



North Lyon County Fire Protection District

Volunteer Program

CONSTITUTION & BYLAWS

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North Lyon County Fire Protection District Volunteer Program
Constitution & Bylaws
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ARTICLE I: TITLE AND INTENT

Section 1: Title: This Organization shall be known as the North Lyon County Fire Protection District Volunteer Program.

Section 2: Intent: The object of the North Lyon County Fire Protection District Volunteer Program shall be the preservation and protection of life, property and the environment from and during such emergencies as may occur within the city of Fernley and the State of Nevada. This shall include the performance of those functions and duties customarily performed by the fire service and as dictated by NRS 474 Fire Departments/Districts.

ARTICLE II: MEMBERSHIP

Section 1: Categories: Membership shall consist of Probationary Membership, Regular Membership, Explorer Membership, Exempt Membership or Honorary Membership.

Section 2: Qualifications: Members shall be of good moral character and repute, and both physically and mentally sound. A member shall be a minimum of 18 years of age, U.S. Citizen, possess a valid driver's license, and obtained a High School Diploma/GED or equivalent at time of application. Members shall reside within the City of Fernley and/or the North Lyon County Fire Protection District jurisdiction.

Section 3: Time Frame: All applications for membership shall be valid for a six (6) month period.

Section 4: Membership Cap: The number of district wide active members shall not exceed forty (40).

Section 5: Membership Eight Steps: Regular Membership shall be gained by following the eight step process.

- **Step 1:** Complete the application for the volunteer position in which applying for and submit for review to the District Office at 195 E. Main St. Fernley, NV 89408.
- **Step 2:** Application is then turned over to the Volunteer President for filing. The Volunteer Executive Board will review all applications. If the Volunteer Executive Board selects your application to continue in the process, you will be contacted by the Volunteer President and be expected to attend all Volunteer Meetings and at least 4 trainings as an observer or any District functions within a 3 month period before consideration as a Volunteer Member.
- **Step 3:** After the 3 month period, if the Volunteer Executive Board feels that you make a qualified and committed member, Probationary Membership shall be granted by a 2/3 ballot vote of the regular membership present in the next regular meeting, upon completion of the requirements and conditions in Step 2.

- Step 4: Next, The Volunteer President will assign you to a mentor and you will be placed on your initial six (6) months probation. Your mentor will assist with goal setting, provide feedback and evaluate your performance during the first year of volunteer service. It will be your responsibility to contact the mentor assigned to you to schedule your first meeting.
- Step 5: Once the Probationary process begins, you will be sent to the Sheriff's Department to be fingerprinted for a background investigation.
- Step 6: Next the applicant will complete a physical examination. This physical examination will include drug and alcohol testing.
- Step 7: You will be issued Personal Protective Equipment and be expected to adhere to all NLCFPD Policies, SOP's, SOG's and uphold the training, meeting and attendance requirements found within these Constitution and Bylaws.
- Step 8: During the probationary period you will be expected to have begun the NLCFPD Entry Level Firefighter (ELFF) program. You will be given 6 months from the initial date of your probationary program to complete the ELFF program. After successful completion of the ELFF program you will be able to respond to incidents at that level, or the level at which you are currently certified in the State of Nevada. IST Members are exempt from this the ELFF program, but are required to begin the IST Member Taskbook.

Section 6: Probationary Membership defined: All new members shall be placed in a probationary status after completion of the eight step entry process. Length of probation shall be a minimum of six (6) months. Upon satisfactory completion of this probationary period and a vote-in, the member shall become a Regular Member with all of the associated rights and privileges. All Probationary Members are expected to meet the Maintenance of Membership Status within the Volunteer Constitution and Bylaws.

Section 7: Regular Membership defined: Regular Membership shall be granted by a 2/3 ballot vote of the membership present during a regular meeting upon completion of the requirements and conditions under Probationary Membership. All Regular Members are expected to adhere to all NLCFPD Policies, SOP's, SOG's and uphold the training, meeting and attendance requirements found within these Constitution and Bylaws.

