

**By-Laws**  
of the  
**Four Communities Fire Department, Inc.**

P.O. Box 227  
Sharpes, FL 32959

4870 North US Highway 1  
Cocoa, FL 32927

January 1, 2018

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# By Laws

## Article I. NAME

The name of this organization shall be the 4 Communities Fire Department Inc. The 4 Communities Fire Department may also do business under the name "Four Communities Fire Department Inc.". The 4 Communities Fire Department Inc. may also be referred to in this document as "FCFD" or "the department" or "the Corporation".

## Article II. LOCATION

The principle mailing address for the 4 Communities Fire Department Inc. is P.O. Box 227, Sharpes, FL 32959.

The principle physical address for the 4 Communities Fire Department Inc. is 4870 North US 1, Cocoa, FL 32927.

## Article III. PURPOSE

The Four Communities Fire Department Inc. is located in or near, and provides services in the following communities: City Point, Sharpes, Williams Point, Frontenac and Port St. John, which are served by the commissioner of districts 1 of Brevard County, Florida. The FCFD will conduct any and all lawful business in order to fulfill its primary objectives as follows:

### *Section 3.01 Fire Protection and Prevention*

To provide mutual, volunteer fire protection and prevention to the aforementioned communities and all areas defined by the following boundaries: State Route 528 on the south, to an east-west line running along Kings Highway on the north; by the Indian River on the east, and by the St. John's River on the west. The FCFD may also provide mutual aid and assist other departments, agencies, and organizations anywhere within the State of Florida in times of emergency, or in accordance with Mutual Aid and Automatic Aid Agreements.

### *Section 3.02 Planning and Mitigation*

To investigate, promote, plan and act upon methods of fire control and prevention, to establish, provide and maintain fire station(s) and firefighting equipment, provide training and in general, do any and all proper acts to carry out such objectives.

*Section 3.03 Disaster Relief*

To aid and cooperate with Emergency Management activities, to promote and take part in first aid, disaster, rescue and recovery work.

*Section 3.04 Community Support*

To unite as members in the bonds of good fellowship and to promote and otherwise participate in activities of civic, social, and moral welfare and betterment and in the principles of good government and citizenship.

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## Article IV. MEMBERSHIP

Section 4.01 General

In conformity with the objects of this organization, applicants for membership shall be residents of this area, of good and moral character, and who shall pay such admission fee and dues as the rules and by-laws of this organization may designate, and who shall apply and qualify under one of the membership classifications.

Section 4.02 Membership Application

All applicants for membership shall complete and sign the regular form provided for that purpose. All applications will then be forwarded to the Fire Chief or his/her designee for review.

When applying for the position of Firefighter, the Fire Chief or his/her designee will perform a preliminary screening of the applicant before submitting the application to Brevard County Fire Rescue. Due to our historical, operational and contractual ties to Brevard County Fire Rescue, all FCFD Volunteer Firefighters are required to be processed and approved by Brevard County Fire Rescue as well. If the applicant is deemed by FCFD to be qualified, the application will be forwarded to Brevard County Fire Rescue (BCFR) for processing.

Once the application process is completed, the Chief will notify the applicant of his/her acceptance or denial. The applicant will not become an official member of the Four Communities Fire Department until voted in by the FCFD membership and clearance of the applicant is received from Brevard County Fire Rescue.

When applying for the position of Support Member, the Fire Chief or his/her designee will perform a preliminary screening of the applicant before submitting the application to the membership of the Four Communities Fire Department. If the applicant is deemed to be qualified, the application will be processed for membership. The applicant will not become an official member of the Four Communities Fire Department until voted in by the FCFD membership.

Section 4.03 Firefighter Members

Firefighters shall be those persons, citizens, native or naturalized, 18 years of age and over. All applicants must have a valid Florida driver's license, possess a high school diploma, GED, or equivalent, and shall volunteer their services without compensation. They will be required to respond to not less than 75% of weekly department training sessions, called at the direction of the Chief or highest-ranking officer and 50% of monthly business meetings, work parties and fund raisers. In order to be eligible to vote, a Firefighter is required to meet the requirements laid out in the section entitled, Voting Privileges, as well as meeting the minimum duty, training and participation requirements as established in the Department's Standard Operating Guidelines and Procedures.

The total number in this classification shall not exceed a quota arrived at and agreed to in contract with Brevard County Fire Rescue. Active firefighters must adhere to all rules and



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regulations, as established by the Chief, to be known as Standard Operating Procedures and/or Guidelines. Sub-categories of Firefighters may be established for the purpose of identifying levels of training and expertise, and what activities the individual firefighter may or may not be allowed to participate in.

