
BROOKVILLE

FIRE DEPARTMENT

Constitution and By-Laws



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PREAMBLE

Whereas, proper rules are essential and necessary for the preservation and good conduct of any well-regulated organization, therefore, we, the members of Brookville Volunteer Fire Department, of the town of Brookville, IN, resolve that, in order to define duty, establish discipline, and maintain perfect harmony among ourselves, do ordain and adopt the following Constitution and By-laws for our mutual regulation and government.

The Brookville Volunteer Fire Department By-Laws are the operating guide to the administrative business of the Department. It is the responsibility of all members of this department to read and understand the writings in this document.

These By-Laws are augmented by the Department Standard Operating Guidelines. The Standard Operating Guidelines and the By-Laws will not conflict with each other at any time. If a conflict is discovered the Executive Board shall bring a solution to the membership within 60 days upon discovery of a conflict.

All members must sign the page at the back of this document to remain a member in good standing with this department.

CONSTITUTION

ARTICLE I – NAME AND PURPOSE OF ORGANIZATION

Section 1 – Name

This organization shall be known as the Brookville Volunteer Fire Department, hereafter referred to as "BVFD" or "the organization" or "the department".

Section 2 – Purpose

The purpose of the department shall be to provide the highest level of professional fire protection and emergency medical services to the citizens and visitors of the Town of Brookville and other areas served by the department. The purpose of the membership shall be to provide volunteer firefighters to staff the Town of Brookville Fire Department.

ARTICLE II – MEETINGS, TRAININGS, AND WORK DETAILS

Section 1 – Business Meeting

- A. The Department’s Business Meeting shall be held on the first (1st) Tuesday of the month at 19:30 hours, unless such date falls on a holiday then an alternate date will be selected by the membership.
- B. Order of Business:
 1. Call to Order with Pledge of Allegiance
 2. Roll Call
 3. Reading and Approval of Minutes
 4. Treasurer’s Report
 5. Incident Reports
 6. Report of Officers
 - a. President
 - b. Fire Chief
 - c. Assistant Chief
 - d. Training Captain
 - e. Executive Committee
 7. Other Business
 8. Adjournment
- C. A meeting shall consist of attendance of fifty percent plus one (50% +1) of the active membership. A quorum shall consist of (2/3) of the voting membership and shall be required for voting on all matters. To pass any motion, must have simple majority of 2/3rds of the membership.

Section 2 – Trainings

- A. Department Fire Training shall be held on the second (2nd) Wednesday of the month at 18:30 hours.
- B. Department Medical Training shall be held on the fourth (4th) Wednesday of the month at 18:30 hours.
- C. Exception
 1. If the second (2nd) Wednesday directly follows the Regular Business Meeting, then the trainings will be held on the third (3rd) and fifth (5th) Wednesdays of the month respectively.

Section 3 – Work Details/Fundraisers

- A. Breakfast Fundraisers shall be held on the second (2nd) Sunday from 06:00 to 13:00 hours of the following months: October, November, January, February, March, and April.
- B. Christmas Light Details shall be held on a date and time chosen by the membership in the months of November and January.
- C. Additional Work Details/Fundraisers may be called by the Fire Chief and/or President, however, they must be announced at the Business Meeting prior to for attendance to be considered mandatory.

Section 4 – Special/Emergency Meetings

- A. The Fire Chief, President, and/or Executive Board may call Special/Emergency Meetings of the membership at any time, only to conduct the business for which it is called. All members must be given notice of said meetings two (2) days prior to. Voting must comply with Article II, Section 1-C.

Section 5 – Absences

- A. Notification of absence must be made verbally or electronically to the Fire Chief and/or President prior to the event. Excuses for missing meetings/trainings/work details shall be granted for the following reasons below.
 - 1. Sickness
 - 2. Vacation
 - 3. Work
 - 4. School
 - 5. Personal Reason (subject to the approval of the Executive Committee)
- B. Excuses do not count as attendance at said meetings/trainings/work details, but will be considered by the Executive Board on attendance issues.

ARTICLE III – MEMBERSHIP

Section 1 – Qualifications

- A. Any person twenty-one (21) years of age or older, of good character, who appreciates the responsibility vested in them, and are willing to serve when called.
- B. All applicants must reside within the Department’s geographical fire district. (A majority vote of the membership must approve exceptions.)

