

**MARYLAND CITY VOLUNTEER FIRE
DEPARTMENT AND RESCUE SQUAD
INCORPORATED**

**ANNE ARUNDEL COUNTY, MARYLAND
STATION 27**



CONSTITUTION AND BYLAWS

**3498 FORT MEADE ROAD
LAUREL, MARYLAND 20724**



As Amended August 2019



PAGE INTENTIONALLY LEFT BLANK



REVISION HISTORY

DATE OF REVISION	REVISION	APPROVED DATE
June 2002	Bylaws Amended	June 2002
April 2016	Bylaws Amended	April 2016
January 2018- July 2019	Bylaws Amended	August 6, 2019



TABLE OF CONTENTS

Table of Contents

REVISION HISTORY	ii
TABLE OF CONTENTS	iii
CONSTITUTION	1
Section 1. Name of Organization and Incorporation	1
Section 2. Office and Agent	1
Section 3. Objects and Purposes	1
Section 4. Board of Directors	1
Section 5. Form of Organization	2
Section 6. Area Served	2
Section 7. Perpetual Existence	2
Section 8. Right to Amend Certificate of Incorporation	2
Section 9. Dissolution Clause	2
BYLAWS	4
ARTICLE I MEMBERSHIP	4
A. General Procedure:	4
B. Classes of Membership:	4
C. Members' Leave of Absence:	8
D. Membership Oath:	8
E. Membership Conduct Code:	9
ARTICLE II BOARD OF DIRECTORS	9
A. The Board of Directors	9
ARTICLE III DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS	10
A. The President Shall:	10
B. The Vice President Shall:	11
C. The Recording Secretary Shall:	11
D. The Corresponding Secretary Shall:	11
E. The Treasurer Shall:	12
F. Trustees Shall:	12
ARTICLE IV DEPARTMENT MEETINGS	12
A. Regular General Membership Meetings:	12
B. Board of Directors Meetings:	13



C. Special Meetings:.....	13
D. Meeting Cancellations / Changes:.....	13
E. Rules of Order:.....	13
ARTICLE V QUALIFICATIONS FOR COMPANY OFFICERS	14
A. Line Officers:	14
ARTICLE VI DUTIES AND RESPONSIBILITIES OF COMPANY OFFICERS	14
A. Previously Appointed or Elected Company Officers.....	14
B. The Chief Shall:	14
C. The Captain Shall:.....	14
D. Lieutenants Shall:.....	15
ARTICLE VII STANDING COMMITTEES	15
A. STATISTICAL COMMITTEE.....	15
B. CONSTITUTION AND BYLAWS COMMITTEE	15
C. Community Relations Committee.....	15
D. Ways & Means Committee	15
E. Information Technology Committee.....	15
F. Fire Prevention.....	16
G. Membership	16
H. Awards and Recognition.....	16
ARTICLE VIII QUALIFICATIONS FOR ELECTED OFFICES	16
A. Qualifications for elected or appointed positions:	16
B. The President and Vice President:	16
C. The Treasurer:	17
D. The Corresponding and Recording Secretaries:.....	17
E. The Four Trustees:	17
F. The Trial Board:.....	17
G. The Chief:	17
ARTICLE IX NOMINATIONS AND ELECTIONS	18
ARTICLE X SUSPENSION POWERS	19
ARTICLE XI TRIAL BOARD.....	19
ARTICLE XII- RESIGNATION	20
A. Resignation from the Department:	20
B. Resignation from Office:	20
ARTICLE XIII MEMBERSHIP DUES	20
ARTICLE XIV CONVENTION DELEGATES AND ALTERNATES	21



MARYLAND CITY VOLUNTEER FIRE DEPARTMENT AND RESCUE SQUAD INCORPORATED
CONSTITUTION AND BYLAWS

ARTICLE XV AMENDMENTS.....	21
ARTICLE XVI OTHER FUNCTIONS.....	22
APPENDIX A.....	23



CONSTITUTION

Section 1. Name of Organization and Incorporation

- (1) The name of this organization shall be the Maryland City Volunteer Fire Department and Rescue Squad, Inc.
- (2) The organization shall be incorporated in its own name, as a corporation not for profit, under the laws of the State of Maryland.
- (3) This Constitution and By-Laws will take effect upon its adoption (May 1997), and supersedes the original Constitution and By-Laws adopted in 1968 and amendments thereto.

Section 2. Office and Agent

- (1) Its principal office in the State of Maryland is located at 3498 Laurel Fort Meade Road, Laurel, Maryland, County of Anne Arundel. The name of its resident agent, a citizen and resident of the State of Maryland, is the President, 3498 Laurel Fort Meade Road, Laurel, Maryland 20724.

