

GALENA FIRE DEPARTMENT



CONSTITUTION AND BY-LAWS

Approved by the GFD Membership on 11Oct2021

GALENA FIRE DEPARTMENT
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CONSTITUTION OF THE GALENA (IL) FIRE DEPARTMENT

ARTICLE I **MEMBERS**

- 1.1 The Department membership shall consist of sixty-two (62) members approved by a two thirds majority affirmative vote of all regular members present at any stated meeting.
- 1.2 Based on the needs of the Department, one Advisor Consultant can serve as an additional member, on an as-needed basis and reviewed and renewed annually, as recommended by the Fire Chief and approved by a two thirds majority affirmative vote of all regular members present at any stated meeting.
- 1.3 Members considered as 'Active Members' are Regular Members and Probationary Members, excluding those serving as Social members, or as an Advisory Consultant.
- 1.4 Members considered 'Regular Members' are all members, excluding those serving as Probationary Members, Social Members, or as an Advisor Consultant.
 - 1.4.1 Only Regular Members are considered voting members.

ARTICLE II **RETIREMENT AND SOCIAL MEMBERSHIP**

- 2.1 Any active member, having completed twenty or more years of service, or who provides a physician-approved permanent medical disability, is automatically eligible for retirement and social membership, at his/her discretion.
 - 2.1.1 Social membership is not mandatory and does not require that any active member retire after twenty (20) years of service.
 - 2.1.2 Social Members are not considered voting members.
 - 2.1.3 This article allows an exception for Social Members, in good standing and serving currently or in the future, to serve as either Secretary or Treasurer while remaining a Social Member as voted upon by the membership in accordance with current election criteria.

ARTICLE III
GENERAL DUTIES OF MEMBERS

- 3.1 It shall be the duty of each member to attend alarms, drills and meetings as noted herein.
- 3.2 It shall be the duty of each member to respond safely and immediately upon the alarm of fire or other emergency, and to use their best efforts in saving life and property, and to obey and discharge his/her duties to his/her fullest potential, as assigned by the Incident Commander or Officer-in-Charge.
- 3.3 It shall be the duty of each member to abide by all By-Laws, Department Policies, Directives, and Standard Operating Guidelines that serve as administrative and operational regulations.
- 3.4 It shall be the duty of each member to conduct his/herself in a professional, ethical, orderly, and civil manner at all times.
- 3.5 A member shall, at no time, or for any reason, accept personal remuneration for his/her services while functioning as a Department member.

ARTICLE IV
OFFICERS

- 4.1 The officers of this department shall consist of a President, Vice-President, Secretary, Treasurer, three (3) Trustees, Fire Chief, Assistant Chief, three (3) Captains, three (3) Lieutenants, and a Clothing Officer, each of whom will be elected annually with the exception noted in 4.2 herein.
- 4.2 The Secretary and/or Treasurer positions may be an Active Member, or a Social Member as noted in Article II-2.1.3.
- 4.3 The Board of Trustees shall consist of three (3) members, each member to be elected for a three (3) year term, with one (1) trustee elected each year.

ARTICLE V
OFFICER DUTIES AND RESPONSIBILITIES

5.1 Each Executive Officer has basic duties and responsibilities pertinent to his/her respective office. The duties and responsibilities for each Executive Officer are included in 5.2 through 5.7 respectively.

5.1.1 The duties and responsibilities for each Executive Officer position are not all-inclusive, and it is implied that additional assigned duties and responsibilities may be required.

5.2 It shall be the duty of the **President** to:

5.2.1 Preside at the monthly meeting of the Department.

5.2.2 Maintain order and facilitate parliamentary procedure at meetings.

5.2.3 Oversee the handling of correspondence for the Department, in coordination with the other Executive Officers.

5.2.4 Call meetings of the Executive Officers as needed.

5.2.5 Establish regular and ad hoc committees to conduct Department business as needed.

5.2.6 Appoint Department members to special and ad hoc committees as needed.

5.2.7 Vote only when necessary to break a tie.

5.2.8 Serve as an ex-officio member on all committees.

5.2.9 Ensure that all material pertaining to the office of President, in good order, is turned over to a newly-elected President.

