

# **Glen Burnie Volunteer Fire Company, Inc.**

## **Bylaws**

**Adopted 7/12/2021**

# Table of Contents

	<b>Page number</b>
Article I <a href="#">Object &amp; Title</a>	
Section 1 -----	4
Section 2 -----	4
 Article II      Membership	
Section 1 <a href="#">Types of Membership</a> -----	5
Section 2 <a href="#">Applicants</a> -----	6
Section 3 <a href="#">Members</a> -----	8
Section 4 <a href="#">General Rules of Membership</a> -----	10
Section 5 <a href="#">Disciplinary Actions</a> -----	12
 Article III      Dues	
Section 1 <a href="#">Payment</a> -----	14
 Article IV      Meetings and Hearings	
Section 1 <a href="#">Annual Meeting</a> -----	15
Section 2 <a href="#">Special Board Meetings</a> -----	15
Section 3 <a href="#">Regular Meeting</a> -----	16
Section 4 <a href="#">Hearings</a> -----	16
Section 5 <a href="#">Quorum</a> -----	17
Section 6 <a href="#">Regular Board Meeting</a> -----	17
 Article V      Elected officials & Board of Directors	
Section 1 <a href="#">Candidates</a> -----	18
Section 2 <a href="#">Duties and Responsibilities</a> -----	19
 Article VI      Appointed Officers	
Section 1 <a href="#">Chief</a> -----	23
 Article VII      Line Officers	
Section 1 <a href="#">Assistant Chief</a> -----	25
Section 2 <a href="#">Captain</a> -----	25
Section 3 <a href="#">Lieutenants</a> -----	25
Section 4 <a href="#">EMS Lieutenants/Coordinators</a> -----	26
Section 5 <a href="#">Line Officers</a> -----	26

# Table of Contents continued

	<b>Page number</b>
Article VIII Fire Suppression and EMS Personnel	
Section 1 <a href="#">Duties and Responsibilities</a> -----	28
Article IX Career Personnel -----	29
Article X <a href="#">The Glen Burnie Volunteer Fire Company Lodge</a> -----	30
Article XI Auxiliary	
Section 1 <a href="#">Auxiliary of the Company</a> -----	32
Section 2 <a href="#">Membership</a> -----	32
Section 3 <a href="#">Duties</a> -----	32
Section 4 <a href="#">Social Affairs &amp; Special Arrangements</a> -----	32
Section 5 <a href="#">Reports</a> -----	32
Section 6 <a href="#">Other Organizations</a> -----	33
Section 7 <a href="#">Constitution &amp; Bylaws</a> -----	33
Section 8 <a href="#">Meetings</a> -----	33
Section 9 <a href="#">Assets</a> -----	33
Article XII <a href="#">Amendments, Rules of Order and Special Rules</a>	
Section 1 Amendments -----	34
Section 2 Rules of Order -----	34
Section 3 Special Rules -----	34
Article XIII <a href="#">Dissolution</a>	
Section 1 Assets -----	35

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**ARTICLE I - OBJECT and TITLE**

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**SECTION 1.**

Recognizing the need for protection of life and property, this company shall be known as the **GLEN BURNIE VOLUNTEER FIRE COMPANY, INC.**

**SECTION 2.**

The Glen Burnie Volunteer Fire Company, Inc. prohibits discrimination based on race, color, creed, sex, age, national origin, marital status, political or religious opinion or affiliation, and physical or mental handicap.

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## ARTICLE II - MEMBERSHIP

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### SECTION 1. TYPES OF MEMBERSHIP

**A. Responding** - Members who are or are becoming active in firefighting, rescue, and/or EMS.

1. To be a responding member in good standing a member shall participate in all fundraising activities, as well as take an active part in company affairs as designated by the board of directors and /or the chief.
2. Riding requirements are stated by the chief and approved by the board of directors.

**B. Administrative** - A member who is active in all company activities with the exception of responding to fire, rescue, or EMS calls. Administrative members may not serve as chief or a line officer.

1. To be an administrative member in good standing a member shall participate in all fundraising activities, as well as take an active part in company affairs (excluding emergency response) as designated by the board of directors.
2. An administrative member may be excused by the chairperson of an activity from performing functions that they are unable to do because of physical limitations. Any member who has an objection may appeal to the board of directors. (This is intended to insure we comply with the federal disabilities laws.)

**C. Special** - A member under age sixteen (16) or any other person who wishes to perform some function within or for the Glen Burnie Volunteer Fire Company, Inc. but does not wish to become a full (responding or administrative) member. Special membership is allowed for a specific purpose, such as fire prevention queen, to help out on a specific activity such as bingo, or someone who wants to help out around the station but cannot be a regular member due to his/her age. This category of membership may also be used as an honor for a deserving member of the community.

1. Special members are not required to perform functions outside of their stated purpose when joining (i.e. fire queens are not required to wash fire apparatus).
2. Special members may attend any regular company meeting but they are not allowed to vote.
3. Special members may have their dues and second reading waived at the discretion of the membership.
4. Special members who wish to change their membership to administrative or responding shall report to the membership committee, fill out the required paperwork

and pay dues if they were waived previously. A second reading may be waived for these persons on the recommendation of the membership committee.

5. Special members who wish to change their function within the Company but still remain special members (such as fire queens who wish to help out at bingo at the end of their term) shall make a request in writing to the president, who shall bring the issue to a vote of membership.

**D. Life Membership** - Any member of the Company who pays dues for twenty (20) years shall become a "Life Member" and be relieved of the payment of dues. They will be given a laminated plastic or metal life membership card at the end of their twenty (20) years.

**E. Affiliated Member** – Is any member who wishes to have an affiliation with GBVFC for the purpose of receiving affiliate funded certified EMT training at local educational institutions. The Company will not be responsible for the costs of any of this training.

1. The affiliated member must be minimum age of 18 years, and must complete an affiliated member application form.
2. If the affiliated member was previously a member in good standing of GBVFC for at least their last 2 years of membership, then the affiliation fee will be 50 dollars per year. If the affiliated member was never a former GBVFC member, then the affiliation fee will be 300 dollars for the first year, and 50 dollars per year afterward. Affiliation fees must be paid in advance, and are not refundable in part or in full. Affiliation fees must be paid each year by Jan 15, otherwise the Chief will withdraw the affiliation.
3. An individual may become an affiliated member upon the approval of the membership committee.
4. The affiliated member will have no requirements to attend meetings, to participate in fund-raising, may not hold any office, and may not vote at any meeting, but may attend general meetings as a guest. The affiliated member will receive no LOSAP benefits, nor any company benefits as provided by the bylaws or by company policy.
5. The affiliated member, having been approved and having paid the fee, may afterward make application for regular company membership at any time upon the completion of a standard GBVFC application process, and after completion of the normal membership selection process. If the affiliated member has paid the affiliation fee for that year, then the normal application fee will be waived. An affiliated member will receive no time credit toward regular membership if they decide to apply. i.e. must serve the normal probation period.