Section 8: Explorer Membership defined: Every explorer member must submit their application with a signed guardian/parent release of liability form which shall serve as their approval for the student to participate. Student members must be at least 16 years of age and, upon attaining the age of 18 and satisfactorily completing the Explorer Program described below, shall have first consideration for filling an active member vacancy. Same background, physical, etc as regular membership. If still in school must maintain a 2.5 GPA. Student must obtain a signed release by guidance counselor stating satisfactory GPA of 2.5 and satisfactory citizenship as defined by the school.

Section 9: Explorer Membership Restrictions and Limitations: The following restrictions and limitations shall apply to the activities of all student participants in this program. Violation of any restriction shall result in the immediate termination of the student's participation in the program. The student agrees to fully comply with and follow it throughout the course of his or her participation in the program. The restrictions and limitations are as followed:

a. All student participants in the program shall be at least 16 years of age, but not over 18 years of age.

b. No student shall respond to any incident on behalf of the North Lyon County Volunteer Fire Department or in his/her capacity as a student in this program during the first three months of his/her training and participation in this program.

c. No student shall respond to any fire, emergency, call, or other such event on behalf of the North Lyon County Volunteer Fire Department, or in his or her capacity as a student in this program during the second three months following completion of training, unless he or she is under the direct and immediate supervision of a Company Officer or District Chief. Notwithstanding such supervision, no student shall engage in any activity at or in connection with any such event, unless he or she has received specific training in the proper handling or response to the particular event.

d. No student may operate any vehicle or motorized equipment of the North Lyon County Fire Protection District while participating in this program.

e. No student shall be allowed to respond outside of the area serviced by the NLCFPD unless specifically supervised by a Company Officer or District Chief.

Section 10: Mentor Defined: A department mentor shall have a minimum of three years of time as a career or volunteer member and have an in-depth working knowledge of the fire service. Additionally these individuals will need to commit extra time and energy to mentoring newer members. This position shall be appointed by the Volunteer President.

Section 11: Exempt Membership defined: An Exempt Membership shall be awarded to any active member who, after fifteen (15) years of accumulated active service, requests Exempt Membership status and is approved by a simple majority of the general membership. After classification as an Exempt Member, such member shall be excused from general membership training requirements and emergency response requirements. The Exempt Member will be allowed to respond to emergency calls when the member is available to respond. The Exempt Member shall have the right to vote on department elections and questions, as well as the privilege to attend meetings and other similar department functions. The total number of Exempt Member positions allowed will be unlimited. Exempt Membership may also be granted to an active member for outstanding service, prior to fifteen (15) years of service, for circumstances beyond the member's control which prevent the member from participating actively in the department. Acceptable reasons will be medical, physical, or others, as may be approved by a majority vote of the membership.

Section 12: Honorary Membership defined: Any Honorary Member is granted the privilege of attending Fire Department meetings and similar functions, but will not have any of the voting, office holding rights, or emergency response privileges of the Department. This position is reserved primarily for individuals that have made a significant contribution towards improving the fire service within North Lyon County. Acceptance to this category is based upon a majority vote of the general membership. Honorary Membership is awarded by majority vote of the regular membership.

Section 13: Membership Oath: The obligation to be taken before any person becomes a member of this Company shall be as follows:

