a probation period. After the probation period, their performance shall be evaluated by the Fire Police of the company and the Investigating Committee. If found satisfactory with regards to the requirements of Active Fire Police Membership; their membership shall be acceded. If found unsatisfactory with regards to these requirements; their membership shall be transferred to Active-Social or Contributing Membership. This shall be determined by a majority vote of the members present at a regularly scheduled company meeting.*

***AMENDED 2009**

Subsection B Requirement of Active Fire Police Membership

To attain or maintain the status of Active Fire Police Membership, as evaluated quarterly, an Active Fire Police Members must meet the criteria determined by the Fire Police Captain and his Lieutenant.

1. All New Fire Police Members shall have one (1) year to complete the Basics of Fire Police or equivalent courses approved by the Fire Chief and his Assistant(s).*
2. Any Fire Police Member who does not meet these requirements will be put on probation for six (6) months or until these standards are met. If these standards are not met at the end of the six (6) month period he will be changed to Active-Social Membership or Contributing Membership status.

Subsection C Rights and Privileges of Active Fire Police Members

1. Active Fire Police Members shall be permitted to attend meetings, voice their opinions and to vote on all issues.
2. They may hold elected or appointed Administrative Offices nominate or be nominated for elected Administrative offices after their six (6) month probationary period has expired.*
3. They may hold elected or appointed Fire Police offices, nominate or be nominated for elected Fire Police offices.
4. They shall be eligible to respond to alarms and to participate in Fire Police training sessions.
5. They shall be eligible to enjoy Relief Benefits.

*AMENDED 12/6/92 & 12/5/93

Section 10 Rescue

Only D.O.H. certified personnel shall be authorized to place a rescue insignia on their turn-out gear.

Section 11 Membership Application Process

- A. This process applies to all new member appliances and/or returning former members who left the company in good standing.
- B. Membership applications may be given to interested parties by any member having access to blank forms or downloaded from the company website at **hanlecofire.org-Contact Us-Download membership application here.**

- C. The completed application may be given to any member of the Investigation Committee (now referred to as the Investigating Member). If the applicant is present at that time, the Investigating Member receiving the application will conduct an initial interview. If not present, the President will appoint a member of the Committee as the Investigating Member to contact the applicant and set up a mutually agreeable time for the interview.

***AMENDED 12/6/92 & 12/5/93**

- D. If the application is for a fire police position, the Fire Police Captain and/or Lieutenant will conduct the initial interview.
- E. After the initial interview, if the applicant is still interested in joining and is deemed viable for further consideration, the Investigating Member will collect a \$10.00 nonrefundable application fee. This fee will be turned over to the Company Treasurer who will then conduct a police records check on the individual. (Note: The Application fee will be waived for former members who wish to return within one year of leaving the company or at the discretion of the company president).
- F. The Investigating Committee Member conducting the initial interview is responsible for completing the check of references provided by the applicant within 15 days of the interview. This member is also responsible for presenting the completed application, police records check, and the results of the interview and reference check to a quorum of the committee.
- G. When the required information noted in the preceding paragraph has been completed, the Investigating Member will notify the Company President, who will

then contact each committee member that a meeting of the Investigating Committee will be held one half hour before the next regularly scheduled company meeting for consideration of the application. The Investigating Member will also notify the applicant to be at the station prior to the committee meeting. The applicant will not participate in the meeting but will be available to answer any questions of the committee.

- H. If the committee determines the applicant is a viable candidate, the application will be presented to the members at the company meeting. If the applicant is unable to come to the station or the required information is not completed, the application will be tabled until the next regularly scheduled company meeting or at a time determined by the President.
- I. As determined by the company President, the requirement for an initial interview, reference check and a formal Investigating Committee meeting for a former member wishing to return, may be waived in which the application will go directly to the Company members for consideration. *

ARTICLE III NOMINATION OF OFFICERS

Section 1 Nomination of Officers

A nominating committee of three (3) members in good standing shall be appointed by the President at the October Company meeting. Nominations of officers shall take place at the regularly scheduled meeting in November.