## SECTION 2. APPLICANTS

**A.** Any qualified person may apply for special membership to the Glen Burnie Volunteer Fire Company, Inc. He/she must clearly state his/her purpose for joining (such as to help out at a fund raising activity or serving a fire prevention queen or helping out under supervision of a parent until old enough to become a regular member.)

**B.** Prospective members over the age of sixteen (16) years of age may apply for responding or administrative membership.

**C.** Any person may be elected as a member of this company provided that two-thirds of the voting members present approve. Applicant must be present for vote to occur. If applicant is not present, vote will be tabled until the next regular monthly meeting.

**D.** Prospective members will submit a completed application to the membership committee. The membership chairperson will report to the membership with recommendations.

**E.** Prospective members shall submit all forms required by Anne Arundel County with their original application. All new responding and administrative applicants must submit to a health examination and must submit to a background investigation as required by the Anne Arundel County Fire Department and/or the Glen Burnie Volunteer Fire Company, Inc. The results of the foregoing must not reveal health or behavioral problems which would reflect unfavorably on their association with the Company, or on their ability to carry out their assigned duties with the Company. The board of directors, the president, or the chief may limit the participation of a responding or administrative member in company activities as determined by the physician's medical assessment.

**F.** Prospective members must be present for the first reading of their application. This requirement may be waived at the membership committee's discretion if the prospective member is excused from attending the meeting due to work or training. If either the chief or the membership committee deems there is a need for more time to verify an application, the application will be held for a second reading.

**G.** All applications for membership must be investigated by the membership committee, the Anne Arundel County Fire Marshal's Office and/or the Anne Arundel County Police Department. No person shall be accepted for membership who has been convicted of any felony or serious misdemeanor. Applicants shall list any membership, past or present, with any other career or volunteer fire or ambulance company for the purpose of reference checks. Failure to properly supply all information on application forms (such as not disclosing a criminal record) shall be considered grounds for termination of membership.

**H.** All applicants will be required to serve a probation period, at the end of which time their application shall come before the general membership with recommendations for action from the membership committee and the chief. Active riding members will serve on probation until they are eligible to ride, but at least twelve (12) months. Other members must serve a twelve (12) month probation period. No extensions will be granted. After the probation period has been satisfied, the application shall then be accepted or rejected by a simple majority vote of membership and the applicant shall be so informed. During this probationary period, if the chief or the president discovers a reason why this person should not be a member, the member may be dismissed. The probationary member may appeal this action to the board of directors (per Article IV, Section 4). Until the board hears this case, a probationary member may not take part in any company functions, be at the station

or act as a member of the Company. Any members who are on probation at the adoption of this rule will become subject to it.

**I.** All responding members shall be required to obtain certification for, or be actively pursuing training for, EMT-B certification (Emergency Medical Technician, recognized by the state of Maryland and the Anne Arundel County Fire Dept.) or Firefighter within eighteen (18) months of beginning membership.

**J.** Any member failing to meet the above-cited training requirements (Article II, Section 2, Paragraph I) within the prescribed time period shall be required to relinquish their responding membership status and shall revert to an administrative member status. This may be appealed to the membership committee.

**K.** Any member desiring to resign from the Company shall do so in writing. Such resignations must be submitted by mail or presented in person to the membership committee, the president, vice president, or chief. The member, after submitting a resignation, must return all company property, shoulder patches, etc., and make arrangements to turn in any license plates indicating membership to the Maryland Motor Vehicle Administration.

**L.** Any person having resigned, lost membership by default of dues, or for any reason, and desiring to renew his/her membership shall apply for membership in the same manner as anyone applying for a new membership. At the time of this application, all previous records of this applicant shall be brought before the general membership before a vote is taken.

**M.** Any person reinstated will be required to serve a probation period as described in this section (Paragraph H), just as new applicants are required. There will be no exceptions.

**N.** An application fee may be collected with the membership application. This fee shall be primarily to cover any costs involving new members. The exact fee shall be set by the membership committee with the approval of the board of directors. Persons applying for or being given special membership shall be exempted from paying an application fee. If deemed useful to attract and retain quality active responders, a portion of the application may be refunded to the applicant after they are trained and cleared as a responding member.

### **SECTION 3. MEMBERS**

**A.** Any member who cannot carry on his/her normal duties (administrative, fundraising, or responding ), other than for a short time (such as a change in physical abilities, work or other scheduling changes) shall report this to the president if an administrative member, or to the chief (or acting chief) if a responding member. Upon receiving a report of this type the president or chief shall work with the member to keep him/her as active as possible, and if necessary, change the status of a member until he/she can return to normal duties. It is the responsibility of the member to report to the president or the chief (or acting chief) at least once every four months. It is the responsibility of the member to maintain required qualifications, such as recertification in EMS, mask fittings, or newly required training. If the president or chief (or acting chief) feels that the member is not making an effort to maintain membership, they may request that the membership be terminated or changed from active to administrative. The member shall be notified of the decision and allowed to appeal to the board of directors.



**B.** Any members that enter active military service shall retain all rights and privileges they held before entering the military. The years they serve on active duty will be counted as years of service with the Company. Those members will have their dues and restrictions of their rights waived while on active military duty. Persons wishing to continue their membership after military service must request reinstatement within nine months of termination of military service and must complete required training prior to resuming active responding status.

**C.** No member shall be entitled to vote at any meeting unless he/she is off of probation, is in good standing, is over eighteen (18) years of age, and has attended at least six (6) meetings in the previous twelve (12) months. The only exception shall be when the number of times excused (per Paragraph E, this section below) and the number of times present in the past twelve (12) months equals at least six (6).

**D.** The names of all members eligible to vote at the Annual Meeting shall be posted on the volunteers' bulletin board after the December meeting by the secretary of the Company.

**E.** Members that cannot attend the regular company meetings due to responding on an emergency call, or on a transfer or fill must notify a company officer (line or administrative) of their absence. This includes situations where a crew has been established to answer calls and might have to leave the meeting. Members who are on company business for which they do not receive LOSAP credit must similarly notify a company officer (line or administrative) of their absence. Members who cannot attend a regular company meeting due to company business for which they do receive LOSAP credit (e.g. in class, or another meeting) must make similar notification. Names of all these members and their reasons for being absent shall be read by the secretary at the beginning of the meeting and, if there is no objection, added to the attendance logbook, indicating that they will be credited in the attendance logbook to keep "in good standing" (per Article II, Section 3, Paragraphs A and D.) If there is an objection, it shall be settled by a vote of the members of the board of directors present following the regular meeting. If, at the end of the meeting, an established crew did not leave to answer a call, then their presence at the meeting will be credited with full attendance and with LOSAP credit for the meeting.

