

THE CHESTERTOWN VOLUNTEER FIRE CO., INC.

CONSTITUTION

ARTICLE 1

NAME

The name of this organization shall be “The Chestertown Volunteer Fire Company, Inc.” of Chestertown, Kent County, Maryland.

ARTICLE 2

MEMBERSHIP

Any person, upon reaching the age of sixteen (16), may apply to the Chestertown Volunteer Fire Company, Inc. for Firefighter/EMS or Associate and/or Auxiliary membership.

Applications for membership to the Chestertown Volunteer Fire Company, Inc. shall be submitted to the Membership Committee who shall interview, investigate, and make recommendations to the general membership on applicants that have provided all required information. All applicants must submit to a background check. A 2/3 vote of all eligible members present at the second reading will establish applicants as a probationary member. Any applicant who fails to obtain a 2/3 vote may reapply for membership one time only and a minimum of one year after initial application.

All applicants, after acceptance as a probationary member, will receive copies of the current CVFC Constitution and By-laws. Applicants will provide a letter of intent to the company and applicants will sign a statement acknowledging receipt and agreement to said policies.

Probationary Membership:

Probationary Members will remain as such for a minimum of six months, but not to exceed two years, following acceptance into the Fire Company. A probationary members probation may be extended at the discretion of the membership committee with just cause. The membership committee shall take responsibility for the tracking and reporting of probationary member status.

Before a probationary member can be considered an eligible voting member, the probationary member will:

- a) Attend a minimum of five business meeting
- b) Attend a minimum of five company training drills
- c) Respond to all fire department alarms possible and carry out the assignments given by the Incident Commander or officer in charge
- d) Complete Firefighter Probationary Book
- e) Complete 24 hours of in-house fire training
 - a. A joining member with a Maryland State Firefighter Certification may be eligible at the Fire Chiefs discretion for 12 hours of in-house training with fire suppression officer oversight
- f) Obtain Maryland Firefighter I or National Registry EMT-B certification within two years

A one-year extension may be granted by the Membership Committee and Fire Chief with just cause.

A probationary member may be dismissed from the company at any time during the probationary period, with just cause. A probationary member may appeal this decision, one time only, to the membership committee.

Upon the completion of the above prerequisite requirements and at least a six-month probationary period, a probationary member will automatically be moved to the Firefighter/EMS or Associate and/or Auxiliary membership roll.

Section 1. Membership in the Chestertown Volunteer Fire Company shall be divided into the following classifications:

- (a) Firefighter/EMS
- (b) Associate and/or Auxiliary
- (c) Life Member
- (d) Honorary Member
- (e) Elected Officer or Member of the Board of Directors

All Members shall be entitled to vote at the Regular Meetings of the Company, subject to such obligations, privileges, limitations, or restrictions as otherwise specified in this Constitution and Bylaws.

Firefighter/EMS

Section 2. A firefighter/EMS member of the Chestertown Volunteer Fire Company is any person who has successfully completed their probationary period and is designated and appointed by the chief of the company to be listed on the Firefighter/EMS membership roll. A firefighter member must accumulate 50 activity points during the calendar year. Activities must Include:

- Minimum of 5 business meetings
- Minimum of 5 company training drills
- Minimum of 2 Fundraising and/or Special Project Events
- Minimum of 25 Fire Calls

If a Firefighter/EMS member is unable to maintain a Maryland Firefighter or National EMT-B Certification or fulfill the duties for a Firefighter/EMS member as outlined in the bylaws, said member will automatically be moved to an Associate and/or Auxiliary member.

Associate and/or Auxiliary

Section 3. An associate and/or auxiliary member entitles a person to participation at Company activities, to vote at regular meetings of the company, and to hold appointed and/or elected positions of the company. Associate Members are subject to the same application and probationary process as a Firefighter/EMS member, less the training and certification requirements. Associate and/or auxiliary members must accumulate 50 activity points during the calendar year. Activities must include:

- Minimum of 5 business meetings
- Minimum of 5 fundraising and/or Special Project Events

Section 4. Any firefighter or Associate and/or Auxiliary member who fails to meet their required activity points will be notified, in writing, in January of the following year by the President, and removed from the Department's membership roll. Said member may request reinstatement to membership within 14 days of the date of the written notification, and then must accumulate half of their required activity points within 6 months of the receipt of the member's written request by the Department President, Vice President, or Fire Chief. Reinstatement will be automatically granted upon such receipt. Failure to accumulate half of required activity points as logged in the Departments record keeping system will

result in automatic removal from company membership rolls. This section does not apply to life membership.