ARTICLE IV RESIGNATION OF MEMBERSHIP

No resignation of membership shall be received from a member unless it is in writing and accompanied by a certificate from the Treasurer stating that he is in good standing with the company. Any officer tendering his resignation shall deliver any and all books, papers, and etc. to the President of the company within twenty-four (24) hours of his resignation.

*AMENDED 12/6/92 & 12/5/93 & 2/2/14

ARTICLE V ELECTION OF OFFICERS

Section 1 The election of officers shall take place at the regularly scheduled meeting in December. No person shall be eligible for any office that is not in good standing previous to entering into the election. The Treasurer shall provide the President with a list of members eligible to vote in the election. No person shall be eligible to vote for Fire Line Officers who has been an Active Fire Line Member for less than six (6) full months. The President shall appoint two (2) Tellers and shall act as Judge of Elections. The Tellers shall count the votes before all voting members present. The President shall announce and post the results on the blackboard for all to see. No votes shall be counted for any candidate unless previously nominated at the November election. All officers shall be elected by ballot. A majority vote of the voting members shall be needed for election. No member shall hold both offices of President and Fire Chief at the same time. If another vacancy occurs due to the election results, the said vacant position may be filled at the same meeting. If the positions are uncontested at such time the nominations are closed. The Secretary shall then cast the deciding vote for the minutes at the December meeting.*

Section 2 Emergency Replacement of Fire Line Officers

When one or several vacancies occurs amongst the Fire Line Officers the President and Fire Chief will meet to decide if an emergency situation has occurred. They will decide if an appointment is necessary to fill these needed positions. After this decision is made the Fire Chief will appoint an Active Fire Line Member who meets the Fire Chief's criteria. If the person appointed does not meet all the regular requirements of the By-Laws, he can only hold this office until he or another Active Fire Line Member meets these requirements. At this time an election must be held according to the By-Laws.*

ARTICLE VI CONDUCT OF MEMBERS

Section 1 It shall be the duty of all Active Members to obey the Constitution and By-Laws of the company and upon hearing an alarm to report at once to the fire apparatus and receive instructions from the officer in charge and render all possible assistance in an emergency. At an emergency call or when acting as a representative of the company, each member shall conduct himself in an orderly and becoming manner, using all of his efforts to accomplish the objectives of the company. Any Active Member answering an emergency call shall not leave unless secured or relieved by the officer in charge.

***AMENDED 12/5/92 & 2/5/95**

Section 2 Disorderly Conduct

Any intoxication or disorderly conduct on the part of a member while wearing his uniform (whole or part) at a parade or elsewhere shall be reported to the company, at a regularly scheduled company meeting, by the Fire Chief or one of his Assistants. Disciplinary action, if any, will be decided by a majority vote of the members present at the meeting.

ARTICLE VII REINSTATEMENT OF MEMBERSHIP

Section 1 Expulsion for Disciplinary Purposes

Any member having been expelled for intoxication or disorderly conduct or for the commission of any crime shall have an expulsion period of not less than six (6) months. At the end of the expulsion period, he may make written application to rejoin the company as a new member.

Section 2 Expulsion for Nonpayment of Fines

Any member having been expelled for nonpayment of fines, may be reinstated as a company member upon receipt of payment of fines and a written application of membership along with the customary ten dollar (\$10.00) application fee.

ARTICLE VIII SPECIAL MEETINGS

Section 1 Notice of Special Meetings

Notice of special meetings shall be posted on the fire house bulletin board or blackboard, not less than twenty-four (24) hours preceding said meeting.

When posting notice of special meeting the notice shall include topic, time, and location of said meeting. During the meeting, the recording secretary, or available company officer shall keep minutes and present them at the normal meeting.

