

**CARROLL MANOR FIRE COMPANY, INC.
ADAMSTOWN, MARYLAND**



BYLAWS

Revised August 13, 2008

Carroll Manor Fire Company, Inc.

BYLAWS

History

- 02/28/03 C. Benfield As Chairperson of the by-laws committee for 2003, took the hard copy and multiple electronic files and merged them into this document.
- 04/09/03 C. Benfield Adopted - Changed Page 1 to add company 28. Pages 3-8 Changed Policies and Procedures to Guidelines. Changed “met LOSAP” to “met AOG No. 010”. Under Cadet Member and Cadet Associate Member added the following line. “They will have no voting privileges and cannot hold an office.”
Changed Administrative Policies and Procedures to AOG (Administrative Operating Guidelines). Changed Operational Policies and Procedures to SOG (Standard Operating Guidelines).
- 05/14/03 C. Benfield Adopted – Article III changes
Section 1, Changed election procedures
Section 6, Changed eligible to vote from LOSAP to AOG No. 010
Section 7, Changed eligibility; 2 years to 1 year, LOSAP to AOG No. 010, and added that Line Officers must qualify under SOG No. 2
Changed Administrative Policies and Procedures to AOG (Administrative Operating Guidelines). Changed Operational Policies and Procedures to SOG (Standard Operating Guidelines).
- 08/13/03 C. Benfield Adopted – Article IV, V and VI changes
Changed “LOSAP” to “AOG No. 010”. Changed notification through Frederick County Communications Center to Alpha Pages. Changed wording to make offices non-gender specific. Removed from the secretary’s duties “F Shall be the Chairperson for LOSAP and maintain all respective records.”

Changed Administrative Policies and Procedures to AOG (Administrative Operating Guidelines). Changed Operational Policies and Procedures to SOG (Standard Operating Guidelines).
- 11/12/03 C. Benfield Adopted – Changed Section 2.A Associate Member - to allow Associate Members the privilege to vote if they qualify under AOG No. 010.

Carroll Manor Fire Company, Inc.
BYLAWS

- 05/12/04 C. Benfield Adopted – Changed – Article I changes
Membership, Deleted Associate Member
Section 1, Deleted must live in first due area
Section 1.B, Added An In-Active member does not have the
privilege to vote.
Section 3, Deleted must live in first due area
Article II changes
Section 1, Added dues are due by January 1st of each year
Section 2, Added Any member who has not paid their dues by
February’s Company meeting will be classified as an In-Active
member.
Article III changes
Section 7, Changed 1 year general membership to 1 year
Active general membership
- 09/8/04 C. Benfield Adopted – Added to – Article III Section 7
The 1 year, does not include probation period or any time
suspended for disciplinary action.
- 11/10/04 C. Benfield Adopted – Added to – Article V Section 5 E
Vacancies must be filled by qualified personnel.
- 11/09/05 C. Benfield Adopted – Change to – Article III Section 7 Eligibility
Change so members living outside the 1st due area can hold an
office in CMFC, except for the offices of President, Vice
President, Treasurer, and any Chief Office.
- 12/14/05 C. Benfield Adopted – Added to – Article VII Section 3
Expulsion from CMFC.
Change to – Article I Membership
Added Junior members and Respond Group. Added if a
member is denied membership, they must wait 1 yr to reapply,
and can only apply twice in 5 yrs.
Change to – Article III
Section 3 – Dropped the Sergeants and added a Captain and a
Lieutenant to put CMFC in line with the county officers.
Changed so only the Chief and Deputy Chief are elected.
Added appointed officers must be approved by the Executive
Board.
Section 7 - Added persons living outside the 1st due must also
meet AOG/SOG requirements.
Added Article V Section 5 I - The Executive Board shall
approve all appointed offices and positions in CMFC.

