

ASHIPPUN FIRE DEPARTMENT, INC.

BYLAWS

8/5/2015

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ARTICLE 1 - NAME

This organization shall be known as the ASHIPPUN FIRE DEPARTMENT, INC. (the "Department"), a nonstock, not for profit organization chartered under the corporate laws of the State of Wisconsin and located in the Township of Ashippun, County of Dodge, and the State of Wisconsin.

ARTICLE 2 - OBJECTIVE

The Department members are committed to providing a high level of public safety service for our community. They protect lives and property through fire suppression, emergency medical services, response to other emergencies, fire prevention, and public education.

ARTICLE 3 - MEMBERSHIP

SECTION 1. Membership Classes.

There shall be four (4) classes of membership in the Department: Active, Life, Support, and Inactive.

SECTION 2. Size.

There shall be no more than forty (40) Active members of the Department.

SECTION 3. Applicants for Active Membership.

Applicants for Active membership shall:

- (a) Be at least eighteen (18) years of age and have completed all schooling required by law.
- (b) Be of good character.
- (c) Reside or work within the Department's current contracted geographical response area, unless excused by a majority of the Board of Directors.
- (d) Possess a valid driving license.

SECTION 4. Application Process for Active Membership.

All applications for Active membership shall be submitted to the Fire Chief or President, who shall then forward them to the Board of Directors. Upon review of the application, the Board of Directors shall accept or reject it. Applicants will be subject to a criminal background check and a pre-employment physical.

SECTION 5. Active Membership and Responsibilities.

Active members shall:

- (a) Obey these Bylaws and all Department Standard Operating Guidelines (SOGs) at all times. Failure to do so may result in disciplinary action, including but not limited to, suspension, demotion, suspension and demotion, or termination from the Department.
- (b) Respond to all calls for emergency service as set out in the SOGs when the Active member is in the Department's current contracted geographical response area and available for duty.
- (c) Use due diligence, caution, and sound judgment in responding to a call for emergency service.
- (d) Use caution and observe all Wisconsin vehicle and traffic laws when responding to a call for emergency service in a privately-owned vehicle.
- (e) Attend a minimum of six (6) monthly business meetings, or 50% of drills or maintenance nights, or ten (10) percent of all calls for emergency service annually. Failure to do so will result in a loss of voting privileges and may result in disciplinary action.

- (f) Attend special work sessions and training sessions.
- (g) Maintain their Wisconsin state license and CPR certification and comply with all other requirements established by the Wisconsin Department of Health Services or any other licensing body when serving as an Emergency Medical Technician.
- (h) Participate in a minimum of ten (10) hours of Department service annually, such as the picnic, open house, and fire prevention activities, for example.
- (i) Be entitled to serve on committees.

SECTION 6. Life Membership and Responsibilities.

Any member who has served at least twenty (20) years as an Active member and is in good standing shall be eligible for Life membership upon retiring from Active membership. The Board of Directors may by majority vote approve such membership in recognition of the member's years of service. Life members shall:

- (a) Attend a minimum of six (6) monthly business meetings annually.
- (b) Participate in a minimum of ten (10) hours of Department service annually, such as the picnic, open house, and fire prevention activities, for example.
- (c) Be entitled to serve on committees.

SECTION 7. Support Membership and Responsibilities.

Any resident in the Department's current contracted geographical response area that does not wish to respond to emergency calls but is willing to assist in nonemergency activities as directed by the Fire Chief or President may be eligible for Support membership according to criteria developed by the Board of Directors and upon affirmative vote of the Board of Directors. Support members shall be entitled to all of the nonemergency rights and privileges of Active members except voting. Support members will not be issued turnout gear or communication equipment. Support members shall:

- (a) Take all training as directed by the Fire Chief or President.
- (b) Perform all duties assigned to them, such as entering reports into a database, servicing equipment, cleaning equipment, cleaning the station, seeking donations, writing news stories, giving fire station tours, teaching fire safety, and providing refreshments at emergency scenes.

SECTION 8. Inactive Membership and Responsibilities.