“ I (applicant to state name) UPON MY SACRED HONOR, DO PROMISE AND SWEAR THAT I WILL OBEY AND SUPPORT THE OFFICERS OF THIS COMPANY TO THE BEST OF MY ABILITY, THAT I WILL BE CAREFUL TO NOT JEOPORDIZE THE LIVES OF PERSONS OR MY FELLOW FIREFIGHTERS THROUGH ANY NEGLIGENCE ON MY PART. I HEREBY PROMISE TO SO CONDUCT MYSELF IN THE DISCHARGE OF MY DUTIES SO THAT NO MEMBER OF THIS COMPANY SHALL HAVE CAUSE TO COMPLAIN. IT SHALL BE MY SPECIAL AIM TO SAVE PROPERTY THREATENED BY FIRE AND TO BE CAREFUL IN THE USE OF WATER, CHEMICALS, AXES, ETC, SO THAT AS LITTLE PROPERTY AS POSSIBLE SHALL BE INJURED BY THEIR USE. I SHALL NOT, UNDER ANY CIRCUMSTANCES, TAKE ANY ARTICLES OR ARTICLES FROM A BUILDING OR HOUSE DURING THE PROGRESS OF A FIRE AND RETAIN POSESSION OF SAME, OR PERMIT OTHERS TO DO SO. I WILL REPORT ALL SUCH ACTS WHICH MAY COME TO MY NOTICE. I WILL ENDEAVOR TO ATTEND ALL MEETINGS, DRILLS AND FIRES, AND WILL EXERT MYSELF TO BECOME PROFICIENT IN THE ART OF FIREFIGHTING AND ALSO TO BECOME PROFICIENT IN THE EMERGENCY MEDICAL SERVICES. IF, THROUGH ANY FAULT OF MINE IN NOT OBEYING THE CONSTITUTION AND BY-LAWS OF THIS COMPANY, IT BECOMES NECESSARY TO FINE, SUSPEND OR DROP ME FROM THE ROLLS OF SAID COMPANY, I SHALL HOLD NO ONE TO BLAME BUT MYSELF AND SHALL NOT HOLD MALICE AGAINST ANY OFFICER OR MEMBER OF THIS COMPANY WHO, IN THE PERFORMANCE OF THEIR DUTY, WAS INSTRUMENTAL IN MY DISMISSAL.

TO ALL OF WHICH I ASK THE OFFICERS AND MEMBERS OF THIS COMPANY TO BEAR WITNESS. ”

(Applicant to say “I do”)

Signed by _____
(please photocopy and place in personnel file)

Section 14: North Lyon County Issued Equipment: Upon becoming a member of the program, North Lyon County shall issue a department “Volunteer” uniform shirt, baseball cap, copy of the Volunteer Program Constitution and By-laws, all personal protective equipment, business plan, communications pager/radio, EMS Protocols (if applicable), District identification card, and copy of all SOPs and SOGs. Members will not receive a badge until completion of the probationary period and approval of the Volunteer Executive Board and District Chief.

Section 15: Resignations: Members must submit in writing that they wish to resign. After a resignation is once read to the membership, it shall not be withdrawn except by a two-thirds vote of the members present.

ARTICLE III: DUTIES OF MEMBERS

Section 1: Responding: It shall be the duty of EVERY member, upon hearing the alarm, to report immediately to the apparatus and ready themselves with their personal protective equipment and respond in any available apparatus you are certified to operate and go directly to incident. No member shall be allowed to leave the apparatus, scene of a fire or the station when on duty except by the permission of the duty officer in command. It shall be the duty of all members, upon returning from an alarm, to help ready the equipment for the next alarm and to see that they enter their names in the log. It shall be the duty of all members to attend all meetings and drills of the District unless excused by an appropriate officer.

Section 2: Conduct: All members are expected to adhere to all NLCFPD Policies, SOP's, SOG's and uphold the training, meeting and attendance requirements found within these Constitution and Bylaws. No member shall appear on District property, operate any department apparatus nor shall appear on duty at any incident in a state of intoxication or impairment under penalty of expulsion as provided for in the By-Laws of this program and as indicated by North Lyon County Drug and Alcohol Policy. No member of this Company shall be guilty of conduct unbecoming a lady or gentleman, or otherwise being a disgrace to this District under penalty of fine or expulsion as hereinafter provided.

Section 3: Uniforms/Personal Appearance: All members will be expected to be in an approved uniform when performing any function for the District. All members must follow the Personal Appearance section of the District Personnel Manual. No member will wear or display District uniform items, such as T-Shirts, hats, badge shirts, etc., in such a manner or in such a location as to bring discredit to themselves or the Company in general. No member shall be allowed to appear in public in an intoxicated state or be seen indulging in intoxicating substances while wearing or displaying Department uniform items.

