



CONSTITUTION

AND

BY-LAWS

OF THE

LAKEVILLE

VOLUNTEER

FIRE

DEPARTMENT

Revision: 2011-03-15

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ARTICLE I - ORGANIZATION

SECTION 1 - NAME

This Organization shall be known as the **Lakeville Volunteer Fire Department, Inc.**

SECTION 2 - OBJECTIVES

The Objectives of this Organization shall be as follows:

- 1) To protect lives and property within the Lakeville Fire District, contracted Fire Protection Districts and such adjoining areas as can be reached without jeopardizing protection for the above mentioned Districts
- 2) To train and provide crew for an emergency squad, which can provide assistance and first aid at any emergency within the community
- 3) To promote the Social Life of the Organization's Membership
- 4) To foster interest in all matters pertaining to the Volunteer Fire Service and the welfare of all Volunteer Firefighters
- 5) To foster love of country, good citizenship, civic virtue and self-sacrifice, and to perpetuate the spirit which, from the earliest days, has motivated volunteer firefighters in the rendition of service of the highest caliber in the protection of life and property without the expectation of compensation or reward.

ARTICLE II - MEETINGS

SECTION 1 – GENERAL MEETINGS

General Meetings shall be held on the second Monday of each Month.

SECTION 2 – ANNUAL MEETING

The Annual Meeting shall be held on the second Monday of December each year.

SECTION 3 – TIME AND LOCATION

All Meetings shall be held at 7:00 P.M. at a place designated by the Membership.

SECTION 4 – HOLIDAY CONFLICTS

When a General Meeting or Annual Meeting falls on a legal public Holiday, said Meeting shall be held the subsequent Monday.

SECTION 5 – ALTERNATIVE TIME/LOCATION

If, in the Judgment of the President or Secretary, it is beneficial to hold a General Meeting at a different time or place, he/she may change the time or place provided notice is given pursuant to Article II, Section 8.

SECTION 6 – SPECIAL MEETINGS

Special Meetings may be called by the President or Secretary and must be called by him/her at the written request of ten (10) Members. Each Member shall be notified of the Special Meeting as outlined in Article II, Section 8. This Notice shall specify the reason the Special Meeting is being called. No business other than that specified in the Notice shall be transacted at the Special Meeting.

SECTION 7 - QUORUM

At any Meeting, ten (10) Members shall constitute a Quorum.

SECTION 8 - NOTIFICATION

The Membership shall be notified by mail and/or e-mail of the following Meetings:

- a) All Special Meetings
- b) The Annual Meeting
- c) The Meeting set by the Board of Fire Commissioners for the nomination of Line Officers

Such Notification shall be sent at least three (3) business days and not more than seven (7) calendar days prior to the date of the scheduled Meeting.

SECTION 9 – ORDER OF BUSINESS

The Order of Business at all Meetings shall be as Follows:

- a) Roll Call
- b) Amendments to prior Meeting's minutes.
- c) Treasurers Reports
- d) Chief's Report
- e) Unfinished Business
- f) New Business
- g) Proposal of New Members
- h) Election of New Members
- i) Election of New Officers
- j) Reading of the Minutes of this Meeting
- k) Adjournment

SECTION 10 - VOTING

The Vote on any issue, motion or resolution may be taken by simple voice or hand count, however a paper ballot must be taken at the request of any Member eligible to vote. Unless explicitly defined otherwise, the affirmative vote of the majority of the voting-eligible Members present shall be necessary to pass a motion or resolution. For any vote to be legal, a Quorum as defined in Article II Section 7 must exist at the Meeting.

**ARTICLE III – ORGANIZATIONAL ROLES AND OFFICERS:
SELECTION AND DUTIES**

SECTION 1 – ORGANIZATIONAL ROLE TYPES

This Organization shall define several categories of Organizational Roles, including Administrative Officers, Line Officers, Standing Committee Chairpersons and formal subcommittee positions. For each role the following will be defined: formal role responsibilities; candidate eligibility requirements; and the mechanism by which each role is filled from eligible candidates.

SECTION 2 – ADMINISTRATIVE OFFICERS

The Administrative Officers of this Organization shall be:

- 1. President
- 2. Vice-President
- 3. Secretary
- 4. Auxiliary Committee Chairperson
- 5. Treasurer
- 6. Bingo Treasurer
- 7. Three (3) Directors

Any Member in Good Standing is eligible to hold a position as a Administrative Officer, provided their Membership Category doesn't explicitly forbid such a role from being held.