An Inactive member may retain this status for no more than six (6) months upon application to and approval by the Board of Directors. Thereafter, unless otherwise approved by the Fire Chief, the Inactive member shall either attain one of the other classes of membership or be dismissed from the Department. If the person wishes to rejoin the Department after dismissal, the person shall follow the application process for the class of

membership to which the person seeks admission. Inactive members may attend monthly business meetings but do not have voting privileges.

SECTION 9. Requirements of All Classes of Members.

All classes of members shall:

- (a) Return all Department-issued equipment to the Fire Chief or President upon separation from the Department or when directed to do so by the Fire Chief or the President.
- (b) Treat Department-issued equipment with utmost care while in the member's possession, bearing in mind that it is the exclusive property of the Department.
- (c) Use Department-issued equipment only in support of Department-related duties and activities and not allow such equipment to be used by non-members.
- (d) Hold only membership in one membership class at the same time.

SECTION 10. Request for Change in Membership Status.

Active members and Life members that can no longer fulfill the requirements of their respective classification may request reclassification to Support or Inactive membership. Such requests shall be made to the Fire Chief or President along with information supporting the requested change. The Fire Chief or President shall forward the request and supporting information to the Board of Directors which shall determine whether to grant or deny the request.

SECTION 11. Leave of Absence.

Any Active or Life member who is unable to meet the attendance requirements of these Bylaws due to a medical condition, work, military duty, family emergency or other reason may request a leave of absence. The request shall be in writing and presented to the Board of Directors, which will decide whether to grant the request and if so, for what period of time.

SECTION 12. Dues.

The Board of Directors shall from time to time establish the annual dues for the various classes of membership. Members shall pay dues to the Secretary in person prior to the January meeting.

ARTICLE 4 - CLASSIFICATION OF OFFICERS

The Department shall have three (3) classes of officers: Executive, Chief, and Operational. Each class shall be comprised of the following positions:

- (a) Executive officers shall be the President, Vice-president, Secretary, and Treasurer.

(b) Chief officers shall be the Fire Chief and Assistant Fire Chief.

(c) Operational officers shall be the Deputy Fire Chief, two (2) Captains and two (2) Lieutenants.

No person shall hold more than one office at the same time, except that Chief officers and Operational officers may also simultaneously hold no more than one Executive office. There shall be no limit on the number of terms that a member may hold any office. All terms shall run concurrently with the calendar year.

ARTICLE 5 - SELECTION AND DUTIES OF EXECUTIVE OFFICERS

SECTION 1. Qualifications of Executive Officers.

Executive officers shall:

(a) Be at least twenty-one (21) years of age.

(b) Be a current Active member and have been an Active member for at least twelve (12) consecutive months prior to their election.

SECTION 2. Terms.

The President shall hold office for a term of two (2) years and the Vice-president, Secretary, and Treasurer shall hold office for a term of (1) year each.

SECTION 3. Duties of the President.

The President shall:

(a) Preside at all regular and special meetings of the Department and the Board of Directors and conduct such meetings in accordance with Robert's Rules of Order.

(b) Be the Chief Executive Officer of the Department in all civil matters and shall enforce the Bylaws of the Department.

(c) Abstain from voting on any business matter or election of officers except to break a tie vote.

(d) Be the business spokesperson of the Department but may appoint others to speak on the Department's behalf.

(e) Direct the Secretary to call a special meeting when deemed necessary or as required by these Bylaws.

(f) Appoint and be an ex officio member of all committees with the exception of the Nominating Committee.

(g) Keep informed of all administrative business.

(h) Establish and post standing operational procedures pertaining to the administrative functions of the department.

(i) Receive and distribute mail to the addressees.

(j) Cosign all checks issued by the Treasurer when appropriate.

- (k) Be the licensed purchasing agent with the State of Wisconsin to order all beverages for the Department and gaming licenses.
- (l) Live within the Department's current contracted geographical response area.
- (m) Sign all contracts for services received from outside organizations.
- (n) Sign all contracts for services provided by the Department.
- (o) Immediately deliver to the successor to the office all documents, papers, correspondence, and other property belonging to the Department and relating to the office.

SECTION 4. Duties of the Vice-President.

The Vice-president shall:

- (a) Assist the President in the discharge of the President's duties.
- (b) Assume the duties of the President in case of the President's absence or disability, or if the office of President becomes vacant, for the duration of the current term.
- (c) Administer the service awards program and the LOSA program.