**F.** Any member of the Company who was active in fire and/or EMS functions, is current on dues, but has become inactive or displays no intention of returning as an active member for a period of over 3 months, shall be placed as an administrative member of this company until the member returns to active duty or the termination of membership takes place. The secretary shall, at the direction of the president or the chief, write a letter informing any member whose status has changed. A copy of this letter will be sent to the chief.

**G.** The names of administrative members shall not be carried on any volunteer personnel rosters of this company provided to Anne Arundel County Fire Department that lists members as actively riding emergency apparatus. The names of administrative members will be listed in a separate category stating that the persons on this list cannot ride apparatus.

**H.** No member shall make public any information about the Company that is not intended for public dissemination, except as needed to carry out duties assigned. When in doubt about whether

information should be kept confidential, the board of directors shall be consulted. This shall include, but not be limited to, financial and administrative information.

**I.** Every member of the Company has both an individual and mutual responsibility to ensure that the fire station and premises as a whole are properly secure, orderly, clean and in a sanitary condition as necessary to ensure overall safety and welfare of all concerned. Every member may be held personally accountable for any violation on his/her part which may contribute to the violation of this rule.

**J.** During any meeting where company officers or board members are being elected, responding members or any members who have the potential to ride any suppression, support or EMS unit, to include career equipment, will be authorized to cast their vote at 1900 hours (7:00pm) or whenever they shall return from an incident, transfer, or any other related operational situation, to include any fire department training classes which will prevent said members from voting during the normal meeting times. In addition, all votes will be held until the previously stated members have voted, provided that the absentee votes would potentially affect the outcome of the vote. At that time, the ballots will be counted and the results shall be announced.

**K.** Any member whose status changes from active responding to administrative, or from administrative to active responding, must serve a new probationary period as defined in Article II, Section 2, Paragraph H, the same as a new member. Life members, sitting officers and board members are exempt from this rule.

**L.** As a member of the company you are expected to represent the company in public with decorum. This includes but is not limited to being well groomed (addressing personal hygiene, clean clothes, well kept), and displaying behavior that is courteous and reflects well upon the company.

**M.** Members who are terminated for non-participation may not re-apply for membership for one (1) year after termination.

#### **SECTION 4. GENERAL RULES of MEMBERSHIP**

**A.** Any member borrowing equipment, tables, chairs, or other property belonging to the Company will request permission from either the chief (for EMS/fire property) or the president (for other property) prior to removing the property. The officer must request that the person borrowing the property fill out a property receipt.

**B.** Members will carefully protect from waste or abuse all property of the Company or that property belonging to Anne Arundel County which is on loan or assigned to the Company.

**C.** No member shall lend, sell, give away, convert for his/her own use or otherwise dispose of any property belonging to the Company or to the Anne Arundel County Fire Department without proper direction from the president, chief, or board of directors.

**D.** Any member of this company may have their membership suspended or terminated for any serious and willful display of conduct unbecoming of a member. In general, such conduct to be considered under this section would include any breach of peace, misconduct or neglect of duty, whether or not specifically enumerated in these rules or other company operating policy and whether

committed on or off duty, when such conduct tends to undermine or is prejudicial to the good order, efficiency, discipline or morale of the Company. Similarly, any civil or criminal charges incurred by a member of this company shall also be considered as conduct unbecoming of a member and a violation of these rules.

The following list of specific offenses is applicable, but not considered to address all inclusive violations under this section:

1. Intoxication or under the influence of alcohol while on duty or in uniform or clothing inferring membership in this company.
2. Evidence of use, possession or distribution of any controlled dangerous substance either on or off duty.
3. Neglect of duty/failure to render proper assistance.
4. Disobedience of orders or insubordination.
5. Blatant and willful public discourtesy.

**E.** All members will read and become familiar with the constitution, bylaws, and rules of the Company.

**F.** Any member found guilty of transgressing any rule or regulation may be reprimanded, suspended, given extra work details, or dismissed from the Company as the board of directors and/or chief may determine.

**G.** Any member who has been issued a uniform or other Company property (lapel pins, badges, etc.) will appear in said uniform when on duty and at any drill, parade, special details, fund raising activities, or other occasions, and when so ordered by the chief, in the best interest of the Company, when possible and not interfering with the member's general welfare. Whenever the chief issues uniform standards, members shall comply with these uniform regulations as best as they are able.

**H.** Any member of the Glen Burnie Volunteer Fire Company, Inc. under the age of twenty-one (21) will not consume and/or dispense any alcoholic beverages at any Company function and/or functions that this company may participate in (parades, pool parties, dances, etc.) as set forth by the state of Maryland and put into law. Any member found guilty of this offense will be subject to automatic suspension until such time as the Company and the board of directors see fit to reinstate said member back to active duty.

**I.** All members are required to assist in all fund-raising activities as assigned by the chief or chairperson of said fund-raising activity. Extra work details, suspension and/or termination for a member's failure to comply with this rule will be at the discretion of the board of directors and/or chief.

**J.** Without the approval of the membership committee and board of directors, a member of this company shall not hold membership in another volunteer fire or ambulance company in Anne

Arundel County that provides the same level of care (EMT-B) or service (fire/rescue) to the community.

**K.** Any member that has been issued or is wearing a uniform that displays membership to this company (shirts, pants, jackets, duty boots or shoes) shall maintain these items in a manner that presents a good image to the public.

**L.** All members that are secondary school students must maintain academic eligibility as determined by the Anne Arundel County Public School System. The chief will follow said guidelines.

**M.** Any member who has company money shall submit a quarterly report to the treasurer as to the status of that money and return to the treasurer all profits and receipts for items purchased at least once per quarter. Operating money such as bingo banks or the chief's petty cash fund may be kept by the member as appropriate, but excess funds should be turned over and a full accounting made to the satisfaction of the treasurer.

**N.** Unless dispatched on a call or conducting other urgent company business, members must stay through the entire meeting to receive credit.

**O.** Discourteous or inappropriate behavior will not be tolerated at company or board meetings. Members who are disrespectful or disruptive will be subject to disciplinary action, up to and including termination.

## **SECTION 5. DISCIPLINARY ACTIONS**

**A.** Any member may request a volunteer officer to place disciplinary charges against another member of the Company. This request must be in writing stating the date, approximate time, and the circumstances of the incident. A request for disciplinary action must be made within ten (10) days of the incident.