Life Member

Section 5. Life Membership is the highest award that can be bestowed upon a member of the Fire Company. Any past or present elected officer, firefighter, or associate and/or auxiliary member may be elected to life member after the member has fully met the requirements herein listed. Any past or present elected officer may be nominated for life membership after he/she has held office for at least five (5) years, and, for exception service to the company. Any past or present firefighter or associate/auxiliary member will be eligible to be nominated for life membership after twenty (20) years of active service, or for exceptional service to the company.

The names of any persons nominated for Life Member must be presented to the Company at the same time that nominations are presented for annual election, and any such nominations will be voted on at the Annual meeting. At the time of nomination, a written chronicle will be submitted by the Nominating Committee enumerating applicable qualifications and the services tendered to the Company by nominee. Election to Life Member shall be by ballot and a simple majority will elect. The names of persons so elected shall be inscribed on a suitable plaque and said plaque shall be displayed in a prominent place in the Fire House.

Life Membership of any person may be revoked at any time by a majority vote of the entire Board of Directors.

Honorary Member

Section 6. Honorary Membership is a Special Recognition granted to any person who has bestowed upon the Company a significant benefit or exceptional service.

Persons may be nominated to Honorary Membership by the same Nominating Committee as selected for the Annual Election with nominations voted on at the Annual Meeting, or by petition of not less than nine members of the Company at any Regular Company meeting with election by ballot at the following Regular meeting, and a simple majority will elect.

At the time of nomination, a written chronicle will be submitted by the Nominating Committee enumerating the services tendered to the Company by the nominee.

Inactive Membership

Section 7. Active members who leave the Chestertown area for extended periods of up to four years for the purpose of education, employment, or military service, may request to be designated inactive. Within three months of return from such activities, inactive members must request, at a regular company meeting, reinstatement to active membership. Failure to make this request will result in the removal from Company membership rolls. Inactive members will have no voting privileges and must relinquish all property of the Department. The period of inactive membership may not be counted towards Life Membership except when for the purpose of military service. This section does not apply to life membership.

Section 8. The Chestertown Volunteer Fire Company is non-discriminatory as to race, color, creed, sex, or national origin.

ARTICLE 3

Officers and Board of Directors

Section 1. The elected officers of the Company shall consist of: President, First Vice- President, Second- Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Chaplain, and Chief.

Section 2 The Board of Directors shall include:

- (a) Twelve elected members, four of whom shall be elected at each Annual Meeting in November to serve three years;
- (b) The immediate past president of the Company, who shall serve for three years, except in the case where there shall be a change in the President of the Company during the formers term on the Board of Directors, at which time such term in office shall expire and the latter immediate past president shall become a member of the Board of Directors;
- (c) The President of the Company and the Chief of the Company, who shall be non-voting members of the Board, and as such may not be elected Board Members.
- (d) “The elected Members of the Board of Directors shall consist of not more than seven (7) company members at one time. The remainder of the Board of Directors shall consist of Community members who either reside in or are employed within the boundaries of the first-due response area of the Company.

Section 3

The President of the Company shall act as Board Chairman and in the absence of the President from any Board meeting, the Board members present shall elect a Chairman Pro. Tem. Meetings of the Board may be called by the Chairman or any member of the Board at whatever times they may be necessary, but not less than twice a year. Seven members of the Board shall constitute a quorum.

- (a) The Board of Directors shall be responsible to the fiscal affairs of the Company. The Board shall have directed control of all funds, securities, real and personal properties of the Company and its subsidiaries. No securities, real or personal property of the Company may be sold or otherwise disposed of against their advice. No expenditure of the funds of the Company or any subsidiary in excess of \$1,500.00 for any purpose shall be made without their consent. The Board shall have final approval of the annual budget of the Company.
- (b) The Board of Directors shall serve as advisor and shall have final authority over all operational and management affairs of the Company as they may deem proper and as are not inconsistent with the laws of the State of Maryland and this Constitution and By Laws.
- (c) The Board shall have authority to appoint auditors for the various accounts of the Company. Bonding shall be arranged as recommended by the Board.
- (d) The Board of Directors shall have power to fill any vacancy arising in any elected office of the Company. If a vacancy should occur in the Board of Directors through death,

resignation, removal, or otherwise, a majority approval of the remaining voting members of the said Board of Directors shall have the power to fill such vacancy for the duration of the remaining term of the vacant position.