SECTION 5. Duties of the Secretary.

The Secretary shall:

- (a) Record and maintain the minutes of all regular and special meetings of the Department and the Board of Directors.
- (b) Call the roll at each meeting and maintain attendance records.
- (c) Receive or forward, as appropriate, all correspondence of the Department as directed by the Board of Directors or the President.
- (d) Safeguard an official copy of the Bylaws in a designated area, maintain and update it as needed, and produce it upon request by any officer.
- (e) Maintain a correct list of Active, Life, Support, and Inactive members and post it along with meeting attendance records.
- (f) Send all books and papers necessary for conducting the business of the Department to the place of the meeting in case of inability to attend the meeting.
- (g) Immediately deliver to the successor to the office all documents, papers, correspondence, and other property belonging to the Department and relating to the office.

SECTION 6. Duties of the Treasurer.

The Treasurer shall:

- (a) Be the financial officer of the Department.
- (b) Receive all money and pay all bills unless otherwise directed by the President.
- (c) Keep an accurate accounting of all Department funds.

- (d) Invoice and collect any money for the use of the Department.
- (e) Deposit all money in an interest bearing account(s) except for money necessary to pay current expenses.
- (f) Deposit funds for current expenses in a checking account.
- (g) Disburse money of the Department only by check.
- (h) Conform to all SOGs.
- (i) Submit all accounts and records when called upon to do so.
- (j) Review and reconcile monthly bank statements.
- (k) Submit a written report of all deposits and expenditures at regular monthly meetings of the Department.
- (l) Submit a yearly report of all accounts at the annual meeting of the Department.
- (m) Sign contracts and checks, including contracts for services provided by the Department.
- (n) Immediately deliver to the successor to the office all documents, papers, correspondence, and other property belonging to the Department and relating to the office.

ARTICLE 6 - SELECTION AND DUTIES OF CHIEF OFFICERS

SECTION 1. Qualifications of Chief Officers.

Chief officers shall:

- (a) Be at least twenty-one (21) years of age.
- (b) Be a current Active member and have been an Active member for at least twelve (12) consecutive months prior to election.
- (c) Be certified as Wisconsin State Fire Fighter 2.
- (d) Complete the Fire Officer class and federal government NIMS requirements as soon as practical after election.
- (e) Preferably complete the Motor Pump Operator class, although this is not an absolute requirement.

SECTION 2. Number of Chief Officers.

There shall be one (1) Fire Chief and one (1) Assistant Fire Chief.

SECTION 3. Terms of Chief Officers.

The Fire Chief shall hold office for a term of three (3) years. The Assistant Fire Chief shall hold office for a term of two (2) years.

SECTION 4. Additional Qualifications of the Fire Chief.

The Fire Chief shall:

- (a) Have served at least seven (7) years as a fire fighter in a fire department.
- (b) Have served at least three (3) years as Assistant Fire Chief or an Operational officer in a fire department.
- (c) Live within the current contracted geographical response area.

SECTION 5. Duties of the Fire Chief.

The Fire Chief shall:

- (a) Take full, total, and exclusive command of firefighting equipment and personnel upon report of a fire or emergency, during drills, at inspections, reviews, or parades, or designate some or all of these duties to another appropriate person.
- (b) Have the final responsibility at all emergency scenes and shall take all proper measures for the extinguishment of fires, the protection of life and property, and the management of the emergency.
- (c) Designate the duties of all chief and operational officers.
- (d) Establish rules and policies concerning the operating activities of the Department, post such rules and policies on the Department bulletin board, give a copy to the Assistant Fire Chief and each Operational officer, and read new policies or rules at the next regular meeting of the Department before such rule or policy becomes effective.
- (e) Appoint, at the Fire Chief's discretion, personnel to assist in the maintenance of apparatus.
- (f) Assure that all firefighting apparatus and equipment is maintained in good order and repair.
- (g) Serve as the Department's public information officer at all fires or other emergencies or designate someone else to do so.
- (h) Assure that training and maintenance is properly scheduled on a regular basis.
- (i) Sign all contracts as directed by the Board of Directors.
- (j) Appoint, at the Fire Chief's discretion, a chaplain and qualified Active members to the offices of Deputy Fire Chief, Captains, and Lieutenants

SECTION 6. Additional Qualifications of the Assistant Fire Chief.

