

**Amended Constitution and By-Laws
of the
Pleasant Grove Volunteer Fire Department
09/14/2021**

WHEREAS, Certain laws and regulations are necessary for the good order and well being of all associations, in order to define duty, to establish discipline, the maintenance of harmony for the full promotion of the object for which we are associated together, do ordain and adopt the following Constitution and By-Laws for our regulation and government, and do hereby pledge ourselves to cheerfully submit to the legally expressed will of the majority, and to support our Officers in the discharge of their duties.

ARTICLE I

Section 1 The official name of this department shall be “Pleasant Grove Volunteer Fire Department INC” (Hereafter referred to as PGVFD.)

Section 2 The object of this department shall be the protection of the life and safety of citizens and department personnel, as well as the protection of property endangered by fires and other hazards, and the promotion of the teaching and the practice of fire prevention and protection.

Section 3 This volunteer fire company is organized exclusively for protection of life and property purposes. As a nonprofit entity, the department claims federal tax exempt status under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The department is operated by unpaid volunteers and receives funding for operation expenses strictly from donations and county taxes.

ARTICLE II

Section 1 The Board of this department shall consist of a President, Vice President, Secretary, Treasurer, Training Officer, Fire Chief, and Assistant Fire Chief. These elected offices shall comprise the board. Additional line officers may be appointed by the fire chief. Additional staff officers may be appointed by the Board.

Section 2 All Board members shall be elected by a majority vote of the active members present at the meeting in which the election occurs. Elections will be held during the regular scheduled business meeting in March of each year. All nominated members shall exit the room while the voting takes place.

Section 3 To be eligible for an officer position, a candidate must be an active line or auxiliary member in good standing of the PGVFD.

Section 4 The Board shall hold office for the term of one year unless 1) a Board member decides to step down from his/her position before the term ends 2) there is no other member interested in filling his/her position.

Section 5 All Board members shall be considered voting members regardless of any other member classification.

ARTICLE III

Section 1 It shall be the duty of the president to preside at all meetings of the department and execute decisions as the department may direct. The president shall also be responsible for such other duties applicable to the office. If the president is absent from a business meeting, his/her responsibility shall be assumed by the highest ranking officer present.

Section 2 It shall be the duty of the vice-president to assist the president in his/her duties.

Section 3 It shall be the duty of the secretary to keep a written record of all business meetings. Minutes of business meetings are to be recorded and then read at the next business meeting by the secretary or, in his/her absence, by a person appointed by the secretary. The secretary must transfer all records, and other department belongings, to his/her successor or the board within one week of resignation or termination from his/her position or the department. The secretary shall also be responsible for such other duties applicable to the office.

Section 4 It shall be the duty of the treasurer to assist the fire chief and president in creating and maintaining the department budget. The treasurer will present a monthly budget report to the department during the monthly business meetings. This report shall reflect the previous month's expenses and income in relation to the year's budget. The treasurer shall submit all requests for personal reimbursements and other money transactions to the active membership for approval. All purchases more than \$100, except for necessary repairs to the fire trucks/equipment or buildings, and paying department utilities/insurance/taxes, shall require approval by active members. The treasurer must appoint another officer to present the budget report at the monthly

business meeting in his/her absence. The treasurer must transfer all records, and other department belongings, to his/her successor or the board within one week of resignation or termination from his/her position or the department. The treasurer shall also be responsible for such other duties applicable to the office.

Section 5 It shall be the duty of the training officer to see that adequate training programs are conducted for department members by attending fire schools, drills, and conferences and/or by conducting training meetings at the department. The training officer shall recommend the purchase of suitable training manuals, textbooks and other instructional material. The training officer shall also be responsible for such other duties applicable to the office.

Section 6 It shall be the duty of the fire chief to assume full charge of all members, apparatus, and equipment while on parade, at drills, at conventions, and at fires or other emergencies requiring the services of the department. The chief shall have the right to dispatch members and apparatus for any emergency call. He/she shall assume full responsibility for all fire equipment and see to its proper care and maintenance. It shall be the chief's responsibility to recommend the purchase of new equipment to the department. The chief shall make sure any rules necessary to the performance of the department are not in conflict with these by-laws. The chief shall be responsible for ensuring that a fire report is filled out on all dispatch calls. The chief shall be responsible for verbal authorization for the purchase of necessary fire truck/equipment/building repair items. The chief shall also be responsible for such other duties applicable to the office.

