

**SCHOOLEY'S MOUNTAIN FIRE PROTECTION ASSOCIATION
BY-LAWS**

PREAMBLE

The members of the Schooley's Mountain Fire Protection Association, Inc. (hereinafter referred to as the Association) of Schooley's Mountain, New Jersey, in order to form, promote and maintain a more complete union among themselves, establish discipline, define duties, acquire and foster equanimity and pursue the objectives for which they became associated, do constitute and adopt the following codes of By-Laws for the government of their Association.

ARTICLE 1
NAME

SECTION 1: This Corporation shall be designated by the title of Schooley's Mountain Fire Protection Association, Inc.

ARTICLE 2
OFFICERS AND TRUSTEES

SECTION 1: The Executive Officers shall consist of a President, Vice President, Treasurer, Assistant Treasurer, Recording Secretary, and Corresponding Secretary.

SECTION 2: There shall be a maximum of six (6) elected Trustees.

SECTION 3: The Line Officers shall consist of a Fire Chief, Assistant Fire Chief, Captain, First Lieutenant, Second Lieutenant and such additional or replacement officers as may be mandated by the By-Laws of the Washington Township (Morris County) Fire Department.

SECTION 4: There shall be an elective office of Engineer for the Fire Company.

ARTICLE 3
ASSOCIATION MEMBERSHIP AND INDEBTEDNESS

SECTION 1: The Association membership shall consist of Active Firefighters, Probationary Firefighters, Fire Police, Deputy Members, Technical Rescuers, and Associate Members as hereinafter provided for in Article 4. Association membership shall also include Life and Honorary Members, as hereinafter provided for in Article 5, and Junior Members as hereinafter provided for in Article 6.

SECTION 2: Any member with indebtedness (i.e., cost of scheduled training classes not attended, cost of lost or damaged equipment, etc.) for six (6) months, starting with the date of indebtedness, can have his/her voting powers revoked.

The Corresponding Secretary will bring this issue to the attention of the Personnel Committee. Upon review, the Personnel Committee, as recommended by the Fire Chief, can recommend that the individual in question be placed on probationary status. (See Article 4, Section 2 for the rights and privileges of a Probationary member).

SECTION 3: Rights and Privileges of Association membership, unless otherwise noted, include the right to vote on Association matters, to vote on Association Officers, to be eligible to hold Association office, and to enjoy the use of the Schooley's Mountain Fire Protection Association's building.

SECTION 4: It shall be the duty of all Association members to conduct themselves in a professional manner at all times. Members must be professional and courteous in their interactions with the public and with one another. They are expected to act with the highest degree of ethical behavior and integrity. Members shall abide by the policies of the Association and of Washington Township (Morris County, NJ), including but not limited to the Conflict of Interest policy and the Sexual Harassment policy.

ARTICLE 4

ACTIVE AND PROBATIONARY FIREFIGHTERS, FIRE POLICE, DEPUTY MEMBERS, TECHNICAL RESCUE MEMBERS AND ASSOCIATE MEMBERS

SECTION 1: Any person may make application to become an Active Firefighter, provided the following requirements are met:

- (a) Applicant has filed an application on an approved form;
- (b) Applicant has attained the age of eighteen (18) years;
- (c) Applicant resides in, or is employed within the Township of Washington, County of Morris, in the State of New Jersey;
- (d) Applicant presents a doctor's examination certificate (stating that the applicant is physically capable of performing firefighter duties) to the Personnel Committee prior to the applicant's interview;
- (e) Applicant is to be of good moral character and not have been convicted of any criminal offense involving moral turpitude;
- (f) Applicant is required to have the ability to read, write and speak the English language;
- (g) Applicant is required to have his/her driving record and criminal background reviewed and be approved by the Washington Township (Morris County) Police Department.

SECTION 2: All persons applying for active membership must serve a six (6) month probation period before becoming an Active Firefighter. Probationary members, during their probationary period, must maintain the requirements of Active Firefighters. Probationary members do not have the rights or privileges of Active Firefighters. Probationary members do not have the right to vote on any matter that comes before the Association.

SECTION 3: At the completion of the six (6) month probationary period, the Personnel Committee shall review the record of the probationary member. At the next regular Association meeting, the Personnel Committee, at the recommendation of the Fire Chief, shall report to the members of the Association, the Committee's decision of acceptance, rejection, or a six (6) month extension of the probationary period. The decision of the Personnel Committee will be binding on the probationary member.

SECTION 4: Within one (1) year of the member's acceptance as an Active Firefighter, the member must have successfully completed, or be enrolled in, the Morris Country Fire School (NJ.) Firefighter I, or its equivalent State approved course, or face a probationary review with the Personnel Committee. All Active Firefighters must meet any State of New Jersey educational requirements. Until an Active Firefighter has qualified by completing these requirements, he or she is not permitted to enter a hazardous environment or to operate company apparatus.