Section 3. Objects and Purposes

- (1) To establish and maintain, in perpetuity, a competent fire department dedicated to the protection of persons and the preservation of property from injury, damage, and destruction by uncontrolled fire and other disasters.
- (2) To provide emergency rescue and ambulance service, and to assist persons sick, maimed, disabled or otherwise in need of immediate treatment while awaiting or being delivered to regular medical aid.
- (3) To organize and perpetuate an integrated group of fire department members properly qualified as trained firefighters and emergency medical technicians.
- (4) To inform and educate all persons of the hazards of fire and the effective methods of prevention and control.
- (5) To foster and develop the highest class of fire department recognized by the County, the State, and the National Accrediting Agencies and Underwriting Associations, and to maintain and improve these standards at all times.
- (6) To obtain for all the citizens and property owners served by this fire department, the lowest rated insurance premiums for the highest fire indemnity, compatible with the most reasonable tax assessment for fire and rescue service.

Section 4. Board of Directors

- (1) The number of directors shall consist of the elected Administrative Officers, the elected Chief and the four (4) elected Trustees, which number may be increased or decreased.



- (2) The President shall act as Chairman of the Board and shall vote only when there is a tie.

Section 5. Form of Organization

- (1) The conditions, qualifications, and classifications of membership, the limitations, rights, powers and duties of members, the dues, the methods of disciplinary actions and sanctions, limitations upon or qualifications of voting powers, and all other matters pertaining to membership and the conduct, management and control of the business, property and affairs of the Corporation shall be provided from time to time in the By-Laws to the Corporation.

Section 6. Area Served

- (1) To serve Anne Arundel County, Maryland, and Vicinity.

Section 7. Perpetual Existence

- (1) The Corporation shall have perpetual existence.

Section 8. Right to Amend Certificate of Incorporation

- (1) The Corporation reserves the right to amend, alter, change, or repeal any provision contained in the Certificate of Incorporation, in the manner now or hereafter prescribed by statute, and all rights conferred upon members herein are granted subject to this reservation.

Section 9. Dissolution Clause

- (1) In the event of dissolution of the Maryland City Volunteer Fire Department and Rescue Squad, Inc., all assets will revert back to Anne Arundel County, Maryland, for disbursement to non-profit organizations for the good of the community.

END OF CONSTITUTION

###



PAGE INTENTIONALLY LEFT BLANK



BYLAWS

ARTICLE I MEMBERSHIP

A. General Procedure:

- (1) Membership shall be open to any person sixteen (16) years of age or older who possesses good moral character and meet and maintain such standards as shall be required by Anne Arundel County Fire department.
- (2) Each applicant shall complete a request for interview form.
- (3) At time of interview, applicants must complete a membership application for review by the Membership Committee.
- (4) Applicants under the age of eighteen (18) must have parent or legal guardian present at time of interview. Parent or legal guardian must provide written consent.
- (5) Each applicant shall be interviewed, in person, by a member of the Membership Committee.
 - a. In the case of an unfavorable recommendation, the applicant shall be notified of the Committee's recommendation prior to the next General meeting.
 - b. The applicant has the right to appeal, in writing, to the Board of Directors within ten (10) working days of the notification and said appeal shall be acted upon at the next regular Board of Directors meeting.
- (6) All interviews and applications for membership must be completed prior to the day of the General Meeting.
- (7) The Membership Committee shall present favorable applicants and their applications at the next General meeting.
- (8) All favorable applicants shall be expected to be present at the General meeting in which their application is presented, unless excused by the Membership Committee.
- (9) All voting dealing with membership shall be by secret ballot and shall require a simple majority of the active members present.
- (10) A minor's parent or guardian shall be notified in writing of any rejection.
- (11) All members will receive and sign Appendix A that they have received and reviewed a copy of the Constitution and Bylaws.

B. Classes of Membership:

- (1) The membership shall consist of the following classes: Probationary, Charter, Active, Junior, Associate, Life, and Honorary.
 - a. Probationary Members:



- i. All new members shall serve a twelve (12) month probationary period.
 - ii. Probationary members must attend the same meetings and trainings as required of active members.
 - iii. Probationary members do not have the right to make motions or the right to hold office.
 - 1. After completion of six (6) months of meeting active membership requirements, probationary members shall be authorized to vote.
 - iv. Under extenuating circumstances, the Board of Directors may approve an extension of probation.
 - v. Upon completion of the probation period, a vote shall be required to accept or reject the probationary members into Active, Associate, Junior.
- b. Charter Members:
- i. Charter members shall be a person who subscribed his/her name to the Certificate of Incorporation, or
 - ii. Shall be a person who was a member in good standing on the date of Incorporation.
- c. Active Members
- i. General (Operational and Administrative)
 - 1. Active members must attend no less than fifty percent (50%) of General meetings held each year unless excused by the President;
 - a. In-order for a member to be excused, a letter must be submitted either via website, e-mail, or in person to the Recording Secretary no later than seven (7) days after the meeting.
 - i. Excuses deemed unacceptable by President may be appealed in writing to the Board of Directors for a redetermination at the next regular Board of Directors meeting.
Acceptable excuses include: work, training, suspension, certain medical and/or personal.
 - 2. Shall have the privilege to make motions and vote;
 - 3. Must actively participate in Open House and other mandatory Company and fund-raising activities as approved by the Board of Directors, unless otherwise excused by the Chief or



