

# **T.F.D.**

## **HIGHLAND EUREKA SUMMIT**

### **CONSTITUTION AND BY-LAWS**

#### **ARTICLE I (SECTION ONE)**

THIS ORGANIZATION WILL BE KNOWN AS THE TARENTUM VOLUNTEER FIRE DEPARTMENT INCORPORATED. (T.F.D.) CONSISTING OF HIGHLAND, EUREKA, AND SUMMIT HOSE COMPANIES IN THE BOROUGH OF TARENTUM, PA.

#### **(SECTION TWO) MISSION STATEMENT**

THE PURPOSE OF THIS ORGANIZATION SHALL BE TO EDUCATE ITS MEMBERS IN PROFESSIONAL AND COMPETENT RESPONSE TO THE EMERGENCY AND NON-EMERGENCY NEEDS OF THE CITIZENS IN THE BOROUGH OF TARENTUM, INCLUDING BUT NOT LIMITED TO FIRE PROTECTION AND PUBLIC AWARENESS AND EDUCATION.

#### **(SECTION THREE)**

THIS ORGANIZATION SHALL NOT PARTICIPATE IN ANY POLITICAL CAMPAIGNS.

#### **ARTICLE II (SECTION ONE) OFFICERS**

THE OFFICERS OF THIS ORGANIZATION SHALL CONSIST OF A PRESIDENT, 1ST VICE PRESIDENT, 2ND VICE PRESIDENT, SECRETARY-TREASURER, CONVENTION CHAIRMAN, AND FIFTEEN (15) DIRECTORS.

(SECTION TWO)

ALL OF SAID OFFICERS SHALL BE ELECTED BY THE T.F.D. DIRECTORS. IN THE CASE OF DIRECTORS, EACH COMPANY SHALL MAINTAIN A ROSTER CONSISTING OF FIVE (5) MEMBERS AND TWO (2) ALTERNATES.

(SECTION THREE)

NO MEMBER SHALL BE ELIGIBLE FOR OFFICE UNLESS SAID MEMBER IS IN GOOD STANDING IN THIS ORGANIZATION AND THEIR RESPECTIVE FIRE COMPANY.

(SECTION FOUR)

**VACANCIES**

VACANCIES IN OFFICE OTHER THAN THAT OF DIRECTOR SHALL BE ANNOUNCED AT THE NEXT REGULAR MEETING, AS WELL AS NOMINATION FOR THE OFFICE. NOMINATIONS AND ELECTIONS TO FILL VACANT OFFICE SHALL BE AT THE NEXT REGULAR MEETING, AS WELL AS NOMINATIONS FOR THAT OFFICE. NOMINEE MUST BE AT ONE (1) MEETING TO ACCEPT NOMINATION OTHERWISE SAID MEMBER MUST PUT THEIR ACCEPTANCE IN WRITING AND GIVE TO THE SECRETARY-TREASURER TO NOTIFY THE ORGANIZATION THEY WANT TO BE A CANDIDATE. OFFICERS ELECTED SHALL SERVE UNTIL NEXT ANNUAL ELECTION.

(SECTION FIVE)

**NOMINATIONS**

NOMINATIONS FOR OFFICE OTHER THAN DIRECTOR SHALL BE MADE AT THE NOVEMBER AND DECEMBER MEETINGS RESPECTIVELY. NOMINEE MUST BE AT ONE (1) MEETING TO ACCEPT NOMINATION, OTHERWISE, SAID MEMBER MUST PUT THEIR ACCEPTANCE IN WRITING AND GIVE TO THE SECRETARY-TREASURER TO NOTIFY THE ORGANIZATION THAT NOMINEE WISHES TO RUN AS A CANDIDATE. OFFICERS SO NOMINATED, WILL BE ELECTED AT THE REGULAR MEETING IN DECEMBER OF EACH YEAR.

(SECTION SIX)

THE FIFTEEN (15) DIRECTORS TOGETHER WITH THIS ORGANIZATION'S ELECTED PRESIDENT, TWO VICE PRESIDENTS, SECRETARY-TREASURER SHALL CONSTITUTE A BOARD OF DIRECTORS WHICH WILL HAVE COMPLETE SUPERVISION OVER THE ORGANIZATION'S BUSINESS. ONLY IN CASES OF EMERGENCY, WHEN SUCH ACTION IS DEEMED ABSOLUTELY ESSENTIAL FOR GENERAL GOOD OF THIS ORGANIZATION, SHALL THE BOARD OF DIRECTORS TAKE FINAL ACTION ON ANY MATTER INVOLVING THE EXPENDITURE OF MORE THAN \$500.00 WITHOUT FIRST REFERRING THE MATTER BACK TO THE INDIVIDUAL COMPANIES THROUGH THEIR RESPECTIVE DIRECTORS.