Section 2 Calling a Special Meeting

A special meeting may be called at the discretion of the President, or shall be called by the President at the written request of five (5) voting members, stating the

purpose of the meeting. No business may be transacted except the stated business of the special meeting.

ARTICLE IX DUES

Section 1 Annual Dues

Every member shall pay yearly dues of five dollars (\$5.00) to be paid prior to January 1st. Members age sixty-five (65) years and older may pay one dollar (\$1.00) dues. New members shall pay initial dues of ten dollars (\$10.00). Active members in the military shall have dues waived while on active duty.

Section 2 Fine for Late Payment

Any Active Fire Line Member, Active Fire Police Member or Active-Social Member who does not pay the annual dues (\$5.00) by January 31, shall be fined the sum of one dollar (\$1.00) added to the \$5.00 annual dues for payments made between February 1 through March 31.*

Section 3 Nonpayment of Dues

Any member neglecting to pay dues and fine by March 31, shall be automatically suspended from active service effective April 1 and may not respond to calls, special assignments, participate in training or any other company function.

To be reinstated to active service after March 31, the member must pay the original annual dues of \$5.00 plus the \$1.00 fine plus an additional fine of \$6.00 for a total of \$12.00. The member will be returned to active service immediately upon payment of the \$12.00 provided the member makes the payment on or before April 30.

Effective May 1, any member who has not paid the \$12.00 dues and fines shall be terminated as a member of

the Company and must return all Company issued equipment and identification including the Station33 license plate.

The former member may reapply for membership by completing an application and going through the new member approval process.*

***AMENDED 12/5/93**

ARTICLE X FINES AND PENALTIES

Section 1 Officers

Any company officer either Administrative or Fire Line may be fined for willfully neglecting their duties as stated in the By-Laws.*

***AMENDED 12/5/93**

Section 2 Company Members

Subsection A Action Subject to Fines

The following are cause for the imposing of a fine.

1. Use of profane language at a company meeting.
2. Failure to disclose action of a committee by any committee member.
3. Defacing or destroying any company property.
4. Unauthorized removal or use of company property.

Subsection B Actions subject to Expulsion

The following are cause for expulsion from the company.

1. Intoxication at an emergency scene.

2. Unauthorized removal of Fire Apparatus.
3. Any unprofessional or malicious action taken against another member of the company.*

Section 3

Nonpayment of Fines

Any member refusing to pay fines levied upon them with three (3) months of their imposition shall be expelled from the company.

***AMENDED 07/10/05 & 12/5/93**

Section 4

Security of Company Assets

Definitions

- 1) **Company Assets-** any assets, including real property, vehicles, equipment, consumable supplies, etc, that is owned by the Company, the Township and/or the Relief Association which is housed in or on Company premises, Township facilities and/or is under the control of the President, Vice President, Fire Chief and Assistant Chiefs of the Company.
- 2) **Fire Operations Assets-** Any Company Asset used in or related to the emergency operations of the Company including but not limited to fire suppression and prevention, rescue operations, traffic and crowd control and scene security, etc. Also included are supplies used in vehicle and emergency equipment maintenance and repair, bunker gear, Fire Police supplies and equipment, personnel files, MSDS files, training materials, etc, either on a vehicle or stored on Company premises or Township property.
- 3) **Administrative Assets-** All other Company Assets not classified as Fire Operations Assets such as tables, chairs, audio/visual equipment, office supplies, files, housekeeping equipment and supplies, etc.
- 4) **Company Premises-** Station 33 building and surrounding grounds.

