

By-Laws of the Gettysburg Fire Department

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By-Laws of the Gettysburg Fire Department

The By-laws and the standing rules as amended will govern the Department.

Article I. Inter-Agency Cooperation

- A. To ensure close relationships between the Department and the governing bodies it serves, representatives of the Department will meet at any time with those governing bodies to negotiate any problems.

Article II. Affiliated Organizations

- A. Gettysburg Veteran Fireman's Association.
- B. The Department will hold memberships in the following organizations: Adams County Volunteer Emergency Services Association, Fireman's Association of the State of Pennsylvania, the International Association of Fire Chiefs, and the Adams County Fire Police Inc.
- C. The Department will be affiliated with Adams Regional EMS, Inc.
 - 1. Each year the Board of Officer shall select a member(s) to serve on the Adams Regional EMS, Inc. Board of Directors as specified in the Bylaws of the Adams Regional EMS, Inc.
 - 2. Representatives to the Board of Directors of Adams Regional EMS, Inc.
 - a. Attend meetings of the Board of Directors and report the proceedings at the next regular meeting of the Department.
 - b. Act as liaison between the Board of Directors and the Department.
 - c. They will speak in the best interest of the Department at Board of Directors meetings.
 - d. They will institute any matter before the Board of Directors which has received approval of the Department and vote in accordance with the Department's wishes.

Article III. Meetings of the Department

- A. The regular meeting of the Department will be held on the second Wednesday of each month and will be called to order at 1930 hours (7:30 P.M.)
- B. Twenty-one (21) Regular Members will constitute a quorum necessary to conduct business at any department meeting.
- C. Monthly Department meeting agenda will be as follows. The order of business may be suspended temporarily by a majority vote of the members present:
 - 1. Call to order
 - 2. Fire detail
 - 3. Prayer
 - 4. Pledge of Allegiance to the Flag

5. Installation of Officers (January meeting or annual banquet)
6. Reading of the minutes
7. Election of new members (when applicable)
8. Applicants for membership
9. Election of Officers (when applicable)
10. Reports of Committees
11. Treasurer's report
12. Communications and Bills
13. Read names of unpaid dues (February meeting)
14. Break
15. Unfinished business
16. New business
17. The good of the Department
18. Adjournment

- D.** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* will govern all business not specifically provided for in the by-laws and the standing rules. The Department will maintain a copy of the current edition of *Robert's Rules of Order Newly Revised*.
- E.** A special meeting of the Department will be called by the President upon the written request of Twenty-one (21) Regular Members or by the President without any written request when deemed necessary. The special meeting will be held within ten (10) days of the date of the request.
- F.** The notice for a special meeting must be dated and posted at the station seventy-two (72) hours before said meeting and, to the extent possible, distributed electronically. The special meeting announcement will state the date, time, location and subject to be discussed.

Article IV. Qualifications of Officers

- A.** Candidates for elected office must be a Regular Member.
- B.** Candidates must have attained 25 points for the 3 point system years preceding the election. Probationary period can be included if the member attained 25 points during this period.
- C.** Candidates for Trustee must have been a Regular Member for a minimum of ten (10) years.
- D.** Candidates for President or Fire Chief must have been a Regular Member for a minimum of five (5) years.
- E.** All Fire Board Candidates must reside within a five mile radius of the Gettysburg Fire Department Station located at 35 North Stratton Street, Gettysburg.
- F.** Fire Board nominees must meet the following minimum training requirements:
1. All Nominees must meet the following:
 - a. Pennsylvania Department of Health Basic Vehicle Rescue Technician (BVRT) certification issued prior to January 1, 2016 OR State Vehicle Rescue Technician Certification (NVRO / NFPA 1670) issued after January 1, 2016 OR Vehicle and Machinery Rescue Technician Certification by National Board on Fire Service Professional Qualifications OR Vehicle & Machinery

- Technical Rescuer I & II Certification by National Board on Fire Service Professional Qualifications
- b. Hazardous Materials Operations certificate from ISFSI or equal, dated within 1 year/with accompanying Hazardous Materials Operations Refresher certificate dated within 1 year; Or Hazardous Materials Operations certification by the Pennsylvania State Fire Academy or National Board on Fire Service Professional Qualifications.
 - c. The following FEMA Courses for Fire Service Officers or, if FEMA revises the titles and names of the courses, the successor course. The candidate must have completed the course at the time nominations for office close:
 - i. FEMA IS-100, IS-100.b or ICS-100 Introduction to Incident Command System Certificate.
 - ii. FEMA IS-200, IS-200.b or ICS-200 ICS for Single Resources and Initial Action Incidents certificate.
 - iii. FEMA IS-700 or IS-700.b National Incident Management System (NIMS), An Introduction certificate.
 - iv. FEMA IS-800 or IS-800.b A National Response Plan (NRP), An Introduction certificate.
 - d. Emergency Vehicle Operations Course, or Emergency Vehicle Driver Training, or equivalent.
2. Lieutenant: The Lieutenant must possess a minimum of the following:
 - a. Firefighter II certification by the Pennsylvania State Fire Academy or National Board on Fire Service Professional Qualifications.
 3. Captain: The Captain must possess one of the following:
 - a. Firefighter II certification by the Pennsylvania State Fire Academy or National Board on Fire Service Professional Qualifications AND National Fire Academy Incident Safety Officer certificate OR Pennsylvania State Fire Academy Incident Safety Officer certificate OR Incident Safety Officer certification by the National Board on Fire Service Professional Qualifications.
 - b. Fire Officer I certification by the Pennsylvania State Fire Academy or National Board on Fire Service Professional Qualifications.
 4. Assistant Chief: The Assistant Chief must have served as Captain or Lieutenant for at least one (1) year and must possess a minimum of the following:
 - a. Fire Officer I certification by the Pennsylvania State Fire Academy or National Board on Fire Service Professional Qualifications.
 5. Deputy Chief: The Deputy Chief must have served as Captain or Lieutenant for at least one (1) year and must possess a minimum of the following:
 - a. Fire Officer I certification by the Pennsylvania State Fire Academy or National Board on Fire Service Professional Qualifications.
 6. Chief: The Chief must have served as Assistant or Deputy Chief for at least one (1) year and must possess a minimum of the following:
 - a. Fire Officer II certification by the Pennsylvania State Fire Academy or National Board on Fire Service Professional Qualifications.