ARTICLE 4

ACTIVE AND PROBATIONARY FIREFIGHTERS, FIRE POLICE, DEPUTY MEMBERS,
TECHNICAL RESCUE MEMBERS AND ASSOCIATE MEMBERS

(CONTINUED)

SECTION 5: The number of Active Firefighters shall be set at a regular monthly meeting by a two-thirds (2/3) ballot vote, but at no time shall the maximum number of Active Firefighters be less than thirty-five (35). Prospective Firefighters seeking active status shall be placed on a waiting list in the order that their completed applications are received.

SECTION 6: It shall be the duty of the Active Firefighters to maintain a minimum of sixty percent (60%) participation level for all Association and Fire Company activities. These activities shall consist of four (4) separate categories, each evaluated separately. The four (4) categories shall be:

- (a) All Association monthly meetings, monthly clean-ups, Breakfast set-ups and clean-ups and all extra functions as approved by the Association;
- (b) Regularly scheduled drills and extra details as authorized by the Fire Chief or his delegate;
- (c) All monthly Breakfasts;
- (d) All alarms.

For all alarms missed due to job commitments and formal Firefighting training, the Active Firefighter shall have twenty-four (24) hours in which to register. The member shall do so by putting his/her initials next to his name on a roster sheet established for that individual alarm.

It shall be the duty of the officer in charge of the alarm to establish the roster sheet. It shall be the duty of the First Lieutenant to ensure that the rosters be included in the overall attendance calculation.

If an Active Firefighter fails to maintain the minimum attendance requirements of sixty percent (60%) of category (c) (Breakfasts, as identified above), AND the minimum attendance of sixty percent (60%) of one other category (a, b or d) within a six (6) month period, the Firefighter will be placed on Probation for a period of six (6) months. (See Article 4, Sections 2 and 3 for the obligations, rights and privileges of a Probationary member.)

If a Probationary Firefighter has not met the minimum attendance requirement of sixty percent (60%) for category (c) AND sixty percent (60%) of one other category within the Probationary period, the Firefighter will be dismissed from the Schooley's Mountain Fire Protection Association, unless otherwise recommended by the Personnel Committee.

(See Article 12, Section 3 for the duties of the Personnel Committee regarding a "dismissal".)

ARTICLE 4

ACTIVE AND PROBATIONARY FIREFIGHTERS, FIRE POLICE, DEPUTY MEMBERS,
TECHNICAL RESCUE MEMBERS AND ASSOCIATE MEMBERS

(CONTINUED)

If the minimum sixty percent (60%) of any category is not met, the Firefighter will not be given credit towards Life Membership for that year of service unless recommended by the Personnel Committee. If a Firefighter is placed on probation twice (2) within a three (3) year period due to attendance deficiencies, the Personnel Committee may recommend to the membership that the Firefighter be dismissed from the Schooley's Mountain Fire Protection Association.

SECTION 7: Rights and Privileges of Active Firefighters, notwithstanding other restrictions, include all the rights and privileges of Association membership as well as the right to vote on firematic matters, to vote for Line Officers and Engineer, and to be eligible to hold a Fire Officer position. Active Firefighters will be issued Personal Protection Equipment, can respond to fire calls, can enter a hazardous environment, and can operate company apparatus (as qualified).

SECTION 8: Any Association Member may make application to become Fire Police, provided the following requirements are met:

- (a) Applicant has attained the age of eighteen (18) years;
- (b) Applicant resides in, or is employed within the Township of Washington, County of Morris, in the State of New Jersey;
- (c) Applicant is to be of good moral character and has not been convicted of any criminal offense involving moral turpitude;
- (d) Applicant is required to have the ability to read, write and speak the English language;
- (e) Applicant is recommended by the Personnel Committee for appointment by the Fire Chief.
- (f) Applicant has previously served as an active firefighter or active police officer in any bonafide New Jersey Department for a period of at least 5 years.
- (g) Applicant completes approved Fire Police training through Morris County or accredited academy within 6 months of acceptance.
- (h) Must have reviewed and signed a copy of the Washington Township Standard Operating Guidelines which will be retained in their personnel file
- (i) Must act professionally and safely at all calls
- (j) Shall abide by all the rules and regulations required of Association members including attendance requirements
- (k) Shall be entitled to vote on all Association business and may hold an Association office but may not vote on Fire Officer positions and business relating to fire fighting, or hold a Fire Officer position.