Carroll Manor Fire Company, Inc.
BYLAWS

- 08/09/06 C. Benfield Adopted – Change to – Article I
Changed from Active Emergency Response Member and
Active Non-Emergency Response Member to just an Active
Member
- 10/11/06 C. Benfield Adopted – Change to – Article III, Section 1
By November 1st, the LOSAP Committee and the Training
Officer shall post a list in each station, of the members that are
eligible to vote and hold office.
- Adopted – Change to – Article III, Section 2
Dropped Lieutenants and added Battalion Chiefs
- Adopted – Change to – Article VII, Section 2
Added, changing By-laws twice yearly only.
- 08/13/08 C. Benfield Included the new Mission Statement that was voted on last
year.
- Adopted – Change to – Article I, Section 5
Changed the name of the Respond Group, to Youth Group.
- Adopted – Change to – Article I, Section 7
Changed Life Member to 25 years of qualified service, and
drop the limit to the number of life members.
- Added Article V, Section 7 - Disciplinary Committee

Carroll Manor Fire Company, Inc.
BYLAWS

Table of Contents

Mission Statement.....	1
ARTICLE I.....	2
MEMBERSHIP.....	2
Section 1 Active Membership.....	3
Section 2 In-Active Membership.....	4
Section 3 Cadet Membership.....	5
Section 4 Junior Member.....	6
Section 5 Youth Group.....	6
Section 6 Auxiliary Member.....	6
Section 7 Life Member.....	6
Section 8 Honorary Member.....	7
ARTICLE II.....	8
DUES.....	8
Section 1 Annual Dues.....	8
Section 2 Dues in Arrears.....	8
ARTICLE III.....	9
OFFICERS AND THEIR ELECTIONS.....	9
Section 1 Annual Election.....	9
Section 2 Executive Officers.....	10
Section 3 Line Officers.....	11
Section 4 Voting.....	11
Section 5 Office Terms.....	12
Section 6 A Quorum.....	12
Section 7 Eligibility.....	13
ARTICLE IV.....	14
MEMBERSHIP MEETINGS.....	14
Section 1 Regular Meetings.....	14
Section 2 Special Meetings.....	14
Section 3 A Quorum.....	14
Section 4 Order of Business.....	15
ARTICLE V.....	16
DUTIES OF EXECUTIVE OFFICERS.....	16
Section 1 President.....	16
Section 2 Vice President.....	17
Section 3 Secretary and Assistant.....	18
Section 4 Treasurer and Assistant.....	19
Section 5 Executive Board.....	20
Section 6 General Duties of the Executive Officers.....	21
Section 7 Disciplinary Committee.....	22
ARTICLE VI.....	23
DUTIES OF THE LINE OFFICERS.....	23
Section 1 General Duties of the line Officers.....	23

Carroll Manor Fire Company, Inc.
BYLAWS

ARTICLE VII25
MISCELLANEOUS25
 Section 1 Length of Service Award Program (LOSAP)25
 Section 2 Changing the By-Laws25
 Section 3 Expulsion from CMFC25

**CARROLL MANOR FIRE COMPANY, INC.
ADAMSTOWN, MARYLAND**

BYLAWS

Mission Statement

Our Vision...

To be recognized as leaders in our profession, and as community role models. To provide responsive services to the citizens by wisely investing in training, education and equipment. To be accountable to each other and strive to promote one another's abilities as we guide the company into the future.

Our Mission Statement...

The mission of the Carroll Manor Fire Company is to protect the lives, property, and environment of the citizens of our community by providing the highest level of service through fire prevention, public education, fire suppression, emergency medical services, and the mitigation of the effects of natural and man made disasters consistent with the resources and funding available.

Revised August 13, 2008

ARTICLE I

MEMBERSHIP

Carroll Manor Fire Company, Inc., does not discriminate based on race, color, creed, sex, age, national origin, marital status, political or religious affiliation or opinion and physical or mental disability except in such case where the disability or condition would preclude the individual from adequately doing the tasks involved:

There shall be seven (8) categories of membership within the Company.