**B.** Within ten (10) days of charges having been placed, copies of the complaint and the investigation by the volunteer officer will be forwarded to the chief for his/her action. If the officer finds no reason for charges to be filed, he/she shall forward the request and response to the chief.

**C.** Once the chief receives the results of the investigation, he/she may assign disciplinary action. The chief shall inform the charged member of the results of the investigation and any discipline in writing within ten (10) days, either in person or by mail, insuring that a receipt is signed. In informing a member of charges, he/she shall also be reminded of his/her right to appeal to the board of directors. The chief, in cases where his/her decision would be biased, may elect to forward the charges to the board of directors for their action.

**D.** If the chief is the member being charged, then the volunteer officer will forward all documentation to the president, and a special meeting of the board of directors will be convened to hear the charges and any appeal by the accused.

**E.** To place charges against Anne Arundel County employees or members of another volunteer fire company, the regulations as stated in the Anne Arundel County Fire Department Rules and Regulations will be followed.

**F.** In the event of a conflict between the Anne Arundel County Fire Department Rules and Regulations and the bylaws of this company, the rules governing the charges stated in the Anne Arundel County Fire Department Rules and Regulations will apply.

**G.** The president will have disciplinary authority over all members in matters that are administrative in nature (e.g. fundraising).

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## **ARTICLE III - DUES**

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### **SECTION 1. PAYMENT**

A. The dues amount must be set by the membership committee and approved by the board of directors. This amount must be announced at the October company meeting. If no announcement on dues is made in October then the dues shall remain at the current level. Dues are not to be a major fundraising tool and care should be made to insure they are affordable. The membership committee shall be responsible for the collection of dues and for turning over the money received to the treasurer with a reconciled paid member list at least monthly. The treasurer will direct the secretary to maintain an up to date posting in the station of those paid and unpaid members from the October meeting until the start of the January meeting.

B. Those members in good standing required to pay dues shall make payment of annual dues between the regular meeting in October and the annual meeting in January.

C. Termination of membership shall be automatic if the dues are not paid by the close of the annual meeting in January.

D. The membership committee, at the annual meeting in January, will call off the names of those members who have failed to pay dues and who are to be terminated as members of the Company following the annual meeting. The membership may make a motion to delay the automatic termination of selected members whose names have been read by the membership committee until the next regular meeting. Further, this motion directs the membership committee to contact those individuals selected by the membership to ascertain their intent of active membership in this company. Written documentation will be forwarded to the chief.

E. A membership card for the calendar year must be issued to all active and administrative members of the Company at the time of payment of dues, and to special members that are in good standing and request one. The membership card is the member's receipt for payment of dues.

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## **ARTICLE IV - MEETINGS and HEARINGS**

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### **SECTION 1. ANNUAL MEETING**

**A.** The annual meeting of the Company will be held on the first Monday in January at 1900 hours. If this date falls on a legal holiday (New Year's Day) the meeting shall take place on the second Monday in January.

**B.** The officers and board of directors taking office at the annual meeting will be appointed for a two (2) year term, or until replaced, by a majority vote of the eligible voting members present. If there is a lack of majority for an election, then there must be a runoff of the two candidates with the highest vote counts. Runoffs will continue until there is a clear winner (i.e. one who receives a majority vote of eligible voting members present.)

**C.** At the annual meeting of every odd year the following officers and board members will be elected for a two-year term: president, secretary and three (3) board members.

**D.** At the annual meeting of every even year the following officers and board members will be elected for a two-year term: vice president, treasurer, and three (3) board members.

**E.** All candidates for office must be nominated at the regular meeting in December preceding the annual meeting. Any member of the Company who is in good standing and who is eligible to vote may nominate candidates for one or more offices to be filled at the annual meeting.

### **SECTION 2. SPECIAL BOARD MEETINGS**

**A.** A special board meeting may be called by the chairman of the board for the purpose of conducting business that cannot be postponed until the regular company or board of directors meeting.

**B.** The secretary shall be responsible for contacting the company officials and board of directors when a special meeting is to be held.

**C.** The secretary shall state the purpose for which a special meeting was called, in writing, and no other business shall be transacted. In writing shall mean entered into the minutes of the meeting by the secretary, listing who was contacted, the reason for the meeting, and who was present for the meeting.

**D.** A board meeting may also be called at the discretion of the president (or vice president if the president is absent) immediately before or after the regular meeting.

### **SECTION 3. REGULAR MEETING**

**A.** The regular company meeting will be held on the first Monday of each month at 1900 hours. If the first Monday is a holiday or a snow emergency plan is in effect, the regular meeting will be held the following Monday at the same time.

**B.** The regular company meeting may be postponed for a special company event such as the annual carnival.

**C.** Meetings shall open with a prayer and Pledge of Allegiance led by the chaplain or someone appointed by the meeting chair. Anyone not wanting to take part in this portion of the meeting may leave the room being quiet and respectful of others.

**D.** The secretary shall take a roll call of board members to insure a quorum is present (per Article IV, Section 5), read the minutes of previous meeting(s), and read members names that are to be credited with attendance who are not physically present (per Article II, Section 3, Paragraph E) .

**E.** A report of the chief, treasurer, membership committee, and other committees shall be heard. Robert's Rules of Order shall be followed and traditions respected.

**F.** Any motion passed in the regular meeting which requires an expenditure of more than one thousand dollars (\$1,000.00) must be approved by the board of directors. The board of directors must address any such item at their next meeting. An exception would be to cover normal expenses such as authorizing payment of previously arranged bills (such as equipment purchase, loan) or purchasing items for a previously discussed raffle.

### **SECTION 4. HEARINGS**

**A.** Any member being suspended, having charges placed against him/her, or being dismissed from the Company by the chief, may request, in writing, an appeal hearing by the board of directors within ten (10) days. At this meeting the person placing charges, the accused and any other person required by the board of directors will be present.

**B.** The appeal request will be given or sent to the president of the Company. If the president is unable to receive such an appeal request (being out of town, on vacation, etc.) appeal may be presented to the vice president, who shall call for a board meeting or if the president is expected to return soon, pass the request to him/her. If an appeal is not received within the ten (10) day period it will be assumed by the Company that the person charged has pleaded guilty by no contest.

**C.** The board of directors, hearing an appeal from any member of the Company, may under its own authority reduce the disciplinary action taken against the accused or grant the punishment requested; they cannot make the punishment more severe.



## **SECTION 5. QUORUM**

**A.** Fifteen (15) voting members shall constitute a quorum at any regular or special meeting of the Company.

**B.** Six (6) members of the board of directors must be present to hold a quorum at a company or board of directors meeting. At a company meeting, at least one (1) of these members must be an elected officer of the Company. At a board of directors meeting at least two (2) of these members must be elected officers of the Company. Elected officers of the Company are president, vice president, treasurer and secretary.

