

BY-LAWS
of the
DELTA-CARDIFF VOLUNTEER FIRE COMPANY, INC.

Delta, Pennsylvania
and
Cardiff, Maryland

Issued: 06 March 2006

Incorporates all revisions prior to this date
(Replaces Revision of 22 December 1997 and 15 May 2003)

Object

The primary objective of the Delta-Cardiff Volunteer Fire Company, Inc. is to provide for the protection of life and property for the community.

The Company shall incorporate modern standards for equipment and training for the purpose of patient care, rescue, and fire suppression.

The Delta-Cardiff Volunteer Fire Company, Inc. will strive to maintain good public relations by promoting good safety and fire prevention practices.

Application for membership into the Delta-Cardiff Volunteer Fire Company, Inc. is open to anyone without regard to race, sex, color, creed, ethnic, and/or national origin.

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TITLE

This Company shall be known by the name of the “Delta-Cardiff Volunteer Fire Company, Inc.” of Delta, Pennsylvania and Cardiff, Maryland. It shall hereby be referred to as “The Company.”

In 1894, the community of Delta felt a need for some form of fire protection.

In 1896, a group of men got together and decided that they would form a fire brigade.

On February 16, 1898, the Union Volunteer Fire Co. #1 was organized and was incorporated on October 22, 1906.

In 1937, it was brought to the attention of the Trustees that the Cardiff Fire Company could not sustain itself any longer and the two companies merged and was then known as the “Union Volunteer Fire Company #1 of Delta, PA and Cardiff, MD.”

In 1975, the company decided to change their name to what is now known as the “Delta-Cardiff Volunteer Fire Company, Inc.”

In 1997 the company split. The Maryland side becoming the “Whiteford Volunteer Fire Company”, and the Pennsylvania side retaining the name, “Delta-Cardiff Volunteer Fire Company, Inc.”

The motto of the company shall be “We strive for the good of all”. The colors of the company shall be “black and white”.

ARTICLE I. PARLIAMENTARY RULE OF ORDER

In regular and special meetings, Robert's Rules of Order shall govern all cases not covered by these by-laws.

Section. 1 Quorum

A meeting, regular or special, of the membership shall require at least 20 members to constitute a quorum.

Section 2. Responsibilities of the President

- 2.1 The President shall be considered as possessing, by his/her election, all authority necessary for the preservation of order, for convening and adjourning the meeting, and for directing its operations to the rules of the Delta-Cardiff Volunteer Fire Company.
- 2.2 It shall be the duty of the President to preserve order and to conduct all business before the members to a speedy and proper result.
- 2.3 The President may request the Vice President to occupy the chair and/or assist in the discharges of duties.
- 2.4 The President shall appoint all committees and shall be an ex officio member of all committees.
- 2.5 In all questions, the President shall give a concise and distinct statement of the object of the vote. When deliberations on a question are ended, the President shall propose the question and call for the vote and the vote being taken shall then declare how the question is decided.
- 2.6 The chair shall always announce the names of members rising to speak, deter them from interrupting each other, and require them in speaking to always address the chair.
- 2.7 When a vote is taken by ballot in any meeting, the President shall not vote with the other members. He/she shall not vote in any other case unless the members be equally divided, then he/she shall hold the deciding vote. If he/she is not willing to decide, he/she shall put the question a second time, and if again the members are equally divided, and he/she declines to give his/her vote, the question shall be lost.
- 2.8 If any member considers him/herself aggrieved by a decision of the President, it shall be his/her privilege to appeal to the Board of Directors.

Section 3. **Responsibilities of the Members**

- 3.1 No member shall interrupt another while speaking.
- 3.2 Every member desiring to speak will rise and address the chair.
- 3.3 There shall be no debate until a motion is seconded and stated from the chair.
- 3.4 Any member who has put forth a motion shall have the right to retract it with the consent of his/her second before any debate has taken place thereon, but not afterward without the approval of the member.
- 3.5 When a motion is before the members it must be disposed of before another can be entertained. A motion shall not be subject to more than two (2) changes and/or amendments during the debate.