- G.** In the event that no candidates possess the minimum requirements for an office, the office shall remain vacant until a candidate possessing the minimum requirements is elected. In the event that this office is Chief, the Deputy Chief shall serve as Acting Chief until a candidate is elected. In the event that the office of Deputy Chief is vacant in addition to the office of Chief, the order of succession in Article IX.G.2 will determine the Acting Chief.

Article V. Officers and their Election

- A.** The elected officers of the Department will consist of the Administrative Board, the Fire Board, and the Board of Trustees.
1. The Administrative Board will consist of the:
 - a. President
 - b. Vice President
 - c. Recording Secretary
 - d. Treasurer
 - e. Membership Secretary
 2. The Fire Board will consist of the:
 - a. Chief
 - b. Deputy Chief
 - c. Assistant Chief
 - d. Captain
 - e. Lieutenant
 3. The Board of Trustees will be a 5 member board.
- B.** All elected officers will be elected to a two (2) year term of office. The Administrative Board and two (2) Trustees will be elected on even years. The Fire Board and three (3) Trustees will be elected on odd years. A member may not hold more than one elective office at the same time. If a member is elected to more than one position at any given time, they must resign all but one position. There is no limit to the number of terms that any member may serve in any elective office.
- C.** Nominations
1. Nominations will be open from the start of the regular meeting of the Department held in October to the conclusion of the regular meeting of the Department held in November.
 2. Nominations can be made from the floor at a regular meeting of the Department or in writing to the Election Committee.
 3. The Election committee must contact all nominees before placing their names on the ballot.
 4. A nominee may decline their nomination verbally when contacted or by writing to the Chair of the Election committee within one (1) week after the November meeting.
 5. At the conclusion of a nominating process;
 - a. The Membership Secretary will provide verification of qualification to the Election committee.

- b. The Training Officer will provide verification of qualifications for Fire Board Nominees.

D. Election

1. The annual election will be held at the fire station between the hours of 1700 and 1930 hours on the day of the December meeting of the Department.
 2. Members must have attained 25 points in the most recently completed points year to be eligible to vote.
 3. Any Life Member voted into the Department as a new member before October 1, 2011 is not required to have attained 25 points in the most recently completed point year to be eligible to vote.
 4. No write ins will be allowed on the ballot.
 5. A member eligible to vote who cannot attend the election of officers may request in writing an absentee ballot from the Election Committee stating the reason for the request. Requests must be made no later than one week prior to election. All absentee ballots must be returned by the close of voting on Election Day.
- E.** Each elected officer will assume the responsibility of his office on 0001 hours, January 1 unless elected during the year to fill a vacancy at which time the responsibility of the office shall be assumed at the time of election.
- F.** An outgoing officer shall return all Department property relevant to their office. The property shall be returned prior to leaving office.
- G.** A tie in an election will be broken by the toss of a coin by the President or his or her successor.
- H.** The President will certify all Department elections.
- I.** An elected officer may not be the Director of Operations or Business Manager of Adams Regional EMS, Inc.

Article VI. Vacancies in an Elected Office

- A.** Vacancies in office shall occur in one of the following manners:
1. Under new business at any meeting of the Department a resignation of any office may be accepted.
 2. If the Department votes to impeach an officer pursuant to Article XV, the President will declare the position vacant.
 3. Upon the death of an officer holder, the President shall declare the position vacant at the next meeting of the Department.
- B.** For Vacancies in elected offices, the following will occur:
1. Under new business, nominations will be accepted for that position.
 2. Nominations will remain open for seven (7) days from the conclusion of the Department meeting.
 3. Between eight (8) and fourteen (14) days after the conclusion of the Department meeting the Membership Secretary and Training Officer will provide verification of qualifications to the Election Committee.

4. The Election Committee will then meet fifteen (15) to twenty-one (21) days after the conclusion of the Department meeting to review qualifications of the candidates and then prepare a ballot.
 5. Voting to fill the vacancy will occur at the next regular Department meeting.
 6. The prepared ballot shall be posted at the station at least seven (7) days before the Department meeting at which the voting will occur.
- C. Members must have attained 25 points in the most recently completed point year to be eligible to vote in an election to fill a vacancy. Any Life Member voted into the Department as a new member before October 1, 2011 is not required to have attained 25 points in the most recently completed points year to vote.
- D. In the event that only one candidate is on the ballot, a motion may be accepted from the floor for the Recording Secretary to cast a unanimous ballot in favor of the candidate.
- E. Absentee ballots will be permitted in elections for vacancies pursuant to Article V.D.5.

Article VII. Membership

A. Eligibility

1. Any applicant for Regular Membership in the Gettysburg Fire Department will be at least 18 years of age, reside or be employed within a ten mile radius of the Gettysburg Fire Department Station located at 35 North Stratton Street, Gettysburg and be capable of fulfilling the membership criteria as outlined in Article XIX of these by-laws.
 - a. A current Junior Member in good standing may apply for Regular Membership in the Department ninety (90) days prior to their eighteenth birthday.
 - i. They do not have to reside or be employed within a ten mile radius of the Gettysburg Fire Department Station located at 35 North Stratton Street, Gettysburg.
 - ii. They are also exempt from receiving a departmental background investigation before applying for Regular Membership. They are required to comply with all state regulations regarding background checks.
 - iii. The department may vote on their application to Regular Membership prior to their 18th birthday. If they are voted into Regular Membership prior to their 18th birthday, they will remain a Junior Member until their 18th birthday. The date of their 18th Birthday will be recorded as their membership date for Regular Membership.
2. Any applicant for Social Membership in the Gettysburg Fire Department will be at least 18 years of age.
3. Any applicant for Junior Membership will be at least 14 years of age and less than 18 years of age. They will reside within a ten mile radius of the Gettysburg Fire Department Station located at 35 North Stratton Street, Gettysburg. A parent/legal guardian permission form/waiver must accompany an application for Junior Membership.