- 75 President;
- 76 4. Must participate on a Committee as a requirement of
- 77 membership;
- 78 5. May hold any office for which qualified, as prescribed by
- 79 these By-Laws;
- 80 6. Shall be placed on a ninety (90) day probationary period for
- 81 failing to comply with the yearly attendance requirements
- 82 with respect to meetings and mandatory Company activities
- 83 as noted in #3 above, or if absent from three or more
- 84 consecutive meetings without a written excuse submitted
- 85 either via company website, e-mail, or on standard letter-size
- 86 paper to the Recording Secretary within seven (7) days of the
- 87 meeting/activity.
- 88 a. If the person is still not complying with attendance
- 89 requirements after the ninety (90) day probationary
- 90 period is over, they may be brought up before the
- 91 membership for dismissal. 2/3 majority vote shall be
- 92 required to dismiss said member.
- 93 7. Any active member placed on a ninety (90) day probation
- 94 period shall be denied the right to vote or hold office during
- 95 the probationary period.
- 96 ii. Operational
- 97 1. To participate in fire and/or rescue activities, a member must:
- 98 a. meet prescribed qualification standards as outlined in
- 99 the Anne Arundel County Fire Department's Rule and
- 100 Regulations.
- 101 b. maintain operational status (remain on County
- 102 Database)
- 103 c. contribute a minimum of twenty-four hours of duty to
- 104 the Company each month, averaged quarterly;
- 105 2. Attendance of training, meetings or other events
- 106 approved by the Company may be applied towards the time
- 107 requirement.
- 108 iii. Administrative
- 109 1. Administrative members must provide a minimum of twelve
- 110 hours of duty to the Company each month, averaged
- 111 quarterly;
- 112 d. Junior Members:



- 113 i. Junior membership is open to all persons sixteen (16) or seventeen
114 (17) years of age.
- 115 ii. Junior members shall attend drills and meetings, and endeavor to
116 learn all phases of their duties.
- 117 iii. Junior members do not have the right to make motions, vote and/or to
118 hold any office.
- 119 iv. Upon reaching eighteen (18) years of age and serving at least twelve
120 (12) months of active service, the member shall be eligible for active
121 membership without a probationary period provided he/she receives a
122 favorable recommendation from the Membership Committee and an
123 affirmative vote of the active members.
- 124 e. Associate Members:
- 125 i. An associate member:
- 126 1. is a person who desires to assist the Department in a role
127 other than that expected of an active member;
- 128 2. has a voice in all affairs but shall not be eligible to make
129 motions, vote, or hold an office;
- 130 3. May, by written notice, request a change to active status.
- 131 a. This request shall be read at the next General meeting
132 and must receive an affirmative vote for the person to
133 become an Active member.
- 134 f. Life Members:
- 135 i. A life member is any person that has served twenty (20) or more
136 years as an active member of Maryland City Volunteer Fire
137 Department and Rescue Squad Inc.
- 138 ii. If a person meets two-thirds ($\frac{2}{3}$) of the time requirement but is
139 medically disabled, he/she can still become a life member, provided
140 affirmative votes are received from the Board of Directors and the
141 active membership.
- 142 iii. Life members shall enjoy all the privileges of Maryland City
143 Volunteer Fire Department and Rescue Squad Inc. However, in order
144 to make motions, vote, or hold office, the member must meet the
145 standing requirements for active members.
- 146 g. Honorary Members:
- 147 i. Honorary membership
- 148 1. is bestowed upon any person who has provided a valuable
149 service to the Maryland City Volunteer Fire Department and



- 150 Rescue Squad Inc., the State, County or Community;
- 151 2. shall be granted by an affirmative vote of the Board of
- 152 Directors; and
- 153 3. shall not be granted any privileges or prerogatives of the
- 154 Maryland City Volunteer Fire Department and Rescue Squad
- 155 Inc.

156

157 **C. Members' Leave of Absence:**

158 (1) Members in good standing shall submit to the Membership Committee Chair a

159 written request for a leave of absence covering a period of not less than ninety (90)

160 days nor more than six (6) months. The Membership Chair shall submit to the Board

161 of Directors for consideration at the next regularly scheduled board meeting. The

162 Board shall approve or deny the request by majority vote.

163 a. If more than six (6) months is needed, a request for an extension must be

164 submitted to the Board of Directors.