Security of Company Assets

1. The security and safe operation of Company Assets is the responsibility of all Company members. Members could be held financially liable for the damage, destruction or involuntary conversion of said assets through the member's careless, negligent or unauthorized use or actions.
2. Company Assets may only be removed from Company Premises for (1) Emergency and Training Operations; (2) approved Company and/or Township nonemergency operations, events, etc; (3) assets repair and maintenance or (4) upon approval of an authorized Company official as noted herein.
3. Any member wanting to borrow or otherwise remove Company Assets from Company Premises must receive written approval at least 48 hours in advance of the removal of the asset, from an authorized company official. For Fire Operations Assets, approval must be secured from the Fire Chief; for Administrative Assets, approval must be received from the Company President. Under normal circumstances, ONLY the Fire Chief or the Company President may approve requests for removing Company Assets. In the event the primary approval authority is not available. Two of the three Assistant Chiefs (Fire Operations Assets) or the Vice President and a Trustee (Administrative Assets) must approve the request.
4. An investigation Panel, consisting of the Fire Chief, the Company President, at least one Assistant Chief and one non officer member, will investigate allegations of violations of this provision of the bylaws. After investigation, any member found guilty of violating this bylaw will be subject to disciplinary measures up to and including expulsion from the company and possible criminal prosecution as determined by a consensus of the Investigation Panel*

ARTICLE XI STANDING COMMITTEE

Section 1 Audit Committee

Subsection A An Audit Committee shall be appointed each year. They shall audit or have audited the books of the company for accuracy and report their findings to the company. This shall include the accounts of all committees.

Section 2 Investigation Committee

The investigation committee shall consist of the President, Fire Chief, Assistant Chiefs, the Fire Police Captain and the Fire Police Lieutenant. A quorum of the committee for the purpose of considering new applicants will consist of the President, two (2) Chief Officers and the Fire Police Captain and/or Lieutenant. *

***AMENDED 4/1/12 & 2/2/14**

Subsection B Responsibilities

1. The Audit Committee shall compare the minutes of the company against the disbursements where properly approved.
2. They shall reconcile all bank deposits, withdrawals, and payments with the company records supporting them.
3. They shall reconcile company income records to bank deposits.
4. They shall reconcile the company disbursements records to the bank withdrawals.
5. They shall prepare the following statements as part of their report:

- a. An “Income and Expense” statement (Consolidated).
- b. An “Income and Expense” statement (Emergency Services).
- c. An “Income and Expense” statement (Non-Emergency Services).
- d. A “Balance Sheet” for the previous year.
- e. An Inventory of company assets.
- f. A report of their findings to the company.

Subsection C

The Audit Committee shall report the facts of what they find. They should not recommend, as part of their report, policy changes, disciplinary action or other changes properly the responsibility of the company. If they wish to recommend changes, the changes should be addressed to the company at a regularly scheduled meeting in the manner prescribed in the By-Laws to accomplish these changes.

Subsection D

Appointments, Restrictions and Authority

1. The Audit Committee shall consist of three (3) members of the company.
2. Those appointed shall not be present officers of the company or anyone whose books will be a part of the audit.
3. The committee shall have the authority to hire professional help to accomplish the audit if they desire it they shall also have the authority to approve expenditures not exceeding One Hundred Fifty Dollars (\$150.00) for this purpose.

4. The committee shall have the authority to request that the Line Officers make the required inventory of apparatus and equipment to them. This authority shall also extend to similar requests for inventory from any other member who has in his possession or under his care any comparison assets.

Section 2 Investigating Committee

The Investigating Committee shall consist of the President, Fire Chief and the Fire Police Captain. They shall accept and review all applications prior to submission to the company for membership. They shall be responsible for investigating their respective unit applications and shall submit an oral report of each application to the company at the next regularly scheduled meeting. The application shall be tabled if no action has been taken. They shall report again at the end of the probationary period. They shall review any brief of impeachment and report their findings to the company.

Section 3 Budget Committee

Subsection A A Budget Committee shall be appointed every year.

Subsection B Appointment and Responsibilities

1. The Budget Committee shall consist of all company and Fire Line Officers with the President acting as a Chairman.
2. The committee shall propose a budget to be submitted to the company for adoption at the August regularly scheduled meeting.