ARTICLE IV: MAINTENANCE OF MEMBERSHIP STATUS

Section 1: Process: Whenever a member is deficient in fulfilling the requirements for Maintenance of Membership Status, that member shall be expelled upon a two-thirds vote of the membership present at a regular meeting.

Section 2: Meetings Standards: If any member neglects any three consecutive regular meetings without submitting a proper excuse, the Volunteer Coordinator shall notify that member that they are suspended. Proper excuses shall consist of illness, business responsibilities, absence from town or any bona fide emergency which prevents attendance. If the member does not submit a proper excuse within thirty (30) days from the date the notice is sent, the Volunteer Coordinator shall remove their name from the roll and membership is revoked. In other cases, all members must submit the proper Withdrawal Card to be excused from meeting the Meetings Standards.

Section 3: Trainings Standards: If a member does not submit a proper written excuse within 5 days prior to training to the Volunteer Coordinator the following will occur: 1 missed training will result in a documented verbal warning. 2 consecutive missed trainings will result in documented written reprimand. 3 consecutive missed trainings will result in suspension. 3 consecutive missed trainings will be brought before membership for possible expulsion. All members must submit the proper Withdrawal Card to be excused from meeting the Training Standard. IST members are exempt from this training standard, but are encouraged to attend.

Section 4: Response Standards: All members, except IST, are required to respond to at least 2 fire or EMS calls each month. IST members are required to respond to every call they are requested for. All members must submit the proper Withdrawal Card to be excused from meeting the Response Standard. Failure to meet the Response Standard can result in suspension and/or expulsion.

Section 5: Event Standards: All members shall participate in at least 50% of ALL District Events over the span of one year including, but not limited to, standby events, fundraisers, Public Education, Pancake Breakfasts, Station Tours, parades, etc. Failure to meet this standard will result in expulsion of membership.

Section 6: Logging Participation: All members need to log all participation in meetings, trainings, events and responses in iamresponding.com. Failure to do so will result in no credit, and could result in not meeting the Maintenance of Membership status as outlined in this article and lead to suspension and/or expulsion.

Section 7: Suspension/Expulsions: All suspensions or expulsions shall require a majority vote by secret ballot of the membership present at a regular meeting.

Section 8: Withdrawal Cards: Any member of the Department in good standing considering themselves unable to answer emergency calls, department trainings or to fulfill the duties imposed upon them by reason of their membership, at any regular or special meeting, apply for a Withdrawal card upon giving their reasons therefore in person or in writing. If, by a majority vote of the regular members, it is deemed that the reasons given are good and sufficient, the Secretary shall be ordered to issue a Withdrawal Card. A Withdrawal Card shall be good only for such time as the reason stated exists and means that the member loses their membership privileges. A holder of a Withdrawal Card, upon the ceasing of the reason thereon stated to exist, may apply for reinstatement in the active list of the volunteer program, which the reinstatement shall be granted provided there is an opening on the active list, or, for good reason, refused by two-thirds vote of the membership. If reinstatement is granted and no opening exists, the holder of the Withdrawal Card shall be placed first on the waiting list. A failure of any holder of a Withdrawal Card to apply for reinstatement within one month after the reason thereon stated no longer exists shall operate as an expulsion from the respective district and it shall be the duty of the Secretary to strike such persons name from the membership list.. Withdrawal Cards shall be in the words and figures substantially as follows:

“This is to certify that _____, the holder thereof, is a member of the North Lyon County Fire Protection District's Volunteer Program, and, that by reason of _____ this member is hereby granted this Withdrawal Card as an active member from _____ to _____. Failure to apply for reinstatement within one month after above date expires will result in automatic expulsion from the North Lyon County Fire Protection District Volunteer Program.”