5.3 It shall be the duty of the **Vice-President** to:

5.3.1 Perform the duties of the President in his/her absence, as directed.

5.4 It shall be the duty of the **Secretary** to:

5.4.1 Preside at the meeting of the Association in the absence of the President and Vice-President.

5.4.2 Maintain accurate Department meeting minutes.

- 5.4.3 Maintain attendance records for Department meetings.
- 5.4.4 Maintain a current list of all members of the Department, regardless of status.
- 5.4.5 Provide a Secretary Report to all members of the Department.
- 5.4.6 Enroll all eligible members in SWANI and adjust beneficiary changes as needed.
- 5.4.7 Prepare an alarm summary for the Annual Report.
- 5.4.8 Determine the annual clothing allowance for each member.
- 5.4.9 Ensure that all material pertaining to the office of Secretary, in good order, is turned over to the newly-elected Secretary in good order.
- 5.5 It shall be the duty of the **Treasurer** to:
 - 5.5.1 Establish and maintain a system of control procedures regarding the Department's financial resources that will enable accurate financial reporting, while safeguarding the financial resources of the Department.
 - 5.5.2 Accurately record the financial transactions of the Department.
 - 5.5.3 Ensure that all Department disbursements are properly reviewed and approved.
 - 5.5.4 Ensure that all checks received by the Department are recorded and deposited in a timely manner.
 - 5.5.5 Ensure that all Department banking statements, and any adjustments or explanations, are current.
 - 5.5.6 Prepare a Treasurer's report on a monthly and a quarterly basis.
 - 5.5.7 Consult, as needed, on the annual budget for the Department.
 - 5.5.8 Verify and pay all bills received by the Department in a timely manner and maintain copies of bills, payments, and deposits.
 - 5.5.9 Provide the President and Fire Chief copies of Department financial documents as requested.
 - 5.5.10 Cooperate with the Department's outside accountants while conducting Department business and audits.

- 5.5.11 Handle all financial correspondence of the Department including thank you letters.
- 5.5.12 Ensure that all material pertaining to the office of the Treasurer, in good order, is turned over to a newly-elected Treasurer.
- 5.6 It shall be the duty of the **Trustees** to:
 - 5.6.1 Ensure responsibility for all property belonging to the Department.
 - 5.6.2 Provide a quarterly review of all financial records and transactions.
 - 5.6.3 Routinely examine the records and financial statements of the Secretary and Treasurer.
 - 5.6.4 Provide dress uniforms, shirts/caps, and other clothing items that benefit the 175 Anniversary Fund.
- 5.7 It shall be the duty of the **Clothing Officer** to:
 - 5.7.1 Maintain and properly store all department purchased personal protective equipment (PPE).
 - 5.7.2 Maintain a current record of all personal protective equipment.
 - 5.7.3 Maintain a current price list for all clothing used by department members and to provide such list to the Secretary as updated.

ARTICLE VI
NOMINATION OF OFFICERS

- 6.1 Officers of the Department shall be nominated at the regular meeting in March. Nominations shall remain open until the close of business at a special meeting held on the 4th Monday in March.
- 6.2 The order of nominations shall be:
 - 6.2.1 Chief
 - 6.2.2 Assistant Chief
 - 6.2.3 Three (3) Captains

6.2.4 Three (3) Lieutenants

6.2.5 President

6.2.6 Vice-President

6.2.7 Secretary

6.2.8 Treasurer

6.2.9 Trustee – (Three- year term with one (1) Trustee elected each year)

6.2.10 Clothing Officer

6.3 The Line Officers of the Department shall comprise a Nominating Committee to nominate all Line Officers and to present their nominations in writing to the Secretary of the Department. This does not prevent any regular member from making an additional nomination for any Line Officer position from the floor.

6.3.1 If there are more than three (3) nominations for any Captain or Lieutenant positions all candidates will compete equally in one ballot. The three (3) candidates receiving the most votes will be elected.

6.4 A mid-term vacancy in a Line Officer's position, shall be filled by a nomination from the Line Officers Nominating Committee, and then forwarded to the department for approval by the membership at the next regular meeting.

6.5 Members wishing to run for an Executive Officer position shall present their nominations in writing to the Secretary of the Department. This does not prevent any regular member from making an additional nomination for any Executive Officer position from the floor.