165 i. If no request for extension is received, and the member has not

166 requested a return to active participation, the individual shall be

167 automatically placed on probation as described in Article 1

168 §B.(1)c.i.6.

169 1. Acceptable reasons for a leave of absence will include

170 medical, personal or work-related and military obligations.

171 This request will then be submitted for acceptance or

172 rejection, to the Board of Directors at their next Board of

173 Directors meeting.

174 b. Leaves of absence for military duty are automatically approved for the length

175 of period needed to fulfill the military requirements. However, members

176 must still submit a request for the leave of absence, in writing.

177 i. This section shall be interpreted to mean non-permanent orders,

178 deployments, etc. Permanent change of station (PCS) shall require

179 the member to resign or transition to associate member, at their

180 discretion and subject to the requirements outlined herein.

181

182 **D. Membership Oath:**

183 (1) At the discretion of the President, the following oath will be administered to all new

184 members of the Department:

185 a. "I, [name], promise to abide by the Constitution, By-Laws, and Rules and

186 Regulations of the Maryland City Volunteer Fire Department and Rescue

187 Squad, Inc., and to faithfully perform my assigned duties as a member of this

188 organization to the best of my ability."



E. Membership Conduct Code:

- (1) All members shall observe high standards of honor in their conduct of their activities so as not to bring dishonor upon the Department and its members.
- (2) All members shall conform to and obey all applicable laws, ordinances, rules and regulations of the Department, and the County as prescribed in the A. A. Co. Fire Department's Rules and Regulations, and obey all lawful and reasonable directions made by or given by Company officers.
- (3) All members shall not at any time be guilty of conduct prejudicial to the order, reputation and discipline of the Department.
- (4) Non-constructive criticism of Company officers, discourtesies to the public, or to other members of the Department, unjust treatment of officers or members and movement tending to create dissension or appearing to ignore responsible officials, will be considered breaches of discipline.
- (5) All members are strictly required in their relations with each other, whether social or official, to observe a courteous demeanor.
- (6) Members shall not report for duty under the influence of any illegal or illicit drugs or intoxicants and shall not use any drugs or intoxicants while on duty.
- (7) The use of profanity and/or indecent, abusive, obscene, immoral or other improper remarks in or about the fire station or on the fire grounds or any time while representing the department is absolutely prohibited.
- (8) Neglect or abuse of the property of the Department or of the County entrusted to members is strictly prohibited.
- (9) Members shall be courteous and helpful in their relations with the public and strictly observe the rules of cleanliness of their persons and surroundings.
- (10) All members shall observe the chain-of-command in the conduct of official business of the Department.

ARTICLE II BOARD OF DIRECTORS

A. The Board of Directors

- (1) Shall maintain membership in good standing;
- (2) Shall be comprised of the President, Vice President, Treasurer, Recording and Corresponding Secretaries, Chief, and the four (4) Trustees. The President shall function as the Chairman of the Board, and in his/her absence the Vice President shall assume this duty;
- (3) Shall hold regular monthly meetings and special meetings when called by the Chairman or when a written request, by a majority of Board members, is submitted



- 227 to the Chairman;
- 228 (4) Shall be governed by a majority vote of its members except where otherwise
229 provided for in these By-Laws. Five (5) members of the Board of Directors shall
230 constitute a quorum at its meetings.
- 231 (5) Board members must attend at least seventy-five percent (75%) of all Board of
232 Directors meetings in order to maintain their positions on the Board. Extenuating
233 circumstances shall be addressed by the Board as necessary.
- 234 (6) Shall have the power to overrule or modify the action of any officer or member of
235 the Department, except for actions of the Suppression and Rescue Officers on the
236 fire ground or emergency scene with a two-thirds majority;
- 237 (7) Shall authorize all expenditures of general nature and shall not create any
238 indebtedness beyond the income and/or availability of funds. Nor shall the Board
239 disburse any funds for purposes not essential to the objectives and purposes of the
240 Department.
- 241 (8) Shall have all books and records audited annually and additionally if necessary, at
242 the discretion of the Board of Directors by the four (4) Trustees or if required a
243 Certified Public Accountant. The auditor's report shall be submitted to the
244 membership after each audit.
- 245 (9) Shall present to the membership any matter which it believes should be discussed
246 and considered by the membership;
- 247 (10) Shall recommend removal of any Board member upon due provocation. This
248 recommendation must be ratified by a two-thirds majority of voting members
249 present at the next general meeting or a special called meeting.
- 250 (11) Shall retain the right to remove, or request the resignation of, any Board member
251 for whom a conflict of interest situation has arisen;
- 252 (12) Shall hold title to all property of the Department, both real and personal.