ARTICLE III  
DUTIES OF OFFICERS

(SECTION ONE)  
PRESIDENT

THE PRESIDENT SHALL PRESIDE AT ALL MEETINGS OF THE ORGANIZATION AS A WHOLE AND ALL MEETINGS OF THE BOARD OF DIRECTORS, SHALL IMPARTIALLY ENFORCE ITS CONSTITUTION, BY-LAWS AND RULES. THE PRESIDENT SHALL DIRECT THE SECRETARY-TREASURER TO CALL A SPECIAL MEETING OF EITHER THE BOARD OF DIRECTORS OR ENTIRE ORGANIZATION WHEN DEEMED NECESSARY BY THEM, OR WHEN REQUESTED IN WRITING BY FIVE (5) DIRECTORS OR BY FIFTEEN (15) MEMBERS OF THE ORGANIZATION AS A WHOLE. THE PRESIDENT SHALL CAST THE DECIDING BALLOT. IN CASES OF EMERGENCY, THE PRESIDENT MAY WITH THE APPROVAL OF A DIRECTOR OF EACH COMPANY, SPEND UP TO \$500.00 OF THE ORGANIZATION'S FUNDS AT ANY ONE TIME WITHOUT PRIOR APPROVAL

(SECTION TWO)  
FIRST VICE PRESIDENTS

THE FIRST VICE PRESIDENT SHALL ASSIST THE PRESIDENT AND IN THE ABSENCE OF THE PRESIDENT SHALL PERFORM SAID DUTIES. SHOULD ANY VACANCY OCCUR IN THE OFFICE OF PRESIDENT, THE FIRST VICE PRESIDENT SHALL AUTOMATICALLY BECOME PRESIDENT. THE FIRST VICE PRESIDENT SHALL HAVE NO VOTE ON THE BOARD OF DIRECTORS EXCEPT WHEN ACTING FOR THE PRESIDENT, UNLESS HE-SHE IS A DIRECTOR.

(SECTION THREE)  
SECOND VICE PRESIDENT

THE SECOND VICE PRESIDENT SHALL ASSIST THE PRESIDENT IN THE DUTIES OF THAT OFFICE. THE SECOND VICE PRESIDENT SHALL ASSUME THE OFFICE OF THE FIRST VICE PRESIDENT IF THE OFFICE OF PRESIDENCY IS VACANT. THE OFFICE OF SECOND VICE PRESIDENT WILL BE FILLED BY THE COMPANY NOT REPRESENTED BY THE OFFICE OF PRESIDENT OR FIRST VICE PRESIDENT UNTIL NEXT ELECTION.

(SECTION FOUR)  
**SECRETARY/TREASURER**

SHALL KEEP ACCURATE MINUTES OF ALL BUSINESS TRANSACTED BY THE ORGANIZATION AS A WHOLE AND BOARD OF DIRECTORS, SHALL RECEIVE ALL MONIES, KEEP ACCURATE RECORDS FOR ALL RECEIPTS AND DISBURSEMENTS, AND SHALL PAY OUT NO MONIES UNLESS APPROVED. MAKE MONTHLY REPORT FOR ALL RECEIPTS AND DISBURSEMENTS, SUBMIT ALL RECORDS FOR AUDIT, FURNISH A SURETY COMPANY BOND IN THE AMOUNT OF \$ 5,000.00 PREMIUM TO BE PAID BY ORGANIZATION. ~~THE SECRETARY/TREASURER SHALL BE GIVEN ONE (1) VOTE~~ AND SHALL APPOINT AN ASSISTANT SECRETARY/TREASURER ON A YEARLY BASIS, AND WITHIN SEVEN (7) DAYS OF ANY MEETING SHALL DISTRIBUTE COPIES OF THE MINUTES AND FINANCIAL REPORT TO ALL THREE COMPANIES.

SECTION (FIVE)  
**DIRECTORS**

THE DIRECTORS SHALL HAVE GENERAL SUPERVISION OVER THE BUSINESS OF THE OF ORGANIZATION. THEY SHALL MEET AS A BODY AND CONDUCT BUSINESS OF THE ORGANIZATION STIPULATED IN ARTICLE II, SECTION SIX (6). EACH DIRECTOR SHALL HAVE ONE (1) VOTE.