Section 2 – Membership Classifications

- A. Probationary Member
 - 1. Probationary Membership will be extended to those who are successful at satisfying the criteria in Article III, Section 1.
 - 2. A Probationary Member is to be a member with less than six (6) months of service to the Department, or a member that has been voted to a second term of Probation, or a member deemed as such due to disciplinary action.
 - 3. Probationary Members shall have rights and responsibilities limited to only trainings, meetings, special meetings, and fund raisers. No voting rights are granted.
 - 4. Probationary Members must obtain the Indiana Mandatory Firefighter Certification prior to responding to or being present at any emergency incident. A deposit equal to any cost of said training must be given to the Treasurer prior to the start of this training. The Deposit will only be returned to the member once he/she is accepted as a Candidate Member.
 - 5. Probationary Members cannot have any unexcused absences from department events during their Probationary period.
 - 6. A Probationary Member shall not operate any motor vehicles owned by or used by the department, except in practice or training situations. All Probationary Members must pass the approved driving test and be cleared by the Training Captain or may be signed off as a non-driver before a change in membership status can occur.
 - 7. Probationary Members are subject to the directions of the officer in charge, or an Active Member.
 - 8. The Sponsor and the Probationary Member are required to see to his/her training. The Sponsor shall see that the Probationary Member familiarize themselves with this Constitution and By-laws and their intent.

9. Upon completion of the Probationary Membership as stated in Article III, Section 2, the Executive Committee will meet and recommend to the membership for vote either a change in membership status, additional probation, or expulsion.

B. Candidate Member

1. Candidate Members shall have all the rights, privileges, responsibilities and meet all requirements of Active Members as stated in Article III, Section 2, Sub-section C., except the ability to hold an office.
2. Candidate Members must hold this classification, in good standing and according to the By-laws, for a term of two (2) years from the advancement from Probationary. At the conclusion of two (2) years, the Executive Committee will meet and recommend to the membership for vote either a change in membership status or expulsion.

C. Active Member

1. Active Members shall follow all established departmental Standard Operating Guidelines (SOGs) at all times. SOGs shall be established by majority vote of current Officers and shall be announced to members at regular monthly meetings prior to implementation. Failure to comply with either the SOGs or By-Laws may constitute disciplinary action, suspension and/or termination of membership.
2. When in the area protected by this Department and available for duty, it is the responsibility of all Active Members of this Department to respond to all alarms of fire or emergencies that are transmitted to this Department. All members must use due regard, caution and sound judgment in responding to the scene of an emergency.
3. Any Active Member responding to an alarm in a privately-owned vehicle should do so with caution and shall observe all Indiana State vehicle and traffic laws. No member should respond directly to any incident in a privately-owned vehicle, except for the Fire Chief and Assistant Fire Chief.
4. Members with the approval of the Fire Chief may display an emergency colored light, which shall only be illuminated once the vehicle is en-route to an emergency that BVFD has been called and in accordance with Indiana Code 36-8-12-11.
5. Members must attend a minimum of ten (10) monthly Business Meetings, ten (10) monthly Fire Trainings, six (6) Breakfast Fundraisers, both Christmas Light Details, and ten (10) percent of applicable emergency calls annually. Members cannot be absent from two consecutive department events. Active Members are expected to attend special work sessions, training sessions, and emergency calls when available to do so. The Executive Board Committee shall recommend moving members that have not met the requirements of Active Status to Inactive Status. The Executive Committee will report their findings to the membership for a vote, if deemed necessary. Any Active Member with greater than twenty (>20) years of service, shall be exempt from the above attendance requirements.
6. Active Members must be certified to Firefighter I (or equivalent) at minimum. If unable to obtain this certification, the member shall appeal to the Executive Committee for an exemption. The Executive Committee shall make a recommendation to the membership for a vote. If no exemption is granted; membership shall be terminated. (See Article III, Section 4)
7. Emergency Medical Technicians (EMTs) or Emergency Medical Responders (EMRs) must maintain their Indiana State Certification or any further requirement set forth by the State of Indiana.

8. All equipment issued to members is the exclusive property of the Department and shall be treated with utmost care while in member's possession. This equipment is only to be utilized by members in support of the department's duties/activities.