The Assistant Fire Chief shall:

- (a) Have served at least five (5) years as a fire fighter in a fire department.
- (b) Have served at least two (2) years as an Operational officer in the Department or provide satisfactory proof of experience and training commensurate with the position.

SECTION 7. Duties of the Assistant Fire Chief.

The Assistant Fire Chief shall:

- (a) Have all of the duties, powers, and responsibilities of the Fire Chief in the Fire Chief's absence.
- (b) Obey all orders of the Fire Chief.

ARTICLE 7 - SELECTION AND DUTIES OF OPERATIONAL OFFICERS

SECTION 1. Qualification of Operational Officers.

The Fire Chief may, at the Fire Chief's discretion, annually appoint the following Operational officers: one (1) Deputy Fire Chief, two (2) Captains, and two (2) Lieutenants. Operational officers shall:

- (a) Be at least twenty-one (21) years of age.
- (b) Be a current Active member and have been an Active member for at least twelve (12) consecutive months prior to appointment.
- (c) Be certified as Wisconsin State Fire Fighter 2.
- (d) Complete the federal government NIMS requirements within twelve (12) months after appointment.
- (e) Complete the Motor Pump Operator and Fire Officer classes, although this is not an absolute requirement, except as set out in Section 2 below.

SECTION 2. Additional Qualifications of the Deputy Fire Chief.

The Deputy Fire Chief shall:

- (a) Have served at least five (5) years as a firefighter in a fire department.
- (b) Have served at least two (2) years as an Operational officer in the Department or provide satisfactory proof of experience and training commensurate with the position.
- (c) Complete the Fire Officer class as soon as practical after appointment.

SECTION 3. Duties of the Deputy Fire Chief.

The Deputy Fire Chief shall:

- (a) Obey all orders of the Fire Chief, whether given directly or through the Assistant Fire Chief.
- (b) Take command of the Department and have all the duties, powers, and responsibilities of the Fire Chief in the absence of the Fire Chief and Assistant Fire Chief.

SECTION 4. Additional Qualifications of the Captains.

The Captains shall:

- (a) Have served at least three (3) years as a firefighter in a fire department.

- (b) Have served at least two (2) years as an Operational officer in the Department or provide satisfactory proof of experience and training commensurate with the position.

SECTION 5. Duties of the Captains.

The Captains shall:

- (a) Obey all orders of the Fire Chief, whether given directly or through the Assistant Fire Chief or Deputy Fire Chief.
- (b) Take command of the Department and have all the duties, powers, and responsibilities of the Fire Chief in the absence of the Fire Chief, Assistant Fire Chief and Deputy Fire Chief.

SECTION 6. Additional Qualifications of the Lieutenants.

The Lieutenants shall:

- (a) Have served at least two (2) years as a firefighter in a fire department or provide satisfactory proof of experience and training commensurate with the position.

SECTION 7. Duties of the Lieutenants.

The Lieutenants shall:

- (a) Obey all orders of the Fire Chief, whether given directly or through the Assistant Fire Chief or Deputy Fire Chief.
- (b) Take command of the Department and have all the duties, powers, and responsibilities of the Fire Chief in the absence of the Fire Chief, Assistant Fire Chief, Deputy Fire Chief, and the Captains.

SECTION 8. Absence of all Chiefs and Operational Officers.

If all of the Chiefs and Operational officers are absent, the senior Active member present may take command of the Department.

ARTICLE 8 - ANNUAL, REGULAR, AND SPECIAL MEETINGS

SECTION 1. Annual Meetings.

Annual meetings of the Department shall be held on the first Wednesday of January of each year at eight o'clock P.M. If this day is a holiday, then the meeting will be held on the second Wednesday of January, or as otherwise ordered by the Secretary.

SECTION 2. Regular Meetings and Approval of Budget.

Regular meetings of the Department shall be held on the first Wednesday of each month at eight o'clock P.M., except that the regular meeting held in January shall immediately follow the annual meeting. If this day is a holiday, then the meeting will be held on the second

Wednesday, or as otherwise ordered by the Secretary. At the regular meeting held in October of each year, the Department shall approve the Department budget for the coming fiscal year.

