# Section 1. The Company

Organized December 19, 1923 for the protection of lives and property endangered by fire and disasters of any kind shall be known as the Amwell Valley Fire Company.

# Section 2. Membership Duties

Consist of responding to fire calls, drills, fundraisers, work details as directed by the chief, or other activities necessary for the welfare of the company. The member will follow the company SOGs on file at the firehouse and on line at the company website. Applicants for membership must be 18 years of age. They shall file a completed application. All applications for membership shall be read at the next monthly meeting and recommendation of the membership committee appointed by the President. New members shall be on probation for 1 year and cannot vote for election of officers until after their probation period. Subject to a satisfactory background check, (background check must be done within 90 days)

# Section 3. Types of Membership

Active Members, Junior Members, Ladies Auxiliary Members, Honorary and Retired Members

# Section 4. Active Members

Those who have completed Firefighter 1 or Fire Police Training or scheduled for Firefighter 1 or Fire Police training. Any new member or Fire Police member must attend the next available required training course or courses. Active members remain active by responding to at least 30 fire calls, 10 drills and/or meetings and 1 fundraiser.

# Section 5. Junior Members

Junior member’s shall be 14 years of age and meet with the membership committee. If approved will be introduced to the Membership at the next monthly meeting and receive a Junior Badge. The Junior Member will not receive a key fob to the building until they become an active member. The Junior Member can become an active member upon his 18th birthday and files all the necessary State and Fire Company applications including a physical on the State Application, the physical needs to be within 180 days of filing, and will be sworn in at the next monthly meeting.

# Section 6. Honorary Members

Are persons to whom the membership has voted to an honorary member. They may not attend meetings, except by special invitation and may not hold office. The list of honorary members shall be reviewed yearly.

# Section 7. Retired members

Members with 7 years of active service can retire at their own request or by action of the company. They shall have all privileges of the company and meetings, but may not hold office.

# Section 8. Officers

Of the company shall consist of the President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Assistant Treasurer, Chief, Deputy Chief, Assistant Chief, Captain, Lieutenants that can be appointed by the Chief, and 5 Directors, 3 of whom shall be the President, Corresponding Secretary and Treasurer. The 2 other are elected from the membership.

# Section 9. Elections

Will be held at regular meeting in January. The president shall appoint three active members to the Nominating Committee at the November meeting. They shall present their recommended slate of officers at the December meeting. Additional nominations can be made at the January meeting by any member. All officers shall be elected by secret ballot and serve for 1 year. When there is only one person nominated, the secretary shall cast a favorable ballot for the nominee. The president shall appoint judges to oversee the voting and count the ballots. No one can be elected to an office unless they have been an active member for three years. A majority of affirmative votes is required to elect. When vacancies occur, the company shall elect a member to fill the vacancy. A member shall be elected at the January meeting to the Ringoes Relief Association representing the Fire Company for a 3 year term.

# Article 1

## Duties of the President

Preside over the meetings and act as the official spokesperson for the company. Make appointments in February for the LOSAP Committee, Chaplain, Historian, Fund Raising, Memorial, Bar, Membership Review Committees. Appoint other committees and positions as needed throughout the year. Appoint an Auditing Committee in January.

## Duties of the Vice President

Assume all the duties of the president in the absence of the president.

## Shared duties of the Corresponding and Recording Secretaries

**Section 1.** They shall keep factual and impartial minutes of all regular and special meetings. They shall notify active members of special meetings.

**Section 2.** They shall keep a record of new members as to when their 1 year probation period is up and notify the President so the member can be reviewed.

**Section 3.** In case of absence, either secretary shall act for the other. If both are absent the president shall appoint an Acting Secretary.

**Section 4.** They shall at all times, have posted in the fire house a correct list of active, and honorary and Retired members.

**Section 5.** The secretaries shall act as PIO officers for the fire company on all matters (Public Information Officer)

## Duties of the Treasurer

**Section 1.** He/She shall be authorized to make investments, Pay Bills, deposit receipts, and represent the company in all financial matters. Bonding of the Treasurer is at the discretion of the company.

**Section 2.** He/She shall present all bills and receipts at the monthly meeting for the approval by the membership.

**Section 3.** He/She shall give a copy of the treasurer’s report to the secretary and it will become part of the official minutes of the meeting.

**Section 4.** He/She shall report at the monthly meetings the balances of all accounts.

**Section 5.** He/She shall make an annual written report at the February meeting and this report shall become part of the official minutes of the meeting.

## Duties of the Assistant Treasurer

Assume the duties of the treasurer in the absence of the treasurer.

## Duties of the Chief

**Section 1.** The chief shall have command of the company when on duty and see that all apparatus is returned safely to the station and is ready to respond to the next call.