Section 4. **Voting**

- 4.1 A motion will be seconded, and subsequently repeated by the chair, or read aloud before it is debated. Every motion shall be reduced to writing.
- 4.2 When an member shall call for “the question”, the chair shall, without debate, put the vote “are the members ready for the question”? If the call is seconded by the majority of the members present, the vote shall immediately be taken on the pending question whatever it may be, without further debate.
- 4.3 The motion shall be an addition to the minutes in its entirety and the results recorded.
- 4.4 Any member doubting the decision of a question may call for a division and a count of the affirmative and negative votes.

Section 5. **Adjournment**

- 5.1 A motion of adjournment cannot be stated while a member has the floor, while the yes and no’s are being called, or while the members are voting on any question.

ARTICLE II. ORDER OF BUSINESS

Regular company meetings will be held at 7:00 pm on the first Monday of each month except when that date falls on a holiday. When this occurs, the meeting will be moved to the second Monday of the month.

Election of Officers will take place on the second Monday in December at which time no other business will be conducted.

Except special meetings, when the business for which the called shall only be transacted, the order of business shall be as follows:

1. Call to Order - Prayer and Flag Salute
2. Officers Roll Call and Membership
3. Minutes of the Preceding Meeting
4. Nomination of Officers (Nov. and Dec. Regular Monthly Meeting Only)
5. Treasurer's Report
6. Ambulance Treasurer's Report
7. Ambulance Captain's Report
8. Report of Committees (Ambulance, Carnival, Etc.)
9. Chief's Report
10. Board of Directors Report
11. Old Business
12. New Business
13. Nomination/election of New Members
14. Good of the Company
15. Adjournment

ARTICLE III. ADMINISTRATIVE OFFICERS

The Administrative Officers of the Delta-Cardiff Volunteer Fire Company shall be as follows:

President	Vice President
Secretary	Assistant Secretary
Treasurer	
Ambulance Secretary	Ambulance Treasurer
Chaplain	
Board of Directors	

Section 1. President

- 1.1 Must be a member in good standing.
- 1.2 Must have been an active member for five (5) years or served previously as President.
- 1.3 The President shall preside at all meetings of the Delta-Cardiff Volunteer Fire Company, preserve order, and when a motion is made and seconded (if in order), put the question and announce the results. The President may call special meeting(s) of the membership when necessary and shall call such meeting(s) at the request, in writing of ten (10) members of the Company. Upon a call for a special meeting(s), the President shall notify the Secretary immediately.
 - 1.3.1 The President shall co-sign all checks of the Delta-Cardiff Volunteer Fire Company.
- 1.4 The President shall attend all meetings of a fire service related nature, both in York and Harford Counties, or appoint a competent representative to attend in his/her absence.
- 1.5 The President shall be knowledgeable of the duties of all Administrative Officers and Appointees and if any member, appointed or elected, who does not fulfill that position for any three (3) month period will be replaced according to By-Laws.
- 1.6 The President shall annually have the By-Laws revised to reflect any change(s) and have copies available by July 1st.

Section 2. **Vice President**

- 2.1 Must be a member in good standing.
- 2.2 Must have been an active member for three (3) years or served previously as Vice President.
- 2.3 The Vice President shall perform the duties of the President in his/her absence.
- 2.4 The Vice President shall be chairperson of the Ambulance Committee and report those proceedings at the next regular Board meeting and Fire Company meeting.

