

# **BY LAWS**

## **SHARON TOWNSHIP FIREFIGHTERS' ASSOCIATION, INC.**

### **ARTICLE I: ASSOCIATION**

**Section 1** Any citizen of the United States of America who is sixteen years of age or more and is a resident or works in the community serviced by the department, who is in good health, is eligible for membership.

**Section 2** General business shall be conducted with a quorum of (6) regular eligible voting members but less than 2/3 membership. Business consisting of general meeting topics; reading of minutes, treasurer's report, but not voting on any issues.

**Section 3** Major business shall be conducted with a quorum of at least 2/3 regular eligible voting members in which all business may be transacted and voted upon.

### **ARTICLE II: MEETINGS**

**Section 1** The Sharon Township Firefighters' Association, Inc. shall convene for the purpose of transacting official business on the first Thursday of the month, except for special meetings. The meetings shall begin no later than 7:30 PM and shall adjourn no later than 10:30 PM; provided however; a meeting shall be continued by a majority vote of the members present.

**Section 2** The meetings shall be conducted according to Robert's Rules of Order.

**Section 3** Time limits on motions is fifteen (15) minutes. There will be a fifteen (15) minute time limit on discussions and motions of business to speed the efficiency of the association and halt the straying of the point of the motion at hand. If the matter cannot be resolved within the allotted time, said motion will be tabled until the next business meeting at which time it can be brought up for discussion and voted on again within the allotted time or removed from the floor for reworking.

### **ARTICLE III: OFFICERS**

Officers shall consist of President, Vice President, Secretary, and Treasurer. Executive Board recommendations shall be posted after the first regular meeting in November. Nominations from the floor will be taken at the regular December meeting and the election and installation shall take place. The officers shall assume their duties at the end of the December meeting. The term of these officers shall be for one year. Minimum age qualifications to hold office shall be eighteen years or older and must be an active voting member.

**Section 1 President.** The president's duties as soon as possible after election, shall be to appoint two members the sick committee, make known the trustees of the association, the executive committee, and all special committees when necessary. The first name mentioned by the president may act as chairperson of their respective committee. They shall at all times act in the best interest and welfare of the department. The president is responsible for the enforcement of these by-laws. He is responsible for conducting orderly meetings.

**Section 2 Vice President.** The vice president's duties shall be to assist the president whenever necessary and to act in the president's capacity in his absence.

**Section 3 Secretary.** The secretary's duties shall be to keep an accurate record of the minutes of all business meetings, and answer correspondence and communication, as the president deems necessary. The secretary shall take and maintain records of applications for membership to the association.

**Section 4 Treasurer.** The treasurer's duties shall be to keep an accurate record of all moneys. They shall make a complete financial report and read all bills and correspondence to the association at all regular business meetings.

**Section 5 Executive Committee.** The executive committee consists of the president, secretary, Chief, Assistant Chief and one firefighter appointed by the Chief. The power of the nominating committee for officers shall be vested in the executive committee.

**Section 6 Trustees of the Association.** The Trustees of the Sharon Township Firefighters' Association, Inc. shall be the four members who have the most time in and one younger person voted on by the association when voting on officers. Their duties will be to help the good of the department and association on major changes.

#### **ARTICLE IV: SPECIAL MEETINGS**

Any officers of the Association may request a special meeting when urgent business is necessary. The Fire Chief, Deputy Chief, Assistant Chief or President may call an executive board meeting to examine or consider important business of the Association. They shall present their report or recommendations at the next regular association meeting.

#### **ARTICLE V: PARTICIPATION / QUALIFICATION**

Members must have and take an active interest in the function of the Sharon Township Firefighters' Association, Inc. Any member must have an active interest and perform willingly assigned duties. This includes participating in related activities and regular attendance at official meetings.

**Section 1** Every member who is eligible to vote shall unless excused by the association. Any member may also request a roll call vote on any motion made if so desired.

**Section 2** If any member misses two (2) consecutive business meetings, that association member will lose their right to vote. To regain that right, said member must attend three (3) consecutive business meetings and on the third meeting, they will be able to vote. Those who have lost the right to vote may still be able to make motions and second motions filed.

**Section 3** Justifiable absences, which will not suspend voting rights are working, sickness, vacation, injury, death in the family or any other reasonable excuse acceptable to the presiding officers of the association.

**Section 4** Any member brought to the attention of the membership showing little or no interest in participation and fulfillment of related duties, activities, and assigned duties, may be removed from the roll call by a vote of at least 2/3 of the eligible voters at a major scheduled business meeting.