Section 4

The President shall be the directing officer of this Company and shall be responsible for the carrying out of the Constitution and Bylaws, and the wishes of the Company. Except where otherwise specified in this Constitution and Bylaws, the President shall have the power to appoint and dissolve committees and to name and remove the committee Chairpersons.

- a) Between meetings, the heads of all committees shall be responsible to the President.
- b) The President shall have power to recommend to the Board of Directors the removal from office of any officer of the Company.
- c) Upon the written petition of ten members of the Company, the President shall submit the petition to the Board of Directors recommending the removal of any officer of the Company from office.
- d) The President shall preside at all regular meetings, and in the absence of the President whichever Vice-President who shall be present, in order of office, shall preside. In the absence of the President or any Vice-president, the members of the Company shall elect a President Pro. Tem.

Section 5.

a) The Secretary or Assistant Secretary shall record all meetings, keep a roll of the members of the Company, and keep a record of the members present at each meeting. The Secretary shall also keep on file the minutes of all meetings, the records, and Laws of the Company. It shall be the duty of the Assistant Secretary to render the Secretary such assistance as may be required and, in the Secretary's, absence officiate as Secretary. In the absence of Secretary and Assistant Secretary, a Secretary Pr. Tem., shall be appointed by the President.

Section 6.

- a) The Treasurer shall be responsible for the accounting of the General Treasury of the Company, the payment of all bills to the General Treasury as received and authorized by a written voucher signed by the President or Vice President and the Secretary, and the preparation of such reports as are designated to such office. The Assistant Treasurer shall assist as requested by the Treasurer as required by the Treasurer. Those General Treasury income proceeds which are other than Fund Raising Committee solicitations will be recorded and deposited by the Treasurer or Assistant Treasurer.
- b) The Treasurer shall provide to the Company, on timely basis, quarterly General Treasury Financial Reports, and monthly reports for October and November, such reports to include and correlate the income and expense items as designated by the Company budget. The Treasurer shall submit an annual report to the Company for his/her calendar year in office at the second meeting in January.

Section 7.

a) The Chaplain shall, when present, open or close each meeting of the Company with a prayer.

Section 8.

- a) The Chief shall have command of and be responsible for all fire apparatus and equipment.
- b) The Chief shall maintain a roll of not more than 100 persons, including the Chief, such persons to be known as Firefighters. The Chief shall have charge of the Firefighters when

engaged in fire fighting and related activities. All members of the Firefighter Service shall comply with the requirements of this Constitution and Bylaws or be subject to reprimand, suspension, or removal from the Firefighter Service by the Chief, and by joint agreement of the Chief and President, such person so disciplined may be subject to limitations to any Fire Company activities or privileges as deemed appropriate.

- c) The Chief shall have the authority to appoint all subordinates and to remove them and designate others to fill their places. Any person removed from office or from Firefighter Service by the chief shall have right to appeal to the board of directors who, after investigating the circumstances of the dismissal, may act to reaffirm or reverse such actions.
- d) The Chief shall at all times be amenable to the Company for his/her official conduct and shall keep a record of all alarms of fire and shall make a report to the Company at the second meeting in January of each year. The chief shall endorse all requisitions and bills for fire equipment and repairs to the same. The Assistant Chiefs shall assist the Chief and assume all duties of the Chief in the latter's absence.

ARTICLE 4

HOUSE COMMITTEE

Section 1.

- a) The House Committee shall maintain supervision over the fire house and grounds, and shall, except in the matter of regular salaries and ordinary utility bills, pass upon all house bills before the same are submitted to the Company for payment. The House Committee shall review all proposals for additions, alterations or modifications of the physical structures of or in the Fire House or pertaining to the Company grounds and shall present such proposals to the Company for authorization.
- b) The House Committee, together with the President or acting President, shall be responsible for the enforcement of the House Rules and the exclusion of unauthorized persons from the Fire House and its rooms.
- c) Members of the House Committee shall be appointed by the President of the Company.

ARTICLE 5

BUDGET AND FINANCE COMMITTEE

Section 1.