SECTION (SIX)  
**CONVENTION CHAIRMAN**

THE CONVENTION CHAIRMAN SHALL BE IN FULL CHARGE OF ANY SANCTIONED CONVENTION AND CHAIR ANY AND ALL FUNDRAISING COMMITTEES FOR ALTERNATIVE FUNDING FOR CONVENTION.

ARTICLE IV  
**MEMBERSHIP**  
SECTION (ONE)

ALL MEMBERS IN GOOD STANDING OF THEIR RESPECTIVE COMPANIES SHALL BE MEMBERS OF THE ORGANIZATION.

ARTICLE V  
**AMENDMENTS**  
SECTION (ONE)

PROPOSED AMENDMENTS TO THIS CONSTITUTION MUST BE SUBMITTED IN WRITING, SIGNED BY FIVE (5) MEMBERS IN GOOD STANDING, TO THE BOARD OF DIRECTORS AND IF APPROVED BY SAID BOARD, SHALL BE READ AT TWO (2) REGULAR MEETINGS IMMEDIATELY SUCCEEDING THE FAVORABLE ACTION OF THE DIRECTORS, AND SHALL BE VOTED UPON IMMEDIATELY FOLLOWING THE SECOND READING. A TWO-THIRDS (2/3) VOTE OF THE MEMBERS PRESENT SHALL BE NECESSARY FOR ADOPTION.

SECTION (TWO)

IN THE EVENT OF THE REFUSAL OF THE DIRECTORS TO SUBMIT FOR APPROVAL ANY PROPOSED AMENDMENT, SAID PROPOSED AMENDMENT MAY BE SUBMITTED IN WRITING, SIGNED BY NOT LESS THAN FIFTEEN (15) MEMBERS IN GOOD STANDING TO THE MEMBERSHIP, SHALL THERE UPON BE READ AND ACTED UPON IN ACCORDANCE WITH THE PROVISIONS OF SECTION (ONE) HEREOF, EXCEPT THAT UPON THE FINAL ACTION THEREOF THE SAME SHALL NOT BE CONSIDERED UNLESS ADOPTED BY FOUR FIFTHS (4/5) OF THE MEMBERS PRESENT.

ARTICLE VI  
**CORPORATE SEAL**  
SECTION (ONE)

THE CORPORATE SEAL SHALL HAVE INSCRIBED THEREON THE NAME OF THE CORPORATION, THE YEAR OF ITS INCORPORATION, AND THE WORDS " INCORPORATED PENNSYLVANIA."

ARTICLE VII  
**APPROVAL OF THIS CONSTITUTION**  
SECTION (ONE)

IN ORDER THAT THIS CONSTITUTION BE OFFICIALLY ADOPTED BY THE TARENTUM FIRE DEPARTMENT, IT SHALL BE NECESSARY FOR UNANIMOUS VOTE OF THREE (3) COMPANIES TO APPROVE AT THEIR RESPECTIVE MEETINGS NOTICE OF THEIR ACCEPTANCE SHALL BE MADE IN WRITING TO THE SECRETARY OF THE TARENTUM FIRE DEPARTMENT.

SECTION (TWO)

IN THE EVENT OF ACCEPTANCE AS OUTLINED IN SECTION 1 THE PRESIDENT OF THE TARENTUM FIRE DEPARTMENT SHALL IMMEDIATELY DECLARE THIS CONSTITUTION IN FORCE AND ANY PROVISION HERETOFORE IN EFFECT SHALL BE NULL AND VOID.

**BY-LAWS**

**ARTICLE I  
MEETINGS  
SECTION (ONE)**

THIS ORGANIZATION SHALL MEET REGULARLY ON THE FIRST WEDNESDAY OF EVERY MONTH AT 7:30 P.M. UNLESS OTHERWISE DESIGNATED BY THE BOARD OF DIRECTORS.

**SECTION (TWO)**

NO SPECIAL MEETING SHALL BE CALLED AT A TIME THAT CONFLICTS WITH THE REGULAR MEETING OR SCHEDULED FUNCTION OF ANY MEMBERS FIRE COMPANY.

**SECTION (THREE)**

THE BOARD OF DIRECTORS OF THE T.F.D. SHALL CONSIST OF (15) FIFTEEN DIRECTORS, AS WELL AS THE PRESIDENT, 2 VICE PRESIDENTS, AND SECRETARY/ TREASURER. SEVEN (7) OF THE FIFTEEN (15) DIRECTORS SHALL CONSTITUTE A QUORUM FOR THE TRANSACTION OF BUSINESS.

**SECTION (FOUR)**

MEETINGS SHALL BE ROTATED IN THE RESPECTIVE DEPARTMENTS OF HIGHLAND, EUREKA, AND SUMMIT HOSE COMPANIES. EACH COMPANY WILL HOST THE MEETING FOR FOUR (4) CONSECUTIVE MONTHS.