253
254 **ARTICLE III DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE**
255 **OFFICERS**
256

257 **A. The President Shall:**

- 258 (1) Preside at all meetings of the Department and preserve order;
- 259 (2) Sign all deeds, leases, mortgages, trust deeds, or other instruments conveying title to
260 real estate or establishing a lien thereon;
- 261 (3) Sign all obligations for the purpose of borrowing money for the Department as
262 directed by the Board;
- 263 (4) Vote on questions in which there is a tie vote;



- (5) Appoint all committees not provided for herein;
- (6) Call committee meetings at any time he/she may deem advisable;
- (7) Be an ex-officio member of all Committees and shall exercise general supervision over their work in order to assure that their objectives are executed in the best possible manner.
- (8) Enforce and carry out the Constitution and By-Laws of the Department, and have such other powers as authorized by this Constitution and By- Laws;
- (9) Prepare a State of the Department at the Annual Meeting
 - a. State of the Department shall include:
 - i. Yearly financial summary
 - ii. Membership summary
 - iii. Review of organizational policy changes

B. The Vice President Shall:

- (1) Perform all the duties of the President during his/her absence due to illness, extended absence, resignation or death;
- (2) Chair the Trial Board.

C. The Recording Secretary Shall:

- (1) Report the minutes of the General and Board of Directors' meetings;
 - a. Copies of all minutes shall be distributed to all members of the Board of Directors within 10 days following the respective meeting.
- (2) Receive and issue receipts for dues paid;
- (3) Maintain the official roll of members and their attendance at meetings and drills;
- (4) Notify, through the Corresponding Secretary, all members who are in arrears in payment of dues;
- (5) Be the custodian of the Corporate Seal and attest to all material required in the execution of the Department business;
- (6) Deliver, to the successor, all properties and records of the Department in his/her possession.

D. The Corresponding Secretary Shall:

- (1) Prepare and distribute Company correspondence as requested by the Board of Directors;



- 298 (2) Record the minutes of all departmental meetings during the Recording Secretary's
299 absence.

300
301 **E. The Treasurer Shall:**

- 302 (1) Maintain a current account of all money received and paid out;
303 (2) Submit at each Board meeting, a detailed written report of all money received and
304 disbursed since the previous meeting, and provide the balances of Company,
305 Operating and Savings accounts;
306 (3) Manage all funds in a bank account or accounts as designated by the Board;
307 (4) Render a full written report of Department income and expenditures yearly at the
308 Annual meeting;
309 (5) Not disburse money without the prior approval of the Department or the Board of
310 Directors;
311 (6) Ensure all bills are paid on time.

312
313 **F. Trustees Shall:**

- 314 (1) Attend meetings of the Board of Directors;
315 (2) Be required to serve as the Chairman of a committee:
316 (3) Conduct an annual audit of Company financial records:
317 (4) Shall make the final decision in response to questions which might arise regarding
318 the interpretation or intent of these By-Laws:
319 (5) The most senior Trustee shall be the Chair of the Trustees
320 a. As Chair be responsible for:
321 a. Manage the Annual Audit
322 b. Compile committee reports
323 c. Performs the function of Parliamentarian

324
325 **ARTICLE IV DEPARTMENT MEETINGS**

326 **A. Regular General Membership Meetings:**

- 327 (1) Shall be held the first Tuesday of each month;
328 (2) The July meeting is designated as the Annual meeting;
329 (3) Shall require a quorum of the Board of Directors, one of which must be either the
330 President or Vice President, and a matching number of active members.



B. Board of Directors Meetings:

(1) Shall be held the fourth Thursday of every month; with the exception of November and December, which shall be held the second Thursday in December;

(2) To be held, shall require a quorum of Board members to be present.

C. Special Meetings:

(1) Shall be called by:

a. The President as required, or

b. Upon written request of five active members, with request stating the purpose of said meeting.

(2) Shall be held only after the Corresponding Secretary has notified all active members, at least 48-hours before the meeting, as to date, time, place and purpose of the meeting;

(3) Shall require a quorum of two-thirds of members in good standing, and no business other than that for which the meeting was called shall be discussed and acted upon.

D. Meeting Cancellations / Changes:

(1) Shall be authorized by the President when:

(2) A holiday occurs on any monthly meeting date;

(3) Severe weather conditions exist;

(4) There is a lack of a quorum of Board Members present; or

(5) Any other extenuating circumstances.

E. Rules of Order:

(1) Robert's Rules of Order shall be the Department's final authority of procedure on parliamentary law not covered by these By-Laws or applicable Anne Arundel County Fire Department Rules & Regulations.

