

# AMENDED BYLAWS of WEST ROANE COUNTY VOLUNTEER FIRE DEPARTMENT

AMENDED BY VOTE OF MEMBERSHIP – April 1999

AMENDMENTS APPROVED BY BOARD OF DIRECTORS – JULY 1999

The change was to combine the Sec. & Treas. into one position and add a board member to replace the sec.

AMENDED BY VOTE OF MEMBERSHIP – Sept 2001

AMENDMENTS APPROVED BY BOARD OF DIRECTORS - Oct 2001

The change was to allow the Sec/Treas. to serve longer than three one year terms.

AMENDED BY VOTE OF MEMBERSHIP – Aug 2003

AMENDMENTS APPROVED BY BOARD OF DIRECTORS – Aug 2003

The change was to add the drug and alcohol policy.

AMENDED BY VOTE OF MEMBERSHIP – Aug 2006

AMENDMENTS APPROVED BY BOARD OF DIRECTORS – Sept 2006

The changes were add the four hour per month work requirement, create associate member position and add fund raising committee.

AMENDED BY VOTE OF MEMBERSHIP – March 2007

AMENDMENTS APPROVED BY BOARD OF DIRECTORS – March 2007

Section VII Operational Officers was changed and typing errors corrected

AMENDED BY VOTE OF MEMBERSHIP – February 2008

AMENDMENTS APPROVED BY BOARD OF DIRECTORS – February 2008

Change to the election date. Changes were made to the consequences of not participating.

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**AMENDED BYLAWS OF THE  
WEST ROANE COUNTY VOLUNTEER FIRE DEPARTMENT INCORPORATED**

**SECTION I  
CORPORATE IDENTITY**

- A. The West Roane County Volunteer Fire Department Incorporated is chartered under the laws and provisions of the State of Tennessee as a non-profit organization.
- B. The principle address of the Corporation is PO Box 417, Rockwood, Tennessee 37854.
- C. The Corporation/Department will have members. The Corporation will not discriminate against any member or applicant for membership because of religion, race, color, sex, age, or physical handicap.
- D. The Corporation/Department will be managed by its active membership, Corporate Officers and Board of Directors.
- E. All Charter Members of this Corporation/Department will be considered active members and have all the rights thereof. Charter Members will not be required to serve a probationary period as stipulated by these bylaws.
- F. The West Roane County Volunteer Fire Department operates without discrimination for or against any individual or group on account of race, color, religion/creed, sex, national origin, age or handicap in all aspects of managing our operations.

**SECTION II  
DEPARTMENT MISSION STATEMENT**

The mission of the West Roane County Volunteer Fire Department Incorporated as provided by the Charter is to provide emergency response, such as but not limited to fire protection/prevention to the citizens of the Fifth (5th) Civil District of Roane County, Tennessee and to provide mutual aid and support to the surrounding districts and municipalities upon signing of written agreements. The Corporation will maintain adequate resources through membership, facilities and equipment in order to fulfill this mission at all times. The Corporation shall make application and upon approval, maintain an Insurance Services Office (ISO) Rating comparable to its size and resource capabilities.

SECTION III  
MEMBERSHIP

- A. The Corporation shall not exceed forty (40) active members at any given time. The Corporation shall not exceed ten (10) inactive members *and* (20) associate members at any given time. The Corporation will not place a restriction on the number of Honorary or Life Members.
- B. All members without exception will serve at no compensation.
- C. The Corporation has adopted requirements and regulations for each class of membership as follows:

**I. Applicants for Membership**

- A. Must be at least eighteen (18) years of age.
- B. Must be of good moral character and provide names, phone numbers and address if needed of no less than three non-family members who will be contacted by the membership committee to provide information regarding the character of the applicant. Only one present member of WRCVFD may be used as a reference. All applicants agree by signing the application for membership for the department to run a background check through a local law enforcement agency. The results of this check may be made known to the membership of the department when the applicant is voted on by the department membership. The membership committee retains the right to not present an applicant who does not have acceptable references or results of the background checks to the membership for vote as a member. The applicant will be informed of the reasons for not being accepted for membership.
- C. Must possess a valid Tennessee driver license with good record.
- D. Must provide at least three (3) personal references on the application and approve of their contact.
- E. Must be recommended by the Membership Committee and receive at least two-thirds (2/3) majority vote by secret ballot of the members present at a regularly scheduled business meeting accepting applicant for a probationary period.
- F. Must serve ninety (90) days probation prior to vote of membership to approve full membership status. Must pass drug test and sign the department drug and alcohol policy.
- G. Probationary members shall not be allowed to drive or operate department vehicles unless approved by an Operations Officer or as approved and supervised under training.
- H. Applicants and/or probationary members shall not hold a position of authority or office.

**2. Emergency Response Personnel:**

- A. Must have served at least a ninety (90) day probation period.