B. Classification of Members

1. Regular
 - a. A Regular Member is a full member of the Department who has not yet qualified as a life member. This includes Regular Members who have not yet completed the twelve (12) consecutive probation period.
 - b. Regular Members have all the rights, privileges and responsibilities of membership listed in these By-Laws, including but not limited to voting on Department matters and responding to emergency incidents.
2. Life
 - a. A Life Member is any member of the Department who has served as a Regular Member for twenty (20) cumulative years. If for any reason the 20 years of service is a question the member will be required to show sufficient proof to the Board of Trustees of whom will make the decision of eligibility.
 - b. Life Members have all rights and privileges of Regular Membership, with exceptions pursuant to Article V.D.3 and Article XIX.D.
3. Social
 - a. Any person who provides the Department with non-emergency assistance may apply for this classification. Social Members will be permitted to attend Department meetings but will not be permitted to vote on any matters of the Department. Under no circumstances may any Social Member become a Regular Member without first completing Regular Membership requirements.
 - b. Social Members are not entitled to any Association dues paid for by the Department, are not eligible for tax incentives issued by the Department, not eligible for death benefits paid by the Department, and may not ride apparatus responding to an emergency or participate in emergency responses.
4. Junior
 - a. Junior members are 14 to 17 years of age.
 - b. Junior Members are subject to State Child Labor Laws.
 - c. Junior Members are permitted to attend Department meetings but will not be permitted to vote on any matters of the Department.
 - d. The Board of Officers may establish Junior Member Standard Operating Guidelines. These may allow the Junior Members to elect officers from among themselves to work with the Advisers to the Junior Members. These Junior Officers will not have any authority as an officer of the department.
5. Honorary:
 - a. Any person who has rendered outstanding service to the Department and does not hold any other classification of membership. To be made an Honorary Member requires a majority vote of those members present. An Honorary Member will not be entitled to any rights or benefits of Regular Members.

C. Election of Members:

1. All applicants' names will be read at the Department meeting. Election of applicants will take place each month as necessary. Prior to the election of proposed applicants, the Trustees will give their recommendations on each applicant. All proposed applicants will be voted on with the results to be announced at the end of the election. The election will be by a ballot.

2. The majority of the voting members present at the meeting will determine the results. The Board of Trustees will be responsible for preparing the ballots prior to the election of members.
3. Probation Period
 - a. For the first twelve (12) months of membership Regular and Social Members are on Probation Status. This is referred to as the Probation Period.
 - b. The Board of Trustees may expel a member on Probation Status. Four trustees must vote in favor of expulsion the member.
 - c. The Board of Trustees will make an attempt to review the member's progress with the member quarterly during the Probation Period. The Trustees will report on these reviews to the Membership Secretary, who will report it to the Board of Officers.
 - d. Regular Members must earn 25 points during the Probation Period. If the member fails to obtain 25 points, the member is automatically expelled from the Department.
 - e. One ninety day (90) extension of the probation period may be requested. The request must be made in writing to the Trustees stating the reason. Trustees will have the authority to grant the one ninety (90) day extension. The Trustees will notify the Membership Secretary of their decision in writing.

D. Leave:

1. Military Leave: A member on the first tour of active duty with the Armed Forces of the United States, or on TDY/ADT with the United States Reserves or National Guard, or for the duration of an armed conflict, war or national declared Emergency. A member requiring military leave must notify the Department in writing when going on and returning from leave. Members on military leave will retain their membership classification and are not required to pay dues while on military leave. Additional tours may also be approved by the Board of Trustees
2. Personal: A personal leave of absence must be made in writing to the Trustees stating the reason and duration of the leave. Trustees will have the authority to increase or decrease the leave but at no times will a personal leave be granted for a period longer than 13 months. The Trustees will notify the Membership Secretary of their decision in writing. There will be no exemption from the member paying the yearly dues.

E. Dues:

1. The annual dues of each Regular and Social member will be \$10, and each Junior will be \$5. It will be due by the adjournment of the regular February meeting.

Article VIII. Duties and Conduct of Members

- A. Membership in the Department is a privilege, not a right.
- B. It will be the duty of each member to obligate themselves to participate in Department activities.
- C. Any member may resign from the Department by submitting a letter to the Membership Secretary.

- D.** No member will participate in any Department activity while under the influence of intoxicating beverages or illegal drugs.
- E.** No member will remove or cause to be removed any property belonging to the Department without the permission of the person directly responsible.
- F.** No member will interfere with any officer in the performance of their duties.
- G.** Members should conduct themselves in a manner which portrays a positive image.
- H.** No member will destroy or deface any property of the Department or property under control of the Department.
- I.** Members will follow Article XXII Electronic and Social Media Guidelines.