(2) The Company's By-Laws may be suspended under specific special extenuating circumstances in order to allow the company to continue to function properly until such time as the extenuating circumstance has been resolved.

a. Only the specific sections of the by-laws involved in the extenuating circumstance may be suspended and must be suspended by at least a three fourths majority of voting members present at the meeting.

b. The specific section of the by-laws will remain suspended until such time as



the by-laws can either be amended or a suitable solution found to resolve the issue requiring their suspension.

ARTICLE V QUALIFICATIONS FOR COMPANY OFFICERS

A. Line Officers:

- (1) Positions shall be filled by Operational Members with two years of Active Membership which must be immediately preceding the appointment;
- (2) All Line Officers, including the Chief, must meet all Qualification Standards of the Anne Arundel County Fire Department Rules and Regulations.

ARTICLE VI DUTIES AND RESPONSIBILITIES OF COMPANY OFFICERS

A. Previously Appointed or Elected Company Officers

- (1) If necessary, previously appointed or elected Company Officers shall hold their positions until newly appointed Company Officers have been approved by the Board of Directors and the Fire Administrator for Anne Arundel County.

B. The Chief Shall:

- (2) Have full charge of all personnel and equipment during all emergencies;
- (3) Be responsible for the maintenance of all equipment and buildings;
- (4) Be responsible for all training and appointment of drivers;
- (5) Be responsible for the maintenance of House and Running Rules;
- (6) Have the authority to incur obligations for the emergency upkeep of equipment;
- (7) Have the authority to appoint any committee necessary to fulfill his responsibilities;
- (8) Appoint Company Officers.

C. The Captain Shall:

- (1) Rank next to the Chief in authority and be responsible for the projection of his policies and control;
- (2) Act with full authority and responsibility in the Chief's absence;
- (3) Be responsible for the Department's training program;
- (4) Perform all other duties as may be assigned by the Chief.



D. Lieutenants Shall:

- (1) Be responsible for any assignments made by the Chief;
- (2) Perform all other duties as may be assigned by senior officers.

ARTICLE VII STANDING COMMITTEES

A. STATISTICAL COMMITTEE

- (1) Shall be established by the President at the regular February meeting.
- (2) Shall be comprised of the Chief, Recording Secretary and the Membership Committee Chairman.
- (3) Shall post the list of those persons who meet the qualifications for the positions set forth under guidelines mentioned above two weeks prior to the March meeting.

B. CONSTITUTION AND BYLAWS COMMITTEE

- (1) Shall be Chaired by the Vice President.
- (2) Shall be comprised of a minimum of 5 active members, including the Chair, to be determined by the Vice President.
- (3) Shall receive and review all proposed amendments to the Constitution and Bylaws and make recommendations to the membership, prior to voting, providing the proposed amendments have been submitted in writing.
- (4) Shall review the Constitution and Bylaws on a bi-annual basis, or as needed based on extenuating circumstances, to ensure the operations of Maryland City Volunteer Fire Department and Rescue Squad, Inc. are in compliance with the Constitution and Bylaws.

C. Community Relations Committee

- (1) Shall work with residents and local businesses.

D. Ways & Means Committee

- (1) Shall devise and manage fund-raising.
- (2) Is responsible for maintenance and operation of the Hall and related functions.

E. Information Technology Committee

- (1) Shall be responsible to the Board of Directors for general upkeep and good operation of the company's IT assets.



F. Fire Prevention

- (1) Shall be responsible for the annual Open House event and all its functions, as well as any functions relating to Fire Prevention.

G. Membership

- (1) Shall be responsible to the President for maintenance and record keeping for all functions relating to membership of the organization.
- (2) Shall conduct interviews.
- (3) Shall maintain membership materials, including file keeping, coordination with A. A. County, etc.
- (4) Shall coordinate with the Training POC to assist members in obtaining the required training.

H. Awards and Recognition

- (1) Shall coordinate annual awards ceremonies for the company.
- (2) Shall present applicable recognition to deserving members for County and applicable civic groups.
- (3) Shall coordinate company/company member participation in Conventions, Expositions, and similar events.

ARTICLE VIII QUALIFICATIONS FOR ELECTED OFFICES

A. Qualifications for elected or appointed positions:

- (1) Elected officers must be active members in good standing.
 - i. Must not have been absent for three or more consecutive meetings;

B. The President and Vice President:

- (1) Must be an active member for five years, three of which must be immediately preceding the election;
- (2) Must be at least twenty-five (25) years of age;
- (3) Are elected for a two (2) year term. However, the President must be elected on off years from the Vice President.
 - a. The President is elected even years
 - b. The Vice President is elected odd years
- (4) The President may serve no more than three (3) consecutive terms, unless there is no replacement that meets the criteria stated above



C. The Treasurer:

- (1) Must be an active member for three years, two of which must be immediately preceding the election;
- (2) Must have some basic accounting skills;
- (3) Must be at least twenty-five (25) years of age;
- (4) Is elected for a two (2) year term.
 - a. Is elected even years

D. The Corresponding and Recording Secretaries:

- (1) Must be active members for two years, one year of which must be immediately preceding the election;
- (2) Must have some basic office administrative skills;
- (3) Must be at least twenty (20) years of age;
- (4) Are elected for a one (1) year term.