3. The committee shall forward the adopted budget on or before September first (1st) to the Township Manager.

Section 4

SOP Committee

- The committee shall review the standard operating procedures (SOP) of the fire company and make any changes the committee deems necessary to the SOP's.
- The committee shall consist of the of All fire line officers, safety officer and his assistant and at least one (more are welcome) regular firefighter.
- The committee shall make the changes and present them at the next company meeting. (there would not be a vote need to adopt the changes, these changes are deemed for the good of the company) The presentation shall include the review of all of the companies Standard Operation Procedures. The additions and deletions of any SOP.
- The Committee shall meet once a year in January, changes shall be in effect in the day after February's monthly meeting.
- All SOP's shall be posted in a book for any fire company member to review at any time.
- Head of committee shall see that a copy of the SOP's is given to all new volunteers of the Han-Le-Co fire company.

ARTICLE XII IMPEACHMENT

Section 1 Brief of Impeachment

Subsection A A member of the company may present to the company a written brief impeachment against any Officer(s) of the company for willful violation of any provisions of the Constitution, By-Laws or Standing Rules of the Company: or for the willful misappropriation of any company property, company funds or public funds appropriated to the company.

Subsection B Briefs shall contain the specific charges being brought against the Officer(s) in question, including the specific articles and sections of the Constitution, By-Laws or Standing Rules violated, and the manner, place and time such violation(s) occurred. The brief shall be dated and signed by the member submitting it and by at least four (4) concurring witnesses.

Section 2 Impeachment Procedures

Subsection A Upon receipt of any brief, impeachment investigation into the charges shall be conducted by the Investigating Committee. Any Officer(s) accused in the brief shall be disqualified from participating in any further inquiry into the impeachment proceeding.

Subsection B If the brief is in the opinion of $\frac{3}{4}$ ths of the committee members without basis in fact, the brief shall be returned to the accuser.

Subsection C If upon a $\frac{3}{4}$ ths majority vote of the members present, the accused shall be found guilty of the charges, he shall then be removed from office. The impeached Officer(s) may, upon passed motion of the membership then be subject to disciplinary action as provided in Article X of the By-Laws.

Section 3 Presidential Impeachment

Should the President of the company be accused in the brief of impeachment, the presiding officer shall be chosen in the same manner as in the absence of the President as set forth in the Article I of the By-Laws.

ARTICLE XIII DISCLAIMER CLAUSE

Section 1 Where used in this Constitution and By-Laws, words in the masculine they shall also be read and construed as in the feminine in all cases where such construction would apply.

ARTICLE XIV NON-DISCRIMINATION STATEMENT

The company does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age or non-job related handicaps or disabilities in the programs or activities that it operates.

ARTICLE XV AMENDMENTS

Section 1 No amendments shall be made to these laws unless presented in writing at a regularly scheduled meeting of the company. Any proposed amendments shall be read at two (2) successive meetings after which they must receive the concurrence of 2/3rds of the voting members present, providing further, that the final reading date shall be posted for the benefit of all voting members.

ARTICLE XVI EFFECTIVE DATE

Be it known by all present that the foregoing Constitution and By-Laws were accepted and put into effect at the regularly scheduled monthly meeting.

ARTICLE XVII FIRE STATION KEYS*

Section 1 Authority

Subsection A The President and Fire Chief together shall have the authority to distribute fire station keys.

Subsection B Special exceptions shall be granted by a majority vote at a regular scheduled company meeting.

Section 2 Eligibility

Section A Upon completion of the probationary period all Active Service Members shall be eligible for fire station keys. Special exceptions can be granted by the President and Fire Chief.

Subsection A Fund Raising Committee heads shall be eligible to have a key.

This Constitution and the By-Laws of the Han-Le-Co Volunteer Fire Company #1 has been retyped and approved by the Membership on April 6, 1996.