6.6 A mid-term vacancy in an Executive Officer's position shall be filled by a nomination from the floor and approved by the membership at the next regular meeting.

ARTICLE VII
ELECTION OF OFFICERS

- 7.1 Elections shall be held each year at the regular meeting on the second Monday in April.
- 7.2 Any regular member may run for office.
- 7.3 Contested Elections of Line Officers and Executive Officers will be decided by secret ballot with 50%+1 of the vote of the regular members in attendance at the meeting in which the election is held.
- 7.4 If a member holding one office chooses to run for another office during the-Nomination of Officers , he/she is obligated, upon acceptance of the new nomination, to immediately relinquish his/her previous position to allow a nomination from the floor.

ARTICLE VIII
MEETINGS AND DRILLS

- 8.1 Meetings shall occur on the second Monday of each month, commencing at 7:00pm, for the purpose of transacting Department business, unless timely notice is provided by the Fire Chief or President (or Designee).
 - 8.1.1 When a holiday falls on a meeting night, it shall be the duty of the President, or Designee present at the previous meeting, to reschedule or cancel the meeting, requiring a motion and an affirmative vote from the floor.
 - 8.1.2 To ensure a ranking officer at all meetings, the chain of command will be respected with a ranking Executive Officer in charge until properly relieved by a higher-ranking Executive Officer.
- 8.2 Drills shall occur on the first, third, fourth, and fifth (if applicable) Monday of each month, commencing at 6:30pm, for the purpose of conducting operations-related strategic and tactical exercises, as directed by the Fire Chief or designee.
 - 8.2.1 When a holiday falls on a drill night, it shall be the duty of the Fire Chief, or designee present at the previous drill or meeting, to reschedule or cancel the drill, based on the operational needs of the Department.
 - 8.2.2 To ensure a ranking officer at all drills, and other training-related activities, the chain of command will be respected with the ranking Line Officer in charge until properly relieved by a higher-ranking Line Officer.

ARTICLE IX
MEETING DECORUM

- 9.1 When the President or the designated presiding Executive Officer takes his/her chair at a meeting, the members shall retire to their respective seats and, upon proper notice, shall observe silence.
- 9.2 Parliamentary Procedure and Roberts Rules of Order shall be adhered to while conducting the business of the department.
- 9.3 It shall be the duty of the President or the designated presiding Executive Officer present at any meeting to ensure that no one except Probationary, Regular, and Social members be permitted to attend Department meetings.
- 9.4 A quorum is established at 25% of the current roster regular membership for the transaction of business at any regular or special meeting. Any business transacted shall be reported to the members at the next regular meeting, or special meeting, if called to order for that purpose.
- 9.5 Those in attendance at a department meeting will refrain from eating and drinking and will remove their hats while in the meeting room.
- 9.6 If a motion is placed on the floor for consideration, every regular member shall vote, except in cases of a noted conflict of interest, in which case he/she will be excused from voting.
 - 9.6.1 Determining when to exercise an option to be excused from voting on any issue in which there is, or may be, a conflict of interest is a personal decision. No member should vote on a question in which he or she has a direct personal or financial interest not common to other members of the organization. However, no member can be compelled to refrain from voting in such circumstances.
- 9.7 Each member shall stand when speaking and shall address the President (or Designee) in a respectful manner.
 - 9.7.1 The President (or designee) has control of the meeting, without exception.

ARTICLE X
MEETING ORDER OF BUSINESS

- 10.1 The order of business during a regular meeting will be as follows:
 - 10.1.1 Opening ceremonies and pro-tem appointments.
 - 10.1.2 Reading minutes of last stated and special meetings.
 - 10.1.3 Roll Call.
 - 10.1.4 Excuses of absentees and collection of fines.
 - 10.1.5 Reports of Committees.
 - 10.1.6 Admission of new members.
 - 10.1.7 Hearing questions of appeal.
 - 10.1.8 Reports of Officers: Trustees, Secretary, and Treasurer.
 - 10.1.9 Election of Officers.
 - 10.1.10 Unfinished Business.
 - 10.1.11 New Business.
 - 10.1.12 Sickness or accident; Good of the Department.
 - 10.1.13 Reading of the bills against the Department.
 - 10.1.14 Adjournment.