Section 3. **Secretary**

- 3.1 Must be a member in good standing.
- 3.2 Must be a member for two (2) years.
- 3.3 The Secretary shall keep a true and accurate record of the proceeding regular monthly meeting of the Delta-Cardiff Volunteer Fire Company in a book provided for that purpose. This book shall be opened at all times for inspection by members of the Delta-Cardiff Volunteer Fire Company.
 - 3.3.1 The Secretary shall attend the Board of Directors meetings and record, in writing, the proceedings of the meeting.
- 3.4 The Secretary shall notify members of a special meeting and its objective at least 24 hours prior to the time of the meeting. The Secretary shall post the meeting notice in the fire station.
- 3.5 The Secretary shall notify all members of their election to office and the chairperson of all committees, provided they were not present when elected or appointed.
- 3.6 The Secretary shall do all corresponding for the Delta-Cardiff Volunteer Fire Company, keeping a copy on file of all correspondence.
- 3.7 The Secretary shall preserve all books and documentation committed to his/her charge in a neat and orderly manner and shall hand over to his/her successor in office, such books and documentation.
- 3.8 The Secretary shall be bonded.

Section 4. **Assistant Secretary**

- 4.1 Must be a member in good standing.
- 4.2 Must have been a member for two (2) years.
- 4.3 It shall be the duty of the Assistant Secretary to perform the duties of the Secretary in his/her absence.
- 4.4 It shall be the duty of the Assistant Secretary to call the roll of Officers, Directors, and active members at all meetings and keep an accurate account of the same in a ledger provided for that purpose.
- 4.5 It shall be the duty of the Assistant Secretary to collect all dues of members, keeping an accurate record of the same and turn all monies over to the Treasurer, obtaining a receipt for such.
- 4.6 Assistant Secretary shall be bonded.

Section 5. **Treasurer**

- 5.1 Must be a member in good standing.
- 5.2 Must have been a member for five (5) years or a certified CPA.
- 5.3 Must be capable of maintaining accurate records.
- 5.4 Must be capable of being bonded.
- 5.5 Have no convictions of a felony or crime involving moral turpitude.
- 5.6 It shall be the duty of the Treasurer to be accountable for all books, papers, titles, securities, and important documents committed to his/her charge.
- 5.7 The Treasurer shall maintain a ledger of all monies received and expended and give a report of such at all regular monthly meetings.
- 5.8 The Treasurer shall invest monies as directed by the Board of Directors.
- 5.9 The Treasurer shall be bonded.
- 5.10 The Treasurer shall prepare books and accounts and assist an appointed auditing committee or CPA in auditing such books and accounts annually.

- 5.11 The Treasurer shall hand over to his/her successor (within two weeks after the expiration of term of office, removal, or resignation) all monies, accounts, ledgers, papers, keys, and any other such property of the Delta-Cardiff Volunteer Fire Company in his/her possession.
- 5.12 The Treasurer shall institute legal actions for the collection of monies due the Fire Company.

Section 6. **Ambulance Secretary**

- 6.1 The Ambulance Secretary shall attend all ambulance committee meetings and maintain true and accurate records of the proceedings of such.
- 6.2 The Ambulance Secretary shall receive all ambulance related monies, keeping an accurate record of same and shall hand such monies to the Ambulance Treasurer, obtaining a receipt of such.
- 6.3 The Ambulance Secretary shall do all ambulance correspondence related to the Ambulance Committee, keeping a copy on file of all correspondence.
- 6.4 The Ambulance Secretary shall maintain an accurate cross file on all club memberships, send Thank You memos for donations received, fill out and forward Medicare forms as required, inform non-members of expenses incurred for their convenience, and mail out flyers to promote ambulance club membership.
- 6.5 The Ambulance Secretary shall make a copy of the monthly duty roster and post such a copy in both fire stations.
- 6.6 Maintain records required by Pennsylvania and Maryland and forward such as required as designated by Standard Operating Procedures (SOP's).
- 6.7 The Ambulance Secretary shall be bonded.

Section 7. **Ambulance Treasurer**

- 7.1 It shall be the duty of the Ambulance Treasurer to be accountable for all books, papers, titles, securities, and important documents committed to his/her charge.
- 7.2 The Ambulance Treasurer shall receive all monies from the Ambulance Secretary and provide a receipt as such.