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President	Date

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Recording Secretary	Date

Company Seal

*AMENDED 12/5/93

STANDING RULES

ARTICLE I PURPOSE OF THESE RULES

- Section 1** These Standing Rules shall be a compilation of; Resolution(s), selected passed motion(s), unit operating procedures and agreed on decisions of the unit officers and the company. They should be deleted, added to or modified as the situation of the company over the years requires. They should include permanent motions and resolutions passed by the company called; Standard Operating Procedures of the Fire Service.
- Section 2** Standing rules may be created in the following manner, provided that in each case they are approved by the general membership at a regularly scheduled company meeting by a 2/3rds majority vote of the voting members at the meeting.
- Subsection A** Standing rules may be created by a member obtaining the floor of the meeting and moving that a motion previously passed be included in the standing rules.
- Subsection B** Standing rules may be created by a member obtaining the floor of the meeting and including in his motion that if passed his motion shall become part of the Standing rules.
- Section 3** Standing rules may be deleted by following the procedures set forth in Section 2 of this Article.
- Section 4** Standing rules may be modified by following the procedures set forth in Section 2 of this Article.

STANDING RULES

1. The Order of Business may be changed by a majority of the members present, but motion(s) to that effect shall be decided without a discussion.
2. All Rules of Order and Proceedings not herein provided for shall be subject to Robert's Rules of Order copyright 1967.
 - a. A quorum at all company meetings shall consist of a majority of officers consisting of the President, Vice President, Secretary, Treasurer and Three (3) Trustees. *
3. All reports of committees must be produced in writing and signed by a majority of the committee.
4. At the request of three (3) members the yeas and nays shall be taken on any question and entered into the minutes.
5. All Officer(s) terms shall begin of the first (1st) of January.
6. Practices and Procedures of Company Pay outs. *

Yearly Pay Outs*

Fire Chief's Compensation	First year	\$300.00
	2 thru 5 years	\$500.00
	6 thru 10 years	\$750.00
	11 thru 15 years	\$1,000.00
	16 thru 20 years	\$1,250.00
	21 thru 25 years	\$1500.00
	26 thru ?	\$1900.00
Assistant Fire Chief(s)	First year	\$200.00
	2 thru 5 years	\$350.00
	6 thru 10 years	\$500.00

	11 thru 15 years	\$600.00
	16 thru 20 years	\$700.00
	21 thru 25 years	\$800.00
	26 thru ?	\$900.00
Captain(s)	1 thru 5 years	\$200.00
Fire and Fire Police	6 thru 20 years	\$300.00
	21 thru ?	\$400.00
Lieutenants	1 thru 5 years	\$100.00
Fire and Fire Police	6 thru 20 years	\$200.00
	21 thru ?	\$300.00
President(s)	ONE PAYMENT YEARLY	\$200.00
Vice President(s)	ONE PAYMENT YEARLY	\$200.00
Treasurer	ONE PAYMENT YEARLY	\$200.00
Recording Secretary	ONE PAYMENT YEARLY	\$200.00
Trustee(s)	ONE PAYMENT YEARLY	\$200.00

7. Gym Reimbursement Program: *

The following guideline is designed to promote physical fitness of the Han-Le-Co Fire/Rescue membership. To be eligible for the Gym Reimbursement Program, the following criteria must be met:

- Be an Active or Social Active member in good standing with the Han-Le-Co Fire Co.
- The member must actively visit a gym of their choice for 10 or more visits per calendar month.
- Monthly reimbursement will be \$10 per calendar month, which is the current monthly classic membership fee at Planet Fitness.
- The monthly reimbursement amount will be reviewed and updated when necessary.
- Start-up fees, annual membership fees, additional costs and contract agreements will be the responsibility of member.
- Submit a monthly documentation from the gym that includes the member's name, the gym name and check-in history with dates of 10 or more visits per calendar month.

- g. Documentation to be submitted to the designated gym reimbursement program coordinator by the monthly Fire Company meeting for the prior month's reimbursement.
- h. Members will receive their monthly reimbursement after approved through the Fire Company Treasurer.