A Budget and Finance Committee shall be appointed annually by the President. Members of this committee shall include the President, Treasurer, Chief, Chairman of the House Committee, and such other members as shall be selected by the President.

The Budget and Finance Committee shall be responsible for the preparation of an annual budget for presentation to the Company and the Board of Directors. The budget preparation shall provide accountability for both specific and generalized expenditures, and recommendations for income by whatever source. The committee may review the budget at any time, and propose any changes to the Company and the Board as appropriate.

ARTICLE 6

Membership Committee

Section 1. The Membership Committee will be responsible for handling The Chestertown Volunteer Fire Company, Inc. membership application process. The Membership Committee shall consist of a minimum of one fire line officer, one associate/auxiliary member, and one active member. The Membership Committee shall have the authority to reject an application for false or incomplete information. Duties of the membership Committee include investigating, interviewing, and orienting applicants for membership of The Chestertown Volunteer Fire Company, Inc. The Membership Committee will be responsible for the presentation of the applicant to the company. The applicant will be presented to the company at two meetings. After the first reading The Membership Committee shall post applicants name and photograph in the radio room. The applicant is required to be present at the second presentation at which time the applicant will be voted on for membership by the company. If the applicant is not able to be present for the second presentation, the second presentation and voting will be tabled until the applicant can be present.

ARTICLE 7

Meeting and Quorum

Section 1. An Annual meeting of the members of the Chestertown Volunteer Fire Company shall be held on the third Monday in November at 7:00 P.M. for the purpose of electing the officers of the Company and the Board of Directors, and transacting the General business of the Company. A Company emergency operation in progress at the hour of the election at the Annual Meeting shall be just cause for delay or timely postponement of such election if ordered by the President or other presiding Officer. Newly elected Officers and members of the Board of Directors shall take office at the first meeting in January.

Section 2. There shall be regular meetings of the Company on the 1st and 3rd Mondays of the month at 7:00 P.M. for the purpose of transacting the (ordinary routine) business of the Company. When such aforesaid Monday occurs on, or is in conflict with, (1) a legal holiday or (2) any Company or community function, a substitute regular meeting date, if desired or declared necessary, shall be set, announced, and posted by the President not later than at the previous regular meeting of the Company.

Section 3. Eight (8) members shall constitute a quorum for regular meetings.

Section 4. All Meetings of the Fire Company shall be conducted in an orderly and decorous manner in accordance with the procedures described in that volume known as Roberts Rules of Order. There shall be a Parliamentarian appointed by the incoming President of the Company, such appointment to be effective commencing with the first meeting in January. It shall be the duty of the Parliamentarian to advise the President or other presiding officer concerning points of order.

ARTICLE 8

Elections

- Section 1.** All elections of Officers and Directors shall, except as herein otherwise specified, be held at the annual meeting on the third Monday of November.
- Section 2.** To be eligible to vote on nominations at the Annual election, a member shall have attended not less than five (5) of the previous regular meetings during the year from January 1 through the meeting immediately prior to the Annual election.
- Section 3.** The President of the Company shall appoint a nominating Committee of not less than three members which shall include at least one member of the Board of Directors, at the second regular Meeting of September, who shall be responsible for nominating at least one person for each office to be filled. Such nominations shall be announced at the second regular Meeting of October. In addition, nominations for all positions will be accepted from the floor at both this meeting and the regular meeting on the first Monday in November. No nominations will be accepted after the regular meeting on the first Monday in November. At the Annual Meeting, in the event there is no nominee of an elective office, nominations will be reopened for this specific position.
- Section 4.** Any vote cast by ballot for any individual not nominated for the particular office shall not be counted. At all elections where there is more than one nominee, the voting shall be by ballot and the candidate receiving the highest number of votes cast shall be declared elected.
- Section 5.** In the event that any person who is a member of the Board of Directors with at least one year remaining in his term on the Board is elected to the position of President or Chief of this Company, then such persons elected seat on the Board shall be considered vacant as of the date of assumption of office of new Officers. Such vacancy may then be filled in accordance with Article 3, Section 3 (d) of this Constitution.