*Section 4.04    Support Members*

Support Members shall be those who by reason of their own choosing are unable to assist in the firefighting functions, but who are desirous of supporting and actively promoting the civic, social, and welfare activities of this organization. Support members must be at least 18 years of age and shall volunteer their services without compensation. Support members shall not be eligible to hold a Fire Operations Officer position. In order to be eligible to vote, a support member is required to meet the requirements laid out in the section entitled, Voting Privileges, as well as meeting the minimum participation requirements as established in the Department's Standard Operating Guidelines and Procedures.

*Section 4.05    Lifetime Members*

Lifetime members shall be those persons who are voted in by a two-thirds majority of the membership at a regularly scheduled meeting, as lifetime members. Lifetime Membership eligibility requires a minimum of ten years of active service. Lifetime Members are exempt from dues. Lifetime Members do not have any voting privileges unless they are current and active Firefighters or Support Members and have met the requirements as laid out in the section entitled, Voting Privileges.

*Section 4.06    Voting Privileges*

Active firefighters, support members, and lifetime members in good standing, shall be eligible to vote and enjoy equal rights and privileges under this constitution and by-laws. A member in good standing shall be one who has been present at not less than 75% of weekly department training sessions, and 50% of monthly business meetings, work parties and fund raisers over the past 90 days and/or not on suspension or is not otherwise indebted to this fire department, and has been a member for at least 90 days. All members who meet the qualifications to vote may cast only one vote, regardless of their position, title, or number of positions held.

*Section 4.07    Change of Membership Status*

Members in good standing who elect to change Membership Classification must meet all of the application, dues, and approval requirements of the new classification without exception.

## Article V. TERMINATION OF MEMBERSHIP

### *Section 5.01 General*

Resignation of any office or membership shall become effective at the next regular business meeting, upon receipt of a written notice duly signed and presented to the Chief, or his/her designee, but only upon the returning of all issued equipment belonging to the Four Communities Fire Department and Brevard County Fire Rescue. Any member resigning in this manner and later requesting to rejoin the department will be required to go through the same application procedure as a new member.

### *Section 5.02 Expulsion*

All officers and members shall be responsible to the organization for the faithful discharge of their duties, and may be suspended or expelled for just cause, and after fair hearing proven incompetent or guilty, by a three-fourth-majority vote by the membership present at a regular or duly called meeting.

### *Section 5.03 Leave of Absence*

Any member requesting a leave of absence in writing, combined with the returning of all issued equipment belonging to the Four Communities Fire Department and Brevard County Fire Rescue, to the President or Chief Officer, shall be granted a leave of absence not to exceed 6 months. The member shall not have the right to vote, to hold an office, or run for an office, either Operations or administrative, while on a leave of absence, or until having been returned from the leave for a period of 90 days. Members on an approved leave of absence must still keep the FCFD informed of any change in their contact information (address, telephone, etc), as well as any changes that may affect their ability to serve. In the case of medical leaves, a written doctor's note/memo that the member is fit to return to duty may be required, and firefighters may be required to undergo a departmental physical exam. Failure to request a Leave of Absence in writing, or failure to notify the FCFD of any changes to your membership information within 30 days may result in the suspension and eventual termination of your membership. If within 30 days of the end of the member's approved leave period, he or she does not return to duty, or fail to contact the FCFD in writing, their membership may be suspended, and eventually terminated.

### *Section 5.04 Absence With Out Leave*

Any active firefighter or applicant that misses all of the trainings and meetings within any one month period, without notice, permission or cause, shall be considered Absent With Out Leave (AWOL), and their membership shall be suspended. The suspension will be

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noted on the Firefighter Roster, and the individual will be contacted to return any/all FCFD or BCFR equipment or property. If not contested by the AWOL firefighter within 30 days following the AWOL Suspension, his/her membership shall be considered forfeited.

Failure to return all FCFD and or BCFR property will be dealt with to the fullest extent of the law.

Any support member that misses all of the trainings and/or meetings within any six month period, without notice, permission or cause, shall be considered Absent With Out Leave (AWOL), and their membership shall be suspended. The suspension will be noted on the Membership Roster, and the individual will be contacted to return any/all FCFD or BCFR equipment or property. If not contested by the AWOL member within 30 days following the AWOL Suspension, his/her membership shall be considered forfeited. Failure to return all FCFD and or BCFR property will be dealt with to the fullest extent of the law.