Article IX. Duties of Elected Officers

- A.** Absence of an Officer: Absence of an officer is defined as when one of the following conditions exists
 - 1. The officer is incapacitated due to medical reasons.
 - 2. The officer is outside the County of Adams for more than 72 hours.
 - 3. The officer informs the Board of Officers that he or she will be unavailable.
- B.** President:
 - 1. The President will be the Executive Officer and will have the ultimate authority for all Department activities of a non-emergency nature.
 - 2. In the absence of the President, the duties and responsibilities of the President will be assumed in the following chain of command:
 - a. Vice President
 - b. Treasurer
 - c. Recording Secretary
 - d. Membership Secretary
 - 3. The President will preside at all Executive meetings, meetings of the Board of Officers, the Relief Association meetings, and any other Department meetings. The President will additionally maintain order therein and will have the power to direct any member acting in a disorderly manner during a meeting be expelled from the room or building.
 - 4. The President will by the February meeting of the Department after his or her election, announce the following appointments.
 - a. A Property Committee
 - b. A Chaplain
 - c. A By-Laws Committee
 - d. An Election Committee
 - e. A Finance Committee
 - f. Advisors of the Junior Members
 - g. A delegate and alternate to the Fireman's Association of the State of Pennsylvania

- h. Three (3) representatives, seven (7) delegates, and five (5) alternates to the Adams County Volunteer Emergency Services Association.
- i. A representative to the Adams County Fire Police Association Inc
- j. Appoint other committees deemed necessary for the appropriate operation of the Department.

C. Vice President:

- 1. The Vice President will be chairman of the Property Committee.
- 2. The Vice President will in the absence or vacancy of the President, assume all duties and responsibilities that may be necessary at that time.

D. Recording Secretary:

- 1. The Recording Secretary will keep an accurate record of the proceedings of the Board of Officers and Department meetings.
- 2. The Recording Secretary be present at every meeting of the Department or cause to be there such records as are necessary for conducting the business of the Department.
- 3. The Recording Secretary will within ten (10) days of the passage of an amendment to the by-laws place a copy of same in the proper record in the fire station.
- 4. The Recording Secretary will post in a conspicuous place a copy of the minutes of all Department meetings, regular and special, within ten (10) days after the regular meeting and within forty-eight (48) hours after any special meeting
- 5. In absence or vacancy of the Recording Secretary the Membership Secretary will assume the responsibilities until the office is fulfilled

E. Membership Secretary:

- 1. The Membership Secretary will keep an accurate and up to date roster of the Department. This includes a total summary of all classifications of membership and members.
- 2. The Membership Secretary will forward a copy of the roster to the Treasurer of the Gettysburg Fire Department, The Pennsylvania State Fireman's Association, The Adams County Volunteer Emergency Services Association and the Adams County Fire Police Association by the date required by each organization.
- 3. The Membership Secretary will arrange for payment of dues by the date required for, The Pennsylvania State Fireman's Association, The Adams County Volunteer Emergency Services Association and the Adams County Fire Police Association.
- 4. The Membership Secretary will keep an accurate, up to date and post a monthly point tally for membership.
- 5. The Membership Secretary will notify in writing within forty-eight (48) hours any applicant elected to membership in the Department or any member(s) suspended, expelled, changed in membership status, or terminated from the Department.
- 6. The Membership Secretary will within thirty (30) days of a member's death, ensure that the proper death benefits have been filed, and inform the Board of Officers of such action.
- 7. The Membership Secretary will post an updated member roster by the end of March of all members and their membership classification.

8. In the absence or vacancy of the Membership Secretary, the Recording Secretary will assume all of their duties and responsibilities that may be necessary at the time.

F. Treasurer:

1. The Treasurer will have charge of all monies of the Department and its affiliated organizations subject to its orders.
2. The Treasurer will upon authorized approval, pay all orders drawn on the Treasury, and will provide a monthly report at the regular meeting of the Department which become a part of the minutes.
3. In the absence or vacancy of the Treasurer, the President or Vice President will assume all of their duties and responsibilities that may be necessary at the time.

G. The Chiefs:

1. The Chief will be the Chief line officer and will have the ultimate responsibility for all Department activities of an emergency nature.
2. In the absence or vacancy of the Chief, the duties and responsibilities of the Chief will be assumed in the following chain of command:
 - a. Deputy Chief
 - b. Assistant Chief
 - c. Captain
 - d. Lieutenant
 - e. Firefighter fulfilling duties of the officer's position on the first arriving apparatus.
 - f. A past Gettysburg Fire Department Chief.
3. The Fire Prevention Coordinator will arrange and have responsibility for the Department's participation in the National Fire Prevention Week and all other programs of a similar nature.
4. By the February meeting of the Department following his or her election, the Fire Chief will announce the following appointments:
 - a. Member(s) of the Fire Board to act as a liaison to EMS.
 - b. Fire Police Captain and no more than two (2) Fire Police Lieutenants
 - c. A qualified member of the Department as the Training Officer and assistants.
 - d. Establish S.O.G. to extend chain of command past elected officers per Article IX.G.2.
 - e. A Fire Prevention Coordinator.
 - f. Any other appointees necessary for the continued operation of equipment utilized in an emergency nature

H. Captain:

1. The Captain will keep a current inventory of all emergency equipment and apparatus in the Department's inventory & reporting systems.
2. The Captain will take a current inventory to be completed within sixty (60) days of taking office and kept current.
3. The Captain will be responsible to take care of any breakage or loss of emergency equipment will be reported to them.

4. The Captain will make a monthly report to the Fire Board of any loss, damage, repairs, supplies received, and the current inventory made during the previous month.

I. Lieutenant:

1. The Lieutenant will assist the Captain with the duties of that position.
2. In the absence or vacancy of the Captain will assume all duties and responsibilities that may be necessary at the time.

Article X. Duties of the Board of Officers

- A.** The Board of Officers will consist of the President, Vice President, Treasurer, Recording Secretary, Membership Secretary, Chief, Deputy Chief, Assistant Chief, Captain, and Lieutenant.
- B.** The Board of Officers
 1. The Board of Officers will meet monthly at a time prior to the regular meeting of the Department.
 2. The Board of Officers will have complete charge and control of the assets of the Department.
 3. The Board of Officers will retain the services of a solicitor for the Department.
 4. The Board of Officers will require all Department fiscal accounts to be audited at least annually by a Certified Public Accountant.
 5. The Board of Officers will adopt, enforce, and maintain the Department's house rules on an annual basis.
 6. The Board of Officers will, with the approval of the Department, retain the services of a Fire Department Administrative Assistant. The Board of Officers through the Board President will define additional duties.