SECTION 3. Special Meetings.

Special meetings of the Department may be called as follows:

- (a) By the President.
- (b) By the Fire Chief.
- (c) Upon the written request of three (3) members of the Board of Directors.
- (d) Upon the written request of six (6) voting members of the Department.

The President shall direct the Secretary to notify each member ten (10) days in advance of the meeting. This notification shall include the date, place, time and purpose of the meeting. The purpose for the special meeting shall be read at the start of the meeting and no other business shall be transacted. If a regular meeting occurs within the ten-day notification period, the purpose of the special meeting shall be accomplished at the regular meeting.

SECTION 4. Quorum for Meetings.

Fifteen (15) voting members of the Department or fifty percent (50%) of the voting members of the Department, whichever is less, shall constitute a quorum for all meetings. A quorum shall be present at any meeting before official business shall be started. A quorum does not need to be present at a continuation of a meeting.

SECTION 5. Place of Meetings.

All meetings of the Department and the Board of Directors will be held at the Ashippun Fire Department, W2464 Oak Street, Ashippun, WI 53003 unless otherwise notified by the Secretary.

SECTION 6. Order of Business.

The order of business at regular meetings of the Department shall be:

- (a) Call to order.
- (b) Pledge of Allegiance to the Flag / moment of silence.
- (c) Roll call.
- (d) Reading of the minutes of the previous regular or special meeting.
- (e) Treasurer's report.
- (f) President's report.
- (g) Fire Chief's report.
- (h) EMS report.
- (i) Reading of the minutes of the previous Board of Directors meeting.
- (j) Committee reports.
- (k) Unfinished business.
- (l) New business.
- (m) Correspondence.

- (n) Good and welfare.
- (o) Adjournment.

ARTICLE 9 - FISCAL YEAR

The fiscal year shall begin on the first day of December of each year and terminate on the thirtieth day of November the following year.

ARTICLE 10 - BOARD OF DIRECTORS

SECTION 1. Members.

The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, and five (5) elected Active or Life members. The President, Vice President, Secretary and Treasurer shall hold the equivalent position on the Board of Directors. Elections for the five (5) elected directors shall be in a one - two - two rotation beginning January, 2004 and the term of each elected member shall be three (3) years. Vacancies on the Board of Directors shall be filled for the unexpired term by the unsuccessful candidate for that position that is still willing to serve that received the highest number of votes in the most recent election. If there is no such person, the Board of Directors shall appoint a qualified member to fill the unexpired term.

SECTION 2. Regular Meetings.

Regular meetings of the Board of Directors shall be held on the first Wednesday of each month at seven o'clock P.M. If this day is a holiday, then the meeting will be held on the second Wednesday, or as otherwise ordered by the Secretary. The Fire Chief or Assistant Fire Chief shall personally present a report on Department activities as the last agenda item at each meeting.

SECTION 3. Special Meetings.

Special meetings of the Board of Directors may be called by the President or by any two members of the Board of Directors upon written notice to the President. Notice of the meeting shall be given to all directors not less than 48 hours before the meeting.

SECTION 4. Quorum.

Five directors shall constitute a quorum for a meeting of the Board of Directors.

SECTION 5. Meetings Open to Members.

All meetings of the Board of Directors shall be open to all members of the Department, except when the Board of Directors deems it necessary to conduct business in closed session.

SECTION 6. Duties of the Board of Directors.

The Board of Directors shall:

- (a) Act as the executive committee for the Department.
- (b) Watch over all Department affairs, discuss any problems that may arise, and present solutions therefor for action at a Department meeting.
- (c) Prepare a yearly budget and present the same for approval at the regular October meeting of the Department.
- (d) Be responsible for all Department property.
- (e) Refrain from interfering with the Chiefs and Operational officers in the performance of their duties.
- (f) Control the use of the firehouse and Department property by outside organizations and persons, and assure that all is left in proper condition.
- (g) Maintain the firehouse and grounds and assure that they are kept in order.
- (h) Call work details by posting a notice on the Department bulletin board.
- (i) Make all business decisions of the Department not designated elsewhere.
- (j) Review all bills on a monthly basis and direct the payment of the same as it deems appropriate.
- (k) Perform a quarterly review of the budget.