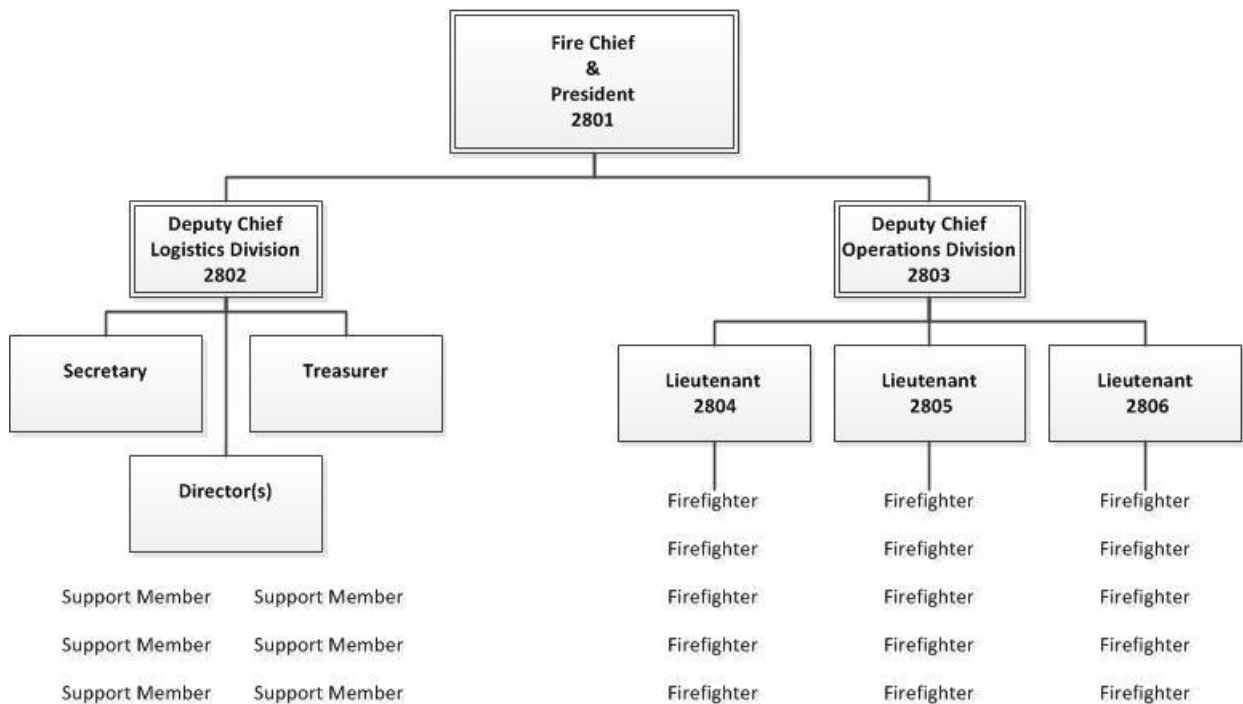
Article VI. OFFICERS

Section 6.01 Performance of Duties.

An officer or director shall perform his or her duties, including duties as a member of any committee of the Board upon which the director may serve, in good faith, in a manner such director believes to be in the best interests of the Corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

Section 6.01 Organizational Structure

The figure below outlines the organizational structure of the Department.



Section 6.02 Fire Chief / President

The Fire Chief shall act as the Operational Fire Chief, as well as the President and Chief Executive Officer for Four Communities Fire Department Inc. The Fire Chief may delegate Operational and/or Administrative Authority to the Deputy Chief of Operations or Deputy Chief of Logistics, as required.

*Section 6.03    Operations Division Officers*

The Operations Division, or Fire Officers shall consist of the following elected positions, as the roster supports:

- 1 Deputy Chief of Operations
- 
- Lieutenants, as dictated by the roster and operational needs (span of control is normally 1 Lieutenant for every 3 to 7 Firefighters)

*Section 6.04    Logistics Division Officers*

The Logistics Division, or Administrative Officers shall consist of the following elected positions:

- 1 Deputy Chief of Logistics
- 1 Treasurer
- 1 Secretary
- Director(s) – As required for administrative support

*Section 6.05    Board of Directors*

Board of Directors (B.O.D.) shall include all of the elected officers. The Chairman of the B.O.D. is the Fire Chief.

*Section 6.06    Quorum*

All regular or special meetings of the FCFD must have a quorum of elected officers in order to conduct business. In order to have a quorum, five (5) members of the Board of Directors must be present.

## Article VII. ELECTION

*Section 7.01    Operations/Fire Officer Requirements*

Operations/Fire officers shall meet the following requirements before being eligible to hold office, unless the roster does not warrant such conditions.

- Shall be on the current active list as an officer or firefighter.
- The Fire Chief and Operations Deputy Chief shall have been an Operations officer of the Four Communities Fire Department for a period of four (4) years\* or greater.
- The Fire Chief cannot hold any other position on the Board of Directors (they can run for election, but must resign the conflicting position prior to being sworn in).

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- Lieutenants shall have been an active firefighter for a period of one (1) year\* or more.

\* Service times do not include previous membership time served if a member was on leave or separated from the station for periods longer than 6 months. Additional training and/or qualifications for Operational Officer positions may be required as per Brevard County Fire Rescue Contract agreement.

*Section 7.02     Nominations for Operations/Fire Officers*

The Operations/Fire Officers shall be nominated by the active firefighters and the active firefighters only. Nominations of Operations officers will be open in October and close in November at which time an election is held. No Operations officer shall be nominated from the floor at the normal general election held in November. The names of the nominees shall be posted by the Secretary in a conspicuous place in the fire station day room.

*Section 7.03     Logistics/Administrative Officer Requirements*

Logistics/Administrative officers shall meet the following requirements before being eligible to hold office, unless the roster does not warrant such conditions.

- 1) Shall be on the current active list as an Officer or Firefighter, or Support Member.
- 2) Must have been a member in good standing for at least 90 days prior to the election.
- 3) Be active over the previous 90 day, including being present to at least 50% of monthly business meetings, work parties, and fund raisers.
- 4) The Logistics Deputy Chief must have been an active member, in good standing, with the FCFD for at least 4 years, if the roster supports it.
- 5) A Director must have been an active member in good standing with the FCFD for at least 3 years, preferably previously serving with distinction as an Officer of the Department.

*Section 7.04     Nominations for Logistics/Administrative Officers*

The Board of Directors shall constitute a nominating committee for Logistics officers only. The purpose of the nominating committee is to propose the names of candidates for office and whose duty will be to meet and select those best qualified for the respective office; and make contact with persons selected and ascertain willingness to accept if elected and submit a complete slate at the regular October meeting. Notification may be made by announcement at a regular meeting or function, via mail, email, or phone message. At the October meeting, nominations for all administrative officers to be filled may also be made from the floor. The nominations will then be closed and the names of the nominees shall be posted by the Secretary in a conspicuous place in the Firefighter Day Room prior to the November Election Meeting.

*Section 7.05     Election Schedule*

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The election of all officers will be held at the regular meeting in November, after nominations from the floor for Corporate officers only have been reopened and closed. The Secretary shall notify the membership ten (10) days in advance of the date, time, and place of such meeting. The Secretary may elect to make notification via telephone, mail, email, text, social media or personal contact, but at a minimum is required to post notice conspicuously in the Firefighter Day Room. Each member attending, who is in good standing and has been a member for at least three (3) months, shall be entitled to one vote. The winner for each office shall be decided by a simple majority (more than half) of all votes cast by secret ballot. In case no election is had on the Second ballot, the candidate receiving the lowest number of votes on each succeeding ballot shall be dropped, and an additional vote will be taken with the smaller slate. In the case of officer positions with multiple openings (i.e. Lieutenant or Director), the recipients that receive the most votes shall be elected.

Installation of Officers shall occur at the December Meeting, to be held on the second Friday of December, unless other provisions have been made. Families are encouraged to attend the Installation of Officers, which may be followed by a social gathering.

*Section 7.06     Terms of Office*

All officers shall be elected for two years and shall take office when installed at a regular December meeting, to be held on or about the second Friday of December, and shall hold office for two years or until successors shall be elected and qualify. In the event that an officer is elected to fill a position vacated prior to the end of term, the term of the newly elected officer is the same as the original term.

*Section 7.07     Compensation*

No officer or member shall receive any compensation for any services rendered this organization.

*Section 7.08     Premature Vacancy of a Logistics/Admin Office*

In the event that a vacancy should occur in any elected Administrative office, the Board of Directors shall vote to appoint an acting officer for 30 days. The Secretary shall notify all members in good standing of the special election, at least 14 days prior to the election (the Secretary may elect to make notification via telephone, mail, email or personal contact, but at a minimum is required to post notice conspicuously in the Firefighter Day Room. Nominations for candidates for the vacant position(s) will be taken from the floor at the special election meeting. Positions that are vacated by the election of an individual to a different position will be then open for nomination and election at the same special election meeting. Individuals elected at a special election are elected to serve out the period of the original term.

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*Section 7.09 Premature Vacancy of an Operations Office*

In the event that a vacancy should occur in any elected Operations (fire) office, the Chief shall recommend a firefighter in good standing to temporarily fill the vacancy for a period of thirty (30) days until a special election can be held. In the event that the Chief's office is vacated, the Board of Directors shall vote to appoint an acting Chief for 30 days.

The Board of Directors will then call for a special election meeting, usually at the next regularly scheduled business meeting.

The Secretary shall notify all members in good standing of such election, at least 14 days prior to the election (the Secretary may elect to make notification via telephone, mail, email or personal contact, but at a minimum is required to post notice conspicuously in the Firefighter Day Room).

Nominations to fulfill the remainder of the original term of office will be made at a special meeting of the Firefighters, with notice provided at least ten (10) days prior to the special election. If the nominations made will create additional premature vacancies, additional nominations may be made at this meeting, or at the special election meeting. Nominations will be reopened and taken from the floor from firefighters in good standing at the special election.

Positions that are vacated by the election of an individual to a different position will be then open for nomination and election at the same special election meeting. (i.e. if a current Deputy Chief is elected as Chief, the Deputy Chief's position is vacated, and the nominations and election for that position will take place at the same special election).

Individuals elected at a special election are elected to serve out the period of the original term.



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## Article VIII. DUTIES OF OFFICERS

Section 8.01 Fire Chief

The Fire Chief shall

1. Be the chief executive officer of the organization
2. Have command and be responsible for all firefighting functions and/or equipment, assisted by the Operations Deputy Chief, who shall, also act in his absence or at his direction.
3. Supervise and issue calls for fire drills, training, and meetings
4. Keep a permanent record of duty-hours, attendance at calls and training, and make a monthly report to the membership and BCFR of all accomplishments, fire/EMS calls, special details and duty hours.
5. Act as liaison between the department and the District Chief and/or BCFR Volunteer Coordinator.
6. Chair a committee, as needed, together with the Operations officers, to determine the equipment requirements and supervise or arrange for acquiring same either through the District Chief and/or BCFR Volunteer Coordinator, or by purchase if approved by the membership.
7. Be in full command at all emergency calls, training's, parades, and firefighter meetings.
8. Ensure that the equipment is in good working order at all times.
9. Perform all normal functions of an active firefighter.
10. Supervise, through the Operations Officers, the activities of the volunteer firefighters.
11. Make other permanent and temporary appointments as authorized in the by-laws
12. Keep records of all members, fire and support.
13. Have the power to issue the call for special meetings
14. Appoint committees except the nominating committee, which shall be composed of the Board of Directors, and he shall act as ex-officio member of same.
15. Ensure that these committees function and cooperate with the committee chairperson toward that end and shall call for regular committee reports.
16. Ensure that regular elections are held.
17. Ensure all activities are conducted in accordance with the constitution and by-laws.
18. Initiate activities designed to provide funds with which to conduct the business of the FCFD, and meet all objectives and expenses of the organization.
19. Be empowered to sign checks with other duly authorized officers.

Section 8.02 Deputy Chief of Operations

The Deputy Chief of Operations shall

1. Assist the Chief with all operational responsibilities.
2. Represent the Chief in their absence, or at the direction of the Chief.
3. Assume command of any emergency occurring, pending the arrival of the Chief or ranking BCFR Officer.

4. Perform all normal functions of an active firefighter.
5. Perform all other duties as assigned.
6. Supervise and oversee Lieutenants and firefighters.

*Section 8.03    Lieutenant*

The Lieutenants shall

1. Assume command of any emergency occurring, pending the arrival of a higher ranking officer.
2. Perform all normal functions of an active firefighter.
3. Supervise, train and monitor the activities of the volunteer firefighters.
4. Perform other duties as assigned

*Section 8.04    Deputy Chief of Logistics*

The Deputy Chief of Logistics shall

1. Assist the Chief with all administrative duties.
2. Represent the Chief in their absence, or at the direction of the Chief.
3. Facilitate all corporate/business meetings
4. Oversee and audit the Department's financial activities and records
5. Work with the Chief in the pursuit of equipment acquisition and funding for the improvement of firefighter health, safety, and preparedness.
6. Perform all other duties as assigned.
7. Be empowered to sign checks with other duly authorized officers.
8. Ensure all activities are conducted in accordance with the constitution and by-laws.
9. Supervise the activities of all the members (support & firefighter) during fundraisers, and non-firefighting corporate activities/functions.
10. Assist the department in promoting the FCFD through publicity, public education and communications.

*Section 8.05    Treasurer*

The Treasurer shall

1. Work under the supervision and direction of the Fire Chief and Deputy Chief of Logistics.
2. Receive all monies and deposit same in a bank or banks, approved by the membership.

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3. Be empowered to sign checks against the accounts with other duly authorized officers.
4. Pay out monies only upon authorization of the members or when first approved by the finance committee.
5. Record all financial transactions, and maintain records for all applicable local, state and federal corporate and tax filings.
6. Prepare and submit financial reports to the membership, which the Secretary will record in the meeting minutes.
7. Prepare and present an annual budget with the support of the Chief or his/her designee.

*Section 8.06    Secretary*

The Secretary shall

1. Work under the supervision and direction of the Deputy Chief of Logistics.
2. Ensure that an accurate record is kept of all business meetings.
3. Keep a record of all members according to classification and attendance at meetings.
4. Ensure records are kept of all receipts and disbursements from reports provided by the Treasurer.
5. Handle all correspondence as directed.
6. Keep all files, records, etc., in his/her control, excepting those papers kept in the bank safety vault.

*Section 8.07    Director*

The Director(s) shall

1. Be under the supervision and direction of the Deputy Chief of Logistics.
2. Assist in the administration and management of the corporation
3. Perform other duties as assigned

*Section 8.08    Board of Directors*

Board of Directors shall be comprised of the elected officers (Fire Chief, Treasurer, Secretary, Deputy Chief of Operations, Deputy Chief of Logistics, Lieutenants, and Directors.)

The Board of Directors shall

1. Meet promptly after their election and make recommendations regarding standing sub-committee membership and chairmanship, and conduct such other business as may regularly come before them.
2. Regularly meet each month prior to the regular business meeting.

In compliance with the article of incorporation of Four Communities Fire Department dated October 21, 1952, they constitute a body politic under the laws of the state of Florida, as a

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corporation not for profit, shall have perpetual existence unless dissolved by legal methods.

Subject to the will of membership, the Board of Directors is empowered, in the name of the corporation, to take a gift or devise to do all things necessary or essential thereto. Members and Directors shall not have any vested rights, interest, or privileges of, in, or to the assets, functions, affairs, or franchises of the corporation; nor any right, title, or privileges after his/her membership ceases or when he/she is not in good standing, provided that before his/her membership shall cease against his/her consent, from Brevard County where this corporation is located, the corporation shall have all the powers, rights and privileges conferred under the laws of the state of Florida to corporation organized for social, benevolent, and fraternal purposes and not for profit.

## Article IX. MEETINGS

### *Section 9.01 Meeting Location*

This organization shall meet regularly on FCFD property at 4870 North US Highway 1, Cocoa, FL 32927 on the last Tuesday of each month. In years when elections have taken place, the December meeting may be held on or about the second Friday of December at which time the elected officers for the ensuing years shall be officially installed.

### *Section 9.02 Meeting Time*

The Board of Directors will meet at 6:30 pm (1830) on the last Tuesday of each month. The Business meeting will start at 7:00 pm (1900).

### *Section 9.03 Meeting Attendance*

The Business Meetings of the Four Communities Fire Department are open to the public. All members, visitors, and guests are required to sign in on an attendance list, and to conduct themselves in an appropriate manner. Disruptive or improper behavior will result in removal from the meeting.

### *Section 9.04 Special Meetings*

Special meetings may be called when considered necessary, by a Chief Officer, or by the written request of five members. The Board of Directors may direct that some corporate business is private or proprietary, and may vote to close a special meeting to the public. A closed meeting may also be called by the Fire Chief to discuss sensitive or proprietary matters. Only active members in good standing may attend closed meetings. Notice of a Special Meeting will be made 10 days in advance, and said notice may be in person, via mail, email, phone call, and or by posting a meeting notice in a conspicuous location in the Fire Station Day Room.

*Section 9.05    Unexcused Absences*

Any elected officer being absent for three (3) regularly scheduled consecutive meetings, without acceptable cause being shown, shall be subject to removal upon a two-thirds vote of the members present at the regular meeting.

*Section 9.06    Meeting Minutes*

Minutes of all regular and special meetings shall be recorded and kept for at least 3 years. Minutes may be recorded via audiotape, hand written, or typed notes, or a combination of methods. Meeting minutes shall be posted publically in the fire station for review by the membership.

Article X.    PARLIAMENTARY PRACTICES

*Section 10.01    Robert's Rules*

In the absence of rules in this constitution or by-laws, the proceedings shall be conducted in accordance with established parliamentary procedure according to Robert's rules of order.

*Section 10.02    Agenda*

The normal Business Meeting Agenda is as follows:

1. Meeting called to order by the President.
2. Pledge of allegiance to the flag.
3. Secretary's count of officers and members present (Quorum).
4. Chief's Report (including recognition and introduction of new members & guests) and monthly membership data (hours, runs, etc).
5. Secretary's Report, including review and approval of minutes of previous meeting, and reading of communications and bills.
6. Report of Treasurer.
7. Report of committees.
8. Unfinished business.
9. New business.
10. Adjournment.

Any and all requests for items to be placed on the agenda shall be made to the Chief or Secretary at least 5 days in advance.

January 1, 2018

Article XI. COMMITTEES

*Section 11.01 Creation of Committees*

The Chief shall appoint temporary or standing committees, as he deems necessary. The Secretary shall post the names of all appointees, together with the chairperson and the name of the committee in a conspicuous place in the Firefighter Day Room.

*Section 11.02 Committee Chair Selection*

The Chief may appoint the chairperson on any committee or leave the selection of chairperson to those named on the committee.

*Section 11.03 Appointment of Standing Committees*

The Chief elect shall be prepared to announce the appointment of standing committees at the January meeting.

*Section 11.04 Standing Committees*

The following shall be appointed by the President as required for the execution of FCFD business, and shall serve concurrently with the new officers for up to two years.

1. Resolutions, Constitution, and By-laws,
2. House and Properties
3. Scouting
4. Auditing
5. Disciplinary Review Board

*Subsection 11.04(1) Resolutions, Constitution and By-Laws Committee*

This committee shall

1. Ensure that a copy of the constitution and by-laws is available to every member.
2. Keep an up to date copy with all amendments and additions available in hard copy or electronically at the fire station.
3. Receive all proposed changes and/or additions in writing, to the Constitution and By-laws, as all, resolutions, for consideration and investigation and make its recommendations at the next regular meeting.

*Subsection 11.04(2) House and Properties Committee*

This committee shall be composed of not less than three (3) members. It shall be their duty to keep an inventory, current of all the organization properties, furnishings, tools, etc., not including firefighting equipment, and see to it that nothing is allowed to be removed from

the premises, unless specifically authorized.

It shall be responsible to establish and maintain plans and resources to protect all FCFD property from any reasonable hazard, such as Hurricanes, Storms, or any foreseeable threats. This committee shall also have the responsibility of seeing that grounds and planting are kept in acceptable order and properly maintained.

*Subsection 11.04(3) Scouting Committee*

This committee shall work to advance the Scouting programs sponsored by the FCFD. The Chair of this committee shall act as a primary liaison with the Scouting Leadership. This committee shall be responsible for establishing procedures and practices for scouting activities as well as for developing and supporting youth training programs and fire prevention awareness.

*Subsection 11.04(4) Auditing Committee*

The Chief will appoint an auditing committee to audit the books of the organization at regular intervals, and report the results to the membership. The Auditing Committee shall include the Treasurer, Secretary and Deputy Chief of Logistics, in addition to at least two other members.

*Subsection 11.04(5) Disciplinary Review Board*

The Disciplinary Review Board shall be made up of the Chief, Deputy Chiefs, Secretary, and the Senior Lieutenant. This standing committee is established to ensure a fair, equitable, and appropriate application of the policies, regulations, and rules of the FCFD and BCFR. A member may request a hearing in front of a Disciplinary Review Board to request action or to contest any documented disciplinary action, and the Disciplinary Review Board will regularly review disciplinary records. The Disciplinary Review Board is overseen by the full Board of Directors.

FINANCE

*Section 11.05 Fiscal Year*

The Fiscal Year shall be the same as the Calendar Year, beginning on 1 January and ending on 31 December.

*Section 11.06 Federal Tax Exempt Status*

The Corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of these Bylaws, the Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that do not further the purposes of this Corporation and shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

*Section 11.07 Deposits*

All monies received in the name of Four Communities Fire Department Inc., from any source shall be deposited in a primary bank account in the name of Four Communities Fire Department in a timely fashion.

This account shall be known as the general fund, and the Treasurer or his designated representative shall deposit these monies in either checking or savings accounts, at the Discretion of the Board of Directors.

*Section 11.08 Special Accounts*

Any special accounts established for Four Communities Fire Department Inc., must be approved by two-thirds majority vote at a regular meeting. The Treasurer shall report the status of all special accounts as part of the regular financial report at each regular meeting, and the Audit Committee will include special accounts in all scheduled audits. Any special account may be dissolved by a two-thirds majority vote at a regular meeting. Any residual funds from a dissolved special account shall be deposited in the general fund.

*Section 11.09 Investments*

The Board of Directors, on behalf of the Corporation, may elect to invest funds in Certificates of Deposits, Stocks, and other interest bearing accounts with the two-thirds majority approval of the members at a regularly scheduled meeting. All certificates/documentation of such investments shall be kept in a Safety Deposit Box or other secure, fire resistant storage accessible by the Fire Chief and President or their designees. Investments made by the Corporation must be made in accordance with these By-Laws, as well as State and Federal regulations and law.



*Section 11.10 Debt and Cash Reserves*

The highest amount of indebtedness or liability which this corporation may at any time subject itself, shall never be greater than one half (50%) of the value of the property & assets of the corporation.

The Board of Directors may enact further restrictions applicable for their term of office regarding the minimal cash reserves that must be kept available.

*Section 11.11 Signature Authority*

The authority to sign/authorize checks or bank transactions for payment of FCFD debts services or for purchases shall, at a minimum, be granted to the Fire Chief, Deputy Chief of Logistics, and Treasurer. This signature authority does not empower any officer or member to have any authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount, unless specifically approved in accordance with these by-laws.

*Section 11.12 Petty Expenses*

Petty cash is not normally kept on hand. Expenditure totaling less than one hundred dollars (\$100) per month from any of the regular or special funds of the organization may be incurred or assumed by the Chief, Deputy Chiefs. The aforementioned officers may designate how the \$100 can be allotted (predetermined shares, or first come first served). Any such expenses must be documented to the Treasurer, accompanied by a receipt, and reported as part of the monthly Treasurer's Report. In the event that more than \$100 total in petty cash is expended in any given month, the first \$100 in receipts presented to the Treasurer will be reimbursed, and the remainder must be deferred for approval as a Special Expenditure. Monthly petty cash unused funds cannot be rolled over from a previous month, or into a coming month. Expenditures in excess of one hundred dollars (\$100) from any of the regular or special funds of the organization are considered Special Expenditures, and are covered in another section.

