



Kent Volunteer Fire Department
Junior Membership Program
By-Laws

ARTICLE I: MEMBERSHIP

SECTION 1: APPLICATION

Any person aged 14 through 17 years who desires to become a member of the Juniors shall submit a written application to the Junior Advisory Board, accompanied by an initiation fee of \$10.00 and other specified forms. The Junior Advisory Board will review the application package and vote upon it at the next regularly scheduled meeting.

Upon favorable acceptance by the Board, the completed application package shall be referred to the Junior membership for a vote into the program as a probationary Junior member.

SECTION 2: DUTIES

It shall be the duty of all active members to obey all command of the Officer while on duty, to be prompt at all meetings and to respond to all alarms without delay. When reporting to an alarm, members shall report to their next superior officer.

SECTION 3: DISCIPLINE

Any member guilty of conduct unbecoming a member of the Department while on duty, or any member violating the Constitution and By-laws, shall be subject to discipline by the Department Executive Committee.

Upon the issuance of a written complaint against a member of the Juniors for conduct unbecoming a member of the Department while on duty, or a violation of the Constitution or by-laws, the Executive Committee shall notify the accused member in writing of the specific accusation and he/she shall be given an opportunity to be heard before the Executive Committee on the same. After consideration, the Executive Committee shall have the power to act as follows:

- a) Dismissal of the complaint
- b) Placement of the accused member on probation
- c) Recommendation to the Department of the dismissal of the member

ARTICLE II: INITIATION FEES AND DUES

There shall be an initiation fee of ten dollars (\$10.00) and the annual dues shall be ten dollars (\$10.00), payable at the Annual Meeting. To be a member in good standing, dues must be paid by April 15 of the current year.

ARTICLE III: DUTIES OF OFFICERS

SECTION 1: CAPTAIN

It shall be the duty of the Captain to preside over all regular and special meetings. The Captain will operate within the Incident Command System at emergencies. The Captain will assume the role of general supervisor of the Juniors. The Captain will carry out and enforce the Constitution and By-laws if the Department and the Juniors.

SECTION 2: LIEUTENANT

It shall be the duty of the Lieutenant to assume any and all duties of the Captain in his absence, and to assist the Captain in all functions of the Department and Juniors.

SECTION 3: ABSENCES OF OFFICERS

The absence of any officer will be filled by the next lower grade officer.

SECTION 4: SECRETARY/TREASURER

It shall be the duty of the Secretary/Treasurer to notify all members of special meetings by main, to call the roll at each meeting, to keep a record of the proceedings of the Juniors and report and answer all correspondences promptly. They shall handle all funds for the Juniors, and keep an accurate record of all receipts and expenditures. This record shall be made available for inspection by officers of the Department.

ARTICLE IV: COMMITTEES

The Captain shall appoint needed committees, as he deems appropriate.

ARTICLE V: MEETINGS

SECTION 1: REGULAR MEETINGS

The regular meetings shall be the first Thursday of the month at 7:00 PM

SECTION 2: SPECIAL MEETINGS

A special meeting can be called by the Captain at any time. The Secretary/Treasurer must contact each member by regular mail in advance of the special meeting.

ARTICLE VI: ELECTIONS

All officers shall be voted on separately. A simple majority of all votes cast by the members present at the annual meeting shall be necessary to elect.

ARTICLE VII: QUORUM (Intentionally left blank)

ARTICLE VII: SUSPENSION AND AMENDMENTS

The By-laws may be amended at any meeting by a two-thirds vote of the members present, provided that each member shall have been notified by mail of said amendment at least ten days prior to the meeting.

ARTICLE IX: RULES OF ORDER

Robert's Rules of Order shall prevail at all regular meetings.

ARTICLE X: REQUIREMENTS FOR NEW MEMBERS (Intentionally left blank)

ARTICLE XI: PAYMENT OF BILLS

All bills shall be paid upon approval of the members at the regular meeting.

ARTILCE XII: POLICIES

A book of policies shall be maintained by the Officers of the Juniors containing all Policies and Procedures of the Department and Juniors, such topics having been approved by the Department.