Section 7 The assistant fire chief shall be under the orders of the fire chief and in his/her absence shall succeed to his/her duties and authority in the order of their respective rank.

ARTICLE IV

Section 1 Any person who has attained the age of 18 years and who is in good physical condition and who is willing to abide by the Bylaws and SOGs of the department may apply for membership in the department and will become a member after receiving a favorable report from an investigating committee and a favorable vote of the members present at any regular meeting.

Section 2 Members of PGVFD may be classified in one of the following classes: probationary, line, or auxiliary.

Section 2.1 A “probationary member,” is defined as a non-voting member who is not allowed to drive any department vehicle; is not allowed to access the department buildings without an active member present; and will not be assigned their own bunker gear.

Section 2.2 A “line member” is defined as a voting member who responds to at least 30 percent of dispatch calls and receives at least 8 hours of department-approved training over the preceding 12 months. Only the fire chief can grant an exemption from this requirement for a member on a case-by-case basis. This individual’s primary responsibility is to respond to emergency dispatches and obtain training to aid in executing that responsibility.

Section 2.3 An “auxiliary member” is defined as a non-voting member who is exempt from responding to any certain percentage of dispatch calls. This individual’s primary responsibility is to aid the department in meetings, fundraisers, maintenance, or other business duties. This individual may also respond to dispatch calls in a “support only” capacity for which they have been trained and approved by the Training Officer or Fire Chief.

Section 3 Any line member who does not meet the requirements for active membership, without satisfactory excuse at the discretion of the Fire Chief, shall be removed from line member status and may be placed in probationary or auxiliary status.

Section 4 Any probationary or auxiliary member may be dismissed from the department and removed from the roster at the discretion and after approval of such from the board.

Section 5 In case of dismissal, resignation, disability, or death of an active member, the secretary shall report such facts to the PGVFD, and any other pertinent authorities, in writing. The member’s name shall then be removed from the roster.

Section 6 Unless the board has approved extenuating circumstances, any member who has been removed from the roster shall deliver, within one week, any department property back to PGVFD.

Section 7 Any member who reports for duty at any departmental function/dispatch in a state of intoxication shall be subject to expulsion from the department. Any officer or member of the department who knowingly fails to report an intoxicated member shall be placed on probation for 30 days.

Section 8 If any officer or member of the department be charged with improper conduct while performing his/her duty as a firefighter or at any function sponsored by the department, the charges shall be made in writing, signed by the member making such charges, and filed with the board. The secretary will then furnish the accused member with a copy of the charges and require the individual to make his/her defense before the department. If the accused individual refuses to make a defense within one month after having been notified, he/she shall be dismissed from the department. If the board decides the individual does not make a satisfactory defense, the board can decide to dismiss him/her from the department.

Section 9 If any member of the department be charged with improper operation of a motor vehicle while responding to a call, the incident shall be brought before the board to review for possible disciplinary action.

Section 10 For gross neglect of duty, a member may be charged before the board. The individual has one month to present his/her defense and, if found guilty by a majority vote of the members present, he/she shall be dismissed from the department.

ARTICLE V

Section 1 The PGVFD will hold monthly business meetings and training meetings.

Section 2 A quorum of at least three offices and one third of active members must be present to conduct the monthly business meeting.

ARTICLE VI

Section 1 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the department in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the department may adopt.

ARTICLE VII

Section 1: Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the local government, for a public purpose.

ARTICLE VIII

Section 1 Any proposed amendment to this constitution and bylaws must be made in writing and signed by at least one third of active members. The secretary shall read the proposed amendment at the monthly business meeting. Following the second reading at the next monthly business meeting, if such an amendment receives a motion, second, and majority vote of the members present, the same shall become a part of this constitution and bylaws.