Article XI. Fire Board

- A.** The Fire Board will consist of the Chief, Deputy Chief, Assistant Chief, Captain, and Lieutenant.
- B.** The Fire Board will meet monthly at a time prior to the regular monthly meeting of the Department and the monthly meeting of the Board of Officers.
 1. The Fire Board will keep an accurate record of the proceedings of its meetings.
- C.** The Fire Board will establish minimum training requirements for emergency personnel.

Article XII. The Board of Trustees

- A.** The Board of Trustees will investigate and consider action in regards to matters referred to them in writing by the Board of Officers, President, Chief, or any member.
- B.** The Trustees may consider, investigate or take action in regard to any matter. Four trustees must vote in favor to proceed with an investigation or take action.

- C. The Board of Trustees will investigate and interview in accordance with criteria established by the Board of Officers all applications for membership in the Department. The trustees will propose applicants they deem qualified for membership.
- D. The Board of Trustees will review members on Probation Status pursuant to Article VII.C.3
- E. Investigate all activities of members on Probation Status, in consultation with the Chief and President, and will recommend approval, or extension, or rejection of membership.
- F. The Board of Trustees will keep an accurate record of the proceedings of its meetings.

Article XIII. Duties of Representatives and Committees

A. Committee Meetings:

- 1. The date, time, location of all open committee meetings, work details, drills and training exercises will be posted on the bulletin board in the day room and /or the event calendar not less than three days before the meeting or activity. This will be the responsibility of the committee or the member in charge.
- 2. A committee may hold closed committee meetings that are restricted to committee members and invited guests. The committee must report on the meeting at the next department meeting. Each committee must have some open committee meetings for members to present comments.
- 3. At any time an emergency meeting must be held the notice will be posted as soon as possible indicating the nature of the emergency.
- 4. The quorum for the meeting of any committee will be the majority of said committee. Each committee will endeavor to hold one monthly meeting prior to the Departmental meeting for the purpose of reporting its progress to the Department.

B. Representatives to the Adams County Volunteer Emergency Services Association will:

- 1. Attend meetings of the Association and report the proceedings at the next regular meeting of the Department.
- 2. Act as liaison between the Association and the Department.
- 3. They will speak in the best interest of the Department at Association meetings.
- 4. They will institute any matter before the Association which has received approval of the Department and vote in accordance with the Department's wishes.

C. Delegates to the Fireman's Association of the State of Pennsylvania will:

- 1. Attend meetings of the Association and report the proceedings at the next regular meeting of the Department.
- 2. Act as liaison between the Association and the Department.
- 3. They will speak in the best interest of the Department at Association meetings.
- 4. They will institute any matter before the Association which has received approval of the Department and vote in accordance with the Department's wishes

D. Representatives to the Adams County Fire Police Association Inc will:

1. Consist of the Fire Police Captain and one appointed by the President and will attend meetings of the Association and report proceedings at the next regular meeting of the Department.
2. Act as liaison between the Association and the Department.
3. They will speak in the best interest of the Department at Association meetings.
4. They shall institute any matter before the Association which has received approval of the Department and vote in accordance with the Department's wishes.

E. Appointed Representatives:

1. Will be reimbursed for related expenses to attend Association meetings. Receipts must be furnished for all expenses and approved by the Board of Officers.

F. Duties of the Executive Committee:

1. The Executive committee will consist of the President, Chief, Treasurer, and the Administrative Assistant.
2. The committee may, when it deems necessary, add or delete temporary members.
3. The committee will prepare and submit the annual operating budget, for adoption, to the Board of Officers of the Department at or before the November meeting of each year.
4. Establish and review periodically the risk management goals, policies, and make recommendations to the Board of Officers. To fulfill its responsibility this committee will have the authority to seek Professional opinions and advice.
5. Will present a 10 year strategic plan for the Department with the November budget proposal every year.
6. Serve as the liaison between all lessors of employees and the Department as the lessee.
7. This committee, with the approval of the Board of Officers, will establish, review, and recommend policies and procedures for the Departments leased employees.
8. In the absence of a quorum at the Board of Officers or the regular Department meeting, make any and all decisions requiring immediate action for the continued and uninterrupted operation of the Department.

G. The Finance Committee will:

1. Establish and review periodically, the investment goals and policies for approval by the Board of Officers. To fulfill its fiduciary responsibility, this committee may recommend professional investment counsel and the basic terms of their contract to the Board of Officers.
2. The committee will have the authority to make purchases, sales or exchanges or securities and other investments in the investment portfolio and may delegate discretionary authority to the investment counsel.
3. To meet periodically with the investment counsel to review and evaluate the performance of the investments.
4. To provide annually a status report of the performance of the investment portfolio.
5. To make recommendations to the Board of Officers on the acquisition of or the transfer of real property that is intended for, or in support of programs and operational use.

- H.** The Property Committee will:
 - 1. Be responsible for all real property of the Department with the exception of vehicles and emergency equipment.
 - 2. Maintain a current inventory of all property noting any loss or damage at the next regular Department meeting.
 - 3. Conduct quarterly inspections of all Department property and give a report to the Board of Officers.
- I.** The Election Committee will:
 - 1. Conduct all elections of officers by the provisions of these bylaws.
- J.** The By-Laws Committee will:
 - 1. Meet as needed to review content, composition, uniformity in style and to eliminate any inconsistencies.
 - 2. Present any findings to the Board of Officers and the Department.

Article XIV. Purchases

- A.** Expenditures will be in compliance with the current operating budget.
- B.** Emergency expenditures for the continuous operation of the Department must be approved by the President or Chief.
- C.** Non-budgeted items require a two-thirds vote for approval at any Department meeting.
- D.** The Department, whenever possible, will endeavor to make purchases from businesses within the area served by the Department.
- E.** Purchases in excess of \$150.00 will require a purchase order.
- F.** A majority vote of the members present at the Department meeting will be required for approval of any expenditure in excess of \$10,000.00.
- G.** Expenditures in excess of \$10,000.00 will require competitive quotes.
- H.** Expenditures over \$25,000.00 will require competitive bids and a legal, written and binding contract to be signed by the President and witnessed by the Recording Secretary.

Article XV. Impeachment

- A.** Any officer may be impeached or removed from office for the following offenses:
 - 1. Refusing or neglecting to perform the duties of the office to which they were elected.
 - 2. Committing an offense which reflects unfavorably on the Department.
- B.** Impeachment proceedings against any elected officer of the Department will be done in the following manner:
 - 1. Any Regular Member of the Department may file impeachment charges, in writing with a signature to the Chair of the Board of Trustees.

2. The Board of Trustees will, within ten (10) days after receiving the charges meet to review the charges and determine if the charges are warranted.
3. If, in the opinion of the Board of Trustees, the charges are warranted then a hearing may be held within ten (10) days with all those involved.
4. After all evidence has been submitted at the hearing, the Board of Trustees will again meet within forty-eight (48) hours and prepare a recommendation to be presented to the next regular Department meeting.
5. The Chair of the Board of Trustees will, at the next regular Department meeting read the charges and the recommendations of the Board of Trustees. If impeachment of the officer is recommended by the Board of Trustees it will require a three-fourths (3/4) vote of the members present at the meeting to impeach.
6. If the Department votes for impeachment, then the presiding officer of the meeting will declare the office vacant and nominations will be taken in accordance with Article VI of these by-laws.

Article XVI. Charges and Appeals of Members

- A. Having the inherent right to make and enforce its own laws, the Department Board of Trustees will conduct an investigation of charges and appeals.
- B. Charges against a member or an appeal by a suspended member must be filed in writing with a signature within forty-eight (48) hours of the offense or suspension to the chairman of the Board of Trustees. The chairman will within ten (10) days call for a meeting with the accused or suspended member and the Board of Trustees to determine if charges are warranted. If charges are warranted a hearing may be held with those involved.
- C. After all evidence has been submitted at the hearing, the Board of Trustees will then pass judgment on the accused and determine the penalty to be issued.
- D. The Board of Trustees will submit to the President of the Department, in writing, their penalty for the accused. The Board of Trustees will have the power to suspend to a maximum of six (6) months. The Board of Trustees may recommend expulsion or termination to the Department.
- E. The Board of Trustees will read their decision at the next regular meeting of the Department with the same to be recorded in the accused member's personnel file.
- F. In all cases the decision of the Board of Trustees will be final. Since Membership in the Department is a privilege there will be no right of appeal.

Article XVII. Suspension, Expulsion, and Termination

- A. Suspension of membership in the Department may be done in one of the following manners:
 1. By the Board of Trustees.
 2. By the President or Chief
 - a. Verbally not to exceed 60 days.

- b. Any suspension must be followed by a formal notice, stating the starting time and date and length of the suspension, in writing within forty-eight (48) hours, to the Board of Trustees. If the formal notice is not received with forty-eight (48) hours the temporary suspension will be dropped immediately.
 - c. Upon meeting The Board of Trustees may decide to uphold, reject, increase, or decrease the suspension.
 - d. Any member receiving a suspension by the Chief or the President may file an appeal, in writing with signature, with the Board of Trustees within forty-eight (48) hours of the start of the suspension. The Trustees will have the authority to uphold, increase, or decrease the suspension. In all cases the authority of the Trustees will be final.
3. Any member while under suspension will not be entitled to any benefits of the Department.
- B. Expulsion from membership in the Department will be done in the following manner:**
1. By membership vote which requires a majority vote of the members present at any regular meeting of the Department.
 2. Automatic for failure to pay membership dues.
 3. After a 6 month period any member that was expelled may again seek membership in the Department as a probationary member.
- C. Termination of membership in the Department will be done in the following manner:**
1. By the membership, which requires a majority vote of the members present at any regular meeting of the Department.
 2. Automatic, for the conviction of failing to make restitution of monies of the Department, or for the conviction of a crime that reflects unfavorably upon the Department.
 3. Once terminated the member may never again seek membership in the Department.

Article XVIII. Amendments to the By-laws

- A. Amendments proposed by a member:**
1. The proposed amendment(s) must be submitted in writing at a regular meeting of the Department by a Regular Member. The regular meeting of the Department at which this takes place will be defined as the meeting of submission.
 2. The proposed amendment will be referred to the By-laws Committee to review content, composition, uniformity in style and to eliminate any inconsistencies.
 3. The committee will report their findings at the first regular meeting of the Department following the meeting of submission. The report of the By-laws Committee and the proposed amendments(s) will be posted on the day room bulletin board for review by all members of the Department. This must be posted from the day after the first meeting following the meeting of submission until the next regular meeting of the Department.
 4. At the second regular meeting of the Department meeting following the meeting of submission, the amendment(s) will be acted upon.

B. Biennial Review

1. In even number years, the By-Laws Committee will complete a review of the By-Laws.
2. The review shall begin in January. The committee shall solicit input from the membership of the Department.
3. The committee will present its report at a regular meeting of the Department in or before the month of June. If the committee has a proposed revision of the By-laws, it will be presented at the same meeting. The regular meeting of the Department at which this takes place will be defined as the meeting of presentation.
4. The report and proposed revision, if any, will be posted on the day room bulletin board for review by all members of the Department from the day after the meeting of presentation until the next regular meeting of the Department.
5. If there is a proposed revision of the By-laws, between the meeting of presentation and the next regular meeting of the Department members shall contact the By-Laws Committee with questions, concerns, and recommendations on the proposed revision.
6. At the next regular meeting of the Department following the meeting of presentation, the By-Laws Committee shall report any changes to the draft presented the previous month and take further feedback. The draft will then be finalized and submitted for adoption as a motion from the committee.
7. The final proposed revision will be posted on the day room bulletin board for review by all members of the Department until the next regular meeting of the Department.
8. At the next regular meeting of the Department, no later than the month of August, the proposed revision will be acted upon.

C. By-Laws Committee Action between Biennial Reviews

1. A situation may arise that requires a limited review of the By-Laws between the biennial reviews. Such a matter may be referred to the By-laws Committee in one of the following manners:
 - a. A motion from the floor at any meeting of the Department.
 - b. A motion from the floor at any meeting of the Board of Officers.
 - c. By directive of the President.
2. The motion or directive shall define the scope of the review and the date of the meeting of the Department where the Committee is expected to present a report on the review.
3. After the committee presents its report and any proposed amendment(s), the report and proposed amendment(s), if any, will be posted on the day room bulletin board for review by all members of the Department from the day following the meeting of the presentation until the next regular meeting of the Department.
4. If the committee has proposed an amendment(s), at the regular meeting of the Department following the meeting of presentation, the proposed amendment(s) will be acted upon.

D. Action on a Proposed By-Laws Amendment(s) or Revision(s)

1. When a proposed Amendment(s) or Revision(s) to the By-Laws is acted upon by the Department, passage will require a two-thirds (2/3) majority of the votes cast for adoption. Voting will take place by ballot.

Article XIX. Membership Criteria

- A. Each member will be required to meet the membership criteria for his/her classification unless a waiver is obtained in writing from the Board of Trustees.
- B. It is the member's responsibility to submit a written request for the waiver to be received by the Trustees on or before the August 31 of the calendar year in which the member will be found in non-compliance with the criteria.
- C. Regular Members must maintain 25 points.
- D. Life Members must maintain 25 points to vote on Department business. Life Members voted into the Department as a new member before October 1, 2011 will be exempt from the twenty-five (25) point minimum unless running for an elected office.
- E. A point year is defined in Article XX.M.1.
- F. The Membership Secretary will notify the Board of Trustees and the member that are below the point minimum for one year.
- G. Members are responsible to inform the Membership Secretary of any change in contact information, emergency contacts, or change in beneficiaries.
- H. The Department is not responsible for lost, misdirected mail, or out dated insurance beneficiaries
- I. Those members will be notified via mail that they have one year remaining to bring their point up to minimum or be reclassified to a Social Member.
- J. A Regular Member who is reduced to Social Membership may make a written request to the Board of Trustees for reinstatement to Regular Membership but will be exempt from conditions of probationary membership.
 1. Request must be made no greater than 12 months from date of change in membership status. A Social Member who wants reinstated that does not comply with the above timelines must reapply for Regular Membership and serve the probationary period for that classification.

Article XX. Gettysburg Fire Department Point System

- A. Attendance: 10 Points Maximum
 1. Members may earn one (1) point for each attendance at a regular Department meeting or special Department meeting.
- B. Responses: 20 Points Maximum
 1. Members may earn one (1) point for every five (5) responses. Emergency responses include fire, ambulance, fire police, and/or any combination of these three. Responses will have an incident number associated to them.

C. Activities: 10 Points Maximum

1. Members may earn one (1) point for each official activity of the Department or a activity pertaining to business of the Department with the exception of the carnival. Activities include fundraising, food committee, and appointed work details by a Board member.

D. Carnival: 10 Points Maximum

1. Members earn two (2) points per calendar day in which they have participated for a minimum of two hours.

E. Administration: 10 Points Maximum

1. Members may earn one (1) point for attending an official committee meeting of the Department or attending an ACVESA, FASP or local municipal meeting as a Department representative.

F. Duty Night, Sleep In, or Standby: 10 Points Maximum

1. Members may earn one (1) point for each period of standby duty lasting at least four (4) hours, or one (1) point for each night of sleep-in duty. To earn point credit for standby duty, the length of on-duty time must be a minimum of four hours over a single time period. Multiple time periods cannot be combined for point credit, nor may more than one point be earned for a single on-duty time period. The Fire Chief may approve events less than four (4) hours for point credit.

G. Formal Training: 15 Points Maximum

1. Members may earn points for completion of formal training courses. Formal training is defined as training which is related to the fire, rescue, emergency medical services, fire police, or administrative functions which the member performs. Gettysburg Fire Department training forms must be filled out and approved by the Fire Chief and/or Fire Board to be eligible for points. For the purposes of earning points, the Gettysburg Fire Department Training Form and a certificate of completion or certification must be turned in for approval prior to or after the training is completed, but during the current points year. Points are earned for formal training according to the following schedule:
 - a. Up to 10 cumulative hours of certified training = 2 points (1 hr minimum).
 - b. 11 – 20 cumulative hours of certified training = 5 points.
 - c. 21 – 44 cumulative hours of certified training = 10 points.
 - d. 45 or more cumulative hours of certified training = 15 points.

H. GFD / Departmental Training: 15 Points Maximum

1. Members may earn one (1) point for each GFD training session. This includes monthly Department training, drivers training, and other training scheduled or taken within the Department's operation. Training is required to be at least one hour in length with Fire Board or training officer approval.

I. Fire Prevention: 10 Points Maximum

1. Members may earn one (1) point for participation in a Department fire prevention event. Fire prevention events require Fire Chief or Fire Prevention Designee approval.

J. Tenure: 10 Points Maximum

1. Members will earn one (1) point for every two years of membership in the Gettysburg Fire Department. Tenure calculations would be done each year until the member becomes a Life Member at which time a Life Member will be given 10 points at the beginning of each point year.