1. Active Member
2. In-Active
3. Cadet
4. Junior Member
5. Youth Group
6. Auxiliary Member
7. Life Member
8. Honorary Member

Revised August 09, 2006

Carroll Manor Fire Company, Inc.
BYLAWS

Section 1 Active Membership

An Active Member in this Company shall be 18 years of age or older, who were members of CMFC at the time of the execution of the present Charter and these Bylaws, or who may hereinafter be elected to membership in accordance with said Charter and Bylaws and shall likewise subscribe to the same.

An application form (attachment I) for membership shall be submitted with at least three references and shall be accompanied by the annual dues.

Upon receipt of said application for membership, it will be turned over to the Personnel Committee for investigation before the next regular Company meeting. Hereafter Company meeting refers to regular Company membership meeting described in Article IV Section 1. If the Personnel Committee approves the application, it will be presented at the next company meeting, and the applicant will be placed on six (6) month's probation. The applicant must be present unless excused by the Personnel Committee.

In case of an unfavorable report the applicant will be sent a letter of denial.

The applicant, upon approval, will be given a copy of the CMFC Bylaws, SOG's, AOG's, and a LOSAP Application at the orientation meeting with the Personnel Committee. During the probationary period members are required to conform to the Bylaws, Administration and Operation Guidelines. Probationary members have the privilege of the floor, but not the privilege of vote at Company meetings. At the end of their six-month probationary period they may be elected to Active membership by majority vote of those members present at the Company meeting. If said Applicant does not meet approval, a six month probation can be extend only, if it is recommend by the Personal Committee or the Executive Board. An applicant can only be grant 1 six-month extension. A denied applicant must wait one (1) year from the date of denial before they can reapply for membership, and an applicant can only apply twice in a five (5) year period.

Revised August 09, 2006

Carroll Manor Fire Company, Inc.
BYLAWS

An Active Member will qualify as either an Emergency Response or Non-Emergency Response Member. An Active Member is one who has paid current dues. All members will be required to support company activities such as fundraisers, company meetings, and other general activities.

To be an Emergency Response member the person must maintain the guidelines under SOG No. 2.

A Non-Emergency Response Active Member is one who supports company activities, but because of age, physical condition, or other mitigating circumstances cannot take part in active fire fighting or rescue work. A Non-Emergency Response Active Member must also qualify under AOG No. 010.

Section 2 In-Active Membership

An In-Active Member is a member who is still a member of Carroll Manor Fire Company, but who does not participate in any company activities. An In-Active member will include all members that did not meet the requirements for an Active Member under Article I Section 1.A Active Membership, and whose dues for the current year are paid; or whose dues are in arrears, as outlined in Article II, Section 2; or members suspended through disciplinary actions; or members who have not begun appropriate training within the time specified. An In-Active member does not have the privilege to vote. They will be given the privilege of the floor at company meeting, but will be ineligible to make a motion or second a motion on the floor.

Revised August 09, 2006

Carroll Manor Fire Company, Inc.
BYLAWS

Section 3 Cadet Membership

The Cadet Membership program with CMFC is restricted and intended to prepare persons 16 to 18 years of age with the knowledge and skill required to better serve the Company. Cadet members may serve only with written permission from their parents/legal guardian.

An application form (attachment I) for Cadet membership shall be submitted with at least three references and shall be accompanied by the annual dues.

Upon receipt of said application for Cadet membership it will be turned over to the Personnel Committee for investigation before the next regular Company meeting. If the Personnel Committee approves the application, it will be presented at the next company meeting, and the applicant will be placed on six month's probation. The applicant must be present unless excused by the Personnel Committee.

In case of an unfavorable report the applicant will be sent a letter of denial.

