



Bylaws of the New Holland Fire Department

Article I: Name and Purpose

1. **Name:** The name of this organization shall be the New Holland Fire Department (hereinafter referred to as "the Department").
2. **Purpose:** The purpose of the Department is to provide fire suppression, emergency medical services, rescue services, and other related services to the residents of New Holland and surrounding areas. The Department is a non-profit organization.
3. Other guidance from Office of State Fire Marshal, Illinois Department of Public Health, and any other agency related to the fire service.

Article II: Membership

1. **Eligibility:** Membership in the Department is open to any individual who is at least 18 years of age, preferred to reside within the Department district, possesses a valid driver's license, no felony convictions, and meets other requirements established by the Department.
2. **Application:** Prospective members shall submit a written application to the Department.
 - a. All applications shall contain the endorsement of at least one active firefighter, it shall be read at the first business meeting of the Department following the date of filing and shall not be voted upon until the next regular business meeting.

- b. The Department reserves the right to reject any application they feel are unfit for membership within the Department

3. **Types of Membership:**

- a. **Active Member:** An Active Member is a member who actively participates in Department activities, including fire calls, training exercises, and meetings.
 - Only 4 missed business/training meetings in a year for Active Members
 - Must be properly trained with SCBA before entering a live fire.
- b. **Probationary Member:** A Probationary Member is a member that is under a probationary period that will last one year and within that time complete all requirements to become an Active Member.

Probationary Requirements:

- Complete NIMS 100 and NIMS 700
 - CPR/AED
 - Obtain a class B Non CDL License
 - Only 3 missed business/training meetings in a year for Probationary Members.
 - SCBA Training
 - Hazmat Training
4. A person shall not be eligible for the active membership in more than one fire department unless prior approval from the Department

No persons may be denied membership by reason of race, color, creed, sex, or sexual orientation

5. **Rights and Responsibilities of Members:** All Active Members have the right to vote on Department matters, participate in Department activities, and access Department resources. All members are responsible for upholding the Bylaws and conducting themselves in a manner that reflects positively on the Department.
6. **Termination of Membership:** Membership may be terminated for reasons such as failure to meet membership requirements, violation of the Bylaws, or conduct unbecoming a member.
 - a. Any member who is absent from stated business/training meeting requirements outlined in Types of Membership section will result in a disciplinary meeting with Chief/Assistant Chief to discuss action to be taken up to dismissal from the Department .

- b. Any member who reports for duty to a call, training, or meeting, under the influence of either drugs or alcohol, shall be subject to disciplinary action up to including expulsion from the Department per the Drug and Alcohol Policy.

Article III: Injuries

1. **Line of Duty Injury:** All members injured in the line of duty shall be immediately placed on medical leave until approved to return to full duty by a physician.
2. **Non Line of Duty Injury:** All members injured not in the line of duty may request medical leave based on submission of a note from their attending physician that they are not capable of performing the normal duties as a member. Return to duty shall be under the same circumstances as set forth by line of duty injuries.
3. **Prohibited Activities:** While on medical leave members may not participate in the following activities:
 - Emergency Calls
 - Work Details involving physical exertion
 - Drills involving physical exertion
 - Operate, drive, or ride in Department vehicles
4. **Authorized Activities:** While on medical leave, providing written authorization from physician Members may participate in the following activities:
 - Attending Department meetings
 - Participate in Department social affairs
 - Class training
5. **The Fire Chief has final say based on medical recommendations.**

Article IV: Discipline

1. Any and all punishments will be discussed during regular business meetings or special meetings for any behavior that violates the Bylaws, affects the image of the Department, or safety of others.

Article V: Officers

1. **Elected Officers:** The elected officers of the Department shall be the President, Vice President, Secretary/Treasurer.
2. **Election of Officers:** Officers shall be elected by a majority vote of the active members at the first business meeting of the year.
3. **Duties of Officers:**
 - c. **President:** It shall be the duty of the President to preside at all business meetings of the Department; as well as these Bylaws and Amendments thereto. The President shall not vote on any question other than the election of officers and members. He/She shall, however, cast the tie-breaking vote when required.
 - d. **Vice President:** The Vice President assists the President and assumes the duties of the President in the President's absence.
 - e. **Secretary/Treasurer:** The Secretary/Treasurer is responsible for maintaining Department records, including meeting minutes and membership records and is responsible for managing Department finances.
4. **Term of Office:** Officers shall serve a term of one year. Officers may serve more than one term.
5. **Restrictions:** No officer shall serve in the positions of Chief or Assistant Chief and President or Vice President at the same time.
6. **Vacancies:** Vacancies in elected offices caused by any reason may be filled on an acting basis at the next business meeting by special election, with the exception of the President where the Vice President shall assume the position and the office of Vice President filled.

Article VI: Meetings

1. **Training Meetings:** The Department shall hold regular Training Meetings on the first Monday of the month for the purpose of conducting Department training (Training may include weekends, later nights, and/or out of town training for certifications..etc).

2. **Business Meetings:** The Department shall hold Business Meetings on the third Monday of the month for the purpose of conducting Department business. Business meetings shall be conducted as follows:
 - Roll Call
 - Treasurer's Report
 - Old Business
 - New Business
 - Chief's Report
 - Adjournment
 - Other firehouse related training such as testing of SCBAs, medical equipment inventory, vehicle checks, generator tests etc.
 - All required training is to be made up within a month.

3. **Special Meetings:** Special meetings may be called by the President or by a majority vote of the members.

Article VII: Community Event Participation

1. General Participation

All Members and Probationary Members are expected to actively participate in community events that have been voted on and approved by a majority of the membership. Active participation is defined as contributing to the event from its initial planning stages through its conclusion, including preparation, execution, and cleanup.

2. Attendance and Alternative Participation

While attendance at the actual community event is strongly encouraged, it is understood that circumstances may prevent some members from being present on the event day. If a member is unable to attend the event itself and has received an excused absence they are still required to participate in the event's preparation and cleanup.

3. Preparation and Cleanup Responsibilities

Preparation and cleanup activities may include, but are not limited to:

- **Pre-Event:** Designing and distributing flyers, creating and managing social media promotions, making phone calls, securing necessary supplies, arranging transportation, setting up at the event location.

- **During Event (if applicable):** Manning booths, assisting with event activities, interacting with the public, providing logistical support.
- **Post-Event:** Cleaning up the event location, returning borrowed or rented items, evaluating the event's success, preparing and sending thank-you notes.

4. Consequences of Non-Participation

Failure to participate in a community event or its associated preparation and cleanup activities without an approved excuse may result in the following consequences: Verbal Warning, Written Reprimand, Suspension of Privileges, etc.. The specific consequences will be determined by the Chief based on the circumstances of the non-participation.

Article VIII: Amendments

1. **Amendments:** Amendments shall not be altered, waived or amended except as follows:
 - a. The Department votes to revisit and amend the Bylaws during regular business meetings or proposals.

Article IX: Obligations

1. Every member of the Department shall accede to the following oath:
“I most solemnly and sincerely affirm that I have read and thoroughly understand the Bylaws of the New Holland Fire Department and will abide by them, that I at all times abide by the decision of the majority, to which I pledge my honor to the community and the Department.

Firefighter Bylaws Acknowledgment

I, _____ (printed name), acknowledge that I have received a copy of the bylaws and have read and understood its contents.

Signature: _____

Date: _____