SECTION 3 – LINE OFFICERS

The Line Officers of this Organization shall be:

- 1. Chief
- 2. 1st Assistant Chief
- 3. 2nd Assistant Chief
- 4. Captain
- 5. Three (3) Lieutenants
- 6. EMS Captain
- 7. Fire Police Captain

Any Member in Good Standing that meets the requirements as defined by the Board of Fire Commissioners of the Lakeville Fire District is eligible to hold a position as a Line Officer, provided their Membership Category doesn't explicitly forbid such a role from being held.

SECTION 4 – STANDING COMMITTEE ROLES

The Standing Committee Roles of this Organization shall be:

1. Steward
2. Sunshine Committee Chairperson
3. Auxiliary Committee Treasurer

Any Member in Good Standing is eligible to hold a position within a Standing Committee, provided their Membership Category doesn't explicitly forbid such a role from being held.

SECTION 5 – TERM OF OFFICE

The Term of Office for all Officers, Chairpersons and committee/subcommittee positions shall be the entire calendar year subsequent to the Annual Meeting in which elections occur, beginning on the first day of January. In the event of a failure to fill any role at an election, the incumbent shall continue to hold their existing position until his/her successor is chosen.

SECTION 6 – LINE OFFICER TERM LIMITS

A Member may only serve up to three (3) consecutive one-year terms as Chief; upon completion of three (3) consecutive terms as Chief a Member is automatically disqualified from holding any Line Officer position for one (1) year following their tenure as Chief. Members that have previously held the Organizational Role of Chief, and have not held any Line Officer position for at least one (1) year, are only eligible for candidacy for Line Officer positions below the rank of 1st Assistant Chief unless there are no other qualified candidates running for higher ranking positions. Past Chiefs that have been out of office for less than a year are eligible for mid-term vacancy elections as described in Article III, Section 7, however during the subsequent annual election process they are only eligible for candidacy for Line Officer positions below the rank of 1st Assistant Chief unless there are no other qualified candidates running for higher ranking positions.

SECTION 7 - ELECTIONS

Officers, Chairpersons and committee/subcommittee positions shall be elected at the Annual Meeting by a simple majority of the voting-eligible Members present. The process used for election voting shall be as described in Article II, Section 10.

If any office remains unfilled at the closing of the Annual Meeting, nominations will be re-opened for that position through the subsequent January General Meeting. At the January General Meeting nominations will then be closed. Final voting for these open positions will be completed during the February General Meeting.

A mid-term vacancy, such as when a Member resigns from their role, may be filled at any General or Special Meeting by a simple majority vote of the voting-eligible Members present per the process described in Article II, Section 10. Candidates for a mid-term vacancy must meet any appropriate eligibility requirements for the Organizational Role they are nominated for.

SECTION 8 – ELECTION TELLERS

The President shall appoint two (2) Tellers at the time of an election that shall receive the ballots, poll the votes and announce the results.

SECTION 9 – REMOVAL FROM OFFICE

The leaders of this Organization will always be viewed by the Community as implicit representatives of the Organization- both while “on-duty” as well as “off-duty”, and shall willingly accept personal responsibility for how the Community perceives their actions at all times. The following conditions may warrant removal from office for any Member holding an Organizational Role:

- 1) Being absent and unexcused from two (2) consecutive Meetings
- 2) Gross Misconduct, as defined by the Board of Directors and/or the Board of Fire Commissioners of the Lakeville Fire District
- 3) Conviction of a criminal offense

A Member may be removed from office by a vote of the voting-eligible Members at any General Meeting as defined in Article II Section 10. In addition, the Board of Commissioners of the Lakeville Fire District may remove a Member from office for just cause at any time. Any Member that is removed from office prior to the completion of their elected term is not eligible for candidacy for any other open Organizational Role(s) for the remainder of the term during which they were removed. After removal from office a Member becomes eligible for candidacy for an Organizational Role at the commencement of the elections process held during the subsequent Annual Meeting.

SECTION 10 – LINE OFFICERS: ELIGIBILITY & ELECTIONS

Candidates for Line Officer roles must meet any eligibility requirements defined by the Board of Fire Commissioners of the Lakeville Fire District, and willingly accept the responsibilities of the role as defined by the Board of Fire Commissioners. In addition, eligibility for Line Officer roles may be restricted by the Term Limits described in Article III, Section 6.

