

CRANBERRY VOLUNTEER FIRE COMPANY BYLAWS

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ARTICLE I COMPANY

Section 1

The company shall be known and designated by the title of Cranberry Township Volunteer Fire Company of Butler County, Commonwealth of Pennsylvania.

Section 2

Its purpose shall be the preservation and protection of life and property from and during fires and other emergencies as may occur in Cranberry Township and to lend similar assistance to neighboring communities.

(Revised 6/19/01)

Section 3

The Company shall create, by the election of officers from its membership, a Relief Association whose duty it shall be to provide for the relief of members in accordance with the bylaws of the Relief Association.

ARTICLE II MEMBERSHIP

Section 1

An active Company member is one who fulfills his or her obligations as prescribed in the Company Bylaws. Additionally, to maintain active membership in the Company, the Company member will be required to chair at least one committee or be a member of two committees. Additionally, to maintain an active membership in the Brigade, the Fire Police, Relief Association or as a junior member, a member must fulfill those minimum obligations as prescribed in the applicable by-laws, rules, policies, and standard operating guidelines.

(Revised 9/18/98, 6/18/02, 6-17-08)

Section 1a

An active senior member of the Company must be eighteen (18) years of age and a resident of the Cranberry Township area or be employed in the Cranberry Township area and must fulfill his/her minimum obligations as prescribed in the Company bylaws. If under the age of 18, the member must have the consent of parent or guardian in signature and will be considered an active junior member. (Revised 9/18/98, 6/17/03)

Section 1b

An active member missing two (2) consecutive meetings, or two (2) consecutively scheduled work sessions, unless excused by the President, will be put on the inactive roster. To be reinstated, a member must attend two (2) consecutive Company Meetings or, a member must attend two (2) consecutively scheduled work sessions, whichever is applicable. Brigade members who have met Company requirements for becoming active (after being inactive) shall immediately become active Brigade members, but with the same voting restrictions as other Company members coming off inactive status. Attendance at two (2) consecutive Company meetings, or two (2) consecutively scheduled work sessions, whichever is applicable, restores full voting privileges. Voting privileges can be reinstated earlier by doing special work assignments designated by the President. Said early restoration does not apply to voting in elections. Voting in any election can only be reinstated by attending two (2) consecutive meetings, or, by attending two (2) consecutively scheduled work sessions, whichever is applicable.

(Revised 9/21/93, 6/19/01, 6/21/05)

Section 1c Deleted (Revised 6/19/01)

Section 2

An active junior member of the Company may not be under the age of sixteen (16) nor exceed the age of eighteen (18) and must have the consent of parent or guardian. Active junior members of the company under the age of sixteen at the time of this revision, are grandfathered and remain a member of the company.

(Revised 9/16/97, 6/21/05)

Section 2a

Junior Firefighters will be accepted by application at any time of the year. They shall abide by the rules and regulations of the Fire Company and special rules provided by the Chief. Junior Firefighters shall have a voice at Company meetings, but have no vote. Upon reaching the age of eighteen (18) years, a Junior Firefighter will become a Senior member and will continue the probationary period pursuant to Section 3 of this Article. Exemption, if a Junior Firefighter has been an active member for a period of six (6) months prior to reaching age eighteen (18) he/she shall have served the necessary six (6) months probationary period stated in Section 3 of this Article.

(Revised 9/20/94, 6/19/01)

Section 3

Probationary members - all new members expressing a desire to be an active member must comply with Article II, Section 1, unless they have had previous firefighting experience and can show they have attended appropriate fire schools and training and can perform all duties required by the Cranberry Township Volunteer Fire Company to be a firefighter and can also pass an oral examine given by the Chief or designated Line Officer. If they can satisfy these requirements then their probationary period will be shortened to 3 months instead of the 6 months. If they don't totally meet these requirements, their probation will remain at 6 months. The Probationary member shall not hold in their possession a badge, car plate, membership card, blue light or a blue light card, until they have satisfactorily completed the six (6) month probationary period.