- B. Must have received at least two-thirds (2/3) majority vote by secret ballot of the members present at a regularly scheduled business meeting approving full membership.
- C. Must have completed training in apparatus driver operator, basic firemanship and department procedures.
- D. Shall be allowed to vote on any and all business coming before membership and hold any department office to which appointed or elected.
- E. Will be furnished with ID card, patches, badge, rank insignia, turnout equipment, building key and a copy of Department Bylaws.  
 Note: All issued equipment will remain the property of the West Roane County Volunteer Fire Department Incorporated and will be returned to the Department immediately upon leaving active membership.
- F. All Emergency Response Personnel must perform a minimum of four (4) hours per month of fire department related business. Emergency calls, WRCVFD training sessions, and business meeting may be counted toward two (2) hours of this requirement. Failure to meet this requirement will result in review by the Board of Directors for action that COULD result in dismissal from the department.

**3. Associate Member:**

- A. Associate members will not respond to emergency calls and will not be issued any emergency response equipment by the department. Associate members will be limited to no more than twenty (20) at any one time.
- B. Must have served at least a ninety (90) day probation period. Must sign the department drug and alcohol policy.
- C. Must have received at least two-thirds (2/3) majority vote by secret ballot of the members present at a regularly scheduled business meeting approving full membership.
- D. Shall NOT be allowed to vote on any and all business coming before membership unless they are elected to hold a department office. If elected to hold office they may vote as any other member.
- E. Will be furnished with a special ID card, patches, building key and copy of Department Bylaws.  
 Note: All issued equipment will remain the property of the West Roane County Volunteer Fire Department Incorporated and will be returned to the Department immediately upon leaving active membership.
- F. All Associate Members must perform a minimum of four (4) hours per month of fire department related business, WRCVFD training sessions, and business meeting can be counted toward two (2) hours of this requirement. Failure to meet this requirement will result in review by the Board of Directors for action that COULD result in dismissal from the department.

4. **Inactive Membership:**

- A. Must have been an active member.
- B. Must provide a written request for inactive status to the Corporate President or his/her designee.
- C. Inactive status for a period not to exceed six (6) months may be authorized by the Board of Directors upon a majority vote.
- D. Inactive status extensions may be granted by two-thirds (2/3) majority vote of membership at a regularly scheduled business meeting. In no case shall inactive status exceed one (1) year.
- E. Any member on inactive status will return all issued Department equipment until their return to active membership.
- F. If inactive status exceeds one (1) year the member will be dropped from the roll of the Department.
- G. Inactive status shall be granted if the member is unable to fulfill his/her duties due to illness, family situation or temporary change in work schedule.

5. **Honorary Membership:**

- A. A written request signed by at least two (2) active members shall be presented to the Corporate President or his/her designee nominating a person(s) for honorary membership.
- B. The nomination must receive at least two-thirds (2/3) majority vote by secret ballot of members present at a regularly scheduled business meeting recommending to the Board of Directors that Honorary Membership be granted to a person(s).
- C. The nomination shall require a majority vote of the Board of Directors with a quorum present at a regularly scheduled Board Meeting.
- D. The person(s) receiving Honorary Membership status will be presented with a certificate or plaque bestowing the honor by the Chairman of the Board and Corporate President at a regularly scheduled business meeting.
- E. Honorary Members shall not have a right to vote on any Department business nor shall they have the right to hold a position of authority or office.

6. **Life Membership:**

- A. Must have completed ten (10) years of service as an *Emergency Response* member in the Department and be in good standing.

- B. Must receive two-thirds (2/3) majority vote by secret ballot of members present at a regularly scheduled business meeting nominating the person for life membership to the Board of Directors.
- C. The nomination shall require a majority vote of the Board of Directors with a quorum present at a regularly scheduled Board Meeting.
- D. Life members will be presented with a certificate or plaque bestowing the honor by the Chairman of the Board and the Corporate President at a regularly scheduled business meeting.
- E. Life members shall have the right to vote on all business coming before the Department and shall retain the right to hold a position of authority or office if appointed or elected.
- F. Consideration may be given to age or medical condition in lieu of part of the required ten (10) years of service. This will be considered on a case by case basis.
- G. All Life Members must perform a minimum of four (4) hours per month of fire department related business. Emergency calls, WRCVFD training sessions, and business meeting can be counted toward two (2) hours of this requirement. Failure to meet this requirement will result in review by the Board of Directors for action that COULD result in dismissal from the department.

7. **Jr. Firefighters:**

- A. A Junior Firefighter program may be operated for members between ages 16-18. It shall be under the direction of the Fire Chief and the Training Officer.
- B. For this program to be active it must be regulated by a set of written by-laws and SOPs approved by 2/3 vote of the department membership and the Board of Directors.

8. **Military Leave:**

- A. Any active member called or enlisting to serve in the Armed Forces will be given automatic Military Leave of Absence for the duration of his/her active duty period.
- B. The member must return to active membership within six (6) months of their separation from active duty status.
- C. Military Leave will not count as active time with the Department.