The applicant, upon approval, will be given a copy of the CMFC Bylaws, SOG's, AOG's, and a LOSAP Application at the orientation meeting with the Personnel Committee. During the probationary period members are required to conform to the Bylaws, Administration and Operation Guidelines. Probationary members have the privilege of the floor, but not the privilege of vote at Company meetings. At the end of their six-month probationary period they may be elected to Cadet membership by majority vote of those members present at the Company meeting. If said Applicant does not meet approval, a six month probation can be extend only, if it is recommend by the Personal Committee or the Executive Board. An applicant can only be grant 1 six-month extension. A denied applicant must wait one (1) year from the date of denial before they can reapply for membership, and an applicant can only apply twice in a five (5) year period. Upon the Cadet member's 18th birthday, he/she will become a full member. Cadet members will have no voting privileges and cannot hold an office.

Revised August 09, 2006

Carroll Manor Fire Company, Inc.
BYLAWS

Section 4 Junior Member

Junior membership is open to anyone twelve (12) to fifteen (15) years old. The Junior program is to prepare the member for the Cadet program. The President will appoint an Active General member as an advisor to oversee this group. When a Junior Member reaches the age of sixteen (16), they may apply for membership as a Cadet Member and must complete the six (6) month probation, the same as any Cadet Member candidate.

Section 5 Youth Group

The Youth Group is open to anyone five (5) to eleven (11) years old. The Youth Group is to introduce kids to the fire company and fire safety. The President will appoint an Active General member as an advisor to oversee this group. When a Youth Group member reaches the age of twelve (12), they may automatically advance to a Junior Member.

Section 6 Auxiliary Member

The Auxiliary of the Carroll Manor Fire Company is hereby declared an affiliate organization.

Section 7 Life Member

Life membership will be bestowed upon a member of CMFC who has faithfully met a minimum of 25 AOG No. 010 qualified years with CMFC by December 31st; they will be awarded a Life Membership at the next annual Company banquet. All members who currently qualify will receive a Life Membership at the next annual Company banquet. A Life Member will have full privileges as a general member; which includes full voting privileges, but is exempt from paying dues.

Revised August 13, 2008

Carroll Manor Fire Company, Inc.
BYLAWS

Section 8 Honorary Member

Carroll Manor Fire Company hereby establishes an Honorary Membership for persons to be nominated by the board of directors for just cause and be confirmed at any regular Board Meeting. Honorary members will not be limited to persons within the First due area. They will have no privilege to vote or hold office. They will have rights and privileges to use Company property and attend social functions.

Revised August 09, 2006

ARTICLE II

DUES

Section 1 Annual Dues

The annual dues of each member of this company shall be two dollar (\$2.00), and are due by January 1st of each year. Any member who is delinquent in payment of the current year's dues shall not be entitled to vote for the officers of the Company at its Annual Election or at any other election and at no time upon questions of finance, and shall not be eligible to hold any elective or appointive office of the Company. The Executive Board shall have the authority to remit the dues of the Company Chaplain, Full-time Military Duty Member, and other members as it may elect.

Section 2 Dues in Arrears

Any member who has not paid their dues by February's Company meeting will be classified as an In-Active member. Any member who is in arrears 12 months and 1 day in payment of dues shall be dropped from the membership roster. Such former member may be reinstated only upon reapplication for membership, accompanied by the dues for the delinquent year and the current year, and voted upon at a regular meeting of the Company, however the member need not be present when application for reinstatement is submitted and such application may be voted upon at the same meeting.

ARTICLE III

OFFICERS AND THEIR ELECTIONS

Section 1 Annual Election

The Annual Election of Officers shall be held at the stated meeting place of the CMFC on the second Wednesday in December of each year, unless deferred because of any emergency over which the CMFC has no control. At the October meeting of the CMFC, a nominating committee consisting of six (6) members shall be appointed by the President.