Section 9: Out of Area Employment: Any member who, by reason of employment, is unable to attend the meetings of the department may, upon a two thirds vote of the members present at any regular or special meeting of the department, absent themselves from the meetings for a stated time; but not to exceed one year or beyond the existence of such employment.

Section 10: Military Service: A member who has served in the Armed Forces of the United States while holding a Withdrawal Card for such purpose, may include the time so served (as shown on the Honorable Discharge papers) as time of active service in the respective district, notwithstanding that their name may have been stricken from the active roll.

**ARTICLE V: ADMINISTRATIVE AND OPERATIONAL
POSITIONS/OFFICERS & DUTIES AND PROCEDURES FOR
NOMINATING/ELECTING SUCH**

Section 1: Nominations: Nominations for Administrative Officers shall be made during the regular meeting in April of each year, or if a vacancy occurs.

Section 2: Elections: Elections of Administrative Officers shall take place during the regular meeting in May, or as set in a Regular Meeting agenda, or if a vacant position occurs following nominations. Elections shall occur by secret ballot. Each officer shall hold office for two (2) years.

Section 3: Vacancies: In case of a vacancy in any elective office or position of the Program, nominations will be made, and the vacancy shall be filled by secret ballot at the next regular meeting thereafter.

Section 4: Appointment of Operational Officers: The respective Volunteer Coordinator shall appoint the Operational Officers of Lieutenants from those members who the Volunteer Coordinator feels are qualified. These appointments shall be made no later than the first regular meeting in May or if a vacancy occurs.

Section 5: Categories: The Volunteer Program Positions shall consist of Operational Officers, Operational Positions and Administrative Positions. North Lyon County Fire Protection District Volunteer Program shall have each of the following positions.

Section 6: Operational Officers: Consist of Volunteer Lieutenant.

Section 7: Operational Positions: Consist of Volunteer Fire Apparatus Operator, Volunteer Firefighter, Volunteer Firefighter/EMT, Volunteer EMT, and IST (Incident Support Team).

Section 8: Administrative Officers: Consist of a Volunteer Executive Board that includes the Volunteer President, Vice President, Secretary, and Treasurer.

Section 9: Administrative Positions: Consist of the Volunteer Coordinator from the paid staff assigned by the District Chief.

Section 10: Duties and Qualifications of Volunteer Lieutenant: It shall be the duty of Volunteer Lieutenant to see that all apparatus is kept in good condition. This position has the right to enforce the Constitution, By-Laws and Standard Operating Guidelines and shall see that every member does their duty. It shall be the duty of the Lieutenant to assist the Volunteer President in every way possible; to maintain discipline and to report to the Volunteer President all members who disobey orders. It shall be their duty, in the absence of their ranking officer, to assume the Chiefs official duties. This position is considered middle management in charge of company operations at either incidents or during training operations. Must have Fire Officer 1 certification within one (1) year of appointment. See the District's Volunteer Lieutenant Job Description for further duties.

Section 11: Duties and Qualifications of Volunteer Fire Apparatus Operators: In order to serve in this capacity the FAO must have a current Class A or B Drivers License with an "F" endorsement, have completed the task book specific to the apparatus in which they will be operating and have been approved for this position by their respective Volunteer Coordinator. No personnel shall operate any type of apparatus until this process has been completed. See the District's Volunteer Fire Apparatus Operator Job Description for further duties.

Section 12: Duties and Qualifications of Volunteer Firefighter: In order to serve in this capacity, the Volunteer Firefighter must have completed the NLCFPD Entry Level Firefighter Program. Within one year of completing the program, the Volunteer Firefighter must be enrolled in a Firefighter I program, complete basic wildland fire training S130 & S190, and NIMS ICS 100, 200, and 700. No personnel shall enter an IDLH atmosphere without those certifications. The Volunteer Firefighter must have completed the task book specific to the position in which they will be operating and have been approved for this position by their respective Volunteer Coordinator. See the District's Volunteer Firefighter Job Description for further duties.