D. Inactive Member

1. Active Members that can no longer fulfill the requirements of membership may request to be moved to Inactive Membership status. This request must be made to the President with supporting information to warrant a change in status.
2. Any member that has not satisfied the criteria in Article III, Section 2, Subsection C-5, shall be moved to Inactive Membership Status.
3. Any member moved to Inactive Status can be reinstated to Active Status if they attend three (3) consecutive monthly Business Meetings, three (3) consecutive monthly Fire Trainings, and all Breakfast Fundraisers and/or Work Details during the time of this three (3) month reinstatement period.
4. Upon Inactive Status, said member shall lose all privileges of an Active Member. No voting rights and no response to any emergency calls of any kind.
5. A member may remain in Inactive Status for no more than twelve (12) months, unless otherwise approved by the Executive Committee. After twelve (12) months, the member will be removed from the department. If the removed member would like to rejoin the department, he/she will have to reapply according to the application process in Article III, Section 3.
6. If an Elected Officer becomes Inactive, he/she will forfeit their remaining term and the Executive Committee will call a special meeting of the membership to vote for a replacement to carry out the remaining term.

E. Support Member

1. A member of another Fire Department whom is employed in or near town and may leave their place of employment for emergency calls shall be able to apply for Support Member.
2. Support Members do not have to meet the attendance requirements set forth in Article III with the exception of attending four (4) trainings per year.
3. Support Members shall be entitled to all rights and privileges as an Active Member with the exception of voting rights.
4. Support Members will be issued department PPE and equipment.
5. Before a Support Member can respond to emergency calls or drive apparatus they must be cleared by the Training Captain.

F. Retired Member

1. Any member who has served at least fifteen (>15) years as an Active Member of this Department. Special circumstances shall be presented to the Executive Committee to be considered. The Executive Committee will present findings to membership for vote.
2. A Retired Member's family will qualify to receive the Death Benefits upon the death of the Retired Member.
3. A Retired Member and family will have a retirement ceremony at the Department for the recognition of their service and inclusion of their name onto the Department monument.
4. Retired Members are waived of all rights, privileges, and responsibilities carried as an Active Member. No voting rights.
5. All Retired Members and family are to be invited to all Department awards, fundraisers, and celebrations.

6. Retired Members may re-apply according to the application process in Article III, Section 3. However, if said member leaves in “good standing”, the Probationary and Candidate Member Status will be waived and Active Status will be granted.

Section 3 – Application for Membership

- A. All applicants must be greater than 21 years of age.
- B. All prospective members shall submit an application for Membership on the form provided by the department. The applicant must acquire an Active Member from the department as their Sponsor who will sign their application, be responsible for helping with his/her orientation, and submit the application form to the President.
- C. The applicant shall attend the monthly business meeting and his/her application form shall be read (no vote taken) at this business meeting.
- D. The fire department officers will conduct a character and background investigation of the applicant and report their findings and recommendation at the next business meeting. A simple majority vote of the voting membership shall approve said applicant as a Probationary Member, contingent upon the outcome of the physical agility test and drug screening.
- E. The applicant must be present for the two (2) consecutive meetings, application reading and Probationary Status vote or he/she forfeits their application as a Probationary Member. The applicant may then resubmit their application six (6) months after the point of forfeit.
- F. After the applicant has been accepted by vote, he/she shall participate in a physical agility test and must pass according to the time parameters by age group set forth by the department and pass a drug screening. Successfully passing both tests will constitute the applicant as a Probationary Member. This step must be completed within thirty (30) days after the vote.
- G. A failure in any test as stated in (Subsection F) of this section will result in a forfeit of their application. The applicant may then reapply after a term no less than six (6) months.

Section 4 – Termination of Membership

- A. Membership may be terminated by either resignation or expulsion.
- B. Any member whom resigns must do so in written form, this written resignation will be placed in said members personnel file.
- C. The decision to present a vote for expulsion of an Active Member shall reside with a two-thirds (2/3) majority vote of the voting membership. Any member may submit charge(s) against any other member or Officer to the Executive Committee. Any and all charges must be presented on the prescribed grievance form. The Executive Committee will meet to consider these charges and the charged member shall be invited to attend said meeting. If the Executive Committee feels the charge(s) are valid and significant, they shall submit their findings to the membership for a vote. If the Executive Committee does not find the charge(s) valid and significant, the accuser may then go before the membership on their own initiation. All written charges, founded or unfounded, will be kept in the personnel files of the accuser and the accused.
- D. Upon termination of membership, for any reason, the member will return all issued department equipment within fifteen (15) days. The equipment must be returned to the Fire Chief or his/her designee. Failure to comply with this policy hereby authorizes the Department to take any action deemed necessary to obtain the equipment or fair market value reimbursement.