K. Wellness: 5 Points Maximum

1. One (1) point for completion of a smoking cessation class.
2. One (1) point for the completion of ten 20 minute workout sessions in the GFD gym. It is the responsibility of the member to track workouts on the workout log.

L. Elected Officer: 10 Points Maximum

1. Elected Officers may earn one (1) point for each month served.

M. Point System Process and Overview

1. The Point Year runs October 1 thru September 30 of each year. It is the Members' responsibility to fill out proper paperwork and obtain approval. An approval for all submitted point requests will require verification by the proper person and or designee. An appointed Designee must be approved by the Board and is good for that current point year. No "dual" points will be issued for the same activity.

N. Approval / Verification Authorities.

1. Attendance = President or Designee.
2. Responses = Assistant Chief or Designee.
3. Activities = Chairman or Designee.
4. Carnival = Carnival Chairman or Designee.
5. Administration = President, Committee Chair or Designee.
6. Duty Night / Standby / Sleep in = Chief or Designee.
7. Formal Training = Chief or Designee.
8. GFD/Department Training = Training Officer or Designee.
9. Fire Prevention = Fire Prevention Chairman or Designee.
10. Tenure = Membership Secretary.
11. Wellness = Wellness Chairman or Designee.
12. Elected Officer = Membership Secretary.

O. Tally Points and Record Keeping:

1. The Membership Secretary will tally points for the Department. It is not the responsibility of the Membership Secretary to verify or approve point requests. It will be the responsibility of the Membership Secretary to maintain accurate point records from October 1 through September 30 of the following year in order to provide the Election committee with the guidelines for nominations.

P. Member Responsibility:

1. It will be the responsibility of each member to sign the appropriate log sheet for each activity the member participates in. Log sheets will be issued by the Membership Secretary for all administrative activities and the Fire Board for all operational activities. It is the responsibility of each committee chair to insure a log sheet is completed for each meeting and/or function and then turned over to the Membership Secretary.

Article XXI. Standing Rules

- A.** The Department may adopt standing rules.
1. A standing rule is a rule that may be adopted, amended, rescinded, or suspended by a majority vote of the members present at any meeting of the Department. Any motion made at a Department meeting to adopt, amend, rescind, or suspend a standing rule will automatically be tabled for vote until the next regularly scheduled monthly Department meeting.
 2. No standing rule is in order that conflicts with the by-laws.
 3. Any member violating or contributing to the violation of any standing rule will be subject to disciplinary action.

Article XXII. Electronic and Social Media Guidelines

A. Definitions:

1. Social media is the term used to define websites, mobile applications (apps), internet-based tools and interactive communication technologies that allow users to interact with one another to share photos, text, data, information, opinions, knowledge, interest, and insight. Social media encompasses a wide range of platforms, including, but not limited to, blogs, Vblogs, wikis, video and photo sharing websites, social and professional networking sites, website commenting sections, message boards, and content sharing sites. Some of the more commonly used sources of social media are Facebook, Twitter, LinkedIn, Tumblr, and MySpace. The absence of reference to a specific site or device does not limit the intent of this guideline to outline appropriate and inappropriate use of social media.
2. An electronic device is a term used to define cell phones, smart phones, cameras, beepers, pagers, camcorders, video cameras, iPods, laptops, desktop computers, tablet computers, and personal digital assistants (PDA) that allow users to transmit voice communications, videos, photos, text, emails, data, files, information, opinions, and knowledge to other individuals utilizing an electronic device.

B. Purpose: The goal of Gettysburg Fire Department's Electronic and Social Media Use Guidelines are to establish guidelines of a precautionary nature for acceptable and unacceptable use of content captured by electronic devices and social media while members are engaged in departmental activities, functions, and emergency response situations. These guidelines are not meant to address one particular form of social media, but rather social media in general including new emerging technology.

C. Guidelines: The Gettysburg Fire Department (GFD) Electronic and Social Media Use Guidelines outlines acceptable and unacceptable use of social media and electronic devices in the Gettysburg Fire Department:

1. When engaging in electronic and social media activities, all members will maintain a level of professionalism that is consistent with the honorable Mission, Vision, and Values of the Department.

2. This guideline shall directly apply to Department owned and members' personally owned, operated, and maintained social media accounts and electronic devices that can photograph; capture or record still images, video, or sound; or transmit text, data, or information to social media accounts of Department members.
3. Utilizing social media or electronic devices shall not interfere with the duties and responsibilities of Department members.
4. Posting confidential information and/or content that is offensive, derogatory, defamatory, off-color or sexual in content to social media about the Department may result in the Department initiated disciplinary action. Confidential information includes operational data and records, investigative information, Department finances, personnel matters, and pictures and videos from rescue operations, fire, and emergency calls.
5. Department members are responsible for all content that is posted to their personal social media accounts. Using social media to harass, threaten, disparage, intimidate, or discriminate against the community, members, volunteers, or other individuals is unprofessional and inappropriate.
6. Members are encouraged to use the internet and social media respectfully, responsibly, and accurately, since Department members postings reflect on the entire Department.
7. Department members shall not use logos unless they are given permission to do so by the Department or Fire Chief.
8. Department members authorized by the Department or Fire Chief to act as spokespeople shall be the only individuals permitted to disseminate information to the media (editors, reporters, newspapers, television stations, websites, bloggers) regarding department activities, e.g., emergency situations, ongoing investigations, upcoming events, etc.
9. The Electronic and Social Media Use Guidelines applies to all members, volunteers, and employees of the Department.

2018 Gettysburg Fire Department Bylaws Committee

Benjamin Heyser, Chairman
James Fox
Phil Hartzel
Rick Shetter

Referencing the GFD Bylaws

(Article)
(Section)
(Subsection)
(Paragraph)
(Subparagraph)

Article XXIII. Example

A. Section Text

1. Subsection Text

a. Paragraph Text

i. Subparagraph Text