ARTICLE 4

ACTIVE AND PROBATIONARY FIREFIGHTERS, FIRE POLICE, DEPUTY MEMBERS,
TECHNICAL RESCUE MEMBERS AND ASSOCIATE MEMBERS

(CONTINUED)

- (1) Applicant is required to complete a (6) month probationary period as outlined in Sections 2 and 3 of this Article.

SECTION 9: Any person may make application to become a Deputy Member, provided the following requirements are met:

1. A) Firefighter
 - (a) Must be employed by Washington Township
 - (b) Must be a NJ State certified Firefighter - certificate to be kept in personnel file
 - (c) Must be in good standing in another fire Company in NJ
 - (d) Must have reviewed and signed a copy of the Washington Township Standard Operating Guidelines which will be retained in their personnel file
 - (e) Must act professionally and safely at all calls
 - (f) Is not required to meet the Association's attendance requirements.
 - (g) Is not entitled to vote at department meetings or hold office but is allowed to attend and to be heard
- B) Firefighter / Operator
 - (a) Must meet the above mentioned requirements
 - (b) Must be qualified to operate apparatus in their home fire company
 - (c) Must be qualified yearly on each apparatus of the Schooley's Mountain Fire company which they wish to operate
2. Deputy Member responsibilities:
 - (a) Shall be entitled to respond to fire and emergency calls
 - (b) Shall be encouraged but not required to attend company drills and training classes.
 - (c) Must understand and follow the Washington Township Standard Operating Guidelines

SECTION 10: Any person may make application to become a Technical Rescue Member, provided the following requirements are met:

1. (a) Applicant meets all training requirements outlined in the Schooley's Mt Fire Rope Rescue Standard Operating Guidelines (SOG) prior to submitting an application for membership.
- (b) Applicant has filed an application on an approved form.
- (c) Applicant has attained the age of eighteen (18) years.
- (d) Applicant resides in, or is employed within the Township of Washington, County of Morris, in the State of New Jersey;
- (e) Applicant presents a doctor's examination certificate stating that the applicant is physically capable of performing technical rescue duties) to the Personnel Committee prior to the applicant's interview;

ARTICLE 4

ACTIVE AND PROBATIONARY FIREFIGHTERS, FIRE POLICE, DEPUTY MEMBERS,
TECHNICAL RESCUE MEMBERS AND ASSOCIATE MEMBERS

(CONTINUED)

- (f) Applicant is to be of good moral character and not have been convicted of any criminal offense involving moral turpitude;
 - (g) Applicant is required to have the ability to read, write and speak the English language;
 - (h) Applicant is required to have his/her driving record reviewed by the Washington Township (Morris County) Police Department.
 - (i) Applicant is required to complete a (6) month probationary period as outlined in Section 3 of this Article.
2. Technical Rescue member responsibilities:
- (a) Performs only the duties outlined in the Schooley's Mt. Fire Rope Rescue Standard Operating Guidelines.
 - (b) Shall abide by all the rules and regulations required of Association Members.
 - (c) Must attend at least 60% of the Schooley's Mt. Fire Rope Rescue Team's drills.
 - (d) At no time, when answering alarms or participating in drills, may a Technical Rescue Member enter a burning or smoke filled building,
 - (e) Technical Rescue Members will not respond to any hazardous materials spill or leak condition, unless the incident has been mitigated,
 - (f) Technical Rescue Members must be qualified to operate any support apparatus,
 - (g) Shall be entitled to vote on all Association business, except for Fire Officer positions and business relating to fire fighting.
 - (h) Ineligible to become a Fire Officer, but may hold an Association office.
3. At the completion of the six (6) month probationary period, the Personnel Committee shall review the record of the Technical Rescue member. At the next regular Association meeting, the Personnel Committee, at the recommendation of the Fire Chief, shall report to the members of the Association, the Committee's decision of acceptance, rejection, or a six (6) month extension of the probationary period. The decision of the Personnel Committee will be binding on the potential Technical Rescue member.

ARTICLE 4

ACTIVE AND PROBATIONARY FIREFIGHTERS, FIRE POLICE, DEPUTY MEMBERS,
TECHNICAL RESCUE MEMBERS AND ASSOCIATE MEMBERS

(CONTINUED)

SECTION 11: Any person may make application to become an Associate Member, provided the following requirements are met:

1.
 - (a) Applicant has filed an application on an approved form;
 - (m) Applicant has attained the age of eighteen (18) years;
 - (n) Applicant resides in, or is employed within the Township of Washington, County of Morris, in the State of New Jersey;
 - (o) Applicant is to be of good moral character and not have been convicted of any criminal offense involving moral turpitude;
 - (p) Applicant is required to have his/her driving record and criminal background reviewed and be approved by the Washington Township (Morris County) Police Department.
 - (q) Applicant is recommended by the Personnel Committee
 - (r) Applicant is required to complete a (6) month probationary period as outlined in Sections 2 and 3 of this Article.
 - (s) An Active fire fighter in good standing can step down from active service and become an Associate member.
2. Associate Member responsibilities:
 - (a) Shall abide by all the rules and regulations required of Association members
 - (b) Shall maintain a minimum of sixty percent (60%) participation level for all Association activities. These activities shall consist of all Association monthly meetings, clean-up details, all monthly Breakfasts including set-ups and clean-ups, fund raising activities, community events, and all extra functions as approved by the Association.
 - (c) Serve on Association committees
 - (d) Shall provide support to the Active Members of the Company in the performance of their duties,
 - (e) Associate Members will respond to calls only upon the request of an Incident Commander.
 - (f) Associate Members cannot respond on Fire apparatus and must be qualified to operate any support apparatus
 - (g) At no time, when answering alarms or participating in drills, may an Associate Member enter a burning or smoke filled environment, or enter a hazardous area.
3. Rights and Privileges of Associate Members:
 - (a) An Associate Member shall be entitled to vote on all Association business, except for Fire Officer positions and business related to fire fighting.
 - (b) An Associate Member is ineligible to become a Fire Officer but may hold an Association office.
 - (c) An Associate Member cannot serve on the Personnel Committee, the Nominating Committee, or become a Trustee.

ARTICLE 5

LIFE AND HONORARY MEMBERS

SECTION 1: Any member qualifying as an Active Firefighter of the Schooley's Mountain Fire Protection Association for a period of fifteen (15) years shall automatically become a Life Member, subject only to a review by the Personnel Committee. He/she shall receive a Life Membership card, a Life Membership badge, and should he/she elect, may withdraw from active service and be exempt from meetings and drills, but will retain all of the rights and privileges of Association membership.

SECTION 2: If a potential Life Member is not in agreement with the Personnel Committee review, that member will have the right to bring his/her position to the Association at the next regular monthly meeting. He/she will become a Life Member if so approved by a two-thirds (2/3) ballot vote of the members present at said meeting.

SECTION 3: Honorary Members shall be those members, other than Active Firefighters and Life Members, who, because of interest in or service to the Association, have been elected to this position by a two-thirds (2/3) ballot vote of the members present at a regular monthly meeting.

1. Honorary Members shall have been previously nominated by the Personnel Committee;
2. Honorary Members shall have all the privileges and exemptions as do Life Members, with the exception of holding any Line or Association office, and voting on matters that come before the Association.

SECTION 4: The honorary office of Chaplain shall be filled by an appointee, annually, upon the recommendation of the President of the Association. It shall be the duty of the Chaplain to provide spiritual guidance at any time deemed necessary.

ARTICLE 6

JUNIOR MEMBERSHIP

SECTION 1: Application for Membership. In addition to the standard membership application requirements, the following must be provided:

1. Written permission of the applicant's parents or legal guardians
2. Three (3) written letters of recommendation

SECTION 2: Qualifications.

1. Shall be a minimum of sixteen (16) years of age,
2. Shall reside in Washington Township, Morris County, New Jersey,
3. Shall meet all Active Firefighter membership requirements except the requirement of a valid driver's license.

SECTION 3: Responsibilities.

1. Shall aid the Active Members of the Company in the performance of their duties,
2. Shall abide by all the rules and regulations required of Active Members,
3. Shall meet all Active Membership requirements.
4. At no time, when answering alarms or participating in drills, may a Junior Member enter a burning or smoke filled building,
5. Junior Members will not respond to any hazardous materials spill or leak condition.
6. At no time will any Junior Member start or drive a fire apparatus,
7. Shall not be entitled to vote.

SECTION 4: Organization.

1. The Fire Company Chief will appoint an Active Member as a Junior Membership advisor and liaison to the Fire Company,
2. The Fire Company Chief will set Junior Membership rules and regulations as needed

SECTION 5: Transfer to Active Membership.

1. Upon reaching the age of eighteen (18) and being in good standing, and
2. Upon the recommendation of the Personnel Committee, shall have the six (6) month probation period waved, but must meet all other requirements (example: Firefighter I training).

ARTICLE 7

MEETINGS

SECTION 1: The annual meeting shall be held on the first Monday in December at 7:30pm.

SECTION 2: The regular monthly meetings of the Association shall be held on the third Monday of each month at 7:30pm, local time, and shall be canceled at 8:00pm if a quorum is not present.

SECTION 3: Special meetings may be called by an Association officer, or by written request of five (5) members, provided that forty-eight (48) hours advance notice is given for such a meeting to each Association Member. All calls for special meetings must designate the subject matter that is to be acted upon at such meetings.