ARTICLE IV – OFFICERS QUALIFICATIONS AND DUTIES

Section 1 – Officers

- A. The Departmental Officers shall consist of two (2) classes: Administrative and Fire.
 - 1. Administrative Officers shall consist of the President, Secretary/Treasurer, and Trustee.
 - 2. Fire Officers shall consist of the Fire Chief, Assistant Fire Chief, Training Captain, and four (4) Lieutenants.
- B. Officers in General:
 - 1. The Department shall elect Officers for a term of one (1) year each, except Trustee.
 - 2. No member shall hold more than one (1) office at the same time. The office term shall run concurrently with the calendar year.
 - 3. All officers shall be chosen according to qualification on terms of Ability, Experience, Desire, and Time Available.
 - 4. In the temporary absence of any officer, his/her duties are to be assumed by the next ranking officer, or if necessary, by a seasoned member.

Section 2 – Administrative Officers

- A. President
 - 1. Qualifications:
 - a. Minimum three (3) years Active Membership.
 - 2. Duties:
 - a. It shall be the duty of the President to preside at all Regular, Executive, and Special Meetings of the Department. It is the responsibility of the President to conduct such meetings in accordance to Article II, Section 1. In his/her absence, the Fire Chief is responsible to conduct said meeting.
 - b. The President shall be the Chief Executive Officer of the Department and shall enforce the Constitution and By-Laws of the Department.
 - c. Coordinate and supervise all non-firefighting activities of the organization.
 - d. Supervise the raising, receiving, and disbursing of all funds of the organization.
 - e. Represent the members in all non-fire scene activities.
 - f. Make immediate decisions when members of the Executive Committee cannot be consulted, and have the authority to spend at least \$150.00 of the memberships money per expenditure per month if necessary.
- B. Secretary/Treasurer
 - 1. Qualifications:
 - a. Minimum three (3) consecutive years Active Membership prior to term.
 - b. Minimum five (5) years Active Membership.
 - 2. Duties:
 - a. He/she shall record and maintain the minutes of all meetings of the Department, which shall include Regular and Special Meetings; call the roll at each meeting; present previous meeting minutes; have financial records available for inspection; and maintain attendance records. He/she will maintain a roster of members, and provide copies to the membership.
 - b. Shall receive all correspondence of the Department as directed by the membership. The official copy of the Constitution and By-Laws shall be maintained and up-dated as needed, and shall be produced by the Secretary/Treasurer upon demand by any Member. At the

conclusion of his/her term or upon resignation or expulsion the Secretary/Treasurer shall deliver to his/her successor all documents, papers, accounts, books and correspondence belonging to the Department.

- c. He/she shall notify President, Chiefs and Executive Committee of any member who is not making meetings and trainings according to the attendance criteria under Article III.
- d. He/she shall notify, in writing, any member who has not met the attendance criteria in Article III Section 2 Subsection C-5.
- e. Shall be the Financial Officer of the Department and shall receive all moneys and pay all bills unless otherwise directed by the Membership. He/she shall keep an accurate accounting of all Department funds. He/she shall invoice and collect any moneys for the use of the department and shall deposit all moneys in an approved account of the department.

C. Trustee

1. Qualifications:
 - a. Minimum one (1) year Active Membership.
 - b. Hold no other Elected Office.
2. Duties:
 - a. Serve on the Executive Committee.
 - b. Serve as committee chair(s) on all money raising projects.
 - c. Hold this office for three (3) years. Each year only one trustee will be elected.
EXCEPTION to c.: If a trustee is elected to another office, to fill this unexpired term of nominations will be made from the floor at the December business meeting and majority of votes cast is required to be elected. This will only be for the one or two years of the unexpired term of the trustee that is being replaced.