- 7.3 The Ambulance Treasurer shall maintain a ledger of all monies received and expended and give a report of such at all regular monthly meetings.
- 7.4 The Ambulance Treasurer will invest monies as directed by the Board of Directors.
- 7.5 The Ambulance Treasurer shall be bonded.
- 7.6 The Ambulance Treasurer shall prepare his/her books and accounts and assist an appointed auditing committee or CPA in auditing such books and accounts annually.
- 7.7 The Ambulance Treasurer shall hand over to his/her successor (within one week after the expiration of term of office, removal or resignation) all monies, accounts, ledgers, papers, keys, and any other such property of the Delta-Cardiff Volunteer Fire Company in his/her possession.
- 7.8 The Ambulance Treasurer shall institute legal actions for the collection of monies due the Ambulance Association.

Section 8. **Chaplain**

- 8.1 Must be a member in good standing.
- 8.2 Shall be appointed by the President.
- 8.3 The Chaplain shall attend all regular company meetings and functions as possible and provide prayer and spiritual guidance to all members who require the same.
- 8.4 The Chaplain shall be chairperson of the Sick and Welfare Committee and shall be responsible for seeing that all members who are sick, injured, or infirmed, received cards, flower, or fruit baskets as needed.
- 8.5 The Chaplain shall make him/herself available to any member upon the death of a loved one to assist them in anyway possible.
- 8.6 Upon the death of a member of the Delta-Cardiff Volunteer Fire Company, the Chaplain will notify York County Control of the members name, title (if any), and funeral arrangements. The Chaplain shall make notification to the company of the time and place of the Memorial Service for the deceased.

Section 9. Board of Directors

- 9.1 Must be a member in good standing.
- 9.2 Must be an active member for five (5) years or have previously served as Board of Director.
- 9.3 The Board of Directors shall consist of nine (9) members, five (5) from the open membership, one (1) of whom shall be the Chairperson, and the President, Vice President, Secretary, and Chief.
- 9.4 The Chairperson shall be elected annually by the membership of the Company.
- 9.5 Two (2) of the four (4) members shall be elected annually for a two-year term.
- 9.6 All decisions made by the Board of Directors shall be taken before the general membership, with the exception that the Board of Directors may make investments and purchases up to a maximum of ten thousand dollars (\$10,000.00). Any purchase in excess of the \$10,000.00 maximum must be approved by majority of members present at the regular Company meeting.
- 9.7 The Board of Directors shall impose disciplinary measures and suspensions (refer to Standard Operating Procedures (SOP's)).
- 9.8 The Board of Directors will cause all Company property to be maintained and provide for the Line Officers and Firefighters proper training programs, safety gear and equipment to do an efficient and just job in fire prevention and fire suppression.
- 9.9 The Board of Directors shall provide for the Ambulance Division, training programs, equipment, and presentable uniforms.
- 9.10 The Board of Directors shall have the authority to loan equipment, purchase insurance, and cause both the Treasurer of the Fire Company and Ambulance Division to be bonded.
- 9.11 A meeting held by the Board of Directors shall require a majority of Board members present to constitute a quorum.

Section 10. Privacy/Information Security Officer

- 10.1 Must be a member in good standing.

- 10.2 Shall be appointed by the President.
- 10.3 Shall report to the Board of Directors.
- 10.4 Develops policies and procedures related to the privacy and security of patient protected health information (HIPAA - PHI/ePHI).
- 10.5 Ensures compliance with all applicable Privacy and Security Rule requirements and works with legal counsel and other officers to ensure the company maintains appropriate privacy and confidentiality notices, forms and materials.
- 10.6 Cooperates with the state and federal government agencies charged with compliance reviews, audits and investigations related to the privacy and security of patient information.
- 10.7 Acts as the spokesperson and single point of contact for the company in all issues related to HIPAA security.
- 10.8 Shall meet the qualifications; carry out assignments, responsibilities and duties as defined in the Standard Operation Guideline for the Privacy and Information Security Officer and the detailed job description, thereunto a part.