SECTION 4: Two (2) Association Officers (including Trustees) and thirteen (13) additional members shall constitute a quorum at any regular or special meeting of the Association. In the absence of the President and Vice President, this quorum may appoint a Chairman pro tempore, who in turn, will designate a Secretary if this Officer is absent, then proceed to transact their business in the following order, except as restricted in Section 3 of this Article:

1. Pledge of Allegiance to the Flag
2. Roll Call
3. Open to the public
4. Closed to the public
5. Reading of the minutes of previous meetings not already approved
6. Reports:
 - (a) Treasurer's
 - (b) Corresponding Secretary's
 - (c) Trustee's
 - (d) Fire Chief's
 - (e) Engineer's
 - (f) Other (i.e., Fire Prevention Bureau, etc.)
7. Committee Reports:
 - (a) House
 - (b) Program Planning
 - (c) Personnel
 - (d) Purchasing
 - (e) Buildings and Grounds
 - (f) Finance
 - (g) Planning and Development
 - (h) By-Laws
 - (i) Other

ARTICLE 7

MEETINGS

(CONTINUED)

8. Communications and Bills
9. Unfinished Business
10. New Business
11. Election of Association Officers, Fire Officers, Trustees, Engineer, WTFD Deputy Chief, and the appointment of the Fire Police.

NOTE: This section of the meeting will only be utilized at the Annual Meeting, or at any monthly meeting were an election is required to fill a vacancy.

12. Adjournment

SECTION 5: An emergency meeting is a "special meeting" called without the forty-eight (48) hour advance notice, and may be called at the discretion of the President, or other Association officer in the President's absence.

ARTICLE 8

ELECTIONS

SECTION 1: Any member in good standing, who will have completed one (1) year as an Active Firefighter, Fire Police or Life Member by the time the office is to be assumed, shall be eligible to hold office in the Association.

To be eligible to hold office as a Trustee, a member must have completed five (5) years of active service.

To be eligible to hold office in the Fire Company, a member must:

- (a) Have been an Active Firefighter in the Schooley's Mountain Fire Protection Association for at least two (2) years by the time the office is to be assumed;
- (b) Have successfully completed, or be actively enrolled in the Morris County Fire School Firefighter II or its equivalent course offered by an accredited program;
- (c) candidates for the office of Engineer must be qualified on ALL pieces of apparatus in the possession of the Schooley's Mountain Fire Protection Association; candidates must be certified as "qualified" by the appropriate Line Officer;
- (d) Candidates for the office of Captain must have completed one (1) year of active service as a fire company officer in this or any other fire company; In addition to the educational requirement identified in item (b) above, a candidate must have successfully completed or be actively enrolled in the Morris County Fire School Firefighter III as well as Fire School Officer I, or their equivalent courses offered by an accredited program;
- (e) Candidates for the office of Assistant Fire Chief must have served two (2) years as a fire company officer in this or any other fire company; In addition to the educational requirement identified in item (b) above, a candidate must have successfully completed the Morris County Fire School Firefighter III, or equivalent course offered by an accredited program, and have completed or be actively enrolled in the Morris County Fire School Officer I, or its equivalent course offered by an accredited program;
- (f) Candidates for the office of Fire Chief must have served four (4) years as a fire company officer in this or any other fire company; In addition to the educational requirement identified in item (b) above, a candidate must have successfully completed the Morris County Fire School Firefighter III, or equivalent course offered by an accredited program, and have completed or be actively enrolled in the Morris County Fire School Officer I, or its equivalent course offered by an accredited program;

ARTICLE 8

ELECTIONS

(CONTINUED)

- (g) Candidates for the position of WTFD Deputy Chief will be elected tri-annually, and serve for a three year period. The individual elected will initially assume the position of Second Deputy, the second year as the First Deputy and the third year as the WTFD Fire Chief. The duties of the Second and First Deputy Chiefs and the duties of the WTFD Fire Chief are contained in the By-Laws of the Washington Township Fire Department.

NOTE: In addition to the education requirements identified above in items b) & (e), a candidate must have been the Fire Chief of the Schooley's Mountain Fire Protection Association a minimum of one (1) year, and will not be serving as the Chief of the SMFPA for the following year.

SECTION 2: The election of Association Officers, Fire Officers, Trustees, Engineer and WTFD Deputy Chief shall be held at the annual meeting. A proposed slate of Fire Officers, Engineer, Association Officers, Trustees and WTFD Deputy Chief shall be submitted at the October monthly meeting. Due consideration shall be given to any and all floor nominations at the November monthly meeting. In the event of multiple nominations, an election shall be conducted by a paper ballot with a plurality of the votes cast necessary to elect.

