

**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 July 2024**



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## REVISION HISTORY

DATE OF REVISION	REVISION	APPROVED DATE
June 2002	Bylaws Amended	June 2002
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MARYLAND CITY VOLUNTEER FIRE DEPARTMENT AND RESCUE SQUAD INCORPORATED  
CONSTITUTION AND BYLAWS

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# 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**

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## 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



President;

4. Must participate on a Committee as a requirement of membership;
5. May hold any office for which qualified, as prescribed by these By-Laws;
6. Shall be placed on a ninety (90) day probationary period for failing to comply with the yearly attendance requirements with respect to meetings and mandatory Company activities as noted in #3 above, or if absent from three or more consecutive meetings without a written excuse submitted either via company website, e-mail, or on standard letter-size paper to the Recording Secretary within seven (7) days of the meeting/activity.
  - a. If the person is still not complying with attendance requirements after the ninety (90) day probationary period is over, they may be brought up before the membership for dismissal. 2/3 majority vote shall be required to dismiss said member.
7. Any active member placed on a ninety (90) day probation period shall be denied the right to vote or hold office during the probationary period.

ii. Operational

1. To participate in fire and/or rescue activities, a member must:
  - a. meet prescribed qualification standards as outlined in the Anne Arundel County Fire Department's Rule and Regulations.
  - b. maintain operational status (remain on County Database)
  - c. contribute a minimum of twelve hours of duty to the Company each month, averaged quarterly;
2. Attendance of training, meetings or other events approved by the Company may be applied towards the time requirement.

iii. Administrative

1. Administrative members must provide a minimum of twelve hours of duty to the Company each month, averaged quarterly;

d. Junior Members:

- i. Junior membership is open to all persons sixteen (16) or seventeen



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



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

157

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

- 159 (1) Members in good standing shall submit to the Membership Committee Chair a  
160 written request for a leave of absence covering a period of not less than ninety (90)  
161 days nor more than six (6) months. The Membership Chair shall submit to the Board  
162 of Directors for consideration at the next regularly scheduled board meeting. The  
163 Board shall approve or deny the request by majority vote.

- 164 a. If more than six (6) months is needed, a request for an extension must be  
165 submitted to the Board of Directors.

- 166 i. If no request for extension is received, and the member has not  
167 requested a return to active participation, the individual shall be  
168 automatically placed on probation as described in Article 1  
169 §B.(1)c.i.6.

- 170 1. Acceptable reasons for a leave of absence will include  
171 medical, personal or work-related and military obligations.  
172 This request will then be submitted for acceptance or  
173 rejection, to the Board of Directors at their next Board of  
174 Directors meeting.

- 175 b. Leaves of absence for military duty are automatically approved for the length  
176 of period needed to fulfill the military requirements. However, members  
177 must still submit a request for the leave of absence, in writing.

- 178 i. This section shall be interpreted to mean non-permanent orders,  
179 deployments, etc. Permanent change of station (PCS) shall require  
180 the member to resign or transition to associate member, at their  
181 discretion and subject to the requirements outlined herein.

182

183 **D. Membership Oath:**

- 184 (1) At the discretion of the President, the following oath will be administered to all new  
185 members of the Department:

- 186 a. "I, [name], promise to abide by the Constitution, By-Laws, and Rules and  
187 Regulations of the Maryland City Volunteer Fire Department and Rescue  
188 Squad, Inc., and to faithfully perform my assigned duties as a member of this



189 organization to the best of my ability."

190

191 **E. Membership Conduct Code:**

192 (1) All members shall observe high standards of honor in their conduct of their activities  
193 so as not to bring dishonor upon the Department and its members.

194 (2) All members shall conform to and obey all applicable laws, ordinances, rules and  
195 regulations of the Department, and the County as prescribed in the A. A. Co. Fire  
196 Department's Rules and Regulations, and obey all lawful and reasonable directions  
197 made by or given by Company officers.

198 (3) All members shall not at any time be guilty of conduct prejudicial to the order,  
199 reputation and discipline of the Department.

200 (4) Non-constructive criticism of Company officers, discourtesies to the public, or to  
201 other members of the Department, unjust treatment of officers or members and  
202 movement tending to create dissension or appearing to ignore responsible officials,  
203 will be considered breaches of discipline.

204 (5) All members are strictly required in their relations with each other, whether social or  
205 official, to observe a courteous demeanor.

206 (6) Members shall not report for duty under the influence of any illegal or illicit drugs  
207 or intoxicants and shall not use any drugs or intoxicants while on duty.

208 (7) The use of profanity and/or indecent, abusive, obscene, immoral or other improper  
209 remarks in or about the fire station or on the fire grounds or any time while  
210 representing the department is absolutely prohibited.

211 (8) Neglect or abuse of the property of the Department or of the County entrusted to  
212 members is strictly prohibited.

213 (9) Members shall be courteous and helpful in their relations with the public and strictly  
214 observe the rules of cleanliness of their persons and surroundings.

215 (10) All members shall observe the chain-of-command in the conduct of official  
216 business of the Department.