SECTION IV  
CONDUCT OF MEMBERS

I. **Personnel:**

- A. Members of the West Roane County Volunteer Fire Department Incorporated shall conduct themselves at all times in such a manner as to command the respect of their fellow members and the general public.
- B. Members shall not take part in any emergency responses or other activities of the Department while in an intoxicated condition or under the influence of drugs. Each member shall abide by and sign the West Roane County Volunteer Fire Department Drug and Alcohol Policy, which is attached to these by-laws. The Drug and Alcohol policy may be changed by a majority vote of department and approval of the Board of Directors when needed.
- C. No Department uniform or part thereof, or any Department ID or insignia shall be worn by any member purchasing alcoholic beverages.
- D. Anyone convicted of a criminal offense shall be brought before the Board of Directors for investigation and possible dismissal from the Department. Any member under such investigation will turn in all Department issued equipment until such time as the Board of Directors has taken action clearing the investigation.
- E. A member shall not allow any non-member use of their key, ID, uniform or any other Department issued equipment.
- F. Any member wearing a uniform shall maintain an appearance considered to be neat and clean while wearing that uniform.
- G. Any member who fails to follow orders given them from time to time by the Fire Chief or other officer in his/her absence during emergencies or other Department activities will be suspended and brought before the Board of Directors for investigation and possible dismissal from the Department.

2. **Emergency Tags:**

- A. Each active member may request issue of emergency tags by the Roane County Clerk at his/her own expense.
- B. Active members are restricted to two (2) sets of emergency tags per the Laws of the State of Tennessee.
- C. Emergency tags are not to be displayed on vehicles of which the member is not the primary driver.
- D. If a member is dismissed or resigns from the Department, his/her emergency tags shall be turned in to the Roane County Clerk's Office within ten (10) working days, in accordance with the Laws of the State of Tennessee.



E. A list of active members shall be submitted annually by the Fire Chief to the Roane County Clerk's Office.

3. **Equipment:**

A. Any member willfully destroying or misusing Department equipment or property shall be subject to immediate suspension by the Fire Chief or any other officer in his absence.

B. The member will be brought before the Board of Directors for further investigation and possible dismissal from the Department.

C. Legal action against a member if recommended by the Board of Directors may be sought if the amount of actual damage is not paid to the Department for repair or replacement of damaged equipment.

4. **Dismissal of Members:**

Should any member commit any infraction or violation of any bylaw, Department rule or regulation, upon proper complaint, his/her name shall be submitted in writing to the Board of Directors for investigation of the alleged violation, and in the event said violation has been made, then the Board of Directors shall recommend to the membership that said member be dismissed by secret ballot. A two-thirds (2/3) majority of members present is necessary to dismiss. The Board of Directors shall be the sole judges as to the violations of this bylaw and shall have authority to remove all Department identity from the violator immediately.

5. **Emergency Response/Training/Department Functions:**

A. All members are requested to respond to all emergency calls, attend training, and support other Department activities unless their inability to respond is due to illness, working, or family illness or death.

B. Unexcused failure to respond for six (6) months of emergencies, fire calls, training sessions and department business meetings will result in a review by the Board of Directors and upon recommendation the member's name may be brought before membership for dismissal by secret ballot of two-thirds (2/3) majority of the members present at a regularly scheduled business meeting.

## SECTION V MEETINGS

I. **Business Meetings:**

A. Business meetings will be held on the third Thursday night of each month at 7:00 pm.

- B. Business meetings will be called to order and presided over by the President or Vice-President in his/her absence.
- C. The minutes of the previous meeting and special called meetings will be read by the Secretary/Treasurer or his/her designee in their absence and approved by majority vote.
- D. A financial report will be read by the Secretary/Treasurer or his/her designee in their absence.
- E. The floor will then be open for old business and at its conclusion, new business.
- F. If business takes an extended period of time for discussion, the presiding officer may appoint a committee to consider the business and report back at the next regularly scheduled business meeting.
- G. Any member may bring business before membership, after he or she has been recognized by the presiding officer.
- H. Any business which requires a change to the Charter, its bylaws, expenditures of Department funds or request for appropriations of County funds, requires a motion and vote by two-thirds (2/3) majority of members present, that the motion be brought before the Board of Directors at their next regularly scheduled Board Meeting for discussion and vote.
- I. All members must attend at least fifty (50%) percent of all business meetings. Excessive absences and excuses will be presented to the Board of Directors for their review and recommendation.
- J. All meetings will be held in accordance with Robert's Rules of Order.
- K. The Department President may call a special business meeting at any time after adequate notice to all membership has been made of its date, time and location. Adequate notice is considered to be at least three (3) working days notice.

2. **Board Meetings:**

- A. Board Meetings will normally be held following the Department business meeting on the third Thursday night of every other month. If needed the meeting may be held at another time but must be held within seven (7) days of the business meeting.
- B. Board Meetings will be called to order and presided over by the Chairman of the Board or Vice Chairman in his/her absence.
- C. A quorum of at least four (4) Board Members must be present before the meeting can be called to order.
- D. The minutes of the last business meeting and regularly scheduled Board Meeting will be read by the Secretary/Treasurer.
- E. A financial report will be read by the Secretary/Treasurer.
- F. The Chairman will discuss and request action as required by his/her agenda.