*Section 11.13 Special Expenditures*

No expenditure in excess of two hundred dollars (\$200) from any of the regular or special funds of the organization shall be incurred or assumed by any officer, board, or committee, on behalf of the organization, without the approval of a majority the Board of Directors. No expenditure in excess of seven hundred and fifty dollars (\$750) from any of the regular or special funds of the organization shall be incurred or assumed by any officer, board, committee, or member, on behalf of the organization, without the majority approval of those attending a regular or duly called meeting. The exception to these expenditure rules is the payment of regular bills for utilities, and services, such as power, telephone, or property or vehicle insurance, which has been properly budgeted for.

January 1, 2018

*Section 11.14 Execution of Instruments.*

The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, member or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

*Section 11.15 Gifts*

The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the charitable or public purposes of this Corporation.

*Section 11.16 Budget*

The Treasurer, with the assistance of the Finance Committee, shall prepare an annual budget for the Four Communities Fire Department. The budget shall be used as a planning and guidance tool, and may include:

1. Normal, recurrent, expected expenses, such bills as electrical, water, waste removal, insurance, and similar expenses (with an appropriate adjustment for inflation)
2. Routine and non-routine facility and property maintenance
3. Fire Operations expenses, including uniforms, gear, training, recruitment, and miscellaneous equipment
4. A reserve fund or long term savings plan
5. Fundraising expenses & income for special events, property rental, and direct solicitations
6. Income from contract service
7. Any/all other planned income or expenses

The draft proposed budget shall be presented to the membership at the January meeting, and voted upon at the February meeting. The budget is not binding, nor does it grant the authority to expend corporate funds or resources without the approvals detailed in this section.

January 1, 2018

## Article XII. AMENDMENTS AND ALTERATIONS

Alterations or amendments to this constitution or by-laws may be made only in the following manner,

1. A resolution in writing shall be submitted at any regular meeting
2. The resolution shall be referred to the Resolutions, Constitution and By-Laws Committee, who shall make recommendation at the next regular meeting.
3. If then adopted by a majority vote of the members present, all of the membership will be notified by the Secretary that a final reading and vote will be taken at the next regular meeting.
4. A two-thirds majority vote, on final reading will be required to pass.

## Article XIII. GENERAL PROVISIONS

### *Section 13.01 Neutrality*

This organization shall at no time endorse or recommend any candidate for political office, nor shall politics nor political candidates be discussed at the business meeting. Also no religious discussions shall be tolerated at the meeting. This does not preclude the use of the Fire Hall for meetings of public interest that do not involve partisan politics or religion. This also does not prohibit renting the hall to any person, group or organization that may be political in nature, so long as care is taken to ensure the application of standard rental rates, and the avoidance of any preferential treatment.

### *Section 13.02 Ethics*

No officer or member shall use the organization as a means for furthering any personal, political, or other aspirations, nor shall this organization take part in any movement not in keeping with its purpose and objects. Solicitation of funds for purposes other than our objectives, at any meeting, by nonmembers, is prohibited; neither shall the organization's funds be used for purposes not in keeping with the objectives set forth in the By Laws. The organization's standard operating procedures outlines additional restrictions and guidance as it applies to purchasing and interacting with vendors and/or contractors.

### *Section 13.03 Improper Conduct*

Any member who shall appear at any meeting or any fire or department function while under the influence of either alcohol or drugs, or any member refusing to obey the lawful orders of the officer in charge, or in any way interfering with the duties of the officer, shall be subject to immediate suspension, and after a hearing before the Disciplinary Review Board, may be subject to dismissal. Any member who shall be guilty of using abusive or obscene language to any officer or member while in session, or on duty, or for incompetence, or neglect of duty, shall be subject to expulsion, but only after a hearing before the Disciplinary Review Board.

Further rules and or guidelines of conduct and discipline may be set forth in Standard Operating Procedures.

*Section 13.04* *Remembrances*

The purchase of floral pieces (or donations to charitable organizations) in remembrance of members (or family of members) who have died, or for members who are seriously ill, is at the discretion of the President, Chief, or Deputy Chief, but shall not exceed \$100 without the approval of the Board of Directors.

Article XIV. APPROVAL

Submitted and Adopted this Date: January 1, 2018

Resolutions, Constitution, and By-laws Revision committee

*Original Signed By*  
\_\_\_\_\_  
Jack Norman, President

\_\_\_\_\_  
Date

*Original Signed By*  
\_\_\_\_\_  
Caleb Dean, Secretary

\_\_\_\_\_  
Date

*Original Signed By*  
\_\_\_\_\_  
David Webb, Treasurer / Lieutenant

\_\_\_\_\_  
Date

*Original Signed By*  
\_\_\_\_\_  
Brian Claudius, Fire Chief

\_\_\_\_\_  
Date

*Original Signed By*  
\_\_\_\_\_  
Andy Gillis, Deputy Chief

\_\_\_\_\_  
Date