**Section 2.** The chief shall see that all apparatus and equip is in good working order and meets al required safety standards.

**Section 3.** The Chief only shall authorize any alterations to any apparatus unless instructed by the company.

**Section 4.** The chief shall appoint Fire Police and their officers. He/She shall approve applications for special fireman or Fire Police License Plates and Blue light permits.

**Section 5.** The Chief is authorized to grant a leave of absence to any member for reasons of illness, death in the family or any other reasons he/she deems appropriate. Leave of absence will not count toward LOSAP points.

**Section 6.** The Chief shall be authorized to call drills and work details as he or she deems necessary.

**Section 7.** The Chief shall appoint qualified drivers.

**Section 8.** The Chief is authorized to discipline and/or suspend any member for insubordination or any reason he or she deems necessary. He or She shall report such action at the next regular meeting.

## Duties of the Deputy and Assistant Chiefs

To assist the chief in the discharge of his or her duties and assume the duties of the Chief in his or her absence.

## Duties of the Captain

The captain shall be the officer in charge in the absence of the Chiefs. The Captain shall oversee the maintenance of all apparatus and associated equipment.

## Duties of Lieutenants

They shall maintain all fire apparatus and associated equipment under the supervision of the Captain. They may also be appointed in charge of groups or divisions as authorized by command.

# Article II

## Board of Directors

**Section 1.** The directors shall be responsible for all maintenance and use of building and property. They shall be authorized to arrange for all repairs to the buildings and property

**Section 2.** They shall report to the company at the monthly meeting. Except for emergencies all requests shall be presented to the membership for approval.

# Article III

## Disciplinary Action

**Section 1.** Any member may be removed from office, fined, suspended or expelled from the company by a 2/3 affirmative vote. Provided charges are made and read by the Chief or President at a meeting one month prior to any action. The member must be notified of the charges within 10 days after the charges are made so he/she can answer the charges.

**Section 2.** While at the station, no equipment shall be removed from the building or vehicles without permission of the Chief. Noncompliance is subject to disciplinary action.

# Article IV

## Responding to Alarms

**Section 1.** It shall be the duty of all active members when responding to a fire call to report to the officer in charge for assignment.

**Section 2.** Operation of fire apparatus is defined within the company SOGs on file at the fire house and on line at the company website.

**Section 3.** In absence of the Chief, Captain, the senior member responding shall act as officer in charge until an officer arrives.

# Article V

## Meetings

**Section 1.** The regular meeting of the Amwell Valley Fire Company shall be held at 8PM on the first Thursday of each month at the firehouse in Ringoes NJ. The third Thursday of each month shall be drill night starting at 7:30 PM

**Section 2.** 25% of the active or retired members assembled at one time and place of a scheduled meeting shall constitute a quorum.

**Section 3.** Special meetings may be called by the President or Secretary or by written request of 5 members. The only business for which the meeting was called shall be discussed.

**Section 4.** Confidentiality shall be observed at all meetings.

# Article VI

## Committees

**Section 1.** Membership Committee shall consist of 4 active members and the Chief. They shall meet at least once a year. They shall review member participation in fire company activities and notify members who has not maintained active participation. They shall report at the next meeting with their recommendations.

**Section 2.** Refreshment Committee shall be appointed at the monthly meeting by the Chief on a rotating basis. Refreshment committee shall provide refreshments after the monthly meeting and will be reimbursed from the chip fund after presenting a bill to the treasurer.

If a member’s years of service plus his/her age equals 80 or above, member is excused from serving the refreshments committee.

**Section 3.** The first member named to a committee shall be the Chairman. The President is automatically on all Committees and he/she can be the Chairperson.

# Article VII

## Roll Call

Roll call shall be taken after the return from fire calls, at drills, work details, parades, regular and special meetings. The officer in charge shall determine who receives credit, who does not and who is excused. Fundraisers require a minimum of 4 hours of actual work.

# Article VIII

## Resignations

Upon resignation, members shall return to the Chief all keys and company property assigned to them.

# Article IX

## LOSAP

Length of Service Awards Program.

Any active member may choose to participate in the LOSAP program offered by the East Amwell Township Board of Fire Commissioners. To qualify a member must earn the approved number of points each year in various categories of the point schedule as defined by the Commissioners and within the LOSAP program regulations.

# Article X

## Amendments

An amendment to the by-laws may be proposed by any active member. No alterations or amendments shall be made to the Constitution or By-Laws unless proposed in writing at the regular meeting preceding the meeting at which the vote occurs and adopted by a 2/3 affirmative vote of a quorum of the membership. All active members will be informed of the change by posting the changes on the company bulletin board.