Section 3 – Fire Officers

A. Fire Chief

1. Qualifications:
 - a. Minimum five (5) years Active Membership.
 - b. Firefighter I/II or Equivalent.
 - c. Fire Officer I Certification (Recommended).
 - d. NIMS 300 & 400 certification (Recommended).
 - e. Approval of the Brookville Town Board.
2. Duties:
 - a. Assume command of firefighting equipment and personnel upon report of a fire or emergency that involves the fire department.
 - b. Shall have the final responsibility at all emergency scenes and shall take all proper measures for the extinguishment of fires, the protection of life and property, and safeguard the well-being of all firefighters under their command.
 - c. Shall designate the duties of the fire officers.
 - d. Shall establish and maintain department Standard Operating Guidelines (SOGs).
 - e. Perform cause investigation and determination at all fires.
 - f. Maintain all required state and local records and reports.
 - g. Shall serve as the sole spokesman of the Department at all fires or emergencies, unless otherwise authorized.

B. Assistant Fire Chief

1. Qualifications:

- a. Minimum three (3) years Active Membership .
- b. Firefighter I/II or Equivalent.
- c. Fire Officer I Certification (Recommended).
- d. NIMS 300 & 400 certification (Recommended).

2. Duties:

- a. Shall report to and carry out the orders of the Fire Chief.
- b. In the absence of the Fire Chief, the Assistant Fire Chief has all the duties, powers, and responsibilities of the Fire Chief.

C. Training Captain

1. Qualifications:

- a. Minimum three (3) years Active Membership.
- b. Firefighter I/II or Equivalent.
- c. Instructor I minimum.

2. Duties:

- a. Shall organize and conduct/oversee all department trainings and maintain a record of such.
- b. Shall ensure that all Probationary Members meet their training requirements.
- c. Shall report to and carry out the orders of the Fire Chief and Assistant Fire Chief.
- d. In the absence of the Fire Chief and the Assistant Fire Chief, the Training Captain has all the duties, powers, and responsibilities of the Fire Chief.

D. Lieutenant

1. Qualifications:

- a. Minimum two (2) years Active Membership.
- b. Firefighter I/II or Equivalent.
- c. Appointed by the Executive Committee for a one (1) year term.
Six (6) Nominations for the position shall come from the membership.
- d. May hold an additional office other than: Fire Chief, Assistant Chief, Captain, or President.

2. Duties:

- a. Shall serve as a crew leader during all emergency incidents.
- b. Shall ensure that all equipment under their area of responsibility is in a state of readiness.
- c. Shall report to and carry out the orders of the Fire Chief, Assistant Fire Chief, and Captain.
- d. In the absence of the Fire Chief, Assistant Fire Chief, and Captain; the Lieutenant has all the duties, powers, and responsibilities of the Fire Chief.

Section 4 – Committees

A. Executive Committee

1. Composed of all elected officers of the Department.

2. Duties:

- a. Shall meet 1 hour before regular monthly business meetings for January, May, September, and December, Annually.
- b. Shall meet as needed to review and recommend status changes for members that have not met the attendance requirements set forth in Article III, Section 2.
- c. Will meet on a called basis as needed

- d. Shall serve as an advisory and emergency action board, without overriding the authority of the general membership.
- e. Can preview business to appear at the business meetings and advise the members of their findings.
- f. Shall be first contact for grievances and disciplinary actions before bringing to membership.
- g. Can spend up to \$500.00 without preapproval of Membership if passed by a simple majority of the Executive Committee.

B. Special Committees

- 1. Committees may be created and filled by appointment as the President sees fit. Can hold other offices as this is not an elected office.
- 2. This committee may elect its own chairman by majority vote of the committee's members if a chairman was not appointed during creation of committee.
- 3. It is the committee's responsibility to diligently undertake the task for which it has been charged and report its findings to the membership by the requested deadline set fourth during creation of committee.

ARTICLE V – ELECTIONS

Section 1 – Nomination of Officers

- A. Elected positions include President, Secretary/Treasurer, Fire Chief, Assistant Fire Chief, Training Captain, and Trustee.
- B. A three (3) member Nomination Committee will be appointed by the President at the October Business Meeting. This committee shall attempt to submit at least the names of two (2) Candidates (with the candidates consent) for each office at the November Business Meeting.
- C. Nominations shall be made from the floor at the November Business Meeting. A separate member in attendance must second each name offered in nomination. No member is compelled to accept any nomination. Any member should feel free to decline a nomination to an office he/she feels they cannot fill adequately.
- D. A member can be nominated for more than one office, but if elected to an office that prohibits the holding of another office; his/her name must be withdrawn from candidacy in any other office.
- E. Each candidate shall have the opportunity to express their opinions and goals at the November Business Meeting.