(Revised 9/18/98)

Section 4

Brigade members - Brigade members shall be active Company members who express a desire to be proficient in the preservation and protection of life and property and who attend practice sessions designated by the Chief in accordance with Article II, Section 4a. (Revised 9/25/85)

Section 4a

Brigade members missing three (3) consecutive in house training sessions, will have their gear pulled until they have attended three (3) consecutive in house training sessions. If a member is excused from an in house training session by the chief or training officer, they may receive credit for the class by completing a make up assignment. Members are responsible to obtain a make up assignment from the training officer within one week of the missed training session, the make up must be completed and submitted within two weeks of the missed session. A member will not be permitted to complete a make up assignment after missing the third consecutive training session. Training classes attended at other locations must be approved by the chief or training officer to be accepted as a replacement for an in house training session. (Amended 9-16-08)

Section 4b

A removal from the Brigade shall be a majority vote of the Brigade acting upon recommendation of the Chief. (Amended 9-16-08)

Section 4c

Before probation is completed, the Brigade probationary candidate must have completed or be enrolled in a certified course in fire fighting. The Chief will identify and approve the course or courses which are required or accepted for firefighting in accordance to the level the candidate wishes to participate on the brigade. New brigade members are required to satisfactorily complete the approved certified course or courses. Failure to satisfactorily complete the course or courses will result in automatic expulsion from the Brigade. (Amended 9-16-08)

Section 4d

Resigned members wishing to rejoin the Brigade must proceed in the same manner as new applicants in accordance with Section 4, 4a, and 4c of this Article.
(Revised 9/25/85)

Section 4e

Any Company member desiring to be an active Brigade member must comply with minimum training requirements designated by the Chief and Line Officers.
(Revised 9/19/91)

Section 5a and 5b

(Deleted 6-18-02)

Section 6

Life Members- Any member who has served in the CTVFC for a period of fifteen (15) years or more may become a Life Member by making application at any Company Meeting and upon favorable ballot by two-thirds (2/3) of the members present at that meeting. (Revised 9/20/94, 6/19/001, 6/18/02)

Section 6a

Active Life Members- A Life Member may retain active status by compliance with Article II, Section 1. An active Life Member shall be entitled to all benefits and all perquisites of active status. (New 6/18/02)

Section 6b

Non-Participating Life Member- a Life Member who does not retain active status shall be classified as a Non-Participating Life Member and shall be entitled to those benefits acquired while in active status, but shall not be entitled to any benefits that were increased while in Non-Participating status. Nor shall the Non-Participating Life Member be entitled to any perquisites unless specifically approved by the Board of Directors.

A Non-Participating Life Member shall not hold an elected office, shall not chair a committee and shall not vote for Brigade Offices.

A Non-Participating Life Member shall not be required to attend work nights or regular business meetings, and shall retain their right to vote for Company Offices.

A Non-Participating Life Member will accrue service time only for the purpose of longevity. The Board of Directors shall determine the benefits and perquisites of the CTVFC. (New 6/18/02)

Section 7

Inactive Members - any member not enumerated in preceding classifications shall be known as an inactive member. Inactive members shall hold no office nor have a vote within the Fire Company. All Inactive members shall have their name posted at each station and announced at the monthly company meeting before any vote is taken. Any Member who has been placed on the inactive roster shall receive a certified letter stating their options. The Inactive member shall respond to the conditions as stated in the letter. Should there be no response, a majority of votes cast (one more than half) of those members present is needed to remove the Inactive member from the Company roster. To re-join the company the member must proceed in the same manner as a new applicant as stated in Article III. (Revised 9/19/95, 6/21/05)

Section 8

An Allied Member will be a current active firefighter from another Fire Company. The applicant must be able to provide that he or she is in good standing and active with his or her current company. They must work within the Cranberry Township area during normal business hours, Monday through Friday.

The Chief shall establish qualifications for Allied membership.

All Allied Members that meet the current qualifications will be required to sign an Allied Membership Contract (Agreement).

The Allied Member, after meeting all current qualifications, will be brought before the body to be voted on probation, only after a favorable report is given by the line officers.

ARTICLE III ELECTION TO MEMBERSHIP

Section 1

Membership application will be received at any regular Company business meeting. Application shall be voted on at the next regular business meeting, following a report on the applicant by the Membership Committee as stated in Section 1a.

Section 1a

Membership Committee shall investigate all new membership applications, including their background and physical condition.