ARTICLE 9

FINANCIAL ACCOUNTING, REPORTING AND EXPENDITURES

- Section 1.** All financial accounts of the Chestertown Volunteer Fire Company shall be authorized by the President or Board of Directors. The function and purpose of such accounts shall be reviewed annually by the Board of Directors. The Board of Directors may establish specifications and standards relative to the operation of these accounts, and shall have the authority to order the termination of such accounts.
- Section 2.** Financial reports of any and all monetary accounts shall be prepared and presented, on a timely basis, at least annually for the previous calendar year to the Company at a Regular Meeting. Other interim reports may, when necessary or desirable, be presented by the responsible individual, or requested by the President or Board of Directors.
- Section 3.** No expenditure of the funds of the Fire Company or any subsidiary, and no order or bill affecting such expenditures, shall be made without prior authorization of the Company or the appropriate subsidiary in a meeting of the same; except that item approved in the Company's General

Treasury budget, and routine expenditures necessary to carry on the function of the Company or subsidiary, may be ordered by the responsible persons.

Section 4. An order or purchase pertaining to any funds required for parts or repairs to fire equipment or other property, such expenditure being necessary due to unforeseen and emergency circumstances and not having been included in the annual budget, may be approved by the Officer of the Company or the Chairman of the House Committee. Should such approval not be granted by the President, a request for approval of the order may be made to the Budget & Finance Committee, or the Board of Directors.

ARTICLE 10

VIOLATIONS AND PENALTIES

Section 1. Any member accused of violating any part of the Constitution and By-Laws of this Company, or of being accused of any misconduct reflecting discredit upon the Company, shall be reported to the President who shall at the first meeting thereafter appoint a Committee of not less than SEVEN (7) members of the Company to investigate the said accusation. Five (5) members at any meeting of said Committee shall establish a quorum. The accused shall have timely notification of all accusations and shall have the right to appear before the Committee to present his defense. Subject to any extension approved by the President, the Investigating Committee will report at such next meeting which allows a two-week investigating time period and declare a verdict of guilty or not guilty. A majority vote of the entire named Committee shall be required to establish a guilty verdict. If not guilty, the charge is thereby considered closed. If guilty, the Investigation Committee shall also pronounce a judgment on penalty.

In the event of a guilty report by the Committee the accused may, within 7 days of the Report to the Company, present to the President in writing a request for appeal before the Company of the guilty verdict and/or the penalty, such appeal to be heard at a Regular Meeting of the Company. The accused shall be so notified of such meeting and shall have the right to appear and present his/her defense. The date of such appeal shall be established by the President. In any case heard before the Company, the members shall have the right to (1) reverse the guilty verdict or (2) reduce any penalty; and any decision(s) of a majority vote of the Members present shall be final.

Any penalty imposed as a result of a guilty verdict shall be effective as the day of the Report of the Investigating Committee, with the exception that any appeal by the accused shall authorize the President, at the President's discretion, to modify or suppress any penalties until completion of the hearing of the appeal.

ARTICLE 11

Amendments and Alterations

Section 1. Amendments or alterations of this Constitution shall be submitted, in writing, at a regular meeting, to the President and to the Chairman of the Constitution Committee. Any amendment or alteration requested shall be signed by no less than five (5) members of the Company. Such amendment proposal shall be reviewed by the Constitution Committee, to include phraseology, wording, grammar, content, congruence, and composition. The Constitution Committee may, as it deems appropriate, provide whatever suggestions and recommendations on the proposed amendment to the amendment draftee's and to the President. The President shall be formally advised upon completion of the review by the constitution Committee.

Section 2.

Upon fulfillment of Section 1, Article 10, the proposal for Constitution amendment shall be read at a Regular Meeting of the Company, and conspicuously displayed or posted at the Fire House. The President shall establish a Regular Meeting date at which a vote shall be taken, such vote not less than the second meeting after the first reading of the proposed amendment to the membership. Reading of the proposed amendment, with discussion, shall be held at each of the Regular meetings prior to and including the meeting of the vote. A two-thirds vote of the members present at such meeting shall be required for the adoption of any article of the Constitution or an amendment or alteration of the same.