**ARTICLE II  
ANNUAL ELECTION OF OFFICERS  
SECTION (ONE)**

NOMINATIONS FOR OFFICES SHALL BE HELD IN ACCORDANCE TO ARTICLE II, SECTION FIVE (5) OF THE CONSTITUTION.

**SECTION (TWO)**

THE PRESIDENT SHALL BE ELECTED FROM THE ORGANIZATION AT LARGE.

**SECTION (THREE)**

THE FIRST VICE PRESIDENT SHALL BE ELECTED FROM EITHER OF THE TWO (2) COMPANIES NOT BEING REPRESENTED THE OFFICE OF THE PRESIDENCY.

**SECTION (FOUR)**

THE SECOND VICE PRESIDENT SHALL BE ELECTED FROM THE COMPANY NOT REPRESENTING BY EITHER THE OFFICE OF PRESIDENCY OR FIRST VICE PRESIDENT.

**ARTICLE III  
ORDER OF BUSINESS**

1. PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL OF OFFICERS AND DIRECTORS
3. MINUTES OF PREVIOUS MEETING
4. REPORTS OF OFFICERS AND COMMITTEES
5. NOMINATION AND ELECTION OF OFFICERS
6. UNFINISHED BUSINESS
7. NEW BUSINESS
8. WRITTEN COMMUNICATIONS
9. FINANCIAL REPORT
10. GOOD OF THE ORGANIZATION
11. ADJOURNMENT

**ARTICLE V  
AMENDMENTS  
SECTION (ONE)**

PROPOSED AMENDMENTS TO THESE BY LAWS MUST BE SUBMITTED IN WRITING, SIGNED BY FIVE (5) MEMBERS IN GOOD STANDING, TO THE BOARD OF DIRECTORS, AND IF APPROVED BY SAID DIRECTORS SHALL BE READ AT THE TWO (2) REGULAR MEETINGS IMMEDIATELY SUCCEEDING THE FAVORABLE ACTION OF THE DIRECTORS AND SHALL BE VOTED UPON AT THE NEXT MEETING IMMEDIATELY FOLLOWING THE SECOND READING. A TWO THIRDS (2/3) VOTE OF MEMBERS PRESENT SHALL BE NECESSARY FOR ADOPTION.

**SECTION (TWO)**

IN THE EVENT OF THE REFUSAL OF THE DIRECTORS TO SUBMIT FOR APPROVAL ANY PROPOSED AMENDMENT, SAID PROPOSED AMENDMENT MAY BE SUBMITTED IN WRITING, SIGNED BY NOT LESS THAN FIFTEEN (15) MEMBERS IN GOOD STANDING, TO THE MEMBERSHIP, SHALL THERE UPON BE READ AND ACTED UPON IN ACCORDANCE WITH THE PROVISIONS OF SECTION ONE HEREOF, EXCEPT THAT UPON THE FINAL ACTION THEREOF, THE SAME SHALL NOT BE CONSIDERED ADOPTED UNLESS APPROVED BY FOUR FIFTHS (4/5) OF THE MEMBERS PRESENT.

**ARTICLE VI  
SECTION (ONE)**

IN THE EVENT THAT AN ELECTED OFFICER IS ABSENT FOR TWO (2) CONSECUTIVE MEETINGS WITHOUT SUBMITTING A WRITTEN EXCUSE TO THE SECRETARY/TREASURER PRIOR TO THE MISSED MEETING, AT THE THIRD (3RD) MEETING THE OFFICER MAY APPEAR IN PERSON OR THE OFFICE SHALL BE DECLARED VACANT.

CONSTITUTION & BY-LAWS PAGE (8)

CONSTITUTION & BY-LAWS COMMITTEE  
DATE: \_\_\_\_\_

_____	HIGHLAND HOSE COMPANY
JOHN HILLIARD	_____
_____	HIGHLAND HOSE COMPANY
ALLEN SIMMERS	_____
_____	HIGHLAND HOSE COMPANY
MATT STRUHAR	_____
_____	EUREKA HOSE COMPANY
BONNIE ARNOLD	_____
_____	EUREKA HOSE COMPANY
JOANNE HEUSER	_____
_____	EUREKA HOSE COMPANY
KEN KULICK	_____
_____	SUMMIT HOSE COMPANY
VERNON L. BROWN JR.	_____
_____	SUMMIT HOSE COMPANY
JOHN HUDAK	_____
_____	SUMMIT HOSE COMPANY
TIM FIRKO	_____