- G. Only Board Members may be recognized for discussion, or vote on business before the Board unless the floor is yielded by the Chairman to a non-Board Member for a report or recommendation.
- H. All active members can attend Board Meetings, however they cannot request the floor be yielded unless a previous request of the Chairman has been received, approved and placed on the agenda.
- I. The Board of Directors primary business is to discuss and take action if necessary (vote) on matters of disciplinary actions, expenditure of Department funds, request for appropriations of county funds, appointment of the Fire Chief and approval of his/her officers and any other business brought before them required of safe and effective operations of the Department.
- J. If business brought before the Board, which has been recommended by membership, does not receive Board approval by majority vote, the motion may be amended by the Board and sent back before membership at the next scheduled business meeting for another discussion and vote. Upon favorable majority vote by membership of the amendment, it will become effective. If the amendment fails to pass a new motion must be considered by the Board.

## SECTION VI ELECTIONS

- I. **Term of Office:**
  - A. Corporate Officers, which consist of the President, Vice-President and Secretary/Treasurer, will be elected at the regularly scheduled business meeting in June of each year. Their term shall run from the regularly scheduled meeting in July to the regularly scheduled business meeting in June of the following year. A Corporate Officer shall not serve more than three (3) terms without a one (1) year lapse of office with the exception of the Secretary/Treasurer; however the Secretary/Treasurer will continue to be elected in December of each year. The next election shall be in June of 2009, current officers shall remain in office until July of 2009.
  - B. Corporate Officers will serve as Board Members during their term(s) of office with the exception of the Vice President, who does not serve on the Board of Directors.
  - C. Three (3) additional Board Members will be elected on staggered biennial terms. At the first election one (1) Board Member will be elected for three (3) years and one for two (2) years, then two (2) year terms thereafter. An elected Board Member cannot serve more than two (2) consecutive terms without at least one (1) year lapse on the Board except the first three (3) year Board Member. They may serve five (5) years total before the required lapse in office.
  - D. The Chairman and Vice Chairman of the Board will be elected by the Board of Directors at the first scheduled meeting after each annual election.
  - E. Nominations for office will be taken from the floor and require a second. When all nominations have been made, a motion will be made and seconded to close nominations for that office. A vote from active members present will be called for that office.

F. Members will vote on nominees for office by means of secret ballot. The nominee receiving the majority vote will be elected.

2. **Vacancy of Office:**

If an office is vacated during a term of office, that vacancy shall be filled after nominations are accepted and majority of vote is obtained by secret ballot at the next regular business meeting.

3. **Qualifications:**

All elected Officers and Board Members shall be members in good standing. The following elected positions are required to conduct effective Department business: (1) President (1) Vice-President (1) Secretary/ Treasurer and (3) Board Members.

**PRESIDENT:**

- A. The President is elected by two-thirds majority vote.
- B. The President is elected annually.
- C. The President shall preside over all regularly scheduled business meetings.
- D. The President shall ensure all meetings are conducted in accordance with Robert's Rules of Order, and in a way which will ensure effective management of Department business brought before membership.
- E. The President shall be one (1) of two (2) required signatures on all Department checks issued and shall ensure a current signature card is on file.
- F. The President shall appoint members to serve on committees which may be necessary for effective Department management (i.e. Membership, Finance, Equipment, etc.)
- G. The President shall serve as a Board Member while in office.

**VICE-PRESIDENT:**

- A. The Vice-President is elected by two-thirds majority vote.
- B. The Vice-President is elected annually.
- C. The Vice-President shall in the absence of the President preside over all regularly scheduled business meetings.
- D. The Vice-President presides over all committees which may be appointed from time to time by the President.

## SECRETARY/TREASURER

- A. The Secretary/Treasurer is elected by two-thirds majority vote.
- B. The Secretary/Treasurer is elected annually.
- C. The Secretary/Treasurer shall take the minutes of all meetings and ensure their accuracy.
- D. The Secretary/Treasurer shall read all minutes and reports at all business meetings required for effective management of Department business.
- E. The Secretary/Treasurer shall maintain all Department files in a manner which is conducive to good business practice.
- F. The Secretary/Treasurer shall ensure that all Department records are available for audit by any person(s) upon proper request.
- G. The Secretary/Treasurer shall ensure that all reports required by the Roane County Fire Board or United Way are prepared and submitted in a timely manner.
- H. The Secretary/Treasurer shall serve as a Board Member while in office.
- I. The Secretary/Treasurer shall be one (1) of two (2) required signatures on all Department checks issued and shall ensure a current signature is on file.