ARTICLE XI
BY-LAW REVIEW AND RATIFICATION

- 11.1 The President shall appoint, on a bi-annual basis, a three-month ad hoc Constitution and By-Law Committee, of which one member will be designated Chairperson, during the first meeting of July of every odd-numbered year for the purpose of reviewing the Constitution and By-laws and making recommendations to the membership for amendments and changes, if applicable, no later than the next September meeting, in preparation for a vote of the membership during the October meeting, in which the By-Laws are approved by a two-thirds majority affirmative vote of the members present at a regular meeting.
- 11.2 Upon ratification by the members, the Constitution and By-Laws are in force and are binding.
- 11.3 The Constitution and By-Laws may be amended from time to time during the subsequent two years due to legal issues that may arise, or instances of critical and detrimental impact to the Department, provided that the members have advance notice of the changes, that the amendment is submitted in writing, and that the changes are approved by a two-thirds majority affirmative vote of the members present at a regular meeting.
- 11.3.1 An amendment to the Constitution and By-Laws requires the President, or designee, to propose the amendment at a regular meeting and to allow a second special meeting to again discuss the amendment. Action on the amendment will be taken at the next regular meeting.
- 11.4 Whether unchanged or revised, a copy of the most current Constitution and By-Law document will be available in the station and accessible on department computers.

ARTICLE XII
FISCAL YEAR

- 12.1 Each Fiscal Year shall commence on the second Monday in the month of April.

BY-LAWS OF THE GALENA (IL) FIRE DEPARTMENT

BY-LAW I

RECRUITMENT APPLICATION

- 1.1 Any person eighteen (18) years of age or older desiring to become a member must complete a Department Membership Application. In addition, the applicant must:
 - 1.1.1 No longer be in High School and must possess a High School Diploma or General Education Diploma (G.E.D.).
 - 1.1.2 Provide a statement of successful completion of the medical examination, to include drug screening, as set forth by the Department, to the President.
 - 1.1.3 Successfully pass the Physical Ability Test as set forth by the Department.
- 1.2 Regular members of the Department shall endorse a prospective applicant for membership. A member who endorses an applicant for membership has a duty to inform the proposed applicant of his/her duties, responsibilities, and the financial obligations that the applicant will assume upon becoming a member. These include, but are not limited to:
 - 1.2.1 Physical requirements and responsibilities.
 - 1.2.2 Physical examination and required physical ability testing.
 - 1.2.3 Alarm, Drill, and Meeting Attendance Requirements.
 - 1.2.4 Financial obligations including fines and penalties.
 - 1.2.5 Professionalism, high performance standards, and good ethical conduct and reputation as a member of the Department and as a representative of the City.
 - 1.2.6 Ability to receive, understand and carry out orders.
 - 1.2.7 Completion of the Recruit Orientation Program.
 - 1.2.8 Completion of the Firefighter II certification.
- 1.3 A completed application is filed with the department and reviewed when a vacancy occurs. The application is then referred to the Investigating Committee for approval. If approved by the Investigating Committee, as well as successful completion of both a medical examination and the Physical Ability Test, the applicant is then accepted as an active member for a one-year period. As such, he/she is subject to all department rules, policies, by-laws and standards.