E. The Four Trustees:

- (1) Must be active members for three (3) years, one (1) year of which must be immediately preceding the election;
- (2) Must be at least 21 years of age.
- (3) Trustees are elected for four-year terms, except those Trustees elected to fill the remaining portion of an unexpired term.

F. The Trial Board:

- (4) Must be active members for three (3) years, one (1) year of which must be immediately preceding the election;
- (5) Must be at least twenty-one (21) years of age.
- (6) Trial Board members are elected for two (2) year terms.

- a. The operational member representative is elected even years
- b. The administrative member representative is elected odd years

G. The Chief:

- (1) Must be an active member for five (5) years, three (3) of which must be immediately preceding an election;



- (2) Must meet the qualification standards as set forth in the Anne Arundel County Fire Department Rules and Regulations;
- (3) Must be at least twenty-five (25) years of age;
- (4) Is elected for a two (2) year term.
- (5) The Chief may serve no more than three (3) consecutive terms, unless there is no replacement that meets the criteria stated above

ARTICLE IX NOMINATIONS AND ELECTIONS

- A. Members shall make nominations at the regular March meeting, and nominations shall be left open only if there are no nominations for a particular office.
- B. Nominations shall only be from those persons whose names appear on the Statistical Committee's list of persons qualified to fill the positions for Chief, Administrative Officers, Trustees or Trial Board Members. Nominees must have agreed to serve the Office for which they are being nominated in order for their name to be placed on the ballot.
- C. Elections will take place at the regular April meeting in the following order: (1st) Chief, (2nd) Administrative Officers, (3rd) Trustees, and (4th) Trial Board Members. Voting will be done by secret ballot. All positions up for election must receive a simple majority of the votes cast in order to hold office. If multiple nominees are on the ballot, then a runoff election of the two top nominees will be conducted. If no nominee receives a majority of the vote or there are no qualified members nominated for the position the position goes unfilled.
- D. Any vacancies occurring for any reason during the position's term (i.e. death, resignation, expulsion, etc) shall be filled at a Special election to be held at the next regular meeting following the announcement of the vacancy. Vacancies of elected positions due to no nomination being made, or a nominee being unable to obtain a simple majority of votes cast, will be filled by appointment at the next monthly Board of Directors' meeting. A Member will be appointed by the Board to fill the vacancy. If the appointee lacks the qualifications to fill the position as set forth in the By-Laws, Appointees shall serve in an "acting" capacity. Personnel in acting capacity shall not have the right to make motions or vote in Board proceedings. A special election is required to fill any vacant position or position held by a Member in an acting capacity with a qualified member. At least five active company members are required to call for a special election. This request must be submitted in writing to the President. The special election will be held at the next regular monthly company meeting.
- E. Persons elected at the April meeting will immediately assume their respective duties and serve until the next General election. Outgoing members of the Board must turn over all material related to their position at the conclusion of the general meeting.
- F. The Chief and appointed officers approved by the Board of Directors, will function in an acting capacity until approval by the Anne Arundel County Fire



Administrator[/Chief] to hold the rank they are elected or appointed to within the County fire department.

G. Members may hold only one office. They may run for as many positions as desired, but must take the first one they are elected to and be removed from the nominations for any remaining positions.

H. No more than two members of the same family can be on the board at the same time in either an elected or appointed capacity.

I. For the positions of President, Chief, Vice President or Treasurer, two (2) immediate members of the same family cannot hold office at the same time.

ARTICLE X SUSPENSION POWERS

A. The Chief and President shall have the authority to suspend any member for serious offenses for up to ten (10) days for each offense, after discussing the offense(s) with the member.

B. The term "suspension" shall mean the person is excluded from the building and all Department activities and functions.

C. The term "suspension" shall mean the person is excluded from the building and all Department activities and functions.

D. The Chief may delegate the authority to suspend for up to three (3) days to any Company officer.

E. Charges proffered against any member which, after consultation with the Chief and/or President as appropriate, may require more than a ten (10) day suspension, must be made in writing and submitted to the Trial Board within ten (10) days after the offense. Copies of the written charges are to be given to the Chief, the President, and the member charged.

F. The Board of Directors shall have the authority to suspend the Chief for up to ten (10) days for just cause and due provocation for other than suppression activities.