## BOARD MEMBERS:

- A. The Board Members are elected by two-thirds majority vote.
- B. The Board Members serve two (2) year terms and are elected on staggered terms of office.
- C. The Board Members shall have the responsibility to ensure that all Department business and practices are conducted in a manner which shall ensure effective management and Department operations.
- D. The Board Members evaluate candidates from active membership and appoint by majority vote the Fire Chief and approve or disapprove his/her operational staff appointments.
- E. The Board Members shall conduct investigations and make recommendations to membership, in cases of violations by members of these bylaws, Department policy and other adopted rules and regulations.

**SECTION VII  
OPERATIONAL OFFICERS**

**Qualifications:**

All officers shall be a member in good standing and be an active member. The following is considered the minimum operational staffing levels required for safe and effective Department operations: (1)Fire Chief (2)Assistant Chief (3) Battalion Chief(s) (4)Captain(s) (5)Lieutenant(s) (6)Training Officer(s) (7) Safety Officer(s)

**FIRE CHIEF:**

- A. The Fire Chief is appointed by nomination and vote of the Board of Directors at their first meeting after their election each year and serves a one (1) year term of office. The Fire Chief may serve as many consecutive terms of office as to which he/she is appointed.
- B. The appointed Fire Chief makes recommendations to the Board of Directors for active members to fill operational staffing requirements. The Board has the right to accept or reject any or all recommendations. The Fire Chief can replace a nominee if he/she fails passage from the Board.
- C. The Fire Chief may make recommendations to the Board of positions and nominees required above the minimum staffing requirements for safe and effective Department operations. The Board of Directors has the right to accept or reject his/her recommendations. The Board may also request at their discretion written justification for additional staff positions.
- D. If a member who holds a corporate office or is a member of the Board is appointed as Fire Chief, he/she must vacate their office and it will be filled as required of a vacancy of office.
- E. The Fire Chief holds only day to day operational and emergency response authority. The Fire Chief holds no authority in the business management of the Department.
- F. The Fire Chief shall make any and all reports, written and verbal, as required of effective operational management to the membership, Board of Directors and the Roane County Fire Board.
- G. The Fire Chief shall ensure that personnel and equipment are maintained in a response ready condition and during alarms and emergency response shall assume incident command upon his/her arrival.
- H. The Fire Chief in an emergency condition has the authority to approve expenditures not to exceed five hundred (\$500.00) dollars without prior approval. Any expenditures of this type must be reported at the next regularly scheduled business meeting and the purpose of the expense. (i.e. Department vehicle repair, etc).

**ASSISTANT FIRE CHIEF:**

- A. An Assistant Fire Chief is appointed by the Fire Chief after approval is granted by the Board of Directors.

- B. The Assistant Fire Chief shall assume the duties of Fire Chief in his/her absence.
- C. The Assistant Fire Chief shall be in charge of Department equipment repairs, maintenance and issue. He/she will maintain records in accordance with Department policy on all issue, repairs and maintenance.
- D. The Assistant Chief shall serve on the Membership Committee.

#### **BATTALION CHIEFS:**

- A. As many as three Battalion Chiefs may be appointed by the Fire Chief after approval is granted by the Board of Directors.
- B. The senior Battalion Chief shall assume the duties of Fire Chief in the absence of the Fire Chief and Assistant Chief.

#### **CAPTAINS:**

- A. As many as three Captains may be appointed by the Fire Chief after approval is granted by the Board of Directors.
- B. The senior Captain shall assume the duties of Fire Chief in the absence of the Fire Chief, Assistant Chief, and Battalion Chief.
- C. One or more of the Captains may serve on the Training Committee.

#### **LIEUTENANTS:**

- A. As many as three Lieutenants may be appointed by the Fire Chief after approval is granted by the Board of Directors.
- B. The senior Lieutenant shall assume the duties of the Fire Chief in the absence of the Fire Chief, Assistant Chief, Battalion Chief and Captain.
- C. One or more of the Lieutenants may serve on the Training Committee.

#### **TRAINING OFFICERS:**

- A. As many as two training officers may be appointed by the Fire Chief. They will be in charge of all Department Training. They shall maintain records in accordance with the department policy on training materials, training development, and training delivery. They shall ensure that all probationary and active members are meeting their minimum training requirements.
- B. The Training Officers may also serve as Captain, Lieutenant or Battalion Chief.