## **SECTION 6. REGULAR BOARD MEETING**

**A.** A regular board meeting will be held on the fourth Monday of the month for the purpose of conducting company business.

**B.** The regular board meeting shall be held at 1930 hours. The president, in the best interest of the Company, can change the time of the meeting.

**C.** If the regular board meeting falls on a holiday or the snow emergency plan is in effect, the meeting will be held on the following Monday at the same time.

**D.** The regular board meeting shall be a closed meeting with attendance limited to the elected officials and the board of directors. (president, vice president, secretary, treasurer and the board). Other persons may be requested to attend for a specific reason (such as giving a report, making recommendations, etc.) These persons may attend only the part of the meeting which pertains to their reason for attending. The chief should attend as many board meetings as possible.

**E.** At the regular board meeting, if requested, time shall be available to allow the membership to address the board.

**F.** Any member may address the board of directors by a request through the president.

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## **ARTICLE V - ELECTED OFFICIALS & BOARD OF DIRECTORS**

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### **SECTION 1. CANDIDATES**

**A.** The officials of the Company shall be the president, vice president, secretary and treasurer. These office holders shall also be members of the board of directors along with the six (6) members elected to serve on the board.

**B.** The board of directors shall consist of six (6) elected members, with three board members being elected each year, as well as the elected officers.

**C.** All candidates for office must be eligible to vote and must remain eligible to vote during their terms. No candidate may be in nomination for more than one (1) elected office at a time.

**D.** All candidates for office must be at least twenty-one (21) years of age and must have been a voting member in good standing of this company for the past two (2) years.

**E.** A maximum of two (2) fire suppression and one (1) EMS officers may serve as members of the board of directors. Any line officers that are elected to serve on the board may not vote on the appointment of an assistant chief or approval of other line officers. Company officers (president, vice president, secretary, treasurer) may also serve as line officers without restriction except as noted above.

**F.** The chief shall not serve as a member of the board of directors. However, an acting chief may serve on the board until such time as they become qualified to be chief or a qualified chief is appointed by the board.

**G.** Should any vacancy occur during any elected official's term, such vacancy shall be filled by a special election, except for the office of president. Any unexplored portion of the term of the president shall be filled by the vice president. The position of vice president shall then be filled by special election. If at the time of the special election the new president (former vice president) wishes NOT to continue as president, he/she may resign as president. At such time both positions are open, and any qualified member may be elected for either position.

**H.** Candidates for elected office will be nominated at the regular meeting in December except to fill an open position, which will occur at the next regularly scheduled meeting with election to follow at that same meeting.

**I.** At the annual meeting in January election for office shall take place by secret ballot cast by the eligible voting members present.

**J.** Those members elected to office at the annual meeting in January shall take office immediately after being sworn in, which will take place under the good of the order at the annual meeting.

**K.** Unless excused by the president, all elected officials and members of the board of directors are required to attend those Company meetings in which business is conducted at the board level.

**L.** Company officers and board members are expected to voluntarily resign their positions should they be unable to perform their duties for an extended period of time. Any elected official who fails to attend three (3) consecutive general meetings, or three (3) consecutive board meetings without previously being excused by the president, will have his/her office declared vacant by a two-thirds (2/3) vote of the board.

**M.** In order to run for the position of President, Vice President, or Treasurer you must serve on the Board of Director for a period of 2 years or 1 term.

**N.** No member may be nominated for an elected office without being present at the nomination meeting to accept or decline the nomination in person. Once nominated, the nominee need not be present at the meeting when the election is held.

## **SECTION 2. DUTIES and RESPONSIBILITIES**

**A. PRESIDENT:** The president shall preside at all business/administrative meetings of the Company, and shall act as chairman (chairperson) of the board of directors.

- 1.** The president may appoint committees as needed to carry out specific functions for the president and the board of directors. If a board member objects to an appointment, the president may choose another member for the position or call for a vote on the matter at the next board meeting. The president must approve of all members serving on any committee.
- 2.** The president must sign all checks and legal documents under the direction of the board of directors. He/she shall be bonded to the extent of one hundred thousand dollars (\$100,000.00) jointly to Anne Arundel County and this company, such bond to be paid for by the Company.

**B. VICE PRESIDENT:** In the absence of the president, the vice president shall act in the president's stead. He/she shall be responsible for the ways and means of the Company.

**C. SECRETARY:** The secretary shall keep a correct record of the proceedings of all Company, board of directors, and special meetings. He/she shall keep an accurate list of the company membership. The secretary is responsible for the company correspondence. The secretary shall chair a company or board meeting if no other elected officers are present.

Assistant to the secretary: A member may be appointed, if it becomes needed, to assist the secretary in a limited capacity, such as taking notes, reading the secretaries report, etc. The president shall make such appointment. Should a board member protest the appointment, a vote of board members present shall decide the issue.

**D. TREASURER:** The treasurer will be the custodian of all money and other valuables of the Company. The treasurer will deposit all moneys into a responsible financial institution, of which the board of directors has approved. He/she will have accurate records for all moneys and receipts for same, and pay bills approved by the Company. He/she will make an annual report at the first meeting in July, or whenever called upon by the president. He/she shall be bonded to the extent of one hundred thousand (\$100,000.00) dollars jointly to Anne Arundel County and this company, such bond to be paid for by the Company.

1. The treasurer shall prepare a budget annually for submission to the board of directors.
2. The treasurer shall chair any Company or board meeting when the president and vice president are not present.
3. Assistant to the treasurer: As needed, an assistant may be appointed to the treasurer. An assistant shall perform functions limited by his/her appointment. The president may appoint an assistant to the treasurer with the approval of the board.
4. The treasurer shall have the financial books and records reviewed by a Certified Public Accountant (CPA) annually following the annual meeting and audited every 4 years and/or whenever the position of treasurer changes. A report of the audit or review will be presented to the board of directors.
5. Treasurer shall provide a written or printed monthly treasurer's report to the members of the Glen Burnie Volunteer Fire Company, Inc. at every monthly meeting. The treasurer's report should list and categorize all money collected and paid out by the Glen Burnie Volunteer Fire Company, Inc. The treasurer's report should only list money from the Glen Burnie Volunteer Fire Company, Inc. general operating accounts. Savings and other financial holdings are not required to be listed on the monthly treasurer's report.
6. The treasurer shall provide to the members a biannual report of all funds and assets held by the Glen Burnie Volunteer Fire Company, Inc., to include operating accounts, savings accounts, real estate, etc.