SECTION 3: The elected Officers, Trustees, Engineer, WTFD Deputy Chief and the appointed Fire Police shall assume their respective offices at twelve (12) o'clock noon, January 1 following their election. All SMFPA Officers, Fire Police and the WTFD Deputy Chief must subsequently be sworn in by an official of Washington Township.

SECTION 4: All SMFPA Officers and the Engineer are to be elected annually, and the SMFPA Trustees and the WTFD Deputy Chief are elected for three (3) years.

ARTICLE 8

ELECTIONS
(CONTINUED)

SECTION 5: Any vacancy may be filled at any monthly meeting, and so elected, shall serve for the remainder of the vacated term. An Association vacancy may be declared when the incumbent of that office has missed four (4) consecutive regular monthly meetings without the concurrence of the President, or when the incumbent submits a formal resignation or requests a Leave of Absence; A Fire Company vacancy may be declared by the Fire Chief, or when the incumbent submits a formal resignation or requests a Leave of Absence.

SECTION 6: If any Active Firefighter is at Fire School or any other Fire Company business, as approved by the President and the Chief, said Active Firefighter may submit a sealed ballot for any office to the President or Fire Chief prior to any election.

ARTICLE 9

DUTIES OF OFFICERS, TRUSTEES AND APPOINTEES

SECTION 1: President - It shall be the duty of the President to preside at all Association meetings, decide all questions of order, and appoint a Steward and all committees not otherwise determined. The President, in the absence of the Treasurer, shall be empowered to sign all checks covering bills presented to the Association and approved by same, and may sign documents on behalf of the Association as approved by same.

SECTION 2: Vice President - It shall be the duty of the Vice President to perform all of the duties of the President during his absence or inability to serve.

SECTION 3: Secretary - It shall be the duty of the Secretary to register and retain the names of all members present at all meetings. The Secretary shall take the minutes of all meetings including the listing of all bills approved for payment. The Secretary shall furnish the depository with a certified list of Officers qualified to sign checks in accordance with the depository's requirements, following the annual elections.

SECTION 4: Corresponding Secretary - It shall be the duty of the Corresponding Secretary to respond to or initiate all written correspondence as directed by the Officers of the Association.

SECTION 5: Treasurer - It shall be the duty of the Treasurer to take charge of all funds and keep account of the financial condition of the Association and be prepared to report on same at Association business meetings. The Treasurer shall be empowered to sign checks for all approved Association expenditures. The Treasurer shall pay monthly utility and operating bills. All other bills must be approved by a majority of Association members present at a monthly business meeting before being paid.

The Treasurer shall arrange for the timely preparation and filing of all forms and reports to the Internal Revenue Service and the State of New Jersey. The Treasurer shall accept donations and contributions and be responsible for recording and reporting all special fund raisers, including the annual fund drive.

With the prior approval of Association Trustees and/or membership, the Treasurer may delegate responsibility for any of the above functions to the Assistant Treasurer or any appropriate member.

SECTION 6: Assistant Treasurer - It shall be the duty of the Assistant Treasurer to perform any of the duties of the Treasurer as so delegated by the Treasurer.

ARTICLE 9

DUTIES OF OFFICERS, TRUSTEES AND APPOINTEES

(CONTINUED)

SECTION 7: Trustees - It shall be the duty of the Trustees, collectively, to be responsible for the proper maintenance, inside and outside, of all the property of the Association. All buildings and grounds improvements, add-ons, and/or expansions shall be the responsibility of the Trustees. Any personnel or committee involved in buildings and grounds activity will be under the direction of, and responsible to the Trustees. The Trustees shall make a formal report, as appropriate, at the monthly meeting. Any Trustee not attending two-thirds (2/3) of the regular monthly meetings may be reviewed by Personnel Committee and at the annual meeting, the Personnel Committee may recommend continuation or revocation of that Trustee's office. A motion shall be made and a paper ballot vote with two-thirds (2/3) majority of members voting necessary for passage. If the motion for revocation carries, the Trustee's office shall be declared vacant and the vacancy filled by election procedures. Trustees will fill-in as an Association Officer when the need arises.

SECTION 8: Steward - The Steward shall be appointed by the President. It shall be the duty of the Steward to see that the normal rental facilities are clean and in order at all times and ensure that all equipment is in its proper place. The Steward shall compile a roster of Active Members to perform these duties, posting same at least one (1) month in advance.