ARTICLE IV. AMBULANCE DIVISION

The Ambulance Division is managed by the Ambulance Committee which includes the Vice President (who shall act as Chairperson), Ambulance Captain, Ambulance Lieutenant #1, Ambulance Lieutenant #2, Ambulance Secretary, Ambulance Treasurer, and the Crew Chief from each duty crew.

The Ambulance Committee shall institute the Standard Operating Procedures (SOP's) and protocols for the Ambulance Division.

Insure the ambulances are maintained and equipped properly.

Any violation of protocols and standards will be, without delay, reported to the Ambulance Captain for action consistent with the Standard Operating Procedures (SOP's).

Conduct the Ambulance Club Fund Drive and other fund raising activities.

The Ambulance Committee shall be responsible to the Board of Directors for the appeal of any decision of the Committee.

ARTICLE V. LINE OFFICERS

All Line Officers shall come under the supervision and guidance of the Fire Chief. The Line Officers of this Company shall consist of the following:

- Chief
- First Assistant Chief
- Second Assistant Chief
- Captain
- Lieutenant
- Ambulance Captain
- Ambulance Lieutenant #1
- Ambulance Lieutenant #2
- Fire Police Captain
- Two (2) Fire Police Lieutenants

Section 1. Fire Line Officers

- 1.1 The Fire Line Officers shall include the Chief, Assistant Chief's, Fire Captain, and Fire Lieutenant. They shall be responsible for the overall efficient operation and management of the fire and rescue services of the Company.
- 1.2 The Fire Line Officers shall be responsible for placement of all Fire Company equipment.
- 1.3 The Fire Line Officers shall be responsible for enlisting the follow-up of mutual aid plans, fire pre-planning, and for insuring the members receive adequate drills and education in fire emergency operations.
- 1.4 The Fire Line Officers shall take full charge of the members in the performance of their duties in the fire stations, at drills, parades, on fire and emergency scenes, and at other times related to the fire/rescue service.
- 1.5 To occupy a Fire Line Officers position, requirements must be met as specified in the Company's Standard Operating Procedures (SOP's).

Section 2. Fire Police Officers

- 2.1 The Fire Police Officers shall include the Fire Police Captain and two (2) Fire Police Lieutenants who shall be under the direct authority of the Fire Chief.
- 2.2 The Fire Police Officers shall, in an EMERGENCY, through crowd and traffic control provide the firefighters and their equipment with perimeter

security, freedom of apparatus movement, and a space within which to work upon the fire ground or accident scene without external interference.

- 2.3 The Fire Police Officers shall, in a NON-EMERGENCY situation, provide security and crowd/traffic control and to allow fire department events or other community events, WHEN REQUESTED, to proceed peaceably and orderly.

ARTICLE VI. MEMBERSHIP

- Section 1. The membership of this Company shall consist of the following: Cadet, Probationary, Supporting, Life, and Honorary.
- 1.1 CADET: Must be sixteen (16) years of age. Must have parent or guardian approval; must supply a copy of most recent school record; must obtain a work permit from his/her school; shall have no voting privileges.
 - 1.2 PROBATIONARY: Any new member or transfer from another Company; minimum six months, maximum two (2) years to complete either Fire Basic or EMT by the end of the probation.
 - 1.3 ACTIVE: Over eighteen (18) years of age; must have Fire Basic, EMT, or Fire Police Basic, or any member prior to 1972; must meet years of service requirements. NO person who has been declared disabled for work, insurance, or Social Security purposes may be an active member.
 - 1.4 SUPPORTING: Over eighteen (18) years of age; must help with fund raisers and other non-fire/ambulance activities; no voting privileges for election of Company Officers unless they have received credit for a year of service prior to the election. A supporting member has all other voting rights.
 - 1.5 LIFE: Any person who has completed 25 years of active or supporting membership within this Company.
 - 1.6 HONORARY: Must be eighteen (18) years of age. Any person who performs outstanding activities or contributions for the betterment of the company and by approval of the Board of Directors. Honorary member has no voting privileges.
- Section 2. The duty of every member is to attend all meetings of the company and to take part in business. To attend as many as possible alarms or functions and to strictly obey orders of the Officer in Charge. To assist in replacing equipment to a state of readiness for the next alarm.
- Section 3. Any person sixteen (16) years of age or older, wishing to become a member may make application to the Company. Persons between sixteen (16) and eighteen (18) years of age MAY apply for the Cadet program. The sum of seven dollars (\$7.00) must accompany all applications and will be returned if the application is rejected. The application shall be referred to the Investigating Committee for investigation by thirty (30) days prior to the vote for membership. The Company shall receive new members monthly, except as noted in Section 4 relating to transfers of membership.