The process of elections for Line Officers will be known as the “LADDER SYSTEM” and will be conducted as follows:

- a) Nominations for Line Officers for the next term will be closed following the November General Meeting.
- b) Line Officers will be elected by the Membership at the Annual Meeting.
- c) A simple majority of the voting-eligible Members present at the Annual Meeting will select candidates to hold officer roles.
- d) The election results are **not** final until approved by the Board of Fire Commissioners of the Lakeville Fire District during their subsequent Meeting.
- e) All Line Officer candidates must meet the responsibility and eligibility requirements defined by the Board of Fire Commissioners of the Lakeville Fire District.
- f) The order of Line Officer elections is as follows:

1. Chief
 2. 1st Assistant Chief
 3. 2nd Assistant Chief
 4. Captain
 5. Lieutenant
 6. Lieutenant
 7. Lieutenant
 8. EMS Captain
 9. Fire Police Captain
- g) If a candidate loses the election for the Line Officer position they were originally nominated for, they have the privilege to immediately submit their name for any or all open Line Officer positions that remain to be elected.

SECTION 11 - PRESIDENT

It shall be the duty of the President to: preside at all Meetings of the Organization in accordance with recognized parliamentary procedures; to call Special Meetings when necessary or upon the request of ten (10) members; to appoint all Committees; to Enforce the Observation of the Constitution and By-laws; to Preserve Order, and to decide all questions subject to an appeal at any Meeting. The President shall not vote on any issues other than election of Organizational Roles and new Members, except in the case of an equal division when the President's vote shall decide. The President shall submit a report at the Annual Meeting which shall include any recommendations as they deem expedient for the welfare of the Organization.

SECTION 12 - VICE-PRESIDENT

It shall be the duty of the vice-president to assist the President in the discharge of his/her duty. In the case of the President's absence or disability, the vice-president shall assume the duties of the President.

SECTION 13 - SECRETARY

It shall be the duty of the Secretary to: record the roll of the Members at every Meeting; record the proceedings of the Meeting; act as secretary to the Board of Directors; notify all newly elected Members of their election and to furnish them with all appropriate new member materials; give such written notice as may be required during the course of the Organization's operation; pass all funds donated or collected to the Treasurer; attend to all correspondence; deliver all books and paperwork to their successor.

SECTION 14 - TREASURER

It shall be the duty of the Treasurer to: receive all money collected by the Secretary or otherwise due to the Organization; pay all bills approved by the Organization; keep a correct account of all receipts and disbursements of all funds of the Organization; make a written report at each General Meeting; make a

report at the Annual Meeting covering the entire year; deliver all books and paperwork to their successor. The bank accounts shall be established in such a manner that withdrawals can be made upon the signature of the Treasurer. No money shall be withdrawn from any account unless authorized as specified herein.

SECTION 15 - BINGO TREASURER

It shall be the duty of the Bingo Treasurer to: receive all moneys from Bingo games and “Bell Jar” activities; pay all bills approved by the Organization to be paid from the Bingo and “Bell Jar” accounts; keep a correct account of all receipts and disbursements of all Bingo and “Bell Jar” account funds; make a written report at each General Meeting; make a report at the Annual Meeting covering the entire year; deliver all books and paperwork to their successor. The Bingo and “Bell Jar” accounts shall be established in such manner as mandated by any relevant New York State Laws. The Office of Bingo Treasurer shall be terminated if and when the relevant programs (e.g. Bingo games) are no longer offered by this Organization.

SECTION 16 - AUXILIARY CHAIRPERSON

It shall be the duty of the Auxiliary Chairperson to oversee the operations of the Organization’s Auxiliary Committee. The Auxiliary Chairperson’s duties are to: preside at all Meetings of the Auxiliary Committee in accordance with recognized parliamentary procedures; ensure Auxiliary Committee projects are properly resourced; make a report at each General Meeting regarding the status of the Auxiliary Committee projects; submit a report at the Annual Meeting which shall include any recommendations as they deem expedient for the welfare of the Organization.

SECTION 17 - AUXILIARY TREASURER

It shall be the duty of the Auxiliary Treasurer to: receive all funds collected through the operations of the Auxiliary Committee (e.g. the sale of food at Bingo games and other functions); receive all funds donated to the annual community events sponsored by the Organization (e.g. annual children’s parties); pay all bills related to the operations of the Auxiliary Committee (e.g. annual community events, maintaining food and supplies for on-scene emergency operations and Rescue vehicles, maintaining the Organization’s kitchen facilities) from the appropriate account; keep a correct account of all receipts and disbursements of all related funds; prepare and present an annual budget at the Annual Meeting for supplies not covered by fund-raising activities; deliver all books and paperwork to their successor. The Auxiliary Committee accounts shall be established in such a manner that withdrawals can be made upon the signature of the Auxiliary Treasurer. No funds shall be disbursed from any account unless authorized by the Auxiliary Committee.