SECTION 9: Fire Chief - The duties of the Fire Chief shall be:

1. Take full charge in response to all alarms;
2. Be responsible for the safety and conduct of the Fire Company personnel when they are in Company uniform or when they are otherwise under the direction of the Chief;
3. Enforce all Fire Company rules;
4. Enforce any Township ordinances that are applicable;
5. Develop and administer the Fire Company operating budget and report on same as appropriate;
6. Be the main liaison Officer in all meetings with the other Fire companies, First Aid Squads, and any of the various segments of the Township governing body;
7. Officially act on the appointment of all Assistant Engineers recommended by the Engineer;
8. Annually appoint three (3) members to the Washington Township Fire Prevention Bureau;
9. Propose a slate of Line Officers, Fire Police and the Engineer to the Nominating Committee.

ARTICLE 9

DUTIES OF OFFICERS, TRUSTEES AND APPOINTEES

(CONTINUED)

SECTION 10: Assistant Fire Chief - The duties of the Assistant Fire Chief shall be:

1. Assume all of the duties of the Fire Chief in the Chief's absence;
2. Fully assist the Fire Chief in all of the Fire Chief's responsibilities; Fire Chief's responsibilities;
3. Take responsibility for all matters assigned by the Fire Chief.

SECTION 11: Captain - The duties of the Captain shall be:

1. Take command in the absence of the Fire Chief and the Assistant Fire Chief;
2. Take responsibility for all matters assigned by the Fire Chief.

SECTION 12: First Lieutenant - The duties of the First Lieutenant shall be:

1. Take command of Fire Company personnel in the absence of a senior officer;
2. Maintain up-to-date attendance records;
3. Be responsible for all Fire Company paperwork;
4. Take responsibility for all matters assigned by the Fire Chief.

SECTION 13: Second Lieutenant - The duties of the Second Lieutenant shall be:

1. Take command of Fire Company personnel in the absence of a senior officer;
2. Supervise the maintenance of the fire company area (non-rental) in a clean and orderly manner;
3. Take responsibility for all matters assigned by the Fire Chief.

ARTICLE 10

DUTIES OF THE ENGINEER

SECTION 1: The duties of the Engineer shall be:

1. Be responsible for the maintenance of Fire Company vehicles and related Township equipment at all times;
2. Subject to the approval of the Fire Chief, appoint an Assistant Engineer for each Fire Company vehicle;
3. Report any necessary repairs or alterations to the Fire Chief or his designee;
4. Have the option to drive any piece of apparatus to any parade, wet-down, or other non-firefighting activity, subject to the approval of the Fire Chief or other Officer-in-Charge.

ARTICLE 11

DUTIES OF THE FIRE POLICE

SECTION 1: Any Association member may be recommended for Fire Police. When appointed, said member must be sworn in by a Township official in accordance with New Jersey State Law. At any monthly meeting, the Personnel Committee may recommend that the Fire Chief appoint an Association member to fill a Fire Police vacancy.

SECTION 2: It shall be the duty of the Fire Police to have control, subject to State and Municipal traffic officers, of the movement of all vehicular and pedestrian traffic in a disaster area so that all emergency equipment and emergency personnel have complete freedom of movement and operation.

ARTICLE 12

COMMITTEES

SECTION 1: House. It shall be the duty of the House Committee to contract for the leasing of all facilities of the Association. It shall be their duty to post all coming events, collect all fees, and report on same at each regular monthly meeting.

SECTION 2: Program Planning. It shall be the duty of the Program Planning Committee to plan and supervise all extra functions and activities of the Association.

SECTION 3: Personnel.

- (a) Membership. The Personnel Committee shall consist of the President, Fire Chief, First Lieutenant, and two (2) Firefighters appointed by the President. In the absence of the First Lieutenant, the Fire Chief may designate the Second Lieutenant as a member of the Personnel Committee. Any Committee member directly or indirectly involved in bringing charges against another member shall be replaced with an alternate, appointed by the most senior Association Officer not involved in the charge.
- (b) Duties. It shall be the duty of the Personnel Committee to review the performance and percentage of members (including probationary members), submit charges for and recommend all other disciplinary action which may include probation or dismissal, and bring other personnel related actions to the Association for a vote. The Personnel Committee shall maintain a current and complete personnel file on all members.
- (c) The Personnel Committee must explain Membership requirements to all prospective Firefighters and meet, as necessary, to review and process applications and other matters.

SECTION 4: Purchasing. It shall be the duty of the Purchasing Committee to purchase, or investigate for purchase, all equipment or any material that may be authorized by the Association.

SECTION 5: Buildings and Grounds. It shall be the duty of the Buildings and Grounds Committee, under the direction of the Trustees, to see that the building and grounds are maintained at all times. The appointed Steward shall be a member of the Buildings and Grounds Committee.

SECTION 6: Finance. It shall be the duty of the Finance Committee to annually examine the Treasurer's report and submit a report of such examination at the annual meeting. It shall also be their duty to prepare the Annual Budget and present it for approval at the October meeting.