Description of Change	Date of Change	Other
Changes made to Article 10 Amendments and Alterations	06/2004	
Added criteria for membership, Delete the word Active from Active Fighter, changed Article 2 Membership section 1, Add a new classification of membership Elected Officer or Member of the Board of Directors, Eliminate, delete Paragraph (f) of Section 3 Article 3, Page 3	08/07/2006	
Article 2 Section 2 Change Associate Member age from 18 to 16. Article 3 Section 2 delete d. and replace d. with new requirements for Board of Directors.	08/16/2010	
Removed Senior Explorer Member	06/23/2014	
Article 6 will be replaced with Membership Committee, and current Meeting and Quorum will move to Article 7, Elections will move to Article 8, Financial Accounting, Reporting and Expenditure will move to Article 9, Volitions and Penalties will move to Article 10, and Amendments and Alterations will move to Article 11.	05/04/2021	

Updated Article 2 Membership requirements.	05/02/2022	
Updated Article 3 section 8 and removed requirement for number of chiefs to appoint	11/07/2022	

CHESTERTOWN VOLUNTEER FIRE COMPANY INC.

BYLAWS

HOUSE RULES

1. Professional conduct is expected of all members at all times. Any action that abuses, destroys, or in any way defaces any of the furnishings or property of the Company will be subject to the Violations Rule of Paragraph 7 of this section.
2. The use of any tobacco products including, but not limited to, cigarettes, cigars, pipe tobacco and smokeless tobacco shall be prohibited within the Fire House, Company buildings and apparatus of the Chestertown Volunteer Fire Company. The use of E-Cigarettes shall also be prohibited.
3. No language defaming any person shall be allowed.
4. No alcoholic beverages shall be allowed on the premises at any time except with the permission of the House Committee.
5. No person under the influence of alcoholic beverages and/or drugs shall be allowed on the premises.
6. The President of the Company shall be responsible for the proper dissemination of all keys to the Fire House, and keys may not be loaned or given to any unauthorized person.
7. Smoking and the use of tobacco shall be prohibited within the Fire House, Company buildings and apparatus of the Chestertown Volunteer Fire Company.
8. **PARKING ENFORCEMENT:** All Chestertown Volunteer Fire Company, Inc. personnel and guests must abide by the posted parking signs. If a violation occurs, a Chief Officer or the President has the authority to have the vehicle removed at the owner's expense. If the violation occurs during an emergency incident, The Chestertown Volunteer Fire Company, Inc. Officer in charge of the incident has the authority to have the vehicle removed by: (1) Police Department, (2) Reputable Tow Company, (3) By whatever means possible.
9. Any violations of the House Rules shall be dealt with in the following manner: (a) The House Committee or members thereof shall meet with the accused offending party and request from him or her full cooperation, and reimbursement of damages where applicable, and (b) in the case of lack of cooperation or continued offense, the manner shall come under the jurisdiction of Article 9 of the Constitution titled Violations and Penalties.

AUXILIARY

1. The objective of the Auxiliary of the Chestertown Volunteer Fire Company shall be to provide food services, and to do general fund-raising activities, at the discretion of the Auxiliary and the Special Projects Committee.
2. The Auxiliary shall comply with the Constitution and Bylaws of The Chestertown Volunteer Fire Company, Inc.
3. Any expenditure, purchase, or distribution of funds of this Auxiliary must be approved by the Special Projects Committee and the President of the Fire Company.
4. The Auxiliary shall be reportable to the Special Projects Committee and the President of the Chestertown Volunteer Fire Company.
5. The Auxiliary will be authorized to elect their own leadership, to include a President, Vice President and Secretary.

FIREFIGHTERS

Requirements for membership in the Firefighter Service:

1. a. Appointment by the Chief. An Investigative Committee, appointed by the Chief and consisting of three members of whom at least one of whom shall be a "Chief Officer," shall provide to the Chief a report on any applicant.
 - b. Be a citizen of the United States and at least 16 years of age.
 - c. No criminal record within the last five (5) years, and any convictions for criminal offenses shall be immediately reported to the Chief.
 - d. Drivers/Engineers, and applicants, shall submit an MVA driving record report to the Chief. Any subsequent infractions of the motor vehicle code shall be reported to the Chief.
2. Subject to such additional requirements as may be prescribed by the Chief after consultation with the Deputy and Assistant Chiefs, each person placed on the Firefighter Service for firefighting duties shall successfully complete (or have completed) the Maryland Fire & Rescue Institute Firefighter I course or pass the MFRI Firefighter 1 Equivalency Test. Unit successful course or equivalency test completion, such firefighter shall be designated "Probationary" firefighter. Firefighters who have successfully completed, prior to June 1, 1993, equivalent Fire Training courses such as the University of Maryland Fire Essentials I thru IV shall be considered to have met the previously stated training requirements.
3. A Probationary Firefighter shall complete the Firefighter I course or its Equivalency Test within two years. Probationary firefighters shall have restrictions and identification as designated by the Chief.