SECTION 18 - STEWARD

It shall be the duty of the Steward to ensure that all necessary arrangements are made for any social function organized by the Organization.

SECTION 19 - SUNSHINE COMMITTEE CHAIRPERSON

It shall be the duty of the Sunshine Committee Chairperson to purchase a gift for any Member that is hospitalized. In the case of a death in the immediate Member's family (spouse, children or parents) the Sunshine Chairperson should send flowers. A sympathy card should be sent for other bereavements.

ARTICLE IV - MEMBERSHIP

SECTION 1 – MEMBERSHIP CATEGORIES

Membership in this organization shall be divided into five (5) categories: Honorary; Active; Auxiliary; Lifetime; and Social.

SECTION 2 - HONORARY MEMBERS

Honorary Members shall be any person whose outstanding service to the Organization is formally recognized by the Membership. To become eligible for Honorary Membership the candidate's name shall be proposed in a petition with the signature of at least ten (10) Members and elected by at least ninety percent (90%) of the voting-eligible Members present. Honorary Members are not required to maintain any activity status per Article IV, Sections 12 and 13. An Honorary Member is not eligible to vote and is not eligible for any Officer role, but may participate in any meeting and most social events (e.g. parades and Bingo).

SECTION 3 – ACTIVE MEMBERS

An Active Member must be at least eighteen (18) years of age and satisfy one of the following:

- a) A resident of or employee of a business location within the Lakeville Fire District
- b) A resident of or employee of a business located within a contracted Fire Protection District
- c) A resident of the Town of Livonia
- d) Reside within a five-mile radius of the Lakeville Volunteer Fire Department firehouse
- e) Capable of offering talent(s) and/or skills deemed useful to the Organization by the Membership

Active Members in Good Standing have all the privileges and responsibilities associated with membership in the Organization. Active members may vote on any issue, run for open Organizational Roles (subject to the requirements defined for such a role) and participate in any open meeting, parade, Organization-sponsored activities (e.g. Bingo, training seminars) and social events.

SECTION 4 - AUXILIARY MEMBERS

An Auxiliary Member must satisfy all requirements as defined for an Active Member, but is by definition a member of the Auxiliary Committee. An Auxiliary Member does not participate directly in "front-line" emergency operations, but is instead considered an active support person dedicated to assisting the Organization's operations both in emergency and non-emergency tasks. An Auxiliary Member has the same privileges and responsibilities as an Active Member except that they are not eligible to hold any Line Officer position. An Auxiliary Member is required to complete the same mandated training as required for Active Members (e.g. annual OSHA training), and may also participate in other training events with the approval of the Chief.

SECTION 5 - LIFETIME MEMBERS

Any Member in Good Standing that meets one or more of the following criteria is automatically eligible for Lifetime Membership status:

- 1) Has served a minimum of twenty (20) years of tenured service with the Organization
- 2) Has completed at least one (1) full term as Chief or President of the Organization

Lifetime Members are not required to maintain any activity status per Article IV, Sections 12 and 13. A Lifetime Member has the same privileges and responsibilities as an Active member with the exception that they are not eligible to vote and are not eligible for any Line Officer role.

SECTION 6 – SOCIAL MEMBERS

Social Membership in the Organization is open to any eligible individual, subject to the requirements of Article IV, Section 3 (Active Members). Social Members support the administrative and social functions of the Organization (e.g. Bingo, fund-raising events). Social Members shall not participate in any emergency response functions of the Organization. Social Members are not required to complete the same mandated training as required for Active Members (e.g. annual OSHA training), but may choose to do so with permission from the Chief. Social Members are not eligible for any Organization Role classified as a Line Officer, nor are Social Members eligible to vote in any Line Officer elections. However, Social Members may hold any Organization Role classified as an Administrative Officer, and are eligible to vote in any Administrative Officer election. Social Members are expected to satisfy the minimum activity requirements required per Article IV, Sections 12 and 13. The total number of Social Members allowed in the Organization shall not exceed fifty percent (50%) of the total Membership of the Organization.

SECTION 7 - TRANSITION BETWEEN MEMBERSHIP CATEGORIES

A Member wishing to change their Membership Category (e.g. from Auxiliary to Active) may do so by petitioning the Board of Directors. The Member must meet all eligibility requirements for the Membership Category they wish to transfer into. The Board of Directors shall determine if the Member meets all the requirements necessary for the new category of membership, and will submit their request to the Membership at the subsequent General Meeting. The Membership will then vote on the request, per the process defined in Article II Section 10.