Section 13: Duties and Qualifications of Volunteer Firefighter/EMT: In order to serve in this capacity, the Volunteer Firefighter/EMT must meet the qualifications as listed above of a Volunteer Firefighter, as well as a valid State of Nevada EMS certification, valid CPR-Healthcare Provider card, and an ambulance attendance license. The Volunteer Firefighter/EMT must have completed the task book specific to the position in which they will be operating and have been approved for this position by their respective Volunteer Coordinator. See the District's Volunteer Firefighter/EMT Job Description for further duties.

Section 14: Duties and Qualifications of Volunteer EMT: In order to serve in this capacity, the Volunteer EMT must have a valid State of Nevada EMS certification, valid CPR-Healthcare Provider card, and an ambulance attendance license. The Volunteer EMT must have completed the task book specific to the position in which they will be operating before responding independently to calls and have been approved for this position by their respective Volunteer Coordinator. See the District's Volunteer EMT Job Description for further duties.

Section 15: Duties and Qualifications of IST Members: The IST Member must have completed the task book specific to the position in which they will be operating and have been approved for this position by their respective Volunteer Coordinator. See the District's IST Job Description for further duties.

Section 16: Duties of the Volunteer President: The Volunteer President shall enforce the Constitution, By-Laws and Standard Operating Guidelines and shall see that every member does their duty. It shall be the duty of the Volunteer President to call all regular and special meetings; to preside at all meetings and to decide all points of order that may arise subject to an appeal. A majority of all members present shall be necessary to reverse his/her decision. The President shall appoint all committees as deemed necessary.

The President and/or the Secretary/Treasurer shall sign all orders drawn on the Treasury.

The President shall cast the deciding vote in case of a tie and to carry out and enforce the Constitution and By Laws of this Department to the best of his ability.

In the event of the absence of any elected officer from any regular meeting, the President shall appoint a member to temporarily perform the duties of that office.

Section 17: Duties of the Vice President: The Vice President shall assume the presidency in the absence of the President.

Section 18: Duties of the Secretary: It shall be the duty of the Secretary to keep a correct roll of call of personnel and call the same at all meetings. Keep a correct record of the proceedings at all meetings in a book provided for that purpose. Make a general report at the annual meeting in the month of February each year or whenever requested at any regular meeting.

The Secretary shall be responsible for all correspondence.

Section 19: Duties of the Treasurer: Receive all money and utilize standard accounting practices and principles to account for the same. Counter sign all checks authorized to be drawn thereon. Keep a correct account of all receipts and disbursements in a book provided for that purpose and shall make a report at the annual meeting on the third Wednesday in February each year or when so ordered by a majority of the members at a regular or special meeting. Chair any financial committee appointed by the President.

Section 20: Duties of the Volunteer Coordinator: Fulfills duties and responsibilities as outlined within this Constitution and Bylaws, as well as the District's Operating Plan.

Section 21: Duties of the Volunteer Executive Board: The Executive Board shall be responsible for all interviewing and acceptance of new Volunteer applicants. The Board shall meet at the call of the President or on call signed by a majority of its members. It shall have the authority to act in the name of the Regular Membership during intervals between meetings, such acts being subject to confirmation by the Regular Membership at the next regular meeting. A majority constitutes a quorum.

ARTICLE VI: CHARGE OF OFFICE

Section 1: Oath of Office: All Operational Officers and Administrative Officers shall take the following Oath of Office during the annual installation of officers meeting in March of each year.

OATH OF OFFICE

HONORED MEMBERS, YOU HAVE BEEN SELECTED BY THE MEMBERS OF THIS COMPANY TO HOLD THE HIGHEST POSITIONS WITHIN IT'S POWERS TO BESTOW, AND YOU MUST INDEED FEEL THE CONFIDENCE WHICH THIS COMPANY HAS IN YOUR ABILITY AND INTEGRITY, AND SHOULD SO CONDUCT THE AFFAIRS OF YOUR OFFICES SO THAT THE COMPANY WILL HAVE NO REGRETS FOR BESTOWING THEM ON YOU.

HONORED MEMBERS, YOU SHOULD NOT CONSIDER THAT AN OFFICE IN A VOLUNTEER FIRE DEPARTMENT IS A POST OF NO IMPORTANCE. THE PEOPLE OF THIS CITY ARE DEPENDING ON YOU JUST AS MUCH AS THOUGH YOU WERE DRAWING A SALARY EVERY MONTH AND EACH AND EVERY ONE OF YOU SHOULD FEEL THAT ANY MISTAKE THAT YOU MAKE MAY COST SOMEONE A LIFE SAVINGS. EACH AND EVERY ONE OF YOU SHOULD FEEL THIS RESPONSIBILTY AND SO CONDUCT YOUR OFFICES THAT NO ONE CAN POINT THE FINGER OF SCORN AT YOU OR OUR COMPANY.

BE HONEST AND SINCERE WITH THE MEMBERS OF THIS COMPANY AND THE GENERAL PUBLIC. MAKE PEOPLE SEE THAT IT IS AN HONOR TO BELONG TO OUR COMPANY, FOR ONLY A LIMITED NUMBER CAN BELONG TO THE NORTH LYON COUNTY VOLUNTEER FIRE PROGRAM AND YOU SHOULD SEE THAT WHEN THERE IS A VACANCY IT IS PROPERLY FILLED. IT IS UP TO YOU AS OFFICERS TO CREATE AND KEEP UP THE INTEREST IN THIS IMPORTANT WORK. THE PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER AND TRUSTEES ARE TO CONDUCT OUR CIVIL BUSINESS IN SUCH A MANNER THAT IT REFLECTS TO THE CREDIT OF ALL.

TO THE VOLUNTEER PRESIDNET AND LIEUTENANTS FALL THE DUTIES OF SO SUPERVISING THE MEMBERS, THAT ALL APPARATUS IS ALWAYS IN THE BEST POSSIBLE CONDITION, AND YOU SHOULD TREAT YOUR FELLOW MEMBERS AS YOU WOULD WISH TO BE TREATED. NEVER ASK A MEMBER TO DO A THING WHICH YOU WOULD NOT ATTEMPT YOURSELF.

I NOW DECLARE YOU THE OFFICERS OF THE NORTH LYON COUNTY FIRE PROTECTION DISTRICT's VOLUNTEER PROGRAM THE ENSUING YEAR UNLESS SOONER REMOVED.

MR/MRS (as appropriate) PRESIDENT, I PRESENT YOU WITH THIS GAVEL. WILL YOU PLEASE TAKE YOUR SEAT AND PROCEED WITH THE DUTIES OF YOUR OFFICE. THE OTHER OFFICERS WILL TAKE THEIR RESPECTIVE SEATS.

Signed By: _____
(please photocopy and place in personnel file)

ARTICLE VII: IMPEACHMENT

Section 1: Charges: The executive board shall have the power to impeach any officer of the volunteer program for neglect or inability to discharge the duties of that office or position, for an unwarranted excuse of power or lack of performance, or for drunkenness while in the discharge of the duties of that office. When an impeachment shall be made, the party impeached shall, after receiving one weeks notice of the same, together with a written specification of the charges made, be tried before the regular membership and shall be liable to such action or actions as the regular membership deems proper.

Section 2: Procedure: All charges and grounds for charges shall be submitted in the name of the, North Lyon County Fire Protection District Volunteer Program, a copy of which shall be furnished the accused at least thirty (30) days before trial. Charges and grounds for charges may be submitted at any meeting, stated or special, when the district shall forthwith set a time for trial, which shall not be in less than seven (7) days from the date the charges were preferred, unless by consent of both parties. Witnesses for the prosecution shall be examined first and witnesses for the defense shall be examined second. Rebutting evidence may be offered on either side; and, when the testimony and arguments on the part of counsel shall have been closed, a secret ballot vote shall be taken upon the guilt or innocence of the party accused. If found guilty by a majority of the membership, the accused shall be removed from office, suspended or expelled at the option of the membership. In all cases, the President may appoint one member of the membership to conduct the prosecution and the accused may appoint one member of the membership to conduct the defense.

Section 3: False Allegations: Any member preferring charges, which on trial shall prove malicious, frivolous or false, shall be subject to expulsion from the Company if, upon trial, as provided in Section 2 of this Article, that member is found guilty.

ARTICLE VIII: MEETINGS AND QUORUM

Section 1: Regular Meetings: There shall be a minimum of one regular meeting every second Tuesday of each month that begins at 1900 in the training room at Station 61.

Section 2: Annual Meeting: There shall be a volunteer department wide annual meeting to be conducted on the last Saturday of May. This meeting shall serve to install new officers and/or conduct business that affects all members.

Section 3: Training Meetings: There shall be at least two scheduled training sessions each month. More training sessions are scheduled in cooperation with the NLCFPD Training Division.

Section 4: Special Meetings: Special meetings shall be called by the Volunteer President or the Fire Chief. Written notice of all special meetings shall be sent, or delivered, by the Secretary/Treasurer to all members at least three (3) working days before the meeting.

Section 5: Regular Meeting Agenda: The following shall be the order of business at any regular or the annual meeting:

- 1) Pledge of Allegiance
- 2) Sign-in sheet
- 3) Introduction and Installation of New Members (if any)
- 4) Reading of Previous Meeting Minutes
- 5) Report of Secretary/Treasurer
- 6) Report of Chief (s)
- 7) Report of Special and Standing Committees
- 8) Resignations and Expulsions
- 9) Bills and Communications
- 10) Nomination, Voting and/or Election of Probationary Members, Regular Members, and Officers
- 11) Old Business
- 12) New Business
- 13) Good of the Company
- 14) Adjournment.

Section 6: Rules of Order: Robert's Rules of Order shall govern in all matters not in this Constitution and By-Laws of the Department.

Section 7: President Duties: The President shall preserve order and decorum; appoint all committees; shall have none but a casting vote at a tie; and shall take no part in debate while in the chair.

Section 8: Quorum: Five (5) voting members shall constitute a quorum of any one district for the transaction of business.

Section 9: Disbandment: This Department shall not be disbanded except by a three-fourths (3/4) vote of the membership of the Department, and only after notice is published at least once a week for three (3) weeks in a newspaper which holds the contract for legal postings.

ARTICLE IX: EMERGENCY MEDICAL SERVICES

Section 1: Participation: Participation shall consist of active service as certified EMS providers and/or ambulance attendants by the State of Nevada.. Any regular member who wishes to function as a Volunteer EMT for the District, must prove competent and proficient at the level in which they are certified by the State of Nevada before they respond independently to EMS calls. Assessments on skills, knowledge and abilities will be judged and examined on a continuous basis through written testing, practical testings, taskbooks, and evaluations. Refer to District SOP EMS 5 for further information.

ARTICLE X: STANDING COMMITTEES

Section 1: Establishment: There shall be and are hereafter established, the following standing committees of the North Lyon County Fire Protection District Volunteer Program:

1. Fund Raising Committee. This committee shall be comprised of at least 4 regular members that shall meet not less than quarterly.
2. Training Committee: This committee shall be comprised of at least 4 regular members that shall meet not less than quarterly.
3. Constitution and Bylaw Committee: This committee shall be comprised of the Volunteer Executive Board that shall meet annually to review existing Constitution and Bylaws.

ARTICLE XI: AMENDMENTS

Section 1: Procedure: These Constitution and Bylaws may be amended by a three-fourths vote at a regular meeting. Any proposed amendments shall be placed on an agenda and presented to the Volunteer Executive Board. The Volunteer Executive Board shall present the amendment at the next regular meeting for a vote of the membership.