- 1.4 The Recruit Member Investigative Committee shall consist of three (3) regular members appointed by the President for a one-year term.
 - 1.4.1 The Investigative Committee shall report his/her findings and recommendations, in writing, to the President, who will then confer with the Fire Chief prior to referring the matter to the membership at the next regular meeting.
- 1.5 If the applicant is unable to pass the Physical Ability Test, the applicant will be provided a second opportunity within a six-month period to retake the test. If the applicant is unable to pass the test a second time, the application will be placed in an inactive file. Following a six (6) month period, the applicant will be given one (1) additional opportunity, within the next three months, to pass the test. If the applicant fails the Physical Ability Test on the third attempt, the applicant will be deemed ineligible for membership for a period of one (1) year and may reapply for membership at that time.
- 1.6 Applicants must have the desire and ability to be a firefighter and commit to:
 - 1.6.1 Representing the City of Galena and the Galena Fire Department with pride and respect.
 - 1.6.2 Attending training drills and meetings.
 - 1.6.3 Responding safely to emergency calls.
 - 1.6.4 Attending non-emergency functions and activities.
 - 1.6.5 Respecting the Officers of the Department and the Chain-of Command.
 - 1.6.6 Completing a Department sanctioned Recruitment Orientation Program.
 - 1.6.7 Participating in the Recruit Mentorship Program.
 - 1.6.8 Devoting the time necessary to provide quality service.
 - 1.6.9 Meeting the required training requirements.
 - 1.6.10 Receiving and carrying out directives as required to accomplishing the mission of the Department.
 - 1.6.11 Reading, understanding, accepting, and abiding by the Department By-laws, Policies, Rules, and Standard Operating Guidelines.
 - 1.6.12 Serving a one-year probationary term prior to becoming an active member.
 - 1.6.13 Becoming an active long-term Galena Fire Department member.

BY-LAW II
PROBATIONARY PERIOD

- 2.1 The probationary period will be for a period of one (1) year and there will be no extensions granted.
- 2.2 During the period of his/her probation, a member shall not hold elective office.
- 2.3 During the period of his/her probation, a member shall not cast a ballot on matters pertaining to department business.
- 2.4 A Probationary Member shall meet with the Fire Chief and sign pertinent documents and policies relating to probationary membership.
- 2.5 Upon becoming a Probationary Member, he/she shall be issued Personal Protective Equipment (PPE), a pager, and a key to the fire station.
- 2.6 A Probationary Member will complete the Recruit Orientation Program during the next program offering after joining the Department.
- 2.7 A Probationary Member will successfully complete the Recruit Mentorship Program.
- 2.8 A Probationary Member will successfully complete the Department's post-probation written test.
- 2.9 Following a one-year probationary period, and having successfully passed all necessary probationary requirements, the probationary member shall be accepted for regular membership in the Department within one (1) month after the completion of the probationary period.
- 2.10 If for any reason the applicant leaves the department during their probationary period and decides to reapply on a later date, all accumulated time during the probationary period is null and void and does not count toward his/her months or years of service.
 - 2.10.1 If a probationary member leaves the department prior to completing the probationary period, all department issued PPE, clothing, equipment, pager, key, and other items will be returned to the department in a working and acceptable condition.
 - 2.10.2 It shall be the duty and responsibility of the member who endorsed a probationary member to ensure that all department issued PPE, clothing, equipment, pager, key, and other items are returned to the department if that probationary member does not complete their probationary membership.

BY-LAW III

DEPARTMENT ISSUED PPE, CLOTHING AND EQUIPMENT

- 3.1 The Department will issue Personal Protective Equipment (PPE), clothing and equipment to personnel, based on his/her level of membership, as outlined in the GFD Standard Operating Guideline.
- 3.2 All members shall be responsible for all issued department-issued PPE, clothing and equipment, including storage, maintenance and cleaning.
- 3.3 Any member who incurs irreparable damage and is requesting replacement, to any department-issued PPE, clothing, pager, key and any department issued property, when responding to, or from, or while operating at an alarm or sanctioned training event may have these items replaced free of charge provided that the damage was not the result of negligence and that the claim is valid, as determined Clothing Officer and at least three (3) line officers.
- 3.4 Any member who requires replacement PPE, clothing, pager, key and any other department issued property due to damage as a result of negligence will be required to pay the department an amount established by the Clothing Officer, and approved by the President, based on current replacement cost.
- 3.5 Any member leaving the department who is not eligible for the social list, shall be required to return all articles of clothing, pager, keys, and all department-issued property, or be required to pay the current replacement cost amount, as established by the Department, for all items.
- 3.6 Civilian clothing that is damaged when responding to an alarm can be replaced only upon approval by a two-thirds majority vote of the members present at any stated meeting.