SECTION 8 - ACTIVE MEMBER LIMIT

Membership shall be limited to a maximum of sixty (60) Active Members.

SECTION 9 - NEW MEMBERSHIP PROPOSALS

Proposal for New Members shall be in writing on a form approved by the Organization, and must be signed by the Applicant and a Sponsoring Member. New Applicants and their Sponsor shall be present at the subsequent General Meeting or Annual Meeting, but if they are unable to be present the Sponsor and the new Applicant must meet with the Investigating Committee. The application shall then remain pending for a period of one (1) month, during which time the Investigating Committee will have the

Sheriff's Department investigate the Applicant's background for any criminal activity that would invalidate their participation in a public service. Approval for Membership shall then be cast by the voting process described in Article II Section 10. Membership shall be approved by at least seventy-five percent (75%) of the voting-eligible Members present. If approved, Applicants shall be notified by the Secretary and their application will be forwarded to the Board of Fire Commissioners of the Lakeville Fire District for final approval. A rejected Applicant cannot be reconsidered for membership for a period of one (1) year.

SECTION 10 - TRANSFERS

Applicants transferring from another accredited Fire Department into the Lakeville Fire Department can waive the one (1) month waiting period as set-forth in Article IV Section 9, but the application must include a Letter of Recommendation from their current Fire Department, along with a Letter of Resignation from said Fire Department. Applicants transferring from another Fire Department will accrue their existing "service tenure" (i.e. length of service in years from their prior department) within this Organization upon completing one (1) year of active service with the Lakeville Volunteer Fire Department. Applicants wishing to transfer into the Organization must meet all other eligibility requirements as defined for New Members.

SECTION 11 - PROBATIONARY PERIOD

A newly elected Active Member shall serve a Probationary Period of six (6) months, during which they must attend at least seventy-five percent (75%) of all Organizational activities (Drills, School of Instruction, Emergency Incidents, Meetings and Social Events (e.g. Bingo)) unless otherwise excused. At the end of the Probationary Period the Member's participation shall be reviewed by the Board of Directors and, if found satisfactory, the Member's Probationary Period shall end; otherwise the new Member shall be deemed in non-compliance and a hearing shall be scheduled to determine a course of action in evaluating the Member's continued Membership within the Organization.

SECTION 12 – ACTIVITY REQUIREMENTS

In order to establish a fair and equitable measurement of each Member's participation within the Organization, a "Point System" shall be established and modified from time to time by the Officers of the Organization. The "Point System" shall be used to: establish the definition of a Member "in Good Standing"; provide for disciplinary, suspension and discharge provisions; and define candidacy for involvement with any 'length of service' programs offered by this Organization. This system will also be used to determine eligibility for voting privileges as well as all fire-matic and social benefits, such as clothing, awards, invitations to banquets, etc. Modifications to this Point System must be approved by the Board of Directors and formally presented to the Membership in writing before taking effect.

SECTION 13 – MINIMUM REQUIRED ACTIVITY

The "Point System" will be enforced for a Member's entire length of service in the Organization. The required number of points needed to be a Member "in Good Standing" is based on the tenure of the Member (i.e. number of years the Member has been involved with the Organization) as well as the Membership Category of the Member. The minimum activity requirements are defined as follows:

Active Members and Auxiliary Members

<i>Requirement</i>	<i>Tenure</i>
75 Points/year	0-10 years of service
60 Points/year	10-15 years of service
45 Points/year	15-20 years of service
30 Points/year	20+ years of service

Social Members

30 Points/year	All Social Members
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Honorary Members and Lifetime Members

No minimum required activity level

One “point” is awarded for every hour that a Member is actively involved with any Organization business, as logged via the Organization's Activity Log (i.e. “run sheets”). Examples of Organization business include participation in emergency response operations, Organization meetings, training events, drills, Delegate activities, representing the Organization at industry events, meetings, parades or other social events.

SECTION 14 - DELINQUENCY

If a Member is determined to be delinquent in meeting the minimum required activity level for Organization events during any Quarterly Review, the Chief and the President will personally contact that Member to discuss their interest in continued Membership with the Organization. At the subsequent Quarterly Review if a Member is still delinquent they will be called in front of the Board of Directors for possible suspension for a period of one (1) quarter. If the member chooses to remain a Member, they will be required to meet only the minimum activity level required for that remaining year. Any suspension time will be deducted from their Active Service tenure time.