SECTION 7. Expenditure of Funds.

Authorization for the expenditure of funds shall be as follows:

- (a) The Fire Chief shall be permitted to spend an amount established by the Board of Directors each year for unbudgeted maintenance and equipment.
- (b) In addition, the Fire Chief may request a special meeting of the Board of Directors to authorize any major repairs to Department equipment that has been placed out of service.
- (c) If a quorum of the Board of Directors cannot meet, the Fire Chief is authorized to have the repairs completed and shall notify the Board of Directors of the status of the repairs as soon as possible after completion.

SECTION 8. Failure to Attend.

Any member of the Board of Directors who fails to attend four (4) consecutive regular meetings of the Board of Directors in any calendar year may be removed from the Board of Directors by affirmative vote of a majority of the directors present and voting. The affected member of the Board shall not vote in this proceeding. Any director may be excused from attending any meeting, providing that the director notifies the Secretary in advance and has a justifiable excuse.

ARTICLE 11 - VOTING AND ELECTIONS

SECTION 1. Voting.

Only Active and Life members shall be entitled to vote on any Department matter, including elections. A simple majority vote shall be sufficient to decide any matter unless a greater number is required by law or these Bylaws.

SECTION 2. Elections.

All Executive Officers, Chief Officers and elected members of the Board of Directors shall be elected at the Annual meeting of the Department by written ballot.

SECTION 3. Nominations.

Nominations for open positions will be accepted from the floor at the December regular meeting of the Department. At that time, the Nominating Committee shall also present the list of candidates that it has developed. Nominations will also be accepted from the floor at the Annual meeting, upon a 2/3 majority vote.

SECTION 4. Balloting.

The President shall appoint ballot clerks who will distribute, collect, and count the ballots.

ARTICLE 12 - DISCIPLINE

SECTION 1. Suspension by Fire Chief.

The member in charge of any emergency scene who finds any member's actions improper or that the member is unfit for duty may within a reasonable period of time notify the Fire Chief thereof, who may suspend that member from duty for up to fifteen (15) days.

SECTION 2. Suspension by the Board of Directors.

The Board of Directors may suspend from duty for up to an additional fifteen (15) days without submitting formal charges any member whose actions it finds are improper or who is unfit for duty.

SECTION 3. Effect of Suspension.

Suspension shall preclude the member from responding to all calls for emergency services, the use of emergency equipment, and participating in drills and work details, but shall not interfere with training, the right to vote, or the right to attend meetings.

SECTION 4. Filing of a Complaint.

Any two (2) members may present to the President a signed complaint against any officer or member alleging a violation of the rules or standing orders of the department, breach of trust relative to the duties assigned to the officer or member, improper conduct, or unfitness for performance of duties. The complaint shall contain at least a description of the actions complained of along with the times and dates thereof. If the President finds that the complaint is without merit, the complaining members may request the Board of Directors to

review the complaint for merit. If neither the President nor the Board of Directors finds the complaint to have merit, it is deemed dismissed. If either the President or the Board of Directors finds that the complaint has merit, the procedure set out herein shall be followed. If the complaint is against the President, the Vice-president shall perform the review for merit in the President's stead.

SECTION 5. Investigation.

Upon presentation of a complaint found to have merit to the Board of Directors at a regular or special meeting thereof, the complaining members shall select two (2) members, the member complained of shall select two (2) members, and the President shall appoint a chairman to form an investigating committee. All members of the Investigating Committee shall be either Active or Life members. The complaining members and the member complained of shall not serve as members of this committee. The Investigating Committee shall conduct a full and fair investigation of the charges and all members of the Department shall cooperate with the committee and appear before it at its request.

SECTION 6. Findings of Investigating Committee.

At least seven (7) days prior to the regular or special meeting of the Board of Directors at which the complaint will be acted upon, the Board of Directors, the complaining members, and the member complained of shall be given notice of the meeting and a copy of the Investigating Committee's activities and findings. The Board of Directors may shorten this period of time if it finds that circumstances require more prompt action.

SECTION 7. Decision by Board of Directors.