DELEGATES TO THE MARYLAND STATE FIREMEN'S ASSOCIATION

At the last regular meeting in March of each year, the Company may select five Delegates and five Alternates to the Annual Convention of the Maryland State Firemen's Association. The President, or in the Presidents inability to serve, one of the Vice Presidents nominated by the President, and the Chief, or one of the Assistant Chiefs nominated by the Chief, shall be selected as two of the Delegates, and the other three Delegates and three alternates shall be elected by ballot. The three having the highest number of votes to be delegates, and the three having the next highest number to be first, second and third alternate, in order of the vote polled. A sum of money for the traveling and per diem expenses of the delegates shall be appropriated by the Company in such amount as the funds of the Company may warrant.

AMENDMENTS AND ALTERATIONS

Section 1. Amendments or alterations of these Bylaws shall be submitted, in writing, at a regular meeting, to the President and to the Chairman of the Constitution Committee. Any amendment or alteration requested shall be signed by no less than five (5) members of the Company. Such amendment proposal shall be reviewed by the Constitution Committee, to include phraseology, wording, grammar, content, congruence, and composition. The Constitution Committee may, as it deems appropriate, provide whatever suggestions and recommendations on the proposed amendment to any amendment draftee or draftee's and to the President. The President shall be formally advised upon completion of the review by the Constitution Committee.

Section 2. Upon fulfillment of Section 1 of this Amendment and Alterations Section, the proposal for the Bylaws amendment shall be read at a Regular Meeting of the Company, and conspicuously displayed or posted at the Fire House. The President shall establish a Regular Meeting date at which a vote shall be taken, such vote not less than the second meeting after the first reading of the proposed amendment to the membership. Reading of the proposed amendment, with discussion, shall be held at each of the Regular meetings prior to and including the meeting of the vote. A two-thirds vote of the members present at such meeting shall be required for the adoption of any article of the Bylaws or an amendment or alteration of the same.

CHESTERTOWN VOLUNTEER FIRE COMPANY, INC.

POLICIES AND PROCEDURES

6/97 Any use of bunkroom and/or shower shall be approved by the Chief or, in the absence of the Chief, by the Deputy of Assistant Chief, or President. For periods of over 4 days, approval shall be made by the Chief, President, and majority of the House Committee members. For periods over 3 weeks, approval shall be made by the Company. Any approval shall be reviewed and approved by the Company at least every 30 days.

CHESTERTOWN VOLUNTEER FIRE COMPANY, INC.
Keyless Entry Access and Security System
POLICY AND PROCEDURES

IV. Purpose

To establish standard guidelines for The Chestertown Volunteer Fire Company, Inc. Keyless Entry Access System and Security System.

II. Definition

- A. Standard Operating Guidelines and Standard Operating Procedures for The Chestertown Volunteer Fire Company, Inc. Security and Keyless Entry Access System.

III. Policy

- A. It shall be the policy of The Chestertown Volunteer Fire Company, Inc., to allow access to the building and distribute Key Fobs and a Pin Number if so desired to Members of The Chestertown Volunteer Fire Company, Inc.

IV. Guidelines

- A. The President shall appoint a committee to oversee the Security and Keyless Entry Access System.
- B. All members that maintain the rights, privileges, and in good standing with The Chestertown Volunteer Fire Company, Inc. will be entitled to a Key Fob and a Pin Number.
- C. All members entitled to a Key Fob shall only be issued one Key Fob. If the member so desires a Pin Number may be granted.
- D. The President, Chief and the President of the Auxiliary shall approve member's access to the exterior and interior doors with the keyless entry system. The President, Chief and the Auxiliary shall approve any non-member access to exterior and interior keyless system. Non-members shall include but not limited to the following:
1. Cleaning Personnel
 2. Delivery Personnel
 3. Members of Law Enforcement
 4. Maintenance Personnel
 5. Etc.