BY-LAW IV
FINES

- 4.1 All active members shall be subject to fines.
- 4.2 Fines will be levied as follows:
 - 4.2.1 Absences from fires and rescue alarms: city, rural, or mutual aid alarms that are announced over the department pager. \$0.25
 - 4.2.2 Leaving an alarm without the permission of the Incident Commander or Officer-in Charge. \$1.00
 - 4.2.3 Leaving any regular meeting without the permission of the President, or designee, in charge of the meeting. \$0.25
 - 4.2.4 Absence from any regular meeting. \$0.25
 - 4.2.5 Absence from drills. \$0.25
 - 4.2.6 Using profane language during any meeting or GFD department activities. \$0.50
 - 4.2.7 Disobeying an officer in command. \$0.50
 - 4.2.8 Non-attendance of the funeral of an active firefighter of this Department. \$1.00
- 4.3 Each member will assume responsibility for payment of all his/her fines and special assessments to the department.
- 4.4 In the event of any disagreement as to whether a fine should be assessed, the Officer-in-Charge of that event causing the fine shall render the final decision.

BY-LAW V
ABSENCE FROM DUTY

- 5.1 Excused absence for non-attendance at alarms, drills or meetings shall be rendered for:
 - 5.1.1 Sickness or injury of the member or of a family member.
 - 5.1.2 Death in family.
 - 5.1.3 Employment situation that makes attendance impractical.
 - 5.1.4 Approved vacation in which the member is out of town.
- 5.2 Any absence due to employment conditions will be subject to fines, as outlined herein.
- 5.3 Special circumstances involving military leave, with proper documentation, or a medical leave as approved and documented by a physician, are exempt from fines, provided that the member requests this exemption in writing or via email to the President, or designee, upon notice of the occurrence.
- 5.4 Each member will assume personal responsibility for proper notification to the President or Secretary, in writing, via email, or via text message, prior to his/her third consecutive absence from meetings and/or drills. Failure to comply with this requirement is automatic dismissal from the department.
 - 5.4.1 Extensive use or abuse of absenteeism may result in a policy violation or negligence of duty, and if so, shall be referred to the Grievance Procedure as noted in By-Law IX.
 - 5.4.2 Absences resulting in negatively impacting a member's duties and responsibilities shall be reviewed by the Executive and Line Officers, as deemed necessary.

BY-LAW VI
LEAVE OF ABSENCE

- 6.1 Any member of the department desiring a leave of absence from active duty, with sufficient reason, agrees to be subject to all fines and assessments incurred during his/her absence, provided the leave is approved by an affirmative two-thirds majority vote of the members present at any regular meeting of the department.
- 6.2 No leave shall be granted for more than a six-month period. Prior to the completion of the six-month period, the member can request additional leave, for a period not to exceed three months, providing that the leave is approved by an affirmative two-thirds majority vote of the members present at any regular meeting of the department. No further leave will be considered beyond this three-month period.
- 6.3 All requests for a leave of absence shall be submitted in writing, signed by the President as approved, and be kept on file for the duration of time that the leave is granted.

BY-LAW VII
PHYSICALLY UNABLE TO PERFORM

- 7.1 Upon certification from a physician that a member is physically unable to perform the duties of an active member of the Department for an indefinite period, he/she can request to be placed on the social list, regardless of age, until such time as he/she is able to perform the duties of an active member, at which time he/she shall be placed at the head of the active list of applicants being considered for active membership.
- 7.2 A request of an officer of the department to the Fire Chief, indicating the unfit status of the member due to health concerns, can prompt an inquiry regarding the placement of the affected member, regardless of age, on the social list until such time as he/she is able to perform the duties of an active member, at which time he/she shall be placed at the head of the active list of applicants being considered for active membership.
- 7.3 A member who is deemed physically unable to perform is excused from all alarms, drills, and meetings, and is not subject to fines or assessments for the term of their absence.
- 7.4 A certification from a physician indicating that the affected member, as noted in 7.1 and 7.2 above, is 'fit for full duty' must be submitted, and a fit-for-duty physical examination must be completed prior to allowing the member to actively participate in alarms and drills.

BY-LAW XIII
RETURNING MEMBERS

- 8.1 Any member who leaves the department in good standing and wishes to return, may reapply for membership in the department, provided that the physical examination and physical ability test is successfully completed, and that all probationary provisions identified in By-Law I are applied.
- 8.2 Social members returning to active membership will be placed on the roll call list in accordance to their years of active service, without having to be voted upon by the department.
- 8.3 Non-social members returning to membership will be placed on the roll call list in accordance with their years of active service after receiving an affirmative two-thirds majority vote by secret ballot by those present at any regular meeting.