At the regular or special meeting of the Board of Directors at which the complaint will be acted upon, the complaining members and the member complained of shall be given the opportunity to provide information and present witnesses. The Board of Directors shall then deliberate and determine if the complaint is sustained. If the complaint is not sustained, it is deemed dismissed and shall not be presented again. If the complaint is sustained, the Investigating Committee shall recommend an appropriate punishment. The Board of Directors shall then determine the punishment to be imposed, which may include but is not limited to suspension, demotion, suspension and demotion, or expulsion from the Department. Expulsion requires a two-thirds vote of the Board of Directors.

ARTICLE 13 - COMMITTEES

SECTION 1. President to Appoint.

The President shall appoint any committees as required under these Bylaws or as a need arises.

SECTION 2. Selection of Chairperson.

The chairperson of each committee except for an investigating committee shall be chosen by the committee members at the committee's first meeting and it shall be that member's responsibility to promptly convene the committee for organization and the performance of its duties. All members appointed to a committee shall serve unless excused by the President and all committee chairpersons shall present a report of its activities in writing to the Department at the Department's regular meeting. Chairpersons and committee members shall not be considered to be officers of the Department.

SECTION 3. Finance Committee.

There shall be a Finance Committee which shall be comprised of the Board of Directors. The President shall act as the Chairperson of the committee, which shall meet during the regularly scheduled meetings of the Board of Directors.

SECTION 4. Nominating Committee.

At the regular November meeting of the Department, the voting members of the Department shall elect a Nominating Committee consisting of three Active or Life members who shall serve for a term of one year. The Nominating Committee shall seek candidates for the various upcoming open offices and committees of the Department and present a complete written list thereof at the regular December meeting of the Department.

SECTION 5. Audit Committee.

At the regular December meeting of the Department, the President shall appoint an Audit Committee consisting of three Active or Life members. The Audit Committee shall examine the Department's accounts and accounting records, compare the charges with the vouchers, and verify balance sheets and income items in the Department's books maintained by the Treasurer. The committee shall prepare and present a financial statement of its findings at the regular January meeting of the Department.

SECTION 6. Committee to Review Attendance Records.

The officers shall notify the Fire Chief of the names of members who have not met their attendance requirements. The Secretary and the Fire Chief shall comprise a committee which shall compile a list containing the names of all Active and Life members and individual information regarding, the percentage of calls for emergency service answered, the number of regular meetings and drills attended, and the membership status of the member. The committee shall present the list along with its recommendations to the Board of Directors at its December meeting, where the Board shall take any appropriate action. Any member may submit a request to the committee for exemption from attendance requirements. The committee shall review all such requests and make a recommendation to the Board of Directors for approval or denial thereof. The Board of Directors shall approve or deny the request at the regular or special meeting next following receipt of the request.

ARTICLE 14 - PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of *Roberts Rules of Order* shall govern the Department in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules the Department may adopt.

ARTICLE 15 - INDEMNIFICATION

The Department shall indemnify and hold harmless all Department members from all claims made against them arising while in pursuit of their duties for the Department. The duty of the Department toward such persons in this regard shall be the same as the duty owed to public employees by municipal employers pursuant to Section 895.46, Wisconsin Statutes.

ARTICLE 16 – DISSOLUTION

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE 17 - AMENDMENT OF BYLAWS

SECTION 1. Amendments.

Proposed amendments to these Bylaws shall be in writing, bear the signature of two (2) voting members, and be submitted to the Board of Directors for review at least thirty (30) days prior to its next meeting. The Board of Directors shall review each proposed amendment for compatibility with the unaffected portion of these Bylaws. If the proposed amendment is found to be incompatible it shall be returned to the submitters, who may change the proposed amendment or submit it to the Department for action at a regular or special meeting. If the proposed amendment is found to be compatible, the Board of Directors shall forward the proposed amendment to the Department for action at a regular or special meeting. All proposed amendments shall be read to the Department by the one of the submitters and a copy thereof shall be provided to each member and posted at the Department at least thirty (30) days before the regular or special meeting at which the Department will act on the proposed amendment.

SECTION 2. Review of Bylaws.

The Board of Directors shall review the Bylaws biannually.