- Section 4. Transfers may be accepted at any time during the year provided they meet the minimum training requirements and submit a letter of recommendation.
- Section 5. After recommendation of the membership committee, each applicant shall be voted in by written ballot with majority of affirmative votes being required for acceptance as probationary member.
- Section 6. There shall be an updated copy of the By-Laws available to the membership at each meeting. A copy shall also be placed in the station for examination. This copy must not leave the fire house.
- Section 7. No member can hold office or be elected to an office until he/she has attended at least six (6) meetings in the past year, unless his/her work (primary source of income), Company business, sickness, or other emergency prevents him/her from attending.
- Section 8. Any member shall, at the time of death, be entitled to a recognition of respect from the Company as they see fit. It shall be the duty of all members to attend the funeral, if possible. (See Fireman's Relief Fund for Benefits).
- Section 9. All applicants shall be investigated for driving and criminal records.
- Section 10. Any member convicted of a traffic violation in which points are assessed on their driving record or convicted of a criminal charge shall within five (5) working days notify the Board of Directors in writing. Failure to comply will result in disciplinary action by the Board.

ARTICLE VII. DUES

- Section 1. The dues of each member of this Company shall be two dollars (\$2.00) per year, payable on or before the first regular meeting in January, for that current year.
- Section 2. March 31 will be the cut-off date to pay and maintain membership in the Company. If dues payment has not been received by this time, he/she must re-apply for membership.
- Section 3. Any member in arrears of dues shall not be permitted to vote.
- Section 4. Any member actively serving in the Armed Forces of the United States shall be exempt from paying dues to a maximum of six (6) years.

ARTICLE VIII. COMMITTEES

- Section 1. The President shall appoint at the regular meeting in January, three (3) members as an Auditing Committee and/or he may appoint a CPA whose duty it shall be to audit the accounts of the Fire Company, Treasurer, and Ambulance Treasurer, and report at a regular meeting.
- Section 2. The President shall appoint all Committees.
- Section 3. The first named member of a Committee shall act as Chairman. He/she shall notify the members thereof of the time and place of the meeting, shall report to the Board of Directors for approval or disapproval all decisions made by the committee and shall make a report at the next regular meeting.

ARTICLE IX. PENALTIES

Section 1. Any member who feels it is necessary to prefer charges against another member of the Company must present written documentation to the Board of Directors. Contact must be to the Board of Directors within ten (10) days of said incident.

Section 2. Any member who refuses to obey the proper officer, or who shall behave in a manner unbecoming to a member of this Company, shall be taken before the Board of Directors for disciplinary action.

Any member found to be guilty of charges under this section shall receive 10 days suspension from all Company activities.

1st = 10 days

2nd = 30 days

3rd = 60 days

Refer to Standard Operating Procedures (SOP's)

Section 3. Any member who shall introduce or drink any intoxicating beverage; or who shall introduce or partake of any form of drugs (other than those prescribed by their doctor) on any property owned or under the control of this Fire Company, shall be taken before the Board for disciplinary action; except for functions designated by the Board.

Any member found to be guilty of charges under this section shall receive 30 days suspension from all Company activities.