217

218 **ARTICLE II BOARD OF DIRECTORS**

219

220 **A. The Board of Directors**

221 (1) Shall maintain membership in good standing;

222 (2) Shall be comprised of the President, Vice President, Treasurer, Recording and  
223 Corresponding Secretaries, Chief, and the four (4) Trustees. The President shall  
224 function as the Chairman of the Board, and in his/her absence the Vice President  
225 shall assume this duty;

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

### **ARTICLE III DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS**

#### **A. The President Shall:**

- (1) Preside at all meetings of the Department and preserve order;
- (2) Sign all deeds, leases, mortgages, trust deeds, or other instruments conveying title to real estate or establishing a lien thereon;
- (3) Sign all obligations for the purpose of borrowing money for the Department as directed by the Board;



- (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



- 299 Directors;
- 300 (2) Record the minutes of all departmental meetings during the Recording Secretary's
- 301 absence.

302

303 **E. The Treasurer Shall:**

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

314

315 **F. Trustees Shall:**

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

326

327 **ARTICLE IV DEPARTMENT MEETINGS**

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

- 329 (1) Shall be held the first Tuesday of each month;
- 330 (2) The July meeting is designated as the Annual meeting;
- 331 (3) Shall require a quorum of the Board of Directors, one of which must be either the



332 President or Vice President, and a matching number of active members.

333  
334 **B. Board of Directors Meetings:**

- 335 (1) Shall be held the fourth Thursday of every month; with the exception of November  
336 and December, which shall be held the second Thursday in December;  
337 (2) To be held, shall require a quorum of Board members to be present.

338  
339 **C. Special Meetings:**

- 340 (1) Shall be called by:  
341 a. The President as required, or  
342 b. Upon written request of five active members, with request stating the  
343 purpose of said meeting.  
344 (2) Shall be held only after the Corresponding Secretary has notified all active  
345 members, at least 48-hours before the meeting, as to date, time, place and purpose of  
346 the meeting;  
347 (3) Shall require a quorum of two-thirds of members in good standing, and no business  
348 other than that for which the meeting was called shall be discussed and acted upon.

349  
350 **D. Meeting Cancellations / Changes:**

- 351 (1) Shall be authorized by the President when:  
352 (2) A holiday occurs on any monthly meeting date;  
353 (3) Severe weather conditions exist;  
354 (4) There is a lack of a quorum of Board Members present; or  
355 (5) Any other extenuating circumstances.

356  
357 **E. Rules of Order:**

- 358 (1) Robert's Rules of Order shall be the Department's final authority of procedure on  
359 parliamentary law not covered by these By-Laws or applicable Anne Arundel  
360 County Fire Department Rules & Regulations.  
361 (2) The Company's By-Laws may be suspended under specific special extenuating  
362 circumstances in order to allow the company to continue to function properly until  
363 such time as the extenuating circumstance has been resolved.  
364 a. Only the specific sections of the by-laws involved in the extenuating  
365 circumstance may be suspended and must be suspended by at least a three  
366 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. 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



475 replacement that meets the criteria stated above

476 **C. The Treasurer:**

477 (1) Must be an active member for three years, two of which must be immediately  
478 preceding the election;

479 (2) Must have some basic accounting skills;

480 (3) Must be at least twenty-five (25) years of age;

481 (4) Is elected for a two (2) year term.

482 a. Is elected even years

483

484 **D. The Corresponding and Recording Secretaries:**

485 (1) Must be active members for two years, one year of which must be immediately  
486 preceding the election;

487 (2) Must have some basic office administrative skills;

488 (3) Must be at least twenty (20) years of age;

489 (4) Are elected for a one (1) year term.

490

491 **E. The Four Trustees:**

492 (1) Must be active members for three (3) years, one (1) year of which must be  
493 immediately preceding the election;

494 (2) Must be at least 21 years of age.

495 (3) Trustees are elected for four-year terms, except those Trustees elected to fill the  
496 remaining portion of an unexpired term.

497

498 **F. The Trial Board:**

499 (4) Must be active members for three (3) years, one (1) year of which must be  
500 immediately preceding the election;

501 (5) Must be at least twenty-one (21) years of age.

502 (6) Trial Board members are elected for two (2) year terms.

503 a. The operational member representative is elected even years

504 b. The administrative member representative is elected odd years

505

506 **G. The Chief:**

507 (1) Must be an active member for five (5) years, three (3) of which must be immediately  
508 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: (1<sup>st</sup>) Chief, (2<sup>nd</sup>) Administrative Officers, (3<sup>rd</sup>) Trustees, and (4<sup>th</sup>) 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



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

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

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

557 I. For the positions of President, Chief, Vice President or Treasurer, two (2) immediate  
558 members of the same family cannot hold office at the same time.  
559

## 560 **ARTICLE X SUSPENSION POWERS**

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

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

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

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

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

575 F. The Board of Directors shall have the authority to suspend the Chief for up to ten (10)  
576 days for just cause and due provocation for other than suppression activities.  
577

## 578 **ARTICLE XI TRIAL BOARD**

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

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

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

586 D. The President will appoint an active member to fill any vacancy and shall assume the  
587 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 20<sup>th</sup> 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.

## ARTICLE XVI OTHER FUNCTIONS

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

## END OF BYLAWS

###



## 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

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\_\_\_\_\_  
Date Appendix A Received

\_\_\_\_\_  
Date Member Voted In

\_\_\_\_\_  
Received By (Name, Please Print)

\_\_\_\_\_  
Date Filed