Section 2

Application for membership must be investigated by the Membership Committee, and reported to the Board of Directors. (Revised 9/21/93)

Section 3

Probationary members who are eligible for active membership will be voted into the Company at the end of their probationary period if they receive a two-thirds favorable vote of the active members present. If the probationary member fails to receive a 2/3 favorable vote they will be removed from the company roster. Voting is by secret ballot.

A Probationary member is considered eligible for active membership if they have not missed two (2) consecutive meetings or two (2) consecutively scheduled work sessions, unless excused by the President.

If the Probationary member has not met these requirements for membership said member is not eligible to be voted upon for membership their name will be removed from the company roster and they may reapply for membership. (Revised 1/07)

Section 4

Resigned members wishing to re-join the Company must proceed in the same manner as new applicants in accordance with all sections of this Article.

ARTICLE IV OFFICERS

Section 1

The offices of the Company shall consist of President, Vice President, Secretary, Treasurer and two (2) Directors-at-Large. The term of office shall be two (2) years for President and Vice President, and for one (1) year for Secretary, Treasurer and two (2) Directors-at-Large. All officers of the Company must have served at least two (2) years of active membership in the Cranberry Township Volunteer Fire Company. An active member may have his/her name placed on the ballot if two (2) years active membership is reached before January First of the following year. (Revised 9/17/91, 9/18/2001,6/20/06)

Section 2

Officers of the Brigade, and their order of succession, shall be Chief, Assistant Chief, First Captain, Second Captain, First Lieutenant, Second Lieutenant and Rescue Officer. In the event of a vacancy in the Brigade Line Officers, the Chief shall appoint an acting officer as a temporary replacement. The position shall then be filled at the first regular business meeting following said vacancy. To hold office in the Cranberry Township Fire Company you must be active member of the Cranberry Township Fire Company. The Chief may ask the body to remove any Line Officer from office if he/she feels that Officer has been negligent in his/her duties, i.e., answering calls, attending officers meetings, checking equipment, attending training, etc. (Revised 9/20/94, 3/14/05)

Section 3

The Board of Directors shall consist of six (6) members to include the President, Vice President, Secretary, Treasurer and the two (2) Directors-at-Large. (Revised 9/16/97)

Section 4

Any officer who is absent for more than three (3) successive meetings unless excused by the President shall be automatically suspended from office. Serious illness and unavoidable occurrences are exceptions to the above.

ARTICLE V NOMINATIONS AND ELECTIONS OF OFFICER

Section 1

Nominations for the November elections of officers will be accepted from the floor during the October Business meeting. Nominees must accept verbally or they must submit a written acceptance of the nomination. A list of candidates for the November elections will be posted before November 1st. Candidates will be given an opportunity to speak on their behalf at the November meeting prior to the casting of ballots for elections. If a candidate is not elected for the position which they were originally nominated, the candidate may seek election of another position at the November elections. No new candidates may be nominated at the November meeting. The order of elections at will be Chief, Assistant Chief, 1st Captain, 2nd Captain, 1st Lieutenant, 2nd Lieutenant, Rescue Officer, Fire Police Captain, Fire Police Lieutenant, President, Vice President, Treasurer, Secretary, 1st Director at Large, and 2nd Director at Large. (Revised 9/94, 6/06, 5/09)

Section 2

To be nominated to any office, a member must be an active Senior member in good standing. No person shall be eligible to hold the Office of president, Chief, and Board of Directors in the Company until he/she has been a Senior member for at least two (2) years. Nominees for Line officer, with the exception of Chief, shall be active members of the Brigade for at least one (1) year, must be qualified to operate all Fire Company apparatus and shall have completed a full course in Pennsylvania Fundamentals of Firefighting or equivalent as approved by the Line Officers of the Brigade. An active member may have his/her name placed on the ballot if the years mentioned in this section are reached before January First of the following year.

(Revised 9/17/91, 6/17/03)

Section 3

Before nominations, the Secretary and the Chief shall furnish the president with the names of all members who are eligible for nomination.

Section 4

The election of all officers shall be by separate written ballots, except in the event of a single nominee for an office, and then a vote may be taken verbally. The candidate receiving the majority of votes cast (one more than half) shall be declared elected.