This committee shall announce its list of candidates for each office at the November membership meeting. At that time the committee will take nominations from the floor for each office. This list must be posted at both stations two (2) weeks before the December membership meeting. By November 1st, the LOSAP Committee and the Training Officer shall post a list in each station, of the members that are eligible to vote and hold office. Before the December membership meeting the Nominating Committee shall verify that all the candidates are qualified to hold the position they are nominated for, and produce a ballot for each position. These ballots will contain the title of the position and the candidates running for that position. The ballot will also contain two (2) blank lines for nominations from the floor. It will be the responsibility of each member who is eligible to vote, to pick up their ballots from the Nominating Committee chairperson, or the chairpersons designate before the start of the December membership meeting.

These nominations plus any nominations from the floor for each office shall be voted upon separately as further provided in this article. The President shall select three (3) members of the CMFC to be election tellers. The three (3) tellers shall be responsible for the ballots, and when voting is closed those three (3) tellers shall count the ballots and report the results to the President, who shall read them before the members present.

Revised October 11, 2006

Carroll Manor Fire Company, Inc.
BYLAWS

Upon the conclusion of the election, the tellers will place all ballots in a sealed envelope. The sealed envelope is to be given to the Secretary. The Secretary will retain the ballots in a locked cabinet at the station, for 30 days. If the election has not been challenged, in writing to the President, within 30 days of the election, the Secretary is to destroy the ballots. If the election is challenged, in writing to the President, within 30 days of the election, the President will call a special Executive Board meeting, at which time the envelope will be unsealed.

Section 2 Executive Officers

The following Executive Officers of the Company shall be elected by a majority vote, of all members present and voting at the Annual Election of the Company:

President*
Vice President
Secretary
Assistant Secretary
Treasurer
Assistant Treasurer
Chaplain
Assistant Chaplain
Directors (two or more)**

**Elected for a two-year term, with election held on the even numbered year (2002).*

***Elected two per year for a three-year term for a total of six Directors.*

Revised May 14, 2003

Carroll Manor Fire Company, Inc.
BYLAWS

Section 3 Line Officers

The following Line Officers of the Company shall be elected by a majority vote of all members present and voting at the annual election of the company.

Chief*
Deputy Chief

**The Chief will be elected for a two-year term with election held on an odd numbered year (2003).*
Qualified candidates for Chief and Deputy Chief shall be voted upon separately in the foregoing order of rank.

The following Line Officers shall be recommended for appointment by majority vote of the newly elected Chief Officers. In the event of a tie the President can cast the tie-breaking vote.

Assistant Chief (2)
Battalion Chief (Max of 2)
Captain (Max of 2)

It is at the digression, of the newly elected Chief Officers to fill a maximum of two 2 Battalion Chiefs, and two 2 Captains. Battalion Chief, and Captain positions could be left vacant. Qualified candidates for Assistant Chief, Battalion Chief, and Captain shall fill out an application to be considered for the position. Applications shall be due by the third Wednesday of December, and the incoming Chief Officers shall render a decision by no later than December 30th.

Section 4 Voting

A majority vote of those present entitled to vote and voting, shall be required for the election of any officer. In the event of a tie vote, a vote should be taken no more than three (3) times and thereafter settled with a flip of a coin upon a third tied vote.

Revised October 11, 2006

Carroll Manor Fire Company, Inc.
BYLAWS

Section 5 Office Terms

The term of office of each elective officer shall be one (1) year or until his successor shall have been installed, except that the term of office of each Director shall be three (3) years, and the Chief and President shall be 2 years. All incoming elected Officers and Directors take office January 1, at 0001 hours. Appointed officers server for one years, and must reapply every year, and they will take office at 0001 the day after the first Executive Board meeting of the new year.

Section 6 A Quorum

A quorum of at least twenty-five (25) eligible voting members shall be required for the election of Executive and Line Officers of the CMFC. An eligible member is one who has qualified under AOG No. 010 to vote, with exception of Life Members who have full voting privileges.