#### **FIRST RESPONDER COORDINATOR:**

- A. A First Responder Coordinator will be appointed by the Fire Chief.
- B. The First Responder Coordinator will be responsible for coordinating all first responder activities with the EMS. He or she will maintain all necessary forms and files to insure that the department meets all requirements set forth by the EMS.
- C. The First Responder Coordinator may also serve as Captain, Lieutenant or Battalion Chief

#### **SAFETY OFFICERS:**

- A. As many as two safety officers may be appointed by the Fire Chief. The safety officers will be in charge of all aspects of safety both on the fire ground and in training activities.
- B. The Safety Officers may also serve as Captain, Lieutenant or Battalion Chief

#### **DEPARTMENT CHAPLAIN:**

- A. The Fire Chief may appoint a Department Chaplain to serve the needs of the department.
- B. The Chaplain may also serve as Captain, Lieutenant or Battalion Chief

### **SECTION VIII DEPARTMENT FINANCES**

- I. **Purchases:**
  - A. Department funds will not be disbursed without proper authorization by majority vote by membership and the Board of Directors with the exception of the Fire Chief's emergency limit. The routine operating expenses of the department such as; utilities, fuel, repairs necessary to keep the equipment operating, insurance premiums and the other expense required to keep the department operating shall be paid by the Sec/Treas. each month without approval from the membership nor the Board of Directors. These expenses shall be reported in detail as part of the monthly financial report presented at each business meeting and receipts shall be filed and audited by the board of directors at any time. The membership may approve one expense of up to two hundred dollars (\$200.00) at a business meeting that does not require approval by the Board of Directors.
  - B. All Department purchases in excess of one Thousand dollars (\$1,000.00) shall require at least two (2) bids by approved vendors unless the item is a sole source item or material. (Sole source means a product or service is only available through one source or vendor).
  - C. All Department purchases will be paid by means of a two (2) signature Department check. No cash purchases are to be made from Department funds. The only exception is the Fire Chief's



emergency disbursement limit of five hundred (\$500.00) dollars. If cash is paid out for emergency repairs or purchases, reimbursement will be made by Department check upon submission of a proper cash receipt.

- D. Any member, officer or board member who falsifies financial documents, misuses or misappropriates Department funds will be dismissed immediately and prosecuted under the limits of the law.
- E. No credit accounts or loans of any type may be applied for or established without prior approval of a majority vote by Membership and the Board of Directors
- F. Any authorized credit accounts, contracts, or loans must have as a minimum the signatures of the President, Secretary/Treasurer and one other Board Member.

2. **Flower Funds:**

Flowers may be purchased by the Secretary/Treasurer or his/her designee for the funeral or hospitalization of active members or their immediate family. Flowers will be purchased at the discretion of the Chaplain and/or the Fire Chief.

3. **Emergency Fund:**

An emergency fund of no less than Five Thousand dollars \$(5,000.00) shall be maintained at all times. This fund may be used for normal operating expenses or special expenses with approval by a majority vote by Membership and the Board of Directors. Any funds used from this account must be replaced as soon as funds are received.

4. **Reporting:**

- A. All financial reports, records, ledgers, accounts and receipts will be maintained by the Secretary/Treasurer. All reports will be accurate, current and available for inspection/audit upon proper request.
- B. The President and at least two other Board Members will audit all financial records and reports on a quarterly basis.

**SECTION IX  
COMMITTEES**

**Description:**

All committee members shall be appointed by the President unless otherwise stated in these bylaws. The President will determine the need of these committees, number of members required to serve and establish guidelines for meeting their objectives.

#### **MEMBERSHIP COMMITTEE:**

- A. The Assistant Chief and Vice-President shall serve on the membership committee with at least three (3) other members appointed by the President.
- B. The Membership Committee is responsible for soliciting qualified applicants, checking all references and making formal recommendations to the Membership at regularly scheduled business meetings.
- C. The Membership Committee will track and document a probationary member's progress for formal recommendation to active membership.

#### **EQUIPMENT COMMITTEE:**

- A. The Assistant Chief and Vice-President shall serve on the Equipment Committee with at least three (3) other members appointed by the President.
- B. The Equipment Committee is responsible for evaluating Department equipment needs, writing bid specifications, evaluating vendors/suppliers, soliciting at least three (3) bids to be presented to membership.
- C. The Equipment Committee will develop policies and procedures required to ensure proper equipment maintenance and inspection.

#### **SPECIAL EVENTS COMMITTEE:**

- A. The Secretary/Treasurer and Vice-President shall serve on the Fund Raising Committee with the associate members and at least three (3) other members appointed by the President.
- B. The Special Events Committee is responsible for all department fund raising events.
- C. The Special Events Committee will plan and oversee all fund raising events that the department approves.

#### **BYLAWS COMMITTEE:**

- A. The Chairman of the Board, Vice-President, Secretary/Treasurer and Fire Chief shall serve on the Bylaws Committee with at least three (3) other members appointed by the President.
- B. The Bylaws Committee is responsible for evaluating the adopted bylaws to ensure they are consistent with acceptable management of Department business and operations.
- C. The Bylaws Committee will prepare recommendations both written and verbal to be presented to the membership and the Board of Directors for majority vote when amendments to the bylaws are considered to be necessary.

## **TRAINING COMMITTEE:**

- A. The Joint Local Apprenticeship Training Committee will serve as the Training Committee.
- B. This Committee is responsible for evaluating the training needs of the Department. They will make recommendations and help establish quarterly training schedules. This committee will be appointed and function as required by the Tennessee State Firefighting Commission.
- C. The Training Committee will evaluate and make recommendations for the purchase of training equipment and programs to the Membership at regularly scheduled business meetings as required.

