

## The Constitution & By-Laws of the Spring Creek Volunteer Fire Department, Inc.

### Article I- *Name*

The name of this organization shall be THE SPRING CREEK VOLUNTEER FIRE DEPARTMENT, INC AND MEDICAL FIRST RESPONDERS.

### Article II- *Purpose*

A. The purpose of this department is to provide fire protection, first response care, rescue services, and natural & man-made disaster assistance to the citizens and/or visitors of the Spring Creek Community, Township District # 8, Tax District # 10.

B. To train and keep fire department personnel in the most approved and modern methods of fire prevention, control and extinguishment.

C. To train all members in life saving methods by use of CPR and artificial respiration and/or any other means by which life can be preserved.

D. To assist in any way within their power to assure the safety of life and property to the citizens of the Spring Creek Fire District and its environs.

E. To encourage social relations between the members of the Department and community as well.

### Article III- *Membership*

**A. Any citizen of the Spring Creek Community over 18 years of age of whose character and capabilities would seem them fit to serve as a member of our department must first submit an application for membership. Additionally, the member should read & agree to a statement of confidentiality, read & agree to a conflict of interest policy, read & agree to an equipment use policy, read & agree to a members sexual harassment policy, and read & agree to these by-laws and standard operating procedures will be considered for membership. Once the citizen then completes a minimum of 36 hours of approved training sessions, meetings and/or drills as approved by the Chief, they will be considered for election. If they are to be duly elected into membership, a vote made by 51% of active members attending a regular business meeting is required.**

B. ACTIVE members shall consist of all those members who have completed 36 hours of approved training and maintained at least 18 meetings annually. Members deemed as INACTIVE whether by personal choice or inadequate training hours may do so but radio and protective equipment should be turned in at the time of choice. Furthermore, no response on fire alarms should be made.

C. In order for a member to be considered a medical first responder, they should be at least 18 years of age and should have completed an accredited EMT class or Medical First Responder class to respond to a first responder scene and provide direct patient care. To maintain their standings as a first responder, the individual must carry appropriate continuing education hours as required by the North Carolina State Office of Emergency Medicine for their appropriate title.

**Article IV-**  
*Duties of  
Members*

A. It shall be the duty of any member of our department to answer any and all fire alarms of which they have the knowledge and capacity to carry out to the fullest of their duties while in active service.

B. It shall be the duty of all members to answer such alarms in a safe and sane manner in accordance with the traffic rules of the State of North Carolina and the safety of the citizens in the said township.

C. It shall be the duty of all members to attend at least two meetings each month and all possible training sessions.

D. It shall be the duty of all members to conscientiously notify the Chief, Captains, or next responsible executive officer if they are absent for any length of time or duration.

E. It shall be the duty of all members to return to Station #9 after a fire alarm unless excused by the Officer In Charge of the Scene.

**Article V-**  
*Suspension/  
Expulsion of  
Department  
Members*

A. Any member of the department may be suspended or expelled from the department for any of the following reasons:

1. Failure to satisfactorily carry out their duties as a fire person.
2. Excessive absences from department meetings and training sessions. After missing four consecutive meetings, members will be called upon to improve their performance. If action is not taken after notice, they will be expelled from the department.
3. Conduct unbecoming of a fire person.

B. Such suspension or expulsion must be by a majority vote of attending members at a regular business meeting, provided that such member shall have prior notice of any charges against them in writing.

**Article VI-**  
*Officers*

A. Officers of this department shall be as follows:

1. A Chief shall be elected by 51% of active fire persons at a meeting to be held in January of every other year and who is approved by the Board of Directors of the Department. Nominations of offices will be held on the 1<sup>st</sup> Tuesday of January and final elections will be held on the 3<sup>rd</sup> Tuesday of January of every other year.

2. An Assistant Chief who is appointed by the Chief can be obtained with 51% vote of the active members.
3. All other Officers, Captains, Lieutenants, and a Chaplain shall be elected by active members in January of every other year.

**Article VII-**  
*Officer  
Duties*

A. All Officers elected shall perform such duties as outlined in the General Statement of Duties instruction sheet. They should also commensurate with duties assigned by the Chief and as seem fit by the members.

**Article VIII-**  
*Committees  
& Their Duties*

- A. A Grievance Committee shall consist of three members elected by majority vote of the members present at any regular meeting.
1. It shall be the duty of this committee to thoroughly investigate any dissension in the Department, settle same if possible and if not, to recommend such action to the Department that they deem advisable.
  2. It shall be the duty of this committee to investigate any charges what-so-ever against a member and report its findings to the Executive Committee.
- B. An Executive Committee shall consist of all duly elected officers. It shall be the duty of this committee to investigate any activities inside the Department, proposed to the Department, and recommend such action as they deem advisable to the Department. This committee should recommend to the Department the disposal of any funds belonging to the Department, or its charge for any specific purpose. They should establish any accounts as they deem necessary in order to best serve the Department.
- C. Special Committees shall be appointed by the Chief of the Department as thought advisable to carry out certain duties as they may arise.

**Article IX-**  
*Meetings &  
Order of  
Business  
at Meetings*

- A. Meetings/training sessions shall be held each Tuesday night in the meeting room of the Spring Creek Fire Department building.
- B. The Executive Committee has the authority to call a special meeting when they deem it necessary.
- C. Times for all meetings shall be as follows unless otherwise stated:  
--Definite starting time of the meeting shall be 7:00 pm. Closing times of the meeting shall be at least two hours duration after the starting time.  
--Order of business shall begin with prayer, roll call by Secretary, minutes and any new business. Meetings should only be adjourned after all business is finished.
- D. Excusable absences from meetings or training shall consist of the following:

--Sickness of self or immediate family, death in family or close business associate, vacation or legal holidays, fire school, convention, or other training possibilities, or actions of work as to provide sufficient personal gain.

**Article X-** *Honorary Members* A. Any member who has served Spring Creek Volunteer Fire Department, Inc. with honor may be eligible for honorary membership upon his or her request to be relieved of active duty. Honorary members may participate in fire department company affairs without the power to vote and the coverage of fire department benefits. Honorary membership is subject to fire department company vote and the majority shall affirm.

**Article XI-** No article or section of the Constitution and By-Laws of the Spring Creek Volunteer Fire Department, Inc. shall be constructed in such manner as to interfere unduly with the means of livelihood of any member, but is meant to outline and bind them to their duties of a fire person.

**Article XII-** All members shall be required to ready, digest, and sign these by-laws upon election as a member into this Department.

**Article XIII-** The Constitution and By-Laws as outlined may be amended by a two-thirds majority vote of the members present at any regular business meeting, provided note of such amendment is made and read at the proceeding regular meeting.

Approved by a majority vote and seconded on \_\_\_\_\_ by  
the members of Spring Creek Volunteer Fire Department, Inc.

Chief, Shannon F. Allen-- \_\_\_\_\_

Captain, Mark S. Allen-- \_\_\_\_\_

Captain, Levi Roullard-- \_\_\_\_\_

Lieutenant, Todd Glasser-- \_\_\_\_\_

Lieutenant, Danni Speight-- \_\_\_\_\_

Chairman of Board of Directors, Gweneeth Conklin-- \_\_\_\_\_