ARTICLE XI TRIAL BOARD

A. Shall consist of the Vice President, as Chairman, and two active members (one operational, one administrative) elected at the regular April meeting

B. Shall receive written charges proffered against any member within ten (10) days after the offense and complete its review of such matters within ten (10) days after receipt of the charges.

C. A Trial Board member shall be disqualified if such member is a party to any charges brought against the member.

D. The President will appoint an active member to fill any vacancy and shall assume the Chairmanship in the event that the Vice President is disqualified.



E. The Trial Board's recommendation for a member's dismissal from the Department must first be ratified by a majority vote of the active members present at the next regular meeting.

F. The Board of Directors shall act as Trial Board in matters dealing with the Chief, President, or Treasurer. Any decision which recommends a removal from office or dismissal from the Department, must be ratified by the membership as described in Section E above.

ARTICLE XII- RESIGNATION

A. Resignation from the Department:

(1) Shall be accomplished by a member's written submission to the President.

a. The President shall notify the membership chair and the Board of Directors within five (5) days.

(2) When submitting their resignation, all issued gear and equipment must be returned to the appropriate issuing entity.

(3) If the member has Fire Department license tags for their vehicle, these must be returned to the M.V.A. in exchange for regular tags.

(4) A member's failure to return all Department property shall constitute grounds for legal action to recover same or the value thereof.

(5) There shall be a thirty (30) day "cooling off" period in which the resignation may be rescinded. Resignations from membership cannot be rescinded, revoked, or withdrawn after the thirty (30) day "cooling off" period.

(6) After the thirty-day cooling off period, the resignation will be brought before the membership for a matter of record.

(7) After the thirty-day cooling off period, the member must re-apply for membership.

B. Resignation from Office:

(1) Members who hold an office and can no longer fulfill the responsibilities of that office shall submit a letter of resignation to the Board of Directors.

ARTICLE XIII MEMBERSHIP DUES

A. Dues shall be five dollars (\$5.00) for Active, Probationary, and Junior members. Dues for associate members shall be twenty dollars (\$20.00) per year.

B. Dues shall be payable to the Recording Secretary at the regular meeting in January.

C. Charter, Honorary and Lifetime members are excluded from paying dues.



- D. Failure by a member to comply with their dues obligation within a period of sixty (60) days from the first regular meeting in January, member will be placed on a thirty (30) day probation from March General Meeting, with loss of voting and motion-making privileges.
- E. If, after the probationary period, the member still has not met their obligation, they will be terminated from membership.
- F. The Treasurer or the Corresponding Secretary, at the direction of the Recording Secretary, shall send written notices by February 20th concerning a member's delinquent dues.
- G. A member will not be considered delinquent while unemployed, on Family Medical Leave Act (FMLA) or on Military orders.

New members will be charged a fifteen-dollar (\$15.00) application fee.

ARTICLE XIV CONVENTION DELEGATES AND ALTERNATES

- A. The President and Chief or their representatives shall be the permanent delegates to any activity requiring delegates and alternates.
- B. Any additional delegates and alternates shall be selected by the Board of Directors.
- C. The President and Chief shall be authorized to make emergency appointments of any required delegates and alternates where necessary to meet deadlines.
- D. The Board of Directors shall determine the necessity and amount of compensation to be paid to any delegate or alternate in connection with their attendance at an approved activity. All expenditures must be authorized in advance.

ARTICLE XV AMENDMENTS

- A. Proposed amendments must first be submitted to the By-Laws Committee for its review and consideration.
- B. All proposed amendments to be considered by the By-Laws Committee must be accompanied by the signature of at least five members in good standing, along with a justification statement.
- C. The By-Laws Committee must recommend its approval or disapproval of any proposed amendments prior to voting by the general membership.
- D. All proposed amendments shall be read at a regular meeting and posted for twenty-five (25) days prior to the meeting in which the voting will take place. Enactment of changes shall require an affirmative vote of not less than two-thirds of the voting members present.



660 **ARTICLE XVI OTHER FUNCTIONS**

- 661 A. Provision is provided for the establishment and operation of separate entities (i.e. Cadet
662 Corps, Auxiliary, etc.) supporting our mission as outlined in Section 3 of the
663 Constitution.

664 **END OF BYLAWS**

665 ###

666



APPENDIX A

I _____ have received a copy of
Maryland City Volunteer Fire Department and Rescue Squad Incorporated's
Constitution and Bylaws. I have reviewed and understand the Constitution and
Bylaws and agree to comply with all directions.

Signature

Date

MEMBERSHIP COMMITTEE USE ONLY BELOW LINE

Date Appendix A Received

Date Member Voted In

Received By (Name, Please Print)

Date Filed