**E. Board of directors:**

1. The board of directors will manage the business/administrative affairs of the Company in accordance with the constitution, bylaws, and the will of the membership. They shall have the power to approve the signing of all authorized contracts, deeds, mortgages, etc., on behalf of the Company.
2. An appeal board of the board of directors will sit as judges at the appeal of any member of the Company against whom charges have been placed. All members of the board of directors must be notified of the appeal hearing.
3. The board of directors will meet upon the will of the chairman of the board.

4. It will be the duty of the board of directors to appoint at its first regular meeting of even years, a competent fire chief who will serve a term of two (2) years. Anyone selected to serve as chief must have been a voting member for the previous two (2) years. If there is no one qualified to serve as chief, the board of directors shall appoint an administrative chief to perform as many functions of a chief as possible. In this case, a qualified chief shall be appointed as soon as possible.
5. The board of directors will be responsible for all expenditures not provided for in the budget, and all extra budgetary expenses referred to the board after being approved by the chief.
6. The board of directors will approve/disapprove of line officers as selected by the chief.
7. The board of directors shall have the authority to update the company bylaws in those cases where the bylaws reference the Anne Arundel County Rules and Regulations and when these references have been changed/renumbered by the Anne Arundel County Fire Department. The content of bylaws shall not be changed. Changes made by the board of directors shall be announced at the company meeting and posted.
8. The board of directors shall provide funding to the chief for lower price items which may be needed between meetings.
9. To avoid incidents or suspicions of favoritism and conflict of interest, the Glen Burnie Volunteer Fire Company Inc. thereby establishes an anti-nepotism policy. At no time shall more than one (1) relative serve on the Board of Directors or as the Chief of the company. "Relative" is defined as any person who has a relation by blood or marriage within the third degree. This includes: parents, step-parents, grandparents, in-laws, spouses, or domestic partners, children, step-children, adoptive children, grandchildren, siblings, uncles, aunts, nieces and nephews.

#### **F. STANDING COMMITTEES / POSITIONS**

1. Ways and means committee: chaired by the vice president for the purpose of raising funds.
2. Membership committee: a chairman and members (as needed) shall be appointed by the president and approved by the board of directors.
3. LOSAP committee: a LOSAP chairperson and committee members shall be appointed by the president and approved by the board of directors. The LOSAP committee shall work with the chief, assistant chief, all other line officers and elected officials to insure that all members of the Company receive all needed LOSAP points, working within the regulations of the state and county.
4. CHAPLAIN – The president shall appoint a chaplain to offer prayers at the opening and closing of meetings and whenever else it may be appropriate. If the chaplain is

absent, another person may be selected by the meeting chair to perform this function. The appointed chaplain shall make an effort to insure prayers are nondenominational.

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**ARTICLE VI - APPOINTED OFFICERS**

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**SECTION 1. CHIEF/ADMINISTRATIVE CHIEF**

**A.** The chief will be responsible to the board of directors for all forces of the Glen Burnie Volunteer Fire Company, Inc., as well as all fire, rescue, and EMS equipment of the Company.

**B.** The chief shall assume and/or be granted all rights, privileges, duties and responsibilities assigned by a superior officer, the Anne Arundel County Fire Department Rules and Regulations, or by this company.

**C.** He/she, if in command of a fire, will be responsible for the complete extinguishments of fires with the least possible damage to life and property and for the prevention of unnecessary damage at fires.

**D.** He/she will not jeopardize the safety and health of any officer, firefighter, or any other person under his/her control.

**E.** He/she will be responsible to see that all appropriate fire, emergency medical incident reports and any other reports or forms required by Anne Arundel County are filled out correctly, filed and forwarded, by personnel under his/her control, in a timely manner.

**F.** The chief will answer alarms when possible and when not interfering with his/her general welfare.

**G.** The chief will visit the company quarters, daily if possible, and inspect apparatus, tools, building and grounds, etc., when not interfering with his/her welfare.

**H.** The chief along with the line officers are responsible for insuring all responding members are trained, practiced and proficient in performing all duties required of members of their rank (i.e. leading off, driving apparatus, filling out required paperwork). The chief, in order to fill this requirement, shall require regular members to take part in drills and other company training. Proper advance notice should be given to all responding members.

**I.** He/she will attend trials, appeals and those meetings of the board of directors at which the board requires his/her presence.

**J.** He/she will have an inventory taken of all property of or owned by the Company at least once a year.

**K.** He/she will insure that all fire/rescue/EMS equipment and supplies are properly maintained, labeled, and tested, reporting all missing or damaged items and seeing to timely replacement or repair.

- L.** The chief or his/her designee will attend each monthly meeting of the Company.
- M.** The chief shall make every effort to meet and maintain the qualifications required by the Anne Arundel County Fire Department as stated in the Regulations for Volunteer Captain.
- N.** After leaving office the past chief will have the right to wear the same “class A” uniform but will wear a “Past Chief” hat badge and collar pins and may have a “Past Chief” patch above the stripes.
- O.** The chief shall have the authority to assign specific responsibilities to all members in addition to those listed.
- P.** If the chief is to be absent for some time (such as being out of town on vacation or business) he/she shall insure someone is designated to act in his/her stead.
- Q.** The chief, after being appointed by the board of directors, shall appoint members to serve as line officers (assistant chief, captain, lieutenants, etc.) to assist him/her in running the operational activities of the Company. These officers must be approved by the board of directors.
- R.** The chief shall provide a list showing qualifications of all active members. This list should be kept up to date and posted.
- S.** The chief shall keep records of all expenditures of petty cash and present them to the treasurer as needed. (See also Article V, Section 2, Paragraph E, Number 8.)
- T.** The chief must be an active riding member as reflected in the Anne Arundel County Volunteer Riding Database.
- U.** The Chief shall not enter into any written, non-written, verbal, implied, binding or non-binding contracts.
- V.** The Chief and/or the Board must have in their possession a letter of guarantee from the guarantor for tsaid purchase to continue. IE Grants, Donations...
- W.** All Graphics of any type in which GBVFC name is to be used or implied must be presented to the President and Board of approval. IE T-shirts and equipment.



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## **ARTICLE VII - LINE OFFICERS**

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### **SECTION 1. ASSISTANT CHIEF (If this position is filled)**

**A.** The assistant chief will assist the chief in the operation of the Company and shall assume the duties and responsibilities of the chief in his/her absence.

**B.** The assistant chief shall assume and/or be granted all rights and privileges, duties and responsibilities assigned by a superior officer, Anne Arundel County Fire Department Rules and Regulations (RR 15.22) or by this company.

**C.** The assistant chief must meet the qualifications required by the Anne Arundel County Fire Department as stated in the Regulations for Fire Officer II Pro Board Certified.

**D.** The assistant chief shall take over as chief whenever that position becomes vacant, until the end of the term. In such a case, the board of directors shall appoint a new assistant chief at the next opportunity. If the assistant chief does not wish to serve as chief, he/she shall request that the board of directors appoint a new chief.