Revised May 14, 2003

Carroll Manor Fire Company, Inc.
BYLAWS

Section 7 Eligibility

To be eligible to hold an office a person must have at least 24 months as an Active General Member at CMFC qualifying under AOG No. 010. The 24 months does not include probationary period or any time suspended for disciplinary action.

No member shall hold more than one (1) Executive Office position or more than one (1) Line Office position, and cannot be President and Chief at the same time. However, any eligible member can hold one (1) Executive Office and one (1) Line Office, if elected thereto.

Any member wanting to hold a Line Office must also qualify under SOG No. 14.

To hold the offices of President, Vice President, Treasurer, and any Chief Office, the member must live within the first due area of CMFC. Any member who has previously held one of these positions, may be elect to any of these positions, even if they are living outside the first due area, as long as they meet the current AOG and/or SOG requirements.

- All elected officer candidates must be fully qualified under AOG and/or SOG on election night.

Revised December 14, 2005

ARTICLE IV

MEMBERSHIP MEETINGS

Section 1 Regular Meetings

Regular meetings of the CMFC shall be at station 14, Adamstown, Maryland, on the second Wednesday of each month at the hour of 7:30 P.M. The President has the authority to cancel and/or reschedule regular meetings due to uncontrollable emergency conditions (for example: weather related, fire/rescue incidents, death, etc.) Notification of the change will be made through the Alpha pagers. The rescheduled time will be posted at both stations at least five (5) days prior to the meeting time.

Section 2 Special Meetings

The President shall call special meetings of the membership upon the written request of nine (9) members of the Executive Board. A copy of a notice of any special meeting shall be posted at both stations at least five (5) days prior to the meeting time. Notification will also be made via the Alpha pagers. Such a notice shall specify the object of such a special meeting and no other business than that specified shall be transacted at that meeting.

Section 3 A Quorum

A quorum of at least twenty-five (25) eligible members shall be required for the transaction of business at any regular or special meeting of the CMFC, except for the election of officers as provided in Article III, Section 6., of these By-Laws. An eligible member must qualify under AOG No. 010, with the exception of Life Members.

Carroll Manor Fire Company, Inc.
BYLAWS

Section 4 Order of Business

The following shall be the order of business at required regular meetings of the Company:

1. Reading of the Minutes of the previous meeting
2. Report of the Treasury
3. Committee Reports
4. Old Business
5. New Business
6. Proposals of New Members
7. Balloting on Applications for Membership
8. Election of Executive Officers (at yearly elections)
9. Election of Line Officers (at yearly elections)
10. Secretary casting Ballot for All Officers who ran unopposed in Election.

Revised August 13, 2003

ARTICLE V

DUTIES OF EXECUTIVE OFFICERS

Section 1 President

The President shall preside at all meetings of the CMFC and at meetings of the Executive Board and shall perform all other duties pertaining to the office or as specified in these By-Laws.

- A. Call meetings to order at the appointed time; preside at all meetings; announce the business before the assembly in its proper order; state and put all questions properly brought before the assembly; preserve order and decorum; and decide all questions of order (subject to an appeal).
- B. The President is responsible for maintaining the Company's Administrative Operating Guidelines (AOG).
- C. In all cases of a tie vote the President would cast the deciding vote. Where the vote is by ballot, the President can vote. On a tie ballot vote, the president will flip a coin.
- D. By the February Meeting shall appoint all Standing Committees as confirmed by the Executive Board.
- E. Appoint all Special Committees.
- F. Call all Special Executive Board and Company Meetings.
- G. Represent the Company at official functions.
- H. Has the authority to suspend or expel a member.

Carroll Manor Fire Company, Inc.
BYLAWS

- I. Perform those duties of office as defined by Robert's Rules of Order.
- J. At the termination of this Office the President will automatically serve on the Executive Board for a year. This position on the Board will not hinder the past President from holding another executive office.