## **OTHER:**

Other committees not described may be established from time to time when necessary to promote safe and effective management of the Department. These committees shall be appointed at the discretion of the President when deemed vital.

## **SECTION X AMENDMENTS TO THESE BYLAWS**

These Bylaws may be amended or added to from time to time as deemed necessary for safe and effective operations of the Corporation and Department. Upon review and recommendation by the Bylaws Committee, Membership may approve any deletions, additions or corrections by majority vote at a regularly scheduled business meeting. Any amendments upon passage by Membership will be forwarded for review and formal vote of the Board of Directors. Upon majority passage of the Board, the amendments will be adopted.

## **SECTION XI IMMUNITY OF THE CORPORATION**

No member of the Corporation, Officer or Member of any of its Boards or Committees shall be personally liable for the acts of the Corporation, Boards or Committees unless said act is willfully conducted through misuse of said authority or office, then the officer or member may be held liable upon decision of a judge and/or jury as applicable to present laws and jurisdictions.

**SECTION XII  
ADOPTION OF BYLAWS**

These Bylaws have been properly prepared, evaluated and adopted by majority vote of membership and the Board of Directors. The signatures affixed and dated below serve as acceptance of these Bylaws and request that they be recorded as such.

\_\_\_\_\_  
Randall Howard, President

\_\_\_\_\_  
David Foland, Chairman

\_\_\_\_\_  
James Pelfrey, Vice-President

\_\_\_\_\_  
Tommy Crowe, Secretary

\_\_\_\_\_  
Janet Foland, Treasurer  
(signature sheet from original bylaws is attached)

\_\_\_\_\_  
Tim Martin, Board Member

**AMENDMENT I**

**ADOPTION OF AMENDMENTS TO THESE BYLAWS (July 1999)**

Amendments to these bylaws have been properly prepared, evaluated and adopted by majority vote of membership and the Board of Directors. The signatures affixed and dated below serve as acceptance of these amendments and request that they be recorded as such. The change was to combine the Sec. & Treas. into one position and add a board member to replace the sec.

\_\_\_\_\_  
Mike Luttrell, President

\_\_\_\_\_  
Raymond Roddy, Chairman

\_\_\_\_\_  
Chris McNeal, Vice-Chairman

\_\_\_\_\_  
Raymond Roddy, Sec-Treas

\_\_\_\_\_  
John Mays, Board Member  
DATE SIGNATURES AFFIXED \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Steve Renzo, Board Member

(signature sheet is attached)

**AMENDMENT 2**

**ADOPTION OF AMENDMENTS TO THESE BYLAWS (Sept. 2001)**

Amendments to these bylaws have been properly prepared, evaluated and adopted by majority vote of membership and the Board of Directors. The signatures affixed and dated below serve as acceptance of these amendments and request that they be recorded as such. The change was to allow the Sec/Treas. to serve longer than three one year terms.

\_\_\_\_\_  
John Mays, President

\_\_\_\_\_  
Larry Crabtree, Chairman

\_\_\_\_\_  
Chris McNeal, Vice-Chairman

\_\_\_\_\_  
Raymond Roddy, Sec-Treas

\_\_\_\_\_  
Mike Luttrell, Board Member  
DATE SIGNATURES AFFIXED \_\_\_\_/\_\_\_\_/2001  
(signature sheet is attached)

**AMENDMENT 3**

**ADOPTION OF AMENDMENTS TO THESE BYLAWS (Aug. 2003)**

Amendments to these bylaws have been properly prepared, evaluated and adopted by majority vote of membership and the Board of Directors. The signatures affixed and dated below serve as acceptance of these amendments and request that they be recorded as such. The change was to add the Drug and alcohol policy.

\_\_\_\_\_  
John Mays, President

\_\_\_\_\_  
Mike Luttrell, Chairman

\_\_\_\_\_  
Clarence Lawhon Vice-Chairman

\_\_\_\_\_  
Raymond Roddy, Sec-Treas

\_\_\_\_\_  
Lynda Carter, Board Member

DATE SIGNATURES AFFIXED \_\_\_\_/\_\_\_\_/2003

(signature sheet is attached)

**AMENDMENT 4**

**ADOPTION OF AMENDMENTS TO THESE BYLAWS (Aug. 2006)**

Amendments to these bylaws have been properly prepared, evaluated and adopted by majority vote of membership and the Board of Directors. The signatures affixed and dated below serve as acceptance of these amendments and request that they be recorded as such. The changes were add the four hour per month work requirement, create associate member position and add fund raising committee.