Section 2 – Election of Officers

- A. Election of Officers shall be by secret ballot at the December Meeting with newly elected officers taking office effective January 1. There shall be no limit to the number of consecutive terms a member may serve in any one particular office.
- B. No member may hold two (2) elected offices simultaneously. In the event that an officer is nominated for a different office before his/her existing term expires, he may accept the nomination, but if elected, must resign his/her original position.
- C. A quorum must be present to have an election. A quorum is defined in Article II, Section 1-C. If a quorum is not present, the elections are to be postponed until the next meeting when a quorum is present. The next meeting will be announced and held before January 1.

- D. If there are more than two (2) candidates and none receive a simple majority, the candidate with the least votes will be dropped and balloting will continue until a candidate receives a majority. Absentee votes will only be counted on the first ballot.
- E. In event of a tie, the balloting will continue until a candidate receives a simple majority.

Section 3 – Election Voting Procedures

- A. Voting will be done by secret ballot one member at a time in a private room and placed in a designated ballot box by member before exiting room.
- B. Absentee Ballots may be used so long as they comply with Article VI, Section 2.
- C. After voting has ended the Nomination Committee will count all ballots cast and return the results to the President.
- D. The ballots shall be tallied by the members of the Nominating Committee; however, no individual with a cause being decided by a ballot shall count any votes for that election term.

ARTICLE VI – PROCEDURES & MISCELLANEOUS

Section 1 – Voting Procedures

- A. Standard voting procedures will use a secret ballot however the President may, if there is no objection, dispense with the secret ballot except on votes concerning election of Officers, Membership Status, Excuses, Charges, Punishments, or Review of Previous Decisions and Amendments.

Section 2 – Absentee Ballot

- A. Shall be used routinely in Elections, Applications, Disciplinary Voting, and Amendments. May also be used when simple majority or officer in charge at a meeting requests an issue be postponed until absentee ballots can be obtained.
- B. Accepted only from a member with an excused absence and must be submitted before vote by general membership. Members with an excused absence are to be notified by the Fire Chief or President of upcoming applicable votes.
- C. The voting member shall place ballot in a sealed, signed envelope and submit it to the Fire Chief or the President.
- D. The Ballot shall be opened and mixed with the other ballots (in presence of membership) before counting votes.

Section 3 – Amendments

- A. Any proposed addition or amendment to these By-Laws must be submitted at a Regular Business Meeting. The Executive Committee will review the proposed and present a type written version as it is to read in the Constitution to the membership at the next Regular Business Meeting or a Special Meeting and present their recommendation. A vote shall take place at this meeting and shall require a two-thirds (2/3rds) majority vote of the voting membership to pass said amendment. If the Addition, Amendment, or Revision has passed, it is to be inserted into the Constitution By-laws and dated with the day it was voted in.

Section 4 – Death Benefits

- A. The Death Benefit for all Retired Members and any Line of Duty is \$1500.00.

Section 5 – Memorial Contributions

- A. Memorial Contributions shall be deposited into the memorial fund by the Secretary/Treasurer. Expenditures from this fund shall be approved by the membership.

Section 6 – Obligation

- A. A Master copy of the Constitution will be kept in the office and must never be taken out of the Fire Department.
- B. Copies of the Constitution shall be made and kept outside of the Fire Department just in case of fire or loss.
- C. Each member shall have a copy of this Constitution. Any Amendment to the By-laws shall be given to each member to add to their copy.
- D. The Department shall keep a signed copy of each members Obligation in their personal file.
- E. Membership Obligation

Every Member being admitted shall take the following oath:

I _____ do promise to support the Constitution & By-laws and the Standard Operating Guidelines of the Brookville Volunteer Fire Department, to obey all those in authority over me, to safeguard all department property that is in my possession and to return said property if I should resign or be expelled.

- F. Officer Obligation

Every Officer at his/her installation shall take the following oath:

I _____ do promise to support and uphold the Constitution & By-laws and the Standard Operating Guidelines of the Brookville Volunteer Fire Department. I accept the responsibility of the office to which I have been elected and promise to faithfully discharge the duties of the office to the best of my ability.