(Revised 9/20/94, 4/09)

Section 5

Should there be no majority vote (one more than half) on the first ballot for any elected office, the Candidate receiving the lowest number of votes shall be dropped on each succeeding ballot until a clear majority (one more than half) is cast for a nominee who then shall be declared elected. (Revised 9/20/94)

Section 6

The election of officers shall take place at the regular meeting in November. New Officers and Directors shall take office January First of the following year.

Section 7

Any vacancies among the company officers shall be filled by election at the first regular business meeting following the said vacancy. The president may fill a vacancy in a Company Office temporarily until the next regular business meeting if he/she shall feel it is in the best interest of the Company. (Revised 9/20/94)

Section 8a

The Chief and Assistant Chief shall be elected by a majority of the votes cast (one more than half) by active Brigade members, including active Fire Police members. The term of Chief and Assistant Chief shall be for two (2) years. Candidates for the office of Chief and Assistant Chief must have served previously in a similar capacity or as a Captain or higher in a Fire Company.(Revised 9/20/94, 3/16/04)

Section 8b

Any Line Officer may be removed from office by two-thirds vote of the Brigade members present at a regular meeting. (Revised 9/27/90)

Section 8c

Officers for Brigade other than Chief and Assistant Chief shall be nominated and elected by the Brigade and will serve a term of one (1) year. (Revised 9/25/86)

Section 9a

A member can hold only one (1) elected office. (Revised 9/27/84)

Section 9b

A member can only serve as chairman on one (1) Standing Committee at a time, but may serve on other committees as appointed by the President. (Revised 9/27/84, 6/17/03)

Section 10

All members otherwise privileged to vote in Fire Company or Brigade election of Officers, who cannot by valid excuse be present at the election, shall be granted the right to cast an absentee ballot by presenting said ballot to the President or Vice President prior to the election meeting, the ballot should be in a sealed envelope and opened at the election meeting.

Section 10a

The said absentee ballot shall remain valid until such time as the nominee mentioned on the ballot is eliminated by voting process or name is removed from voted office.

Section 11:

Membership voting eligibility for Company and Brigade Officers.

	Active Company Members	Active Brigade Members	Active Fire Police	Life Members
Company				
President	X		X	X
Vice President	X		X	X
Secretary	X		X	X
Treasurer	X		X	X
Directors-at-Large	X		X	X
Brigade				
Chief		X	X	
Assistant Chief		X	X	
1 st Captain		X	X	
2 nd Captain		X	X	
1 st Lieutenant		X	X	
2 nd Lieutenant		X	X	
Rescue Officer		X	X	
Fire Police				
Captain		X	X	
1 st Lieutenant		X	X	<input type="checkbox"/>

(Revised 6-19-01, 6-20-06, 3-18-08)

ARTICLE VI DUTIES OF THE PRESIDENT

Section 1

It shall be the duty of the President to preside at all meetings of the company and to keep order within. He may vote only in cases of a tie. He may sign checks jointly with the Vice President or Treasurer. He shall appoint a chairperson to each of the Standing Committees no later than the February meeting, the committee members to be selected by the respective chairperson. The President may call special meetings when he/she deems necessary or at the written request of five (5) members. The President may appoint special committees. The president shall appoint a Company Historian.

(Revised 9/93, 9/09)

Section 2

The President shall have all members notified of any special meetings.

(Revised 9/18/2001)

Section 3

The Standing committees shall each consist of a minimum of three (3) members and are as follows: Membership, Bylaws, Ways and Means, House, Internal Affairs, and Recruitment and Retention.

(Revised 4/14/04, 3/09)

Section 3a

The Chairperson of each Standing Committee shall submit a written report to the President prior to the Board of Directors meeting.

Section 4

The President shall insure that all committees formed receive written guidelines outlining their responsibilities. These guidelines are to be given to the Chairperson within one (1) month after the committee is appointed.

(Revised 9/25/85)

Section 5

The president shall serve as the Chairperson of the Board of Directors, and as the Chief Executive Officer of the Company.

(Revised 9/27/90)

Section 6

If a vacancy of a company office occurs the president shall appoint a temporary replacement. At the next regular business meeting a special election will be held to fill the vacancy for the remainder of the term.