Section 2 Vice President

In the case of a vacancy in the office of the President, absence of or if the President deems necessary, the Vice President shall preside and perform the duties of the President.

Revised August 13, 2003

Carroll Manor Fire Company, Inc.
BYLAWS

Section 3 Secretary and Assistant

The Secretary shall conduct all correspondence on behalf of the CMFC, and shall perform all other duties formally pertaining to this office or specified in these By-Laws.

- A. The Secretary, or in his/her absence, the Assistant Secretary, shall keep a correct record of the minutes of the Company and Executive Board in a Minute Book, and maintain a copy of the minutes at the Station.
- B. The Secretary shall call special meetings of the CMFC when directed by the President, by posting a copy of a notice of such meetings at both stations, at least five (5) days prior to the hour of such a meeting. Notification will also be made via the Alpha pagers.
- C. The Secretary shall notify all officers of their election and the Chairman of all committees of their appointment in case they are not present when elected or appointed.
- D. Shall keep a record of the members of the CMFC, receiving and recording their dues and return the same over to the Treasurer.
- E. Make notification to all new applicants of their election status for membership.

Revised August 13, 2003

Carroll Manor Fire Company, Inc.
BYLAWS

Section 4 Treasurer and Assistant

The Treasurer, or in his/her absence, the Assistant Treasurer shall perform the following duties:

- A. Receive and account for all money and funds of the CMFC, shall hold the same for the use and operations of the CMFC subject to the orders of the Executive Board of the CMFC.
- B. Shall make no payments or disbursements of such money or funds without said authority. Such payment or disbursements will be made by check which has the appropriate two (2) signatures of President and Treasurer or Assistant Treasurer.
- C. Responsible to turn over each month all records to the accountant to balance the Treasury and return a statement for presentation at the monthly meeting.
- D. All records will be maintained in an orderly fashion and kept at the station in the administrative office files.
- E. All funds shall be deposited in a depository so designated by the Executive Board of the CMFC.
- F. Reading of Treasury Report at monthly meetings should be only the previous balances, total deposits and total expenditures and final balance. Any large transactions should be noted as well as specific donations. The report will be available for any member to review at the station.

Revised August 13, 2003

Section 5 Executive Board

The Executive Board shall consist of the President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Chief, six (6) Directors and Auxiliary President. All members of the Executive Board have the right to vote. Specific duties of the Board are as follows:

- A. The Board shall have final control over all property and funds of the CMFC after presentation to the membership with the exception of purchases under \$10,000.
- B. The Board has the authority to suspend from office or from CMFC, until the next regular Company meeting, any officer or member who fails to perform their duties.
- C. It shall have the power to adopt and enforce such rules for the preservation of order and decency in the Station as it may find necessary.
- D. Has the power to suspend or expel from the CMFC any member willfully injuring any property of the CMFC or found to have been behaving in a disorderly manner on any property of the CMFC or at any event in which the CMFC is participating.
- E. Has the power to fill all vacancies in the elective offices until the next annual election. The vacancies must be filled by a member that meets the current qualifications for the open position. The only exceptions are, if no one is qualified, or no one qualified is willing to accept the position.
- F. The board shall be the arbitration board for all disciplinary matters.
- G. A quorum of at least seven (7) members of the Executive Board shall be required to vote on any business by the Board.
- H. The Executive Board shall hold a regular monthly meeting the first Wednesday of each month.

Revised November 10, 2004

Carroll Manor Fire Company, Inc.
BYLAWS

- I. The Executive Board shall approve all appointed offices and positions in CMFC.

Section 6 General Duties of the Executive Officers

- A. By a majority vote of the Executive Board, the Treasurer may borrow money, pledging the credit of the CMFC, upon a promissory note to be executed in the name of the CMFC by the President and counter-signed by the Treasurer.
- B. The President, Vice President and/or Secretary are authorized to execute contracts, leases or mortgages as may be necessary for the conduct of business of the CMFC. Any major expenditure over \$2,000.00 must have the Executive Boards approval before executing any contracts, leases, mortgages, etc.