BY-LAW IX
GRIEVANCES

- 9.1 The President shall appoint a Grievance Committee during the first regular meeting in January.
 - 9.1.1 This committee shall include one social member, one Line Officer, one Executive Officer, one regular member of the Department, and the President, who will serve as a voting member only in the event of a tie vote.
- 9.2 It is understood by all members that this Grievance Procedure is designed to address issues that have not been able to be adequately addressed at the various levels of the progressive discipline process. The Grievance Procedure is a remedy of last resort. Officers need to be aware that counseling and other steps in the process addressing behavioral change should be exhausted prior to this point.
- 9.3 In the event that a member refuses to abide by Department Rules, By-Laws, or Standards and/or violates any department policy, and this charge(s) is duly documented, a grievance process is available to address these issues in a fair and consistent manner, providing a disposition of any violation, and encouraging positive behavioral change.
- 9.4 The Grievant is responsible for completely filling out a Grievance Form that is submitted to the Fire Chief within two weeks of the infraction or, if unknown, the date in which the infraction became apparent. The Fire Chief will establish a date and time for a Grievance Hearing that will occur within two weeks of receiving the Grievance Form.
- 9.5 In the event that a grievance hearing becomes necessary, the following steps are established to seek a fair and impartial resolution to the grievance.

STEP 1. A meeting will be scheduled and documented between the aggrieved and the Grievance Committee within two weeks of the infraction or, if unknown, the date in which the infraction was reported. This step is designed to allow the Grievant an opportunity to meet his/her accuser and to convey the circumstances related to, and associated with, the issues which gave rise to the grievance. While a solution is encouraged at this level, if the issue is not resolved at this level to the satisfaction of the Grievant, the grievance will advance to STEP 2.

STEP 2. Within one week of the STEP 1 meeting, a meeting will be scheduled and documented between the aggrieved and the Fire Chief. This step is designed to allow the Fire Chief an opportunity to review the results of STEP 1, and to determine an acceptable solution to the grievance in the best interest of the Department. The grievant will have the opportunity to state his/her case, following which the Fire Chief will render a decision, possibly including disciplinary action, up to and including expulsion. The Fire Chief will present this resolution to the department at a regular meeting, a finding that is final and binding on the grievant, upon an expulsion vote of the membership.

BY-LAW X
EXPULSION

- 10.1 Any member may be expelled from the Department for negligence of duty, or disorderly or unacceptable behavior, or applicable rule violation by a two-thirds majority vote of the members present at any stated meeting.

BY-LAW XI
SOCIAL EVENTS

- 11.1 Any social activities utilizing the clubroom can be attended by any person who is authorized by the department.
- 11.2 In the absence of all executive officers, the highest-ranking line officer present shall assume responsibility for the clubroom and those in attendance.
- 11.3 To ensure a ranking officer at all meetings and at all department social events, the chain of command will be respected with the ranking Executive Officer in charge until properly relieved by a higher-ranking Executive Officer.
- 11.4 It shall be the duty of the President to maintain a roster, based on the honor system, on the bulletin board in the club room establishing a refreshment committee responsibility for serving food and drinks after each meeting, drill, or any social activity.
 - 11.4.1 A member who cannot fulfill his/her respective committee duties is responsible for finding a replacement for that event.
 - 11.4.2 It shall be the duty of each committee member to serve food and beverages, to wash dishes, clean tables, and the bar area, to secure all doors, and to ensure that the clubroom is returned to the prior condition of cleanliness evident at the start of the social activity, as much as reasonable possible.
 - 11.4.3 Such committee members will conduct such duties until 10:00 PM on a meeting night and 10:30 PM on a drill night, or however long it takes to insure that the clubroom is clean. If the detail is completed prior to the allocated time, the committee may be excused by the ranking officer.
- 11.5 Members that remain in the clubroom, once the refreshment committee members depart, are responsible for ensuring that the clubroom is returned to the level of cleanliness that existed prior to the start of the social activity.