ARTICLE 12

COMMITTEES

(CONTINUED)

SECTION 7: Planning and Development. The Planning and Development Committee shall be made up of two (2) Trustees, an Association Officer, the Fire Chief, and three (3) members at large. The duty of this committee will be to develop a plan for future development of the Association and of the Fire Company within the Association.

SECTION 8: Nominating. The Nominating Committee shall consist of five (5) Association members, and one (1) alternate that are appointed by the President. It shall be their duty to submit a proposed slate of Line Officers, Engineer, Trustees, and Association Officers for consideration, not later than the October meeting.

SECTION 9: By-Laws. The By-Laws Committee shall consist of four (4) Association members and one (1) chairperson. All members of this committee are appointed by the President. It shall be the duty of this committee to accept all submissions of proposed Amendments or Alterations, and to present the proposed Amendments or Alterations to the members of the Association at the next monthly meeting. The By-Laws Committee may only recommend, to the members of the Association, acceptance or rejection of the proposed Amendments or Alterations.

ARTICLE 13

RESIGNATIONS, LEAVES OF ABSENCE AND DISMISSALS

SECTION 1: Resignations. Any member wishing to resign should tender a resignation in writing to the Personnel Committee. The member must also surrender badges and any other equipment belonging to the Association or to Washington Township. The resignation shall be acknowledged at the next regular Association meeting. A member in good standing at the time of the resignation may be reinstated and given credit for past service.

SECTION 2: Leaves of Absence. A member in good standing may be granted a leave of absence by submitting a letter to that effect to the Personnel Committee. Any member granted a leave of absence for medical reasons shall present a medical release by a physician before being reinstated. Leaves of absence shall be limited to six (6) months, which may be extended an additional six (6) months upon the recommendation of the Personnel Committee and approval by the membership. Under no circumstance shall a leave of absence be for more than one (1) year.

SECTION 3: Dismissals. A report in writing, setting forth the specific charges, shall be submitted by the Personnel Committee to the President or Secretary. Said report shall be presented to the Association at the next regular meeting to consider the specific charges. Any member may be removed by a two-thirds (2/3) majority of the membership having voting powers and in attendance at any Association meeting. As an alternative to dismissal, any member may be put on probation for a period up to six (6) months based on a majority vote by the members of the Personnel Committee.

ARTICLE 14

ALTERATIONS AND AMENDMENTS

SECTION 1: Alterations and amendments to these By-Laws may be made provided that they are offered in writing to the By-Laws Committee at least one (1) meeting prior to the next monthly meeting.

The proposed alterations or amendments will be provided to the members of the Association, in writing, at least one (1) meeting prior to the meeting at which action is to be taken.

Proposed changes shall be read at both of said meetings and approved at the second meeting if concurred by two-thirds (2/3) of the total members present having voting powers.

ARTICLE 15

DISSOLUTION OF ASSETS

SECTION 1: Upon the dissolution of the Schooley's Mountain Fire Protection Association, assets shall be distributed for one or more exempt purposes within the meaning of the Internal Revenue Code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose.

ARTICLE 16

RESOLUTION OF BY-LAWS

It is resolved that these By-Laws shall supersede all previous By-Laws, rules, regulations or amendments thereto, prior to date of adoption, with the following exceptions:

- (a) All current members in good standing may retain membership and retain any office without regard to residency;
- (b) Any Fire Company member, in good standing, is eligible to be nominated and assume any line office that member has held in the past, or any subordinate line office, without regard to the educational requirements of those offices;
- (c) Upon assuming the office previously held, or any subordinate office, that member must fulfill the educational requirements of that office within one year of assuming that office.

NOTE: Eligibility for any subsequent office shall be according to the requirements for that office, as outlined in Article 8, Section 1.

Approved and adopted by the Schooley's Mountain Fire Protection Association, Inc., of the Township of Washington, County of Morris, and the State of New Jersey, as amended, on March 18, 2013."

BY-LAWS
AMENDMENTS

Date	Amendment
June 19, 1995	
October 16, 2006	Article 2 - Add Assistant Treasurer; Engineer elected <u>or</u> appointed Article 9, Section 5 - Modify Treasurer duties Article 9, Section 6 - Assistant Treasurer added Formatting improved
November 19, 2007	Article 3 - Clarify Association membership and rights
February 16, 2009	Article 3, Section 4 - Conduct policy added
July 20, 2009	Article 15 - Dissolution of Assets added
March, 2011	Associate Member added
March 18, 2013	Associate Members can vote and hold certain offices
December 2, 2013	Article 2 - Engineer returned to an elective office Article 7, Section 4 - removed references to Board of Engineer positions Article 8, Section 1(h)- removed Board of Engineer Article 8, Sections 2, 3, 4 - removed references to Board of Engineer members