**Section 5** Any member may challenge a removal and ask for a vote to retain the member at a major scheduled meeting.

#### **ARTICLE VI: MEMBERS**

**Section 1** Honorary members shall be members elected by the association in recognition of a meritorious act in the interest of the department or that of the fire service in general.

**Section 2** Active members, honorary members and spouses shall receive a card for any serious illness or extended confinement. Upon notice of death flowers will be sent to the above members.

#### **ARTICLE VII: NEW MEMBERS**

New prospective member shall be on probation for a period of one year from the date of their first business meeting attended. Every 6 months, prior to expiration of applicant's probation, there will be a three-member panel to evaluate the applicant. The panel to consist of one officer of the fire department, one member of the association and one officer of the association. The panel to be appointed by the executive board for each applicant. At that time the applicant will be reviewed as to character and how they conduct themselves in regards to the association and the community in general. The panel will then report their findings to the applicant and the executive board to review if any needed changes were made and then the presiding officer will report the panel's findings as to accept or reject the applicant.

The final vote for acceptance to the association shall be by secret ballot with the applicant(s) absent from the meeting room. In the event of a "black ball" or no vote, the person responsible for such vote shall go before the association officers and executive board before the next meeting and state the reason. If the reason is valid, the vote stands and the applicant goes through another six-month probation, if not, the applicant shall be sworn in at the next meeting.

**Section 1** The executive board shall meet with the applicant after the first meeting to explain the association and what is expected of them. If the applicant is under eighteen (18) years of age, the parents or legal guardian must also be present.

**Section 2** Firefighter, EMT cadets having served their probationary period will not receive a uniform until they become a regular Firefighter or EMT at eighteen (18) years of age and put on the township books by the Fire Chief.

## **ARTICLE VIII: LEAVE OF ABSENCE**

Anyone wishing a leave of absence must submit a written or typed request to the president or one of his officers. After their requested time is up, they will have sixty (60) days to let their intentions be known or they will be automatically dropped from the roll. Excluding persons in the armed forces, their time will be frozen from the date of leave until their return.

## **ARTICLE IX: AMENDMENTS**

These by-laws may be amended. Any regular member shall present his amendments to the secretary or president in writing who will refer it to the executive board for their recommendation. It shall be read and voted on at two business meetings of the association. All amendments shall become effective immediately following the adoption.

## **ARTICLE X: HANDBOOKS**

New applicants to the association will be handed the most recent revised association handbook upon attending their first association meeting.

## **OFFICERS & ASSOCIATION MEMBER OATH**

### ***Section 1*** Officer oath

I, \_\_\_\_\_ do solemnly swear, or affirm, that I pledge my honor to perform the duties of my office as required by the laws of the Sharon Township Firefighters' Association, Inc. I will deliver to my successor in office all books and other property of the association that may be in my possession at the close of my term. To this I pledge myself so help me God.

### ***Section 2*** Member oath

I, \_\_\_\_\_ do solemnly swear, or affirm, I will uphold the Constitution of the United States of American, the laws of Ohio, and the laws of local government. I further promise never to cause trouble or discredit to the Sharon Township Firefighters' Association, Inc. To this I pledge myself so help me God.

## **ORDER OF BUSINESS**

1. Pledge of Allegiance to the Flag
2. Moment of Silent Prayer for our departed brothers
3. Early roll call
4. Reading of minutes of the previous meeting
5. Unfinished business
6. Reading of bills and Treasurer's report
7. Report of the sick committee
8. New business
9. Chief's report
  - a. Fire report
  - b. Rescue report
10. Late roll call
11. Election and installation of officers / members
12. Choose who will have eats next month
13. Adjournment

## **MEMORIAL PRAYER**

Our Lord and Savior, again we come to Thee, with sorrowing hearts and bowed heads. To beg you to give us the understanding and heart felt assurance that our departed brother is now abiding in the house of the Lord. May your light shine upon him. We ask and pray to you to bring comfort and understanding unto these loved ones. Teach them to understand through death, there is life everlasting, and a place in your house to abide forever. Our Lord we ask and pray you to bless and guide and protect the loved ones. Be kind unto them O Lord; shelter them from all great evil. Guide them along the righteous path that they also may abide in the house of the Lord, with this loved one. Whom we know, now abides with you. We ask all this in the name of your beloved Son, Jesus Christ. Amen.

These By-Laws were approved by the members of the Sharon Township Firefighters' Association, Inc. on March 7, 2002.

Don Chicatelli, President  
Rob Haas, Treasurer

Scott Ernshaw, Vice President  
Elaine Nagy, Secretary

## MISSION STATEMENT

The purpose of the Sharon Township Firefighters' Association, Inc. is to support and assist the Fire Department through the Fire Chief in a way they deem necessary for the good of the Sharon Township community.