8. Service Fees *

A. AUTOMATIC ALARMS OR WATER FLOW ALARMS

- 1. Starting January 1st and ending December 31st of each year.
- 2. 1st and 2nd Alarm or incident - No Charge
- 3. 3rd Alarm or incident - \$100
- 4. Each Alarm or incident after - \$100

B. DEFECTIVE Alarm or sprinkler equipment with repetitive incidents will be billed as follow:

- 1. 1st and 2nd incident - No Charge
- 2. 3rd incident - \$100
- 3. 4th incident - \$200
- 4. 5th incident - \$400
- 5. 6th incident - \$800

Doubling each incident thereafter until the problem is corrected and the Fire Chief is notified.

C. FIRE POLICE STANDBY

- 1. Parking and traffic control for special events within the township. Fire chief decides number of Fire Police needed per event as evaluated for safety reasons.
- 2. Unit 3351 Fire Police support vehicle per event - \$100 Unit
- 3. 3391 Support vehicle - \$100
- 4. Fire Police Services - \$15 per hour per person

D. 10-45 ACCIDENTS

- 1. Traffic control and minimal spill containment with clean up.
- 2. Each vehicle will be charged in the accident. Services will include traffic control, fire standby, scene security and safety, recovery standby and cleanup.
Minimum charge - \$100

Maximum charges - refer to spill category

Materials cleaned up will be removed and disposed of by the recovery company or tow truck operator and billed separately.

E. SPILLS

1. Spills can be of any material, liquids, solids or gases.
2. Equipment including Engine 3311, Quint 3331, Rescue 3341, Squad 3351 and Support vehicle 3391.
3. Minimum charge per each vehicle responding - \$450 Spills or clean up materials will be billed extra.
Clean up materials - \$100 each bag used
Shovels and brooms - \$40 each
Spill booms - \$20
Extras will be billed as needed

Spills requiring mutual aid fire companies and/or Lehigh County Haz Mat Team response.

- (a) Spills will be billed separately by entity involved.
- (b) Clean up or Recovery team may bill separately.

F. SPECIAL SERVICE CALLS

1. Calls for rescue equipment, specialized equipment on any Fire vehicle.
2. Minimum charge - \$300
3. Any equipment lost, broken or put out of service because of safety related standards will be billed separately.

G. BLOOD OR CHEMICAL CONTAMINATION

1. Any equipment contaminated by blood or chemicals will be billed separately for replacement or decontamination.

H. EXCEPTION TO PREVIOUS BILLING

1. May be reviewed by Fire Chief and recommendations given

***AMENDED 1/12/96, 3/7/10, 06/05/2017, 12/03/2017, & 02/11/2018**

One Time Option

Red Light Bars

Fire Chief	Light bar purchase up to \$500.00 thru company. Purchase over \$500.00 must have company approval at regular company meeting.
Assistant Fire Chief(s)	\$100.00 towards purchase from company.
Fire Police Captain	\$100.00 towards purchase from company.
Fire Police Lieutenant	\$100.00 towards purchase from company.
Fire Marshal	\$100.00 towards purchase from company.

Order of Business*

PLEDGE OF ALLEGIANCE
 ROLL CALL OF OFFICERS AND COMMITTEE(S)
 APPLICATION FOR MEMBERSHIP
 BALLOTING FOR MEMBERSHIP
 READING OF MINUTES FROM PRECEEDING MEETING(S)
 COLLECTION OF DUES AND FINES
 COMMUNICATIONS BILLS AND BUDGET REVIEW
 CHIEF'S REPORT
 BOARD OF TRUSTEE'S REPORT
 COMMITTEE REPORT(S)
 TREASURER'S REPORT
 NOMINATION OF OFFICER(S)
 ELECTION OF OFFICER(S)
 UNFINISHED BUSINESS
 NEW BUSINESS
 REMARKS FOR THE GOOD OF THE COMPANY
 ADJOURNMENT

***AMENDED 1/12/96 & 12/2013**

The Constitution and Bylaws were adopted on May, 14, 2014