- E. Each member and non-member will be responsible for their Key Fob. Members and non-members having a Key Fob are responsible for reporting any lost, stolen or damaged Key Fob to the President or his/her designee.
- F. All Persons shall be responsible for the replacement cost of any lost, stolen or damaged Key Fob.
- (1) When your Key Fob or Pin Number is used your entry is recorded. Misuse of a Key Fob or Pin Number by the member it was issued to is tracked and traceable to you. Any misuse will fall under Article 9 of The Chestertown Volunteer Fire Company, Inc. Constitution.
 - (2) For the purpose of security, a yearly inventory of Key Fobs will be held. Each member will be required to produce their Key Fob, and it must match the Fire Company's records.
 - (3) A Security System has been installed and activated for the purpose of securing fire equipment and property belonging to The Chestertown Volunteer Fire Company, Inc., member's personal property, and for the safety of all members. This will also remove any suspicions of members removing property or equipment from The Chestertown Volunteer Fire Company Inc., or other member's personal property. Disciplinary action to members removing or tampering with fire equipment, property belonging to The Chestertown Volunteer Fire Company, Inc. or any personal property belonging to other members will fall under Article 9 of The Chestertown Volunteer Fire Company Inc. Constitution. This action could also include legal charges by law enforcement.

THE CHESTERTOWN VOLUNTEER FIRE COMPANY, INC.

KEYLESS ENTRY ACCESS CONTRACT

NAME: _____

KEY FOB #: _____

DATE OF ISSUE: _____

I have read and understand The Chestertown Volunteer Fire Company, Inc. Standard Operating Guidelines and Standard Operating Procedures for the Keyless Entry System and Security System.

Initial _____

I have read and understand in accordance with The Chestertown Volunteer Fire Company, Inc. Standard Operating Guidelines and Standard Operating Procedures that I shall not lend out my Key Fob or divulge my Pin Number to any Person.

Initial _____

I have read and understand in accordance with The Chestertown Volunteer Fire Company, Inc. Standard Operating Guidelines and Standard Operating Procedures that any misuse of this Key Fob or Pin Number will be tracked and traceable to me.

Initial _____

I have read and understand all disciplinary actions in accordance with The Chestertown Volunteer Fire Company, Inc. Standard Operating Guidelines and Standard Operating Procedures for the Key Fob and Security System.

Initial _____

I understand that I may have to pay the cost for my Key Fob if it is lost, stolen or damaged.

Initial _____

I understand that this Key Fob must be surrendered to The Chestertown Volunteer Fire Company, Inc. upon their request at any time for any reason.

Initial _____

Signature: _____

President or his/her designee Signature: _____

Description of change	Date of Change	Other
Changes made to Bylaws Amendments and Alterations	06/2004	
Smoking and the use of tobacco prohibited	07/2005	
. Added criteria for membership, Delete the word Active from Active Fighter, changed Article 2 Membership section 1, Add a new classification of membership Elected Officer or Member of the Board of Directors, Eliminate, change Paragraph (d) of Section 3 Article 3, Page 3	08/07/2006	
Added Keyless Entry Access and Security System Policy and Procedures to Policy and Procedure section of Bylaws	10/03/2011	
Removed Senior Explorer Member	06/23/2014	
Changes to the Auxiliary #3, #4 and #5.	04/04/2016	
<p>Changed #1 from Gentlemanly conduct to Professional conduct.</p> <p>Changed #2 under house rules from: Smoking and the use of tobacco shall be prohibited within the Fire House, Company Buildings and apparatus of the Chestertown Volunteer Fire Company. To: The use of any tobacco products including, but not limited to, cigarettes, cigars, pipe tobacco and smokeless tobacco shall be prohibited within the Fire House, Company buildings and apparatus of the Chestertown volunteer Fire Company. The use of E-Cigars, shall also be prohibited.</p> <p>Change # 3 Keyless Entry Access and Security System Policy and Procedures, changes made to include pin number and access, removed section E and added approve</p>	05/06/2019	

<p>of non-members to section D, section F moved to section E, Section G moved to section F (a) changed to (1) new wording, and (2) added yearly inventory of Key Fobs, (b) moved to (3). Change # 4 Keyless Entry Access Contract, reworded and added Pin Number to second statement, added Pin Number to third statement.</p>		
<p>Changed Section 2 under amendments and alterations from majority to two-thirds.</p>	<p>05-06-2019</p>	
<p>Parking Enforcement added to House Rules</p>	<p>10/21/2019</p>	
<p>House Rules Keyless Entry Access and Security System Policy and Procedures, IV. Section D. will now read The President and Chief shall approve members' access. Removed President of the Auxiliary. Approved at company meeting on 04/05/2021</p>	<p>04/05/2021</p>	