\_\_\_\_\_  
Bruce Foster, President

\_\_\_\_\_  
Paul Jones, Chairman

\_\_\_\_\_  
Charles Meade, Board Member

\_\_\_\_\_  
Raymond Roddy, Sec-Treas/Vice Chairman

\_\_\_\_\_  
Lynda Carter, Board Member

DATE SIGNATURES AFFIXED \_\_\_\_/\_\_\_\_/2006

(signature sheet is attached)

**AMENDMENT 5**

**ADOPTION OF AMENDMENTS TO THESE BYLAWS (Mar. 2007)**

Amendments to these bylaws have been properly prepared, evaluated and adopted by majority vote of membership and the Board of Directors. The signatures affixed and dated below serve as acceptance of these amendments and request that they be recorded as such. The changes were to update the Operational Officers Section

\_\_\_\_\_  
Paul Jones, President

\_\_\_\_\_  
Charlie Mead, Chairman

\_\_\_\_\_  
Clint Redwine, Board Member

\_\_\_\_\_  
Kate Antone, Sec-Treas/

\_\_\_\_\_  
Mike Luttrell, Vice Chairman

DATE SIGNATURES AFFIXED \_\_\_\_/\_\_\_\_/2007

(signature sheet is attached)

**AMENDMENT 6**

**ADOPTION OF AMENDMENTS TO THESE BYLAWS (February 2008)**

Amendments to these bylaws have been properly prepared, evaluated and adopted by majority vote of membership and the Board of Directors. The signatures affixed and dated below serve as acceptance of these amendments and request that they be recorded as such. These changes were made to update the date of elections and changed the amount of time for non response. Other small changes were made as well.

\_\_\_\_\_  
Clint Redwine, President

\_\_\_\_\_  
Charlie Mead, Chairman

\_\_\_\_\_  
Steve Koren, Board Member

\_\_\_\_\_  
Kate Antone, Sec-Treas/

\_\_\_\_\_  
Raymond Roddy, Vice President

DATE SIGNATURES AFFIXED \_\_\_\_/\_\_\_\_/2008

(signature sheet is attached)

WEST ROANE COUNTY VOLUNTEER FIRE DEPARTMENT  
DRUG AND ALCOHOL POLICY

3 Aug 2003

West Roane County Volunteer Fire Department is committed to providing a safe environment that insures the well-being and health of its members. This commitment is jeopardized when any member illegally uses drugs or alcohol while on duty, reports to an emergency or training event under the influence or possesses, distributes or sells drugs or alcohol at any department function; therefore West Roane County Volunteer Fire Department has established the following policy

1. It is a violation of West Roane County Volunteer Fire Department policy for any member to posses, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs or alcohol.
2. It is a violation of West Roane County Volunteer Fire Department policy for any member to report to an event under the influence of illegal drugs or alcohol.
3. It is a violation of West Roane County Volunteer Fire Department policy for any member to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medication.
4. Violators of this policy are subject to disciplinary action up to and including termination from the department.
5. As a condition of membership with West Roane County Volunteer Fire Department, members must abide by the terms of this policy and must notify a Chief Officer of the West Roane County Volunteer Fire Department of any conviction of a violation of a criminal drug statute no less than five (5) calendar days after such conviction.

Six types of drug/alcohol testing can be performed:

1. Membership Testing: All new members must be tested as a condition of active membership at the end of the ninety day (90) probation period. The test must be performed within five (5) working days of the date that the member is voted on for full membership per the bylaws of the department. Failure to take and pass this test will result in termination from the department
2. Random Testing: Each year all active members' names will be placed in a container. Names of 10%of the membership will be drawn at a regular meeting of West Roane County Volunteer Fire Department each year. These members must take a drug test within five (5) working days. Failure to take and pass this test will result in termination from the department.

3. Reasonable Suspicion Testing: If an officer of West Roane County Volunteer Fire Department has reasonable suspicion that a member is under the influence of drugs or alcohol while at a department function a test may be required to that member.
4. Post-Accident Testing: After any on duty accident or injury a test may be required. In the event of a motor vehicle accident resulting in injury or damage to a vehicle requiring a police report, testing will be required of all involved members. This applies to WRCVFD vehicles as well as POV's in route to and from department functions.
5. Return to Duty Testing: For any member who failed a previous drug test or has engaged in prohibited conduct, who is being returned to active membership after having been through counseling and evaluation.
6. Follow Up Testing: Unannounced test (at least one) during the first 12 months after a member has been returned to duty following a previous failure of a drug test.

Testing for controlled substance will be by urine test. A lab that is certified by the U.S.

Department of Health and Human Services will perform the analysis.

Testing for alcohol will be done by a breath test performed by a certified Breath Alcohol Technician.

All initial tests shall be paid for by West Roane County Volunteer Fire Department. In the event that follow-up testing is required because of false or inaccurate information given by the member, the cost of this testing shall be paid by that member.

**The intent of this policy is to send a clear message that illegal use of drugs or alcohol is incompatible with membership in the West Roane County Volunteer Fire Department. Failure to abide by this policy will result in termination from the department as per the bylaws. All present and future members of West Roane County Volunteer Fire Department will be required to read and sign a copy this policy. By doing so they agree to abide by its content at all times. The signed copy will be retained in the personal file of the member.**

Signature of member

Date:

Signature of witness

Date:

Comments: