

**THE BALTIMORE COUNTY
VOLUNTEER FIREMEN'S
ASSOCIATION**



CONSTITUTION

January 2017

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**THE BALTIMORE COUNTY
VOLUNTEER FIREMEN’S ASSOCIATION**

CONSTITUTION

PREAMBLE

We, the Delegates and Alternates of the Volunteer Fire Companies in Baltimore County, State of Maryland, in the Annual Meeting, assembled in order to have a more perfect organization, establish harmony, ensure prosperity and success, obtain and compile statistics concerning the practical workings of the various systems, and the merits of the various apparatus, cultivate fraternal fellowship among the Companies, create a relief fund and promote the best interests of the Volunteer Firemen of Baltimore County, do hereby adopt the following Constitution.

ARTICLE I - NAME

The name of this Association shall be “**The Baltimore County Volunteer Firemen’s Association, Incorporated.**”

ARTICLE II - MEMBERSHIP

SECTION 1 - CLASSES OF MEMBERSHIP:

There shall be active members, associate members, probationary members and honorary members.

SECTION 2 - ACTIVE MEMBERS:

- A. Be a Volunteer Fire, Rescue, Emergency Medical Service or related service company, as recognized by the Baltimore County Volunteer Firemen's Association, situated in Baltimore County, Maryland.
- B. Be incorporated under the laws of the State of Maryland.
- C. Shall have at least twenty-five members, each trained as specified in the By-laws of the Association.
- D. Have adequate quarters as specified in the By-laws of the Association.
- E. Have such communications systems as specified in the By-laws of the Association.
- F. Meet the requirements of the By-laws of the Association pertaining to apparatus.
- G. Be entitled to cast one vote on all matters that come before the Association in the Annual Meeting assembled, or at any regular or special meeting of the Association.

SECTION 3 - ASSOCIATE MEMBERS:

Associate members of the Association shall:

- A. Be other volunteer emergency service organizations situated in Baltimore County.
- B. Meet all the requirements of the Constitution and By-Laws of the Association pertaining to associate members.
- C. Be elected to associate membership, after having satisfactorily served at least eighteen months as probationary members, upon recommendation of the Executive Board, by a vote of two-thirds of those active member companies present and voting at a regular meeting of the Association.
- D. Be permitted to speak on, but not to vote on, any matter that comes before the Association.

SECTION 4 - PROBATIONARY MEMBERS:

Probationary members of the Association shall be those applicants for active or associate membership who:

- A. Meet all the requirements of the Constitution and By-Laws of the Association for the class of membership for which they are applying.
- B. Continue in probationary membership for at least eighteen months and until they are elected to active or associate membership.
- C. Are elected to probationary membership, upon recommendation of the Executive Board, by two-thirds of those active member companies present and voting at a regular meeting of the Association.

- D. Shall be permitted to speak on, but not to vote on any matter that comes before the Association, and to share all of the other benefits of active or associate membership, as may be appropriate.

SECTION 5 - HONORARY MEMBERS:

Honorary members of the Association shall:

- A. Be those individuals or organizations which, in the walks of official or private life, have at any time rendered conspicuous service to the volunteer fire companies of Baltimore County.
- B. Be elected to honorary membership by a majority of those active member companies present and voting at a regular meeting of the Association.
- C. Be welcomed at the annual and regular meetings of the Association.
- D. Be permitted to speak on, but not to vote on any matter coming before the Association, at the discretion of the presiding officer.

ARTICLE III - OFFICERS

SECTION 1 - OFFICERS

A. ELECTED OFFICERS

1. The elected officers of the Association shall be a President, who shall be the Chief Executive Officer of the Association; a Senior Vice President, who shall be the Chair of the Executive Board; a Vice President-Operations, a Vice President-Finance; a Vice President-Administration, a Secretary; a Treasurer, a Financial Secretary, and six District Representatives, who shall be the voting members of the Executive Board; and a Chaplain. They shall serve for a term of one year, or until their successors are elected.
2. District Representatives shall be elected from among the members of member companies within each district, by the member companies in the district. Company membership in districts shall be prescribed in the By-Laws.

B. APPOINTED OFFICERS

1. Elected officers may nominate as many assistant officers as they deem needed to help them carry out the duties of their office.
2. Such appointed officers shall be appointed by the President with the approval of the Executive Board, and shall serve at his pleasure.
3. Assistant officers shall perform such duties as may be assigned to them by their nominating officer.

SECTION 2 - NOMINATION OF ELECTED OFFICERS

- A. Nominations for the Annual Election of officers shall be received by the conclusion of the August Regular Meeting of the Association.
- B. To be eligible for office, the person must be a member of an active member company. The written endorsement of that company must be received by the Secretary prior to the election for the office for which the person is a candidate.
- C. A nomination can be made by any delegate or alternate delegate.
- D. Only a person nominated in accordance with this section may be elected as an officer.
- E. Nominations for a vacant office shall be received in writing at the Office of the Association within two weeks after the regular meeting of the Association at which the vacancy is announced. Notice of all such nominations shall be given by electronic and U.S. Mail to all member companies within three days after the end of the two-week period.

SECTION 3 - ELECTION OF OFFICERS:

Election of Elected Officers shall be conducted at the Annual Meeting. District Representatives shall be elected from among the active member companies and by the active member companies in that district. All elected Officers of the Association shall be elected by a majority vote of those active member companies present and voting.

SECTION 4 - SPECIAL ELECTION OF OFFICERS:

Should the office of President become vacant before the regular expiration of the term of office, the Senior Vice President shall automatically succeed to that office. Should the office of District Representative become vacant before the regular expiration of the term of office, then a replacement shall be elected from among the active member companies of that district, by the active member companies of that district, at the next regular meeting of the Association after the one at which the vacancy is announced. Should any other elected office become vacant prior to the regular expiration of its term, it shall be filled at the next regular meeting of the Association after the one at which it is announced, by the vote of a majority of those active member companies present and voting.

SECTION 5 - DUTIES OF OFFICERS:

The duties of the Officers of the Association shall be as stated in the By-laws of the Association.

ARTICLE IV - REMOVAL OF OFFICERS

SECTION 1 – CAUSE: Any elected Officer of the Association may be removed from office for improper conduct, failure to perform his duties, or for conduct detrimental to the best interest of the Association.

SECTION 2 – CHARGES: Charges shall be made by at least one active member company and shall be submitted in writing to the Executive Board and to the Officer charged, at the same time, and shall state specific details of the charges.

SECTION 3 – INDICTMENT: At a special meeting called for that purpose, the Executive Board shall hear all evidence supporting the charges in the presence of the Officer charged (unless he declines the privilege of being present). The Officer charged shall be given ample opportunity to refute the charges. After all of the evidence has been presented, the Executive Board shall then meet in closed session. A vote of two-thirds of the members of the Executive Board present and voting shall constitute an indictment.

SECTION 4 – TRIAL: At a trial conducted at a special meeting of the Association called for that purpose, both sides shall be given ample time to present evidence and arguments. A secret poll of the active member companies present shall then be taken. Should two-thirds of those active member companies present and voting vote to convict, then the Officer shall be declared guilty, the office declared vacant and filled as prescribed in the Constitution.

ARTICLE V - EXECUTIVE BOARD

SECTION 1 – COMPOSITION: The Executive Board shall consist of the President, the Senior Vice President, the Vice President-Operations, the Vice President-Finance, the Vice President-Administration, the Secretary, the Treasurer, the Financial Secretary, the Immediate Past President and the six District Representatives. Six elected members of the Board shall constitute a quorum.

SECTION 2 - DISTRICT REPRESENTATIVES: District Representatives shall be elected from among the active member companies of each district by the active member companies in that district. The districts shall be as designated in the By-laws of the Association.

ARTICLE VI - BOARDS

SECTION 1 - STRUCTURE AND ELECTION OF ADMINISTRATIVE BOARDS

- A. Every Administrative Board shall consist of six (6) members elected for three year terms. In each year, two (2) members shall be elected to replace those whose terms have expired. Administrative Board Members may succeed themselves, and shall serve until their successors have been elected. Vacancies that occur among members of Administrative Boards shall be filled in the manner prescribed by this Constitution.
- B. Every appointed Administrative Board shall consist of eleven (11) members; seven (7) of which are voting members and four (4) of which are ex-officio (non-voting) members appointed for three year terms. In each year, two or three members shall be appointed to replace those members whose terms have expired. Administrative Board members may succeed themselves, and shall serve until their successors have been appointed. Vacancies that occur among members of Administrative Boards shall be filled in the manner prescribed by this Constitution.
- C. Administrative Boards shall annually elect from among their members: Chairman, Vice-Chairman, Secretaries and such subcommittees as they may find needed. All Administrative Boards shall be under the supervision of the Vice President-Finance, and shall include: Scholarship Board, Loan Fund Board, LOSAP Board, and Heritage/Shrine Board.

SECTION 2 – MEDICAL BOARD

- A. The Medical Board shall consist of the Medical Director and Deputy Medical Directors, who shall be licensed to practice medicine in the State of Maryland, and a Medical Administrator, who shall be appointed by, and serve at the pleasure of the President.
- B. The Medical Board shall be responsible for the administration of the Association's Drug Screening Program. The Medical Director or Deputy Medical Directors shall review the results of all drug tests.
- C. The Medical Board shall review all OSHA Medical Questionnaires, and shall make appropriate recommendations as to fitness to use respiratory protection.
- D. The Medical Administrator shall provide logistical support for the Medical Director and Deputy Medical Directors.
- E. Procedures for the operation of the Drug Screening and Respiratory Medical Fitness Screening programs shall be prescribed in the Procedures of the Association.
- F. The Medical Board shall be under the supervision of the President or their designee.

ARTICLE VII - COMMITTEES

SECTION 1 - STANDING COMMITTEES:

The Standing Committees of the Association shall be appointed by the President and shall serve at his pleasure. They shall be under the supervision of a Vice President, as follows:

- A. Supervised by the Vice President-Operations
 - 1. Senior Officers Committee
 - 2. Training Committee
 - 3. Communications Committee
 - 4. Homeland Security/Emergency Preparedness Committee
 - 5. Water Resource Committee
- B. Supervised by the Vice President-Finance
 - 1. Finance Committee
 - 2. Budget Committee
 - 3. Insurance Committee
 - 4. Audit Committee
- C. Supervised by the Vice President-Administration
 - 1. Public Fire Safety Education Committee
 - 2. Public relations & Publicity Committee
 - 3. Annual Meeting Committee
 - 4. Constitution and By-Laws Committee
 - 5. Legislative Committee
 - 6. Volunteer Recruitment & Retention Committee
 - 7. Senior Executive Officers Committee

SECTION 2 - SPECIAL COMMITTEES:

Special Committees shall be appointed by the President and shall serve at his/her pleasure.

SECTION 3 - SUBCOMMITTEES:

Shall be appointed by the President and shall serve at his/her pleasure.

- A. Emergency Medical Services Sub-Committee of the Senior Officer's Committee.
- B. Rescue Sub-Committee of the Senior Officer's Committee

ARTICLE VIII - AWARDS

SECTION 1: The Association will award the following awards annually: The Hall of Fame Award, President's Award, Firefighter of the Year Award, Emergency Medical Services Provider of the Year Award, Executive Officer of the Year Award, Mark G. Falkenhan Rescue Provider of the Year Award, Rookie of the Year Award, John T. Gosnell Administrative Achievement Award, Edwin L. Emkey Sr. Award, Edwin F. Preston Award, and J. Donald Mooney Training Award.

SECTION 2: Hall of Fame Award will be awarded to members of member companies of this Association in recognition of distinguished service to his or her volunteer company, to this Association, the Maryland State Firemen's and/or the Baltimore County Fire and Rescue Service.

SECTION 3: The President's Award will be awarded to an individual who, in the opinion of the President, has supported the President greatly and greatly contributed to the success of the Association.

SECTION 4: The Firefighter of the Year Award will be awarded to an individual, who displayed outstanding citizenship, (i.e., activities by a firefighter to better his/her department and community at large). Acts of heroism may be considered.

SECTION 5: The Emergency Medical Services Provider of the Year Award will be awarded to an individual who has displayed outstanding citizenship (i.e., activities by an EMT-B, EMT-I (CRT), EMT-P) to better his/her department and community at large. Acts of heroism or life saving may be considered.

SECTION 6: The Executive Officer of the Year Award will be awarded to an individual who has displayed outstanding citizenship, bettering his or her company, this Association and/or the community.

SECTION 7: The Mark G. Falkenhan Rescue Provider of the Year Award will be awarded to an individual who has displayed an exemplary effort in the extrication process or displayed an excellent command of the situation and through direction of the team achieved an extreme goal in the extrication process.

SECTION 8: Rookie of the Year Award will be awarded to an individual who has made significant strides during their initial 24 months at the recipients Fire/EMS Company.

SECTION 9: John T. Gosnell Administrative Achievement Award will be awarded to an individual who has displayed exemplary administrative contributions to the Baltimore County Fire Service, Baltimore County Volunteer Firemen's Association and the recipients Fire/EMS Company.

SECTION 10: The Edwin L. Emkey Sr. Award will be awarded to an individual of a Baltimore County Volunteer Firemen's Association Company's Junior's program who has outstanding accomplishments within their respective company.

SECTION 11: The Edwin F. Preston Award will be awarded to an individual who has at least but not less than 50 years of continued and faithful service to organizations within the Association.

SECTION 12: The J. Donald Mooney Training Award will be awarded to an individual who has strived to advance their knowledge through formal training in Fire, Rescue, and EMS operations and is in recognition of significant contributions towards the mission of the Fire Service, by an individual, as recommended by his/her respective company.

SECTION 13: The criteria for the awards and the process for selecting recipients shall be established as Association Procedures.

ARTICLE IX – GOVERNANCE AND LEGISLATION

SECTION 1: There shall be four documents providing governance of the Association and its member companies, this Constitution, By-laws, Standards and Procedures.

- A. Constitution. This Constitution shall be the supreme governing document of the Association. By-laws, Standards and Procedures shall be subordinate to it, and must comply with its strictures.
- B. By-laws. The By-laws shall be those rules needed to apply the provisions of the Constitution in detail.
- C. Standards. There shall be the following classes of Standards:
 - 1. Apparatus Standards. Apparatus Standards shall specify the minimum standard of construction and equipage for each type of apparatus used by the member companies of the Association.
 - 2. Equipment Standards. Equipment Standards shall specify the minimum standard for specified types of equipment used for emergency services by member companies.
 - 3. Staffing Standards. Staffing Standards shall specify the minimum personnel standard for staffing specified typed of apparatus used by member companies.
 - 4. Training Standards. Training Standards shall specify the level of training required of members of member companies before they are permitted to perform specified functions.
- D. Procedures. There shall be such Procedures as are needed for the orderly conduct of significant Association business. Procedures shall direct officers and member companies in the prescribed way that the Association and its member companies conduct specified matters of business, in accordance with the Constitution and By-laws of the Association. Procedures shall be established by the Executive Board of the Association, and shall remain in effect until amended or revoked at an Annual, Regular or Special Meeting of the Association.

SECTION 2 - REPRESENTATION: Each active member company shall designate from among its active members five (5) Delegates to the Association: at least one (1) of whom shall be selected from among the three top fire line Officers of the Company, and five (5) Alternate Delegates.

SECTION 3 - ANNUAL MEETING: The Annual Meeting of the Association shall be held each year in September at the place selected at the previous Annual Meeting or at any regular meeting of the Association.

SECTION 4 - REGULAR MEETINGS: Regular meetings of the Association shall be held monthly at such times and places as shall be determined by the Association.

SECTION 5 - SPECIAL MEETINGS: Special meetings of the Association shall be called by the President, upon the request of the Executive Board, or upon the request of three (3) active member companies. Every member company must be notified at least forty-eight hours before the beginning of any Special Meeting.

SECTION 6 – QUORUM: Presence of seventeen active member companies shall constitute a quorum for the transaction of business at any annual, regular or special meeting of the Association.

SECTION 7 – LEGISLATION: All legislative action of the Association shall occur at annual, regular or special meetings of the Association, and shall be binding upon member companies. Enactment shall require the vote of a majority of those active member companies present and voting, unless specified otherwise in this Constitution, or in the By-laws of the Association.

SECTION 8 - PAST PRESIDENTS: Past Presidents of the Association shall be permitted to attend annual, regular and special meetings of the Association. They shall be permitted to speak, but not to vote on matters before the Association.

ARTICLE X - FINANCES

SECTION 1 - ANNUAL BUDGET AND ESTIMATE OF REVENUE

- A. The President and Executive Board are required each year to devise an annual budget in which they set forth a plan for expenditures for the forthcoming year. They are required at the same time to devise an Annual Estimate of Revenue which must provide sufficient income to meet the needs of the Annual Budget.
- B. The President and the Executive Board are required to submit the Annual Budget and the Annual Estimate of Revenue to the Association at its regular meeting in October.
- C. The Association may amend the Annual Budget and Annual Estimate of Revenue by adding, altering or deleting items or amounts, but is required to enact a balanced Annual Budget and Annual Estimate of Revenue at its regular meeting in November, at which time they shall also establish the Annual Dues by the vote of the majority of those member companies present and voting. The Annual Budget and Annual Estimate of Revenue, as enacted by the Association, shall be the guide by which the Association controls its finances for each year. It may be modified to meet the changing needs of the Association at any regular or special meeting of the Association, provided that each additional expenditure shall be accomplished by the means for funding it.

SECTION 2 - DUES

- A. Active member companies shall pay, by no later than the second day of each January, the amount established in the Annual Estimate of Revenue.
- B. Associate members shall pay, by no later than the first day of each January, the amount established by the Association in the Annual Estimate of Revenue.
- C. Probationary members shall pay, by no later than the first day of each January, the amount established in the Annual Estimate of Revenue for the class of membership for which they are applying.
- D. Any company that fails to pay its dues by the first day of February shall be notified by the Secretary that they are in arrears. Any company that fails to pay its dues by the first day of March shall cease automatically to be a member of this Association.
- E. Each active member company shall pay annual dues, as formulated in the Annual Estimate of Revenue which includes the amount of the annual dues of the Maryland State Firemen's Association.

SECTION 3 - GENERAL FUND

- A. All moneys received by the Association shall be placed in the general fund, except for donations received for specific purposes, such as for the Relief Fund or Scholarship Fund.
- B. Payments into the Relief and Scholarship Funds shall be as hereinafter provided by this Constitution, and shall be made from the general fund.
- C. The Treasurer shall pay all obligations of the Association from the general fund, upon order of the Association, except for those obligations arising from the Scholarship or Relief Funds.

SECTION 4 - AUDITS

- A. The Audit Committee shall inspect the records, receipts and vouchers of the Treasurer, Secretary, and Administrative Boards and of any committees or persons handling any funds of the Association, and shall certify the accuracy of such. They shall do this at least once annually, and the report of that audit shall be presented to the Association at its annual meeting.
- B. The Audit Committee may be required by the President or by the Association to inspect the records, receipts or vouchers of any of the above, at any time.
- C. A complete inspection shall be made whenever the Secretary or the Treasurer leaves office.
- D. Every active and associate member company of this Association shall submit, by no later than March 31st of each and every year, such financial and statistical reports as may be required by this Association. The Audit Committee shall prepare a summary of such reports for submission to appropriate County Officials.

SECTION 5 - BUDGET PROCESS:

The Annual Budget Request to be submitted by the Association to Baltimore County Government, for the funding of the Association and its member companies for the ensuing fiscal year, shall be managed in the following manner:

- A. Any association officer or member company may submit a written request for a new budget line item to be included in the request to the Chair of the Finance Committee with a copy to the Vice President of Finance, mailed to the Association Office at any time prior to October 1st. Any request received after October 1st would be considered in the following year's budget request.
- B. The Finance Committee and the Association Officers shall submit the proposed budget request and written background to the Executive Board at their November meeting each year. The Executive Board may approve as presented, or amend, the budget request.

- C. The Finance Committee, Association Officers, and the Executive Board will submit the budget request, as approved by the Executive Board, to the Association at their regular meeting in November each year. The member companies may approve as submitted, or amend, the budget request prior to its approval. Proposed amendments shall be submitted to the Chair of the Finance Committee prior to the scheduled December Executive Board meeting. Final approval will be voted on at the Regular Association Meeting in December.
- D. The President shall submit the budget request as approved to the Baltimore County Director of Finance to comply with the schedule established by the Office of the Budget.
- E. The Association President or his/her designate shall be authorized to enter into negotiations with the Baltimore County Executive and/or the Office of Finance and Budget to obtain approval of the final budget request, as needed.

ARTICLE XI – DISCIPLINE

SECTION 1 - DISCIPLINARY ACTION

- A. Charges. Any member company, or any elected member of the Executive Board, may prefer charges against any member company that has acted, or whose members have been permitted to act, in a manner prejudicial to the best interests of the Association, and its member companies.
1. Such charges must be submitted, in writing, to the President or the Secretary of the Association.
 2. Upon receipt of such charges, the Secretary shall immediately report them to the President of the Association.
 3. The President of the Association shall, at the next regularly-scheduled meeting of the Executive Board of the Association, present the charges to the Board, or, should the President consider the charges to be sufficiently serious, a special meeting of the Executive Board shall be convened for the purpose.
- B. Procedures.
1. The defending company shall be notified immediately, and informed of the charges. Notification must occur not less than seventy-two hours prior to the meeting of the Executive Board at which the charges are to be considered.
 2. The Chair of the Executive Board will suspend all other business of the Executive Board and will read the charges made against the Company. At the discretion of the Chair, all persons, excepting members of the Executive Board, the charging party and the defending company may be excluded from all or part of the hearing.
 3. Under the supervision of the Chair, the charging party shall present its testimony and evidence before the Executive Board, and the defending company shall be given an opportunity to present its side of the case.
 4. After both sides have finished presenting their cases, the Executive Board may:
 - a. Dismiss the charges as unsubstantiated, or unfounded.
 - b. Enter into an agreement with the charged company that it deems will correct the situation;
 - c. Adjourn the hearing to a future time to permit the submission of further evidence
 - d. Come to the conclusion that further action is warranted, and make a recommendation for action to the Association;
 - e. Should the Executive Board recommend further action then both the charging party and the defendant company shall be directed to appear at the next regular meeting of the Association, or at another regular or special meeting of the Association, called within forty-five days of the Executive Board meeting at which the charges were considered at the discretion of the President of the Association. In any case, all member companies shall be given notice of the charges and of the time, date and place of the meeting during which the charges are to be considered no less than seventy-two hours before the beginning of the meeting.

5. At the meeting of the Association designated by the President, the charges shall be read. The charging party shall be permitted to present its case, then the defendant company shall be permitted to present its case. Upon the request of either party, the charges may be separated and voted upon separately.
 6. Following the presentations of the charging party and defending company, officers of, and delegates to the Association shall be permitted to put questions to either party.
 7. Following the presentation of the cases and question period, the President shall call upon the member companies for a motion to uphold the charges. Such motion shall be a privileged motion, and further debate shall not be allowed. The Secretary shall be directed to poll the companies. Only one properly-registered delegate or alternate delegate from each company shall be permitted to vote.
 8. Should a two-thirds majority of the member companies present and voting vote to uphold any of the charges, then the company shall stand convicted, and shall be subject, without further appeal, to such penalty as may be imposed by the Association.
 9. Following a conviction, the President of the Association shall call for a motion to assess a penalty or penalties upon the convicted company. Such penalty or penalties shall be as specified in this Constitution.
- C. Penalties. The penalty to be assessed against a convicted company may include one or more of the following:
1. Expulsion of the Company from the Association.
 2. Suspension of the Company for a period to be determined in the motion, but not to exceed one year from the Charges Meeting.
 3. Recommendation to the Fire Chief of Baltimore County that the Company not be dispatched on any calls, except those in its first due territory, for a period to be determined in the motion, but no longer than one year.
 4. Such other penalty as the Association may determine.
 5. The President of the Association shall immediately notify the Fire Chief of Baltimore County and the Baltimore County Executive of any penalty or penalties imposed by the Association and the reasons therefore.

SECTION 2: No Active or Associate Member Company shall approach the Baltimore County Government to solicit moneys, equipment or services financed on behalf of themselves without prior approval of the Association, or shall they publish any emergency telephone number except as authorized by the Chief of the Baltimore County Fire Department.

SECTION 3: Whenever any Member Company ceases to be a Member Company of the Association, the Secretary will so notify the Chief of the Fire Department and the County Executive of Baltimore County.

SECTION 4 - NEW SERVICE

- A. Definition. A “new service” shall mean, for the purpose of this section, any new activity which would necessitate the introduction of an apparatus different from any that the member company operates, whether by acquisition or by modification of existing apparatus. Replacement of any apparatus that is not designed to perform any significantly different tasks than that which it replaces is not included under this section.
- B. Procedure for Introducing a New Service shall be followed as outlined in the BCVFA Procedures.

SECTION 5 - EXISTING SERVICE

- A. Member companies shall operate, without a lapse of more than thirty calendar days, each type and number of emergency apparatus that this Association has approved for them to operate.
- B. Procedure for expansion of an existing Service shall be followed as outlined in the BCVFA Procedures.
- C. Should it become necessary for a company to temporarily discontinue provision of a type or number of emergency service for more than thirty (30) days, permission to do so must be obtained, as much in advance as possible, from the Executive Board of the Association.
- D. Procedure for permanently discontinuing a type or number of emergency service:
 - 1. The member company wishing to discontinue a type or number of emergency service shall submit a written proposal stating its reason to the Association through the Executive Board of the Association.
 - 2. The Executive Board shall promptly give the member company an opportunity to explain and defend its proposal.
 - 3. The Executive Board shall consult with the Fire Chief of Baltimore County and shall recommend approval, approval with modification or rejection of the proposal to the Association.
 - 4. The proposal, together with the recommendations of the Fire Chief and the Executive Board shall be presented at a regular meeting of the Association, and published in the Monthly Digest of the Association.
 - 5. The Association may vote upon the proposal at any regular meeting of the Association subsequent to the regular meeting at which the proposal is introduced.
 - 6. A two-thirds majority of those active member companies present and voting shall be required for approval of a proposal to discontinue a type or number of emergency service.
 - 7. Any company that discontinues a type or number of emergency service wishing to reinstate that type or number of emergency service must comply with the requirements of Article XI, Section 4 of this Constitution.

SECTION 6 - TERRITORIAL INTEGRITY

- A. The **REGULAR DISTRICT** of an active member company is that area of Baltimore County for which the company is assigned any fire loss.

- B. The **EXTENDED DISTRICT** of an active member company is that area of Baltimore County for which a career station is assigned any fire loss, and to which the active member company is the first volunteer company assigned to respond a pumper.
- C. The **ASSIGNED DISTRICT** of a member company shall be that area of Baltimore County, primarily, but not necessarily, to which the member company is assigned to respond the first ambulance, as may be assigned by the Association.
- D. Emergency Activities: No member company shall respond into the regular or extended district of any other member company with any apparatus other than that which is specifically dispatched by Fire Dispatch.
- E. Non-Emergency Activities: No member company shall conduct or engage in any non-emergency activity within the regular or extended district of any other member company without the prior, written permission of the company.
- F. Solicitation of funds: Member companies may only conduct fund raising activities and solicit funds within the boundaries of Baltimore County and in the area where the company has the first due volunteer engine response. Only Hereford Volunteer EMS/Rescue Co. may conduct fund raising activities and solicit funds where they are the first due volunteer medic unit. However; member companies with medic units may request donations from patients who have been transported to or from a medical care facility even though the origination of the transport was not in the company's first due volunteer engine response area. Recognizing their special circumstances, Box 234 Association may conduct