### **SECTION 2. CAPTAIN**

**A.** The captain shall assist the chief in the operation of the Company and shall assume the duties and responsibilities of these officers in their absence.

**B.** The captain must meet the qualifications required by the Anne Arundel County Fire Department as stated in the Regulations for Fire Officer II Pro Board Certified.

**C.** The captain shall assume and/or be granted all rights and privileges, duties and responsibilities assigned by a superior officer, Anne Arundel County Fire Department Rules and Regulations (RR 15.18) or by this company.

**D.** A chief is not required to appoint a captain if he/she does not wish to or if no qualified member wishes to serve in this capacity.

### **SECTION 3. LIEUTENANTS**

**A.** The lieutenants will assist in the operations of the Company and shall assume duties as assigned by a superior officer.

**B.** The lieutenants should meet the qualifications required by the Anne Arundel County Fire Department as stated in the Regulations for Volunteer Qualifications. If someone is appointed and approved who does not meet these requirements they shall be known as a "Station Lieutenant". All members shall recognize them as any other lieutenant at all times except in an emergency response

situation, where they shall be considered to be of the rank that the county considers them (i.e. Firefighter III FADO, Firefighter II).

C. The lieutenants shall assume and/or be granted all rights and privileges, duties and responsibilities assigned by a superior officer, Anne Arundel County Fire Department Rules and Regulations or by this company.

#### **SECTION 4. EMS LIEUTENANTS/ COORDINATORS**

A. The EMS lieutenants /coordinators shall assist the chief in the operation of Emergency Medical Services.

B. The EMS lieutenants /coordinators shall be responsible for matters involving volunteer EMS personal and equipment owned by the Company.

C. The EMS lieutenants /coordinators are responsible for volunteer EMS qualifications and training.

#### **SECTION 5. LINE OFFICERS**

All line officers will have absolute control of the members under their command and shall conform to the following rules:

1. They will ride on apparatus going to and returning from fires and direct personnel.
2. They will not permit overloading of apparatus.
3. They will see that the equipment is at all times ready for immediate and efficient service.
4. They will instruct members in the proper use of tools and appliances required in the firefighting and rescue operations.
5. They will not permit apparatus to be driven at a rate of speed which may cause an accident.
6. They will promptly report their arrival to the officer-in-charge at emergency incidents.
7. They will assume command at fires in the absence and until arrival of a superior officer.
8. They will report accidents and necessary repairs of apparatus to the chief and to Anne Arundel County Fire Headquarters, as appropriate.
9. They will report, in writing by Special Report, any property of the Company or Anne Arundel County that has been lost, stolen, damaged, or destroyed.

- 10.** They will see that any members receiving any injury while on duty seek prompt medical aid and that the appropriate reports are filed.
- 11.** All officers shall follow, direct and enforce the laws of the state of Maryland, Anne Arundel County Fire Department Rules and Regulations, and/or the bylaws of this company, whichever apply, when acting on behalf of this company.
- 12.** Officers that allow or condone violations of the above-mentioned laws, rules or policies shall be held accountable for their actions and/or the actions of members of this company under their control or supervision.

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**ARTICLE VIII - FIRE SUPPRESSION and EMS PERSONNEL**

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**SECTION 1. DUTIES and RESPONSIBILITIES**

**A.** All active fire suppression and EMS personnel will meet the qualifications for their assigned position as set forth by the Anne Arundel County Fire Department and as stated in the Regulations for Volunteer Qualifications.

**B.** Immediately upon returning to quarters after using a vehicle, the crew of any company apparatus will be responsible for replenishing or replacing all materials and equipment used or lost during the incident, cleaning and refueling the vehicle. In the absence of an officer, the driver shall have the authority to request any member to assist with these tasks, and a member thus appealed to must cooperate to insure the apparatus being in a state of readiness.

**C.** The officer or person riding as the officer is responsible for filling out appropriate incident reports.

**D.** The driver of a piece of equipment shall inspect the unit and fill out the appropriate documentation. The driver must also insure that the unit is clean and properly equipped. All members riding the unit are expected to assist in this.

**E.** Any member that is involved in an accident in a company vehicle, or finds that company property is lost, stolen, or damaged, shall immediately report the matter to a volunteer officer as well as follow procedures according to the county regulations.

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**ARTICLE IX - CAREER PERSONNEL**

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The career personnel assigned to the Glen Burnie Volunteer Fire Company, Inc. will comply with all Company rules and regulations, except where these rules and regulations may conflict with the Anne Arundel County Personnel Regulations, which will take precedence. Career personnel will recognize all career and volunteer officers in accordance with the Anne Arundel County Rules and Regulations.

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**ARTICLE X - THE GLEN BURNIE VOLUNTEER FIRE COMPANY LODGE**

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**SECTION 1. PURPOSE**

To support the Glen Burnie Volunteer Fire Company, Inc. with special emphasis on fund raising.

**SECTION 2. MEMBERSHIP**

All members must be members of the Glen Burnie Volunteer Fire Company, Inc. Persons who wish to limit their activity to the Lodge shall be classified as SPECIAL members of the Company.

**SECTION 3. STRUCTURE**

- A. A committee chair person and member shall be appointed by the president of the Glen Burnie Volunteer Fire Company, Inc. and approved by the board of directors.
- B. At least two (2) members of this committee must be active members of the Glen Burnie Volunteer Fire Company, Inc.
- C. Subcommittees may be created by this committee chair as needed.
- D. Treasurer: The Lodge committee shall elect a treasurer to be responsible for all funds and provide a report to the Glen Burnie Volunteer Fire Company, Inc. for the monthly meeting.
  - 1. After a treasurer is selected he/she must be approved by the Glen Burnie Volunteer Fire Company, Inc. Board of Directors.
  - 2. The treasurer shall maintain operational funds and turn over profits to the Glen Burnie Volunteer Fire Company, Inc..
  - 3. The treasurer shall insure all bills, including taxes, are paid in a timely manner.
  - 4. A bank account shall be set up by the treasurer. The signature of at least two (2) of the following: the committee chair, the treasurer, or the president of the Glen Burnie Volunteer Fire Company, Inc., shall be needed to withdraw from this account.

E. Other members and structure: The committee chair person may pick other members for the committee and adopt its own bylaws or rules and regulations as needed to carry out their mission.

The chair shall keep the President and Board of Directors of Glen Burnie Volunteer Fire Company, Inc. informed of activities and report at the regular company meeting.

#### **SECTION 4. RESPONSIBILITY**

**A.** For the purpose of the Glen Burnie Volunteer Fire Company Lodge, the Glen Burnie Volunteer Fire Company may acquire assets such as property, structures and equipment. The Glen Burnie Volunteer Company Lodge must protect and maintain such assets. To acquire or dispose of major assets valued at five hundred dollars (\$500.00) or more shall require approval of the Glen Burnie Volunteer Fire Company Board of Directors.

**B.** The Glen Burnie Volunteer Fire Company Lodge shall use insurance and legal tools (such as forming an LLC) to protect both themselves and the Glen Burnie Volunteer Fire Company, Inc.

**C.** The Glen Burnie Volunteer Fire Company Lodge shall give priority to the Glen Burnie Volunteer Fire Company, Inc. in scheduling use of the assets under its control.

#### **SECTION 5. DISSOLUTION**

If the Glen Burnie Volunteer Fire Company Lodge is dissolved, any and all assets shall revert to the Glen Burnie Volunteer Fire Company, Inc.

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**ARTICLE XI -AUXILIARY**

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**SECTION 1. AUXILIARY of the COMPANY**

A. The Auxiliary will be recognized as part of the Glen Burnie Volunteer Fire Company, Inc.

**SECTION 2. MEMBERSHIP**

A. Membership may consist of members fourteen (14) years of age and older.

**SECTION 3. DUTIES**

A. The duties of the Auxiliary shall be to assist the Glen Burnie Volunteer Fire Company, Inc.

**SECTION 4. SOCIAL AFFAIRS and SPECIAL ARRANGEMENTS**

A. Any moneys obtained from any social affair held in the meeting room or engine bays shall be divided evenly between the Auxiliary and the Company. At such affairs Company personnel shall assist the Auxiliary in setting up tables and chairs and clean up. Any social activities of the Auxiliary other than for the good of the Company cannot be financed from the treasury of the Auxiliary. All fund raising activities shall be held under the name of the Glen Burnie Volunteer Fire Company, Inc.

B. Any member of the Auxiliary of the Glen Burnie Volunteer Fire Company, Inc. under the age of twenty-one (21) shall not be allowed to serve or drink alcoholic beverages at any social affair.

C. All social affairs to be held in the meeting room or engine bays shall be approved by the board of directors of the Company.

D. Special requests to use the kitchen for social affairs will be directed through the board of directors.

**SECTION 5. REPORTS**

A. The Auxiliary shall make a yearly report of its finances to the membership of the Company and include a check, to be presented to the company treasurer, for all finances over one thousand dollars (\$1000.00) on or before December 1 of each calendar year.

B. The president of the Auxiliary shall provide a presentation on the year-end accomplishments of the Auxiliary.



## **SECTION 6. OTHER ORGANIZATIONS**

Other organizations under the auspices of the Glen Burnie Volunteer Fire Company, Inc. shall comply with the above bylaws or obtain exemptions from the board of directors.

## **SECTION 7. CONSTITUTION and BYLAWS**

The constitution and bylaws of the Auxiliary of the Company shall not conflict in any way with the bylaws of the Company.

## **SECTION 8. MEETINGS**

**A.** If so desired the Auxiliary of the Company shall be permitted to use the meeting room and kitchen. It shall be the responsibility of the president of the Auxiliary to leave the meeting room and kitchen orderly after each use.

**B.** Requests by the Auxiliary to use the meeting room shall be scheduled in advance as per station policy by placing the date(s) and time requested on the calendar in the station officer's office. This is to avoid conflict.

## **SECTION 9. ASSETS**

Should the Glen Burnie Volunteer Fire Company Auxiliary be dissolved, the Glen Burnie Volunteer Fire Company, Inc. shall assume all assets (moneys, apparatus, buildings, real estate, etc.), both liquid and real, belonging to the Glen Burnie Volunteer Fire Company Auxiliary.

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**ARTICLE XII - AMENDMENTS, RULES of ORDER and SPECIAL RULES**

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**SECTION 1. AMENDMENTS**

A. A proposed amendment or change to the constitution and/or bylaws must be submitted in writing by the May regular meeting, together with the present article and section which it is proposed to change. After submission, it must lie on the table until the July regular meeting, when all proposals will be voted on by a simple majority of eligible voting members present.

B. The secretary must post the proposed changes to the constitution and /or bylaws for all members to review within 24 hours of the close of the May meeting.

C. The bylaws committee is given the authority to correct spelling, punctuation and grammar as long as the intent of the submitted change to the bylaws remains the same. Any correction made to a proposal shall be presented to the person(s) requesting the change for their approval.

**SECTION 2. RULES of ORDER**

The constitution, bylaws, and other rules of the Company shall be followed at all times. Where these documents do not cover a given situation, Robert's Rules of Order Revised shall be followed where they are applicable.

**SECTION 3. SPECIAL RULES**

A. The bylaws committee will have the authority to correct misspellings, improper punctuation, and ambiguous grammar in the bylaws. This authority extends to the members of the committee as a group, not as individuals. All current committee members as well as the president and vice president must agree on any changes made under this rule. The spirit and intent of any bylaw thus corrected may not be changed.

B. All correspondence regarding matters of GBVFC shall be stored at GBVFC (15 Central Ave, Glen Burnie). This is to include membership records, financial records, and all other company documentation.

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## ARTICLE XIII - DISSOLUTION

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### SECTION 1. ASSETS

A. Should the Glen Burnie Volunteer Fire Company, Inc. be dissolved, all assets (apparatus, buildings, real estate, etc.) both liquid and real belonging to the Glen Burnie Volunteer Fire Company, Inc., must be liquidated and placed into a trust for the community of Glen Burnie. The principal of this trust must remain untouched. Any earnings from the trust will be donated annually to the 100 Club.

Before gaining access to the trust, all of the following conditions must be met by any group that wishes to re-establish the company:

1. The group must form a complete appointed board of directors of ten (10) members, to include at least four (4) officers (president, vice president, treasurer and secretary).
2. Participation in all required licenses, accreditations and certifications (national, state, and county) must be obtained.
3. A Charter, Articles of Incorporation, and bylaws must be in place and complete, and a corporation must be established in accordance with the laws of the state of Maryland.

This is to allow for subsequent re-instatement of the Company in the event that the Company is re-structured and re-formed.

B. If a motion to dissolve the Glen Burnie Volunteer Fire Company, Inc. is approved by the membership on a first vote, which must be a two thirds (2/3) majority vote, then the issue must be tabled until the next monthly meeting. Within three (3) calendar days of the initial vote to dissolve, the secretary must notify all members by registered letter of the impending second vote. The letter must explain the initial motion, the initial vote results, and the date of the upcoming second vote. At the second meeting the motion must be discussed and must receive a second two thirds (2/3) majority vote of eligible members present before the Company may be dissolved.