Revised December 14, 2005

Section 7 Disciplinary Committee

The Disciplinary Committee will be appointed annually by the president. The Committee will consist of 1 Executive Officer, 1 Line Officer, and 1 General Member. The Committee will investigate, and write up their research, and make a recommendation to the Executive board. Any Committee member that is involved in the discipline charges (being charged, charging officer, or witness) will be excused from the committee for these proceedings. The president will appoint a replacement. In the event that the president is involved (being charged, charging officer, or witness) the vice-president will appoint a replacement.

A copy of the policy will be attached to the letter of termination, and sent register mail.

The committee's finding, and their report will NOT be discussed outside the committee and the Executive board. AT NO TIME will a member's personal life be exposed in a General Company Meeting. The Executive board meeting will be CLOSED (board members only) when personnel matters are discussed.

ARTICLE VI

DUTIES OF THE LINE OFFICERS

Section 1 General Duties of the line Officers

- A. The Chief and ranking Line Officers, according to their chain of command, shall be responsible for maintaining the non-administrative operations of the CMFC.
- B. The Chief shall be responsible for maintaining the Standard Operating Guidelines (SOG).
- C. The Chief shall annual appoint with approval from the Line Officers a Training Officer(s), Safety Officer(s), Cadet Coordinator and Engineer(s). These positions may be held in conjunction with another Line Officer Position. If the Training and/or Safety Officers are not a Line Officer, they may follow in the chain of command when no Line Officers are present at an incident. (Specific duties of these positions are described in the SOG.)
- D. The Line Officers may impose disciplinary actions, of not more than 90 days, against any member, failing to obey orders or acting in any way detrimental to the good of the CMFC. Any charges against the member should be referred to the Executive Board for their arbitration if needed.
- E. The Line Officers shall have the authority to purchase emergency supplies or to order emergency repairs for apparatus without authority from the Executive Board, not to exceed the amount of one thousand dollars (\$1,000.00). Approval of the Executive Board should be obtained if possible before purchases are made. This authority shall be automatically renewed whenever the Executive Board approves such previous expenditures.

Revised August 13, 2003

Carroll Manor Fire Company, Inc.
BYLAWS

- F. The Line Officers shall keep a record of all incidents, training and qualifications of all members and shall designate those members found qualified and authorize them to operate the apparatus during emergency or non-emergency use. The Line Officers shall maintain equipment up to standards and meet required testing of the apparatus.
- G. In order to hold a Line Officer position the member must meet qualifications set forth in the SOG.

Revised August 13, 2003

ARTICLE VII

MISCELLANEOUS

Section 1 Length of Service Award Program (LOSAP)

The Carroll Manor Fire Company has adopted the Frederick County Volunteer Fire and Rescue Association, Inc., Length of Service Award Program for all members in good standing of our department. We fully abide by the program per its current resolution. All members are given the right upon completion of their first calendar year to apply for LOSAP or must sign the refusal form if not interested.

Section 2 Changing the By-Laws

These By-Laws may only be amended twice yearly, at the January and August company meetings. The By-Laws may be amended with a proposed amendment submitted, in writing to the By-laws committee by June 1st for an August vote or November 1st for a January vote. The By-Laws committee will review them for conflicts with the By-Laws, AOG's or SOG's, and submit them in writing at the July and December's company meeting, respectively. The proposal must be posted on the bulletin board at both stations for 30 days, and may not be voted upon until the August or January meeting, respectively. These By-Laws may be amended by a two-thirds vote of those Active and Life members present and voting at a regular meeting of the company.

Section 3 Expulsion from CMFC

Any member who is expelled from the company, for any reason, is not eligible to reapply for membership in CMFC, for two (2) years from the date expelled.

Revised October 11, 2006