1st = 30 days

2nd = 90 days

3rd = 6 months

Refer to Standard Operating Procedures (SOP's)

Section 4. Any member entering the fire hall at any time; and removing any part of the apparatus, ambulance equipment, or any other property of the Company without permission of the proper authorities, shall have charges preferred against him/her in criminal action if necessary and by the Company itself.

Any member found to be guilty of charges under this section shall receive 15 days suspension from all company activities. Criminal action may follow if deemed necessary by the Board of Directors.

1st = 15 days

2nd = 30 days

3rd = 6 months

Refer to Standard Operating Procedures (SOP's)

- Section 5. Any member refusing to perform his/her duties for three (3) consecutive months after his/her election, that office shall be declared vacant and immediately filled by a special election or appointment.
- Section 6. Any member disturbing the harmony of a meeting of the Company, or refusing to obey the presiding officer shall be reprimanded by the chair, and liable to suspension after three (3) reprimands in one meeting. Refusing to listen thereafter shall be cause for action by the Board.
- Section 7. Any member communicating business transactions of the Company to persons not members of the company which shall prove detrimental to the Company shall be taken before the Board for disciplinary action.
- Any member found to be guilty of charges under this section shall be suspended for 15 days from all Company activities. Refer to Standard Operating Procedures (SOP's).
- Section 8. The Company shall establish guidelines under Standard Operating Procedures for disciplinary action and penalties.

ARTICLE X. UNIFORMS

Section 1. The uniform of the Company shall be governed by the Standard Operating Procedures (SOP's).

ARTICLE XI. ELECTIONS

- Section 1. The President shall act as Judge and he/she shall appoint two (2) members as tellers to conduct elections of the Company.
- Section 2. The names of the candidates shall be written on a slip of paper and the member voting shall deposit his/her vote in the ballot box. After all have voted, the Tellers shall make out a correct statement of the votes given and hand same to the Judge, who shall declare the result. It shall require a majority of the votes cast to elect.
- Section 3. No member who is in arrears of dues shall be eligible to office or permitted to vote at any election.
- Section 4. Any active member who has not attended at least six (6) meetings during the past year, is not able eligible to vote. Any member who has just joined the Company, and been to a least six (6) meetings, is eligible to vote.
- Section 5. Nominations for Office shall b at the regular monthly meeting in November and December. Elections shall take place on the second Monday in December. At this time, if necessary, nominations can re reopened.
- Section 6. Anyone nominated to office must attend either the November of December meeting to accept the nomination or submit his/her answer in writing to the Secretary before the December meeting. Failure to comply will result in his/her name being removed from nominations.
- Section 7. During the voting for election to office, a plurality vote may take place, only after a majority vote has failed on the floor twice before.
- Section 8. Candidates elected to office shall serve a one year term with the exception of Board of Directors members and Fire Police Officers. Fire Police Officers shall be elected every three (3) years. Board of Directors shall be elected as stated under these By-laws.

ARTICLE XII. AMENDMENT

- Section 1. No alternations or amendments shall be made to these By-Laws unless the same shall be proposed in writing and given to the Secretary to be read at a regular meeting.
- Section 2. At this time the amendments shall be read to the members. No debate shall be permitted until a motion is re-read at the next regular meeting. After debate, if any, the amendment is put to the members for the vote.
- Section 3. To make amendments to the company By-laws requires 2/3 majority vote from the members present.

THE AMENDMENTS

Amendment 1 - Mason-Dixon Fairgrounds Committee. Passed, 2 December 2002.

The President shall appoint a 5 person committee from the membership to be on the Mason-Dixon Fairgrounds Committee. Members will serve a three (3) year term.

The committee will be in charge of all scheduling of events at the grounds. The committee will develop a one (1), three (3) and five (5) year plan for the grounds. All construction requests, maintenance and repairs shall be reviewed by the committee for presentation to the company. The committee shall be in charge of advertising the property's availability for events.

Amendment 2 - Mason-Dixon Fair Administration. Passed, 6 January 2003.

The Mason-Dixon Fair, herein after known as the Fair, has established itself as a viable self-supporting activity, which has gained the support of the surrounding Pennsylvania and Maryland communities. The Fire Company hereby recognizes that the management of the Fair has grown beyond the sole volunteer resources of the Company. Effective the 6th day of January 2003, by vote at the regularly scheduled meeting of the Company, a new division of the Company, the Mason-Dixon Fair Association, herein after known as the Fair Association, is established.

The purpose of the Fair Association is to manage and operate the annual Mason-Dixon Fair for the sole benefit of the Delta-Cardiff Volunteer Fire Company as well as other support activities that may include, but is not limited to, fund raisers to benefit the Fair treasury as the Fair Association deems necessary to further this purpose.

The Fair Association shall be comprised of persons from the surrounding communities of varying interests and affiliations as well as members of the Fire Company. This association may appear to operate as an organization separate from the Fire Company with the exception that all commercial advertising shall clearly identify the Delta-Cardiff Volunteer Fire Company as its sole benefactor.

The Fair Association shall form a governing body, ie. Board of Directors, and establish a set of bylaws by which they will govern. They shall have the authority to levy dues on the members of the Fair Association, as they deem necessary. The Board of Directors shall include at least two members of the Fire Company, one who is a member of the Fire Company Board of Directors and one that is appointed by the Fire Company Board of Directors. The Fair Association shall forward to the Fire Company Board of Directors, minutes of each regular and/or special meeting on a monthly basis. The Fair Association shall provide to the Fire Company Board of Directors, for their review and approval on an annual basis, their bylaws and budget that will include a request and support for initial funding of the Fair Association. The Fire Company Board of Directors must authorize any revisions to the bylaws or

budget.

The Fair Association shall establish a Treasurer for its organization. The Treasurer shall be responsible for the accounting of all monies allocated to, received by, and expended thereof, in the operation of the Fair Association and its related activities. The Treasurer shall be required, on a quarterly basis, in the months of March, June, September and December to make a report of the financial status of the Fair Association to the Fire Company Board of Directors. The Fair Association may establish a fiscal year consistent with the annual operation of the Fair that does not necessarily coincide with the fiscal year of the Fire Company. However, it is the responsibility and expectation of the Fair Association to ensure that all financial records be made available to the Fire Company, as directed by the President, to aid in the expedient and timely processing of the Fire Company's Non-Profit Tax Return to the Internal Revenue Service and any other audit required of or by the Fire Company. The sole remedy for any hardship placed on the Fire Company by the Fair Association not having a coincident fiscal year shall be the realignment of such to accommodate the Fire Company. The Fair Association shall turn over all profits to the Fire Company on an annual basis, within 60 days of the end of their fiscal year. The Fair Association shall cause the Treasurer to be bonded and shall provide evidence thereof to the Fire Company Board of Directors.

All activities sponsored by the Fair Association shall be scheduled and coordinated through the Fire Company Board of Directors. The Fair Association shall not have exclusive use of the Mason-Dixon Fair Grounds however; the Fair Association shall be given preference when scheduling activities on the Fair Grounds. The Fair Association will be permitted to use the grounds and its facilities free of rent or fees with the exception that expenses directly related to the operation of its activities including but not limited to; utilities, liability insurance, mowing and cleanup, preparation of structures, not including maintenance and upkeep, shall be paid by them. Those facilities traditionally staffed and operated by the Fire Company shall be made available to the Fair Association should the Company choose not to staff or operate them.

The Fair Association shall not enter into any agreements that would result in acquisition of property, capital expenditures, titling of vehicles, etc. All such agreements, requests for maintenance, improvement, repair or service shall be made to the Fire Company, through the Board of Directors. Any property and all assets of the Fair Association shall continue under the ownership and ultimate control of the Fire Company. The Fire Company is ultimately responsible for the operation and actions of the Fair Association. As such, the Fire Company reserves the right to regain full and complete control of the operations of the Fair Association whenever it deems necessary.

Upon dissolution of the Fair Association, all remaining assets and records must be turned over to the Fire Company within 30 days.