SECTION 15 - FORMER MEMBER REINSTATEMENT

A former Member, who left the Organization as a Member in Good Standing, shall submit their proposal for re-instatement in writing to the Membership. An application fee is not required but a Physical Examination report as defined by the Board of Commissioners of the Lakeville Fire District must be obtained before the applicant can become an Active Member. The application shall remain pending for a

period of one (1) month during which time the Investigation Committee is to have the Applicant's background investigated for any criminal activity that may invalidate their participation in this Organization. If the Applicant meets all of the above requirements, as well as those required for their desired Membership Category, the Membership may vote on the Member's reinstatement. If approved, the Applicant shall be notified by the Secretary and the name shall be forwarded to the Board of Fire Commissioners for their final approval.

A rejected Applicant cannot re-submit their application for a period of ninety (90) days.

SECTION 16 - LEAVE OF ABSENCE

Any Member that will be unable to meet their obligations as a Member of this Organization must request a Leave of Absence from the Board of Directors. If the Board of Directors grant this leave, it will be valid for a period of six (6) months, at which time it must be renewed or the Member will be removed from the Active roll.

ARTICLE V - COMMITTEES

SECTION 1 – BOARD OF DIRECTORS

The Board of Directors shall have charge of the Organization between Meetings.

The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Bingo Treasurer, Auxiliary Committee Chairperson, Steward and three (3) Directors. Directors are elected at the Annual Meeting. Each Director position is elected for a three (3) year term, with the terms staggered one per year such that one Director position is elected at every Annual Meeting. Any vacancies in Director positions may be filled by a vote of the Membership at any General Meeting; however, the replacement Director must also be validated by the Membership during the Annual Meeting subsequent to the vacancy being filled.

A. Policy of the LVFD Board of Directors:

To hold a meeting of the Board of Directors, five (5) Board Members shall constitute a Quorum. The Meeting will conduct business as such:

- 1) To Approve up to \$1,000.00 total for each bill, supply or other fiscal issue requiring attention. Bills for anything more than \$1,000.00 will require Membership approval except for emergency repairs.
- 2) Manage and enforce the Organization’s minimum activity requirements as set-forth in these By-Laws.
- 3) The President, Vice President and Treasurer signatures are required for contracts involving the Lakeville Volunteer Fire Department.
- 4) Review all quotes and contracts prior to General Meetings. Also to ensure that a minimum of three (3) quotes per job or purchase for items over \$1,000.00 is obtained.

SECTION 2 - AUXILIARY COMMITTEE

The Auxiliary Committee consists of a Chairperson, Auxiliary Treasurer and all Auxiliary Members. It is a standing committee dedicated to supporting all operations of the Organization. Ancillary support of emergency operations, Organization social functions and charitable activities are examples of such support.

SECTION 3 - INVESTIGATING COMMITTEE

The Investigating Committee for new applicants shall consist of the President, the Chief and two (2) additional Members appointed by the President. The duties of this committee are described under Article IV Sections 9 and 15.

SECTION 4 - AD-HOC COMMITTEES

The President shall have the power to appoint such committees as he/she deems necessary. These Committees shall serve at the behest of the President. They shall report directly to the President. The President shall serve as an ex officio Member of all Committees.

ARTICLE VI - DEBT AND ASSESSMENTS

SECTION 1 – MEMBER DEBT

Any Member who is in debt to the Organization shall not be eligible to run for any Officer, Chairperson or subcommittee role, and may not vote on any issue or election.

ARTICLE VII - DELEGATES

SECTION 1 – DELEGATE ELECTION

At the Annual Meeting three (3) Delegates shall be elected. These Delegates- along with the President and Chief- shall represent the Organization at various external events, conferences and meetings related to the business of this Organization. The Delegates shall report on their participation with such events at the subsequent General Meeting.

SECTION 2 – DELEGATE EXPENSE GUIDELINES

Representatives of the Organization shall be entitled to receive reimbursements from the Organization for necessary personal expenses incurred in attending any event as directed by the Organization.

ARTICLE VIII - AMENDMENTS

SECTION 1 – AMENDMENT PROCESS

This Constitution and By-Laws document may be amended at any General Meeting or at the Annual Meeting by a supporting vote of at least sixty-six percent (66%) of the voting-eligible Members present, provided the proposed amendment(s) shall have been submitted in writing to the Membership at least thirty (30) days prior to the vote.