(Revised 4/09)

ARTICLE VII DUTIES OF THE VICE PRESIDENT

Section 1

It shall be the duty of the Vice President to perform the regular duties of the President in his/her absence and also to serve on the Board of Directors.

Section 2

The Vice President shall become the President of the Company if the office of President shall become vacant. At the next regular meeting, the office of Vice President shall be filled by election. (Revised 10/27/88)

Section 3

The Vice President shall perform those reasonable duties and/or functions as assigned by the President. (Revised 9/27/90)

ARTICLE VIII DUTIES OF THE SECRETARY

Section 1

It shall be the duty of the Secretary to keep a roll of the Company and to call same at every meeting of the Company, to keep an account of all absentees and keep full minutes of the proceeding.

Section 2

Before the nominations, the Secretary shall furnish the President and the Nominating committee with the names of all members eligible for nomination.

Section 3

The Secretary shall keep a roll of the active members and post same by the Monday preceding the regular monthly meeting.

Section 4

The Secretary shall notify every newly elected member of his/her acceptance or rejection to the membership. The Secretary shall post the minutes of the Board and Company meeting at each station within ten (10) days of the said meeting.

(Revised 9/17/91, 9/09)

ARTICLE IX DUTIES OF THE TREASURER

Section 1

It shall be the duty of the Treasurer to ensure that the Township will obtain a bond with sufficient coverage to insure Company funds. (Revised 9/18/2001)

Section 2

It shall be the duty of the Treasurer to collect all monies and to pay all bills in debt of the Company, and to keep a record of all incoming and outgoing funds. The Treasurer shall make a report of the same at each regular monthly meeting.

Section 3

The Treasurer shall submit his/her books and official documents to the examination of the contracted auditor at the end of the fiscal year and shall inform the Board of Directors of the progress of the audit as well as the final audit recommendations which shall be forwarded to the Township director of Finance. (Revised 3/09)

Section 4

The Treasurer shall be permitted to reimburse any Officer for money spent for the Company before the regular meeting, sum not to exceed three hundred dollars (\$300.00).

(Revised 6/19/01)

Section 5

There shall be no money contributions to any organization not directly involved in firefighting activities unless passed by two-thirds vote of all active members present.

There shall be no personal loans to any member or non-member from the Company finances. (Revised 9/21/93)

ARTICLE X DUTIES OF THE DIRECTORS

Section 1

Any Officer shall authorize individual expenditures not exceeding three hundred dollars (\$300.00). The Board of Directors must authorize incurring individual debts in excess of three hundred dollars (\$300.00), but not to exceed three thousand dollars (\$3,000.00). Incurring of debts in excess of three thousand dollars (\$3,000.00) must have prior approval of membership. The Board of Directors is authorized to approve for payment any bill for a budgeted item without approval of the Body. All such expenditures must be reported at the regular meeting.

(Revised 10/27/88, 9/18/2001)

Section 2

The management, supervision and regulation of all the affairs and transactions of the Company is vested in the Board of Directors and any action taken by the same Board of Directors in conformity with the provisions of these Bylaws and regulations shall be binding upon the Company unless overruled by a two-thirds vote of the membership present.

Section 3

In the event of an emergency, the Board of Directors shall have the authority to spend a maximum of three thousand dollars (\$3,000.00) for a non-budgeted item without going to the Body for approval. (Revised 10/27/88, Revised 6/19/01)

ARTICLE XI – A DUTIES OF THE CHIEF

Section 1

It shall be the duty of the Chief to be present at all fires, if possible, and to plan the attack. The Chief, or in his absence the next in line of authority shall have complete command insofar as the matter pertaining to the protection of life, saving of property, or other such emergencies. This authority shall proceed down the line to the Assistant Chief, First Captain, Second Captain, First Lieutenant, Second Lieutenant, and Rescue Officer.

(Revised 9/17/91)

Section 2

The Chief shall ensure a written report of all fires, including extent of damages, cause, and other pertinent facts are made. Such reports are to be permanent. This report is to be made on standard forms furnished by the Company. (Revised 9/18/2001)

Section 3

It shall be the duty of the Chief to take command at every fire or alarm of fire, to obtain the discharge of the Company after the fire is extinguished, to observe that each member does his/her duty, grant absence to a member at fire when the Chief shall deem it proper, and to see that the engine house and apparatus are kept in good condition and ready for use at all times.

Section 4

It shall be the duty of the Chief or Officer in Charge to see that all participating firepersons are credited for the call. (Revised 9/18/2001)

Section 5

The Chief is responsible for the training of all Brigade personnel. The Chief may annually appoint a training committee from the Brigade consisting of members whom he/she deem qualified, subject to the approval of a majority of the Line Officers.

(Revised 9/27/90)

ARTICLE XI – B DUTIES OF THE ASSISTANT CHIEF

Section 1

The Assistant Chief will report to the Chief. He/she will assume the duties of the Chief in his/her absence. He/she will undertake all assignments delegated by the Chief. He/she shall also serve on the Training Committee. (Revised 9/20/94)

ARTICLE XI – C DUTIES OF THE CAPTAINS

Section 1

Captains shall manage the complete operation of his/her assigned station, both, during emergency and non-emergency functions. (Revised 9/27/84)

Section 2

The emergency related duties of the Line Officers, other than the Chief, shall be determined by the Chief Standard Operating Procedures, which shall be reviewed and submitted to the Line Officers for their approval and issuance. (Revised 9/27/84)

ARTICLE XI – D DUTIES OF THE RESCUE OFFICER

Section 1

The Rescue Officer will report to the Captain of the station in which he/she is assigned. He/she will be responsible for insuring that the rescue truck and its equipment are in proper working order. At a rescue, the Rescue Officer is in charge of rescue and all personnel. He/she will take whatever action is necessary to execute his/her duties in a safe manner.

(Revised 9/21/93)

ARTICLE XI – E DUTIES OF THE TRAINING OFFICER

Section 1

It shall be the duty of the Training Officer to maintain a weekly scheduled, quality program. This program will be consistent with the goals and procedures of the Company under the supervision of the Chief and the Line Officers. (Revised 9/25/85)

ARTICLE XI – F DUTIES OF THE LIEUTENANT

Section 1

Lieutenants shall assist the captains in the management of the complete operation of his/her assigned station, both during emergency and non-emergency functions.

(Revised 4/20/04)

Section 2

(Deleted 6-17-08)

ARTICLE XII DUTIES OF THE MEMBERS

Section 1

It shall be the duty of all members to report immediately to the engine house upon an alarm of fire, to remain where he/she is stationed at the fire until released by the Chief, to attend to any duty which he/she may be assigned by any Line Officer.

Section 2

It shall be the duty of each and every member to disperse from the engine house all improper persons.

Section 3

It shall be the duty of each member when severing his/her connection with the Company to turn over any and all property belonging to the company and/or the Township.

(Revised 9/17/91)

Section 4

It shall be the duty of each member to attend all scheduled meetings, practices and work sessions unless properly excused as provided for in Article II.

Section 5

Members wishing to attend a fire-oriented school will pay all applications or enrollment fees. Schools approved by the Line Officers prior to enrollment, and after successful completion of the course, said fees and enrollment costs will be reimbursed at the current rate schedule. (Revised 9/25/86)

Section 6

Standard Operating Guidelines are intended to guide brigade operations. They will be reviewed by the line officers and adopted by majority vote of the line officers at any line officer meeting. All Standard Operating Guidelines must be posted at each station. (Accepted 6-17-08)

**ARTICLE XIII
LADIES AUXILIARY**

Section 1

The ladies Auxiliary shall be an entity of the Cranberry Township Volunteer Fire Company in accordance with the Bylaws of the Ladies Auxiliary. (Revised 9/21/93)

ARTICLE XIV ROLL CALL

Section 1

On calling the roll each member shall answer to his/her individual name. Only the presiding officer shall answer for those who have been excused.

ARTICLE XV MEETINGS

Section 1

The regular meeting shall be held the third Tuesday of each month at 7:30 p.m. except as may be otherwise specified. (Revised 9/19/95)

Section 2

A special Company meeting may be called by the President or by a signed petition by ten (10) active members to the President. The special Company meeting date and the business of the special Company meeting must be posted for eight (8) days prior to the meeting date at both Stations as well as being posted to the Fire Company WEB site calendar. The special Company meeting is limited in scope to the stated business in the notifications. (Revised 9/09)

Section 3

Fifty percent (50%) of active members shall constitute a quorum for the transaction of business. (Revised 8/09)

Section 4

All meetings and business shall be conducted under ROBERTS RULES OF ORDER.

Section 5

Rules may be adopted at any business meeting by the majority vote of the company members at any business meeting. If a conflict exists between rules and bylaws or policies, the bylaws or policies will supersede rules. Adopted rules will take effect at the adjournment of the meeting. A list of all current rules will be posted at each station. (Accepted 8-19-08)

ARTICLE XVI EXISTENCE AND DISSOLUTION

Section 1

As long as fifteen (15) members agree to continue as the Cranberry Township Volunteer Fire Company, the property of the Company cannot be disposed of.

Section 2

In the event of dissolution of the Company, the property belonging to the company or funds remaining after payment of all debts of the Company shall be transferred to the Cranberry Township governing body.

ARTICLE XVII SUSPENSIONS - EXPULSIONS - GRIEVANCES

Section 1

The Board of Directors upon recommendation of the President or the Chief shall have the power to suspend until the next meeting a member of the Company subject to the provisions and requirements set forth in the following:

Section 1a

Members may be suspended or expelled for their misconduct in the building of the Company, for betraying confidential business of the Company to non-members, for disobeying an order of the officers of the Company, or for such other acts which bring dishonor to the Company.

Section 2

Any member suspended or expelled shall be given immediate notice thereof and the reason thereof. Such notice shall be deemed sufficient if either given orally or by mailing a copy to the last known address of the member as shown in the Company records.

Section 3

When the President, Board of Directors, or Chief shall recommend suspension or expulsion of a member from the Company, notice must be given to the Company at the next meeting where upon the Company must act upon such suspension or expulsion request. Any member to be suspended or expelled may appeal his/her case at this time to the Company. A majority vote by membership present shall be needed to suspend a member and two-thirds vote shall be needed by the membership present to expel a member. Whatever action is taken at this time by the Company shall be final and conclusive.

Section 4

Any officer suspended by the Body from the Fire Company shall be automatically removed from office, for the duration of their elected term. With the Office being filled by election at the next regular monthly meeting. (Revised 6/14/02)

Section 5 and 5a

(Deleted 6/14/02)

Section 5b

The Executive Board is hereby delegated to conduct hearings when a charge of improper action is brought against any officer or member. In order to be heard charges may only be made by a member and must be submitted in writing to a member of the Executive Board, The Board of Directors will convene a special meeting to address charges. The member against whom charges are brought must be given a written notice that charges have been brought against him/her. Permission shall be granted to him/her to attend the hearing and produce witnesses or other evidence in his/her behalf. Action of the Executive Board shall be by vote of secret ballot and a majority vote of the Board members present is necessary in order for suspension, expulsion, or other appropriate action. (Revised 6/14/02)

Section 6

Each member shall have the right of an appeal of the ruling of the Executive Board at the next regular meeting. Minutes of the Executive Board meeting shall be read at that meeting. Such an appeal shall be submitted to the membership for vote by secret ballot. A vote of at least two-thirds of the voting membership present is necessary to set aside a decision of the Executive Board.

Section 7

A member shall not be questioned or reproached publicly by other members regarding his/her conduct or efficiency.

ARTICLE XVIII AMENDMENTS

Section 1

No alteration or amendment to this code of Bylaws shall be made except the ones submitted in writing to the Bylaw Committee by an active member with at least five signatures of other active members (total 6) at any regular business meeting. The proposed change must complete two phases to be adopted. (Amended 9-16-08)

Phase one

At the next regular business meeting the proposal will be discussed. If it remains unchanged it continues to phase two. If the proposal is amended, it must be resubmitted to the Bylaw Committee and repeat phase one.

Phase two

After a proposal is discussed without any amendment the proposal will be voted on at the next regular business meeting. It would take two-thirds vote by the active members present for approval and the amendment shall take effect upon the adjournment of the meeting. (Revised 9-18-98, 6/19/01, 6/17/03, 1/07, 11/08)

Section 2

Any existing resolutions affected by a Bylaw amendment shall be automatically superseded and set aside by that Bylaw upon adoption by the membership.

(Revised 6/19/01)

ARTICLE XIX EQUIPMENT

Section 1

No unauthorized personnel shall ride or operate any fire equipment.

Section 2

No fire service related tools or equipment are to be removed for personal use from any fire apparatus. Fire service related tools and equipment not assigned to any fire apparatus might be borrowed by a member only with permission of a Brigade Officer. The member borrowing the item is responsible for its return and condition.

(Revised 9/18/2001)

Section 3

Other properties refer to Article X, Section 2.

ARTICLE XX MEMORIAL SERVICES

Section 1

The Company shall hold memorial services for its deceased members. The president shall appoint an ad hoc committee each year for the purpose of arranging the services to be held at a date to be determined during the month of October as determined by the Board of Director's. (Revised 1/18/00, 10/06, 11/08)

Section 2

Only those members whom have been in good standings with the Cranberry Township Volunteer Fire Company shall have their name placed on the memorial Plaque dedicated to Deceased Firefighters. (Revised 9/21/93)

ARTICLE XXI ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance/ Invocation
3. Excuses
4. Roll Call
5. Approval of the Minutes
6. Reports of Treasurer
7. Bills
8. Communications
9. Membership Status
10. Report of Officers
11. Report of Relief Association
12. Report of Committees
13. Appointments of Committees
14. Unfinished Business
15. New Business
16. Nominations for Membership
17. Election of Officers
18. Good of the Order
19. Adjournment

(Revised 9/21/93, 6-20-06)

ARTICLE XXII

FIRE POLICE

Section 1

Those members, who volunteer for the Fire Police know that they must work a schedule, also must be released personally by the Fire Chief from firefighting duties.

Section 2

The Fire Chief, President, or Fire Captain may place the names of Company members to become Fire Police before the active Fire police members for approval. Upon such approval the members' name will be placed before the Board of Directors of the Fire Company. Approval is then brought before the Body at a regular business meeting, and voted into the Fire Police. Then the president presents the name to the Township Supervisors for approval. (Revised 9/25/86, 9/18/2001)

ARTICLE XXIII INTERNAL AFFAIRS COMMITTEE

Section 1

The Internal Affairs Committee shall consist of five (5) members who shall be selected from each of the following units of the Cranberry Township Volunteer Fire Company:

1. Board of Directors (1 member)
2. Company Member (2 members)
3. Brigade Member (2 members)

Section 2

The Chairperson shall be a Company or Brigade member. The Internal Affairs Committee shall report to the President on all items that are under investigation before the Board of Directors meeting each month, so that the Board may take action under Article X, Section 2, before the next regular meeting. The scope of the Internal Affairs Committee shall be limited to the following:

- A. Grievance from any member that feels they have been dealt with unjustly by any other Member or Officer of the Company.
- B. Any incident deemed necessary by the President or the Chief of the Fire /Company. (9/17/02)

Section 3

All requests for the Internal Affairs Committee to hold an investigation shall be in writing to the Committee Chairman with a copy to the Board of Directors.

The Internal Affairs Committee shall report their finding with their recommendations to the Board of Directors.

(Revised 9/21/93, 6/19/01, 6/14/02)

ARTICLE XXIV POLICIES

Section 1

Policies are adopted to establish and define approved procedures for member responses and conduct in non emergency situations.

No alteration or amendment of CTVFC policies shall be made except the ones submitted in writing to the Board of Directors by an active member at any regular business meeting. The proposed change must complete two phases to be adopted.

Phase one

At the next regular business meeting the proposal will be discussed. If it remains unchanged it continues to phase two. If the proposal is amended, it must be resubmitted to the Board of Directors and repeat phase one.

Phase two

After a proposal is discussed without any amendment the proposal will be voted on at the next regular business meeting. It would take two-thirds vote by the active members present to adopt the policy and it shall take effect upon the adjournment of the meeting.

Section 2

Any existing standing motions or policies affected by a newly adopted policy shall be automatically superseded and set aside by the new policy. If a conflict between policies and bylaws exist, the bylaw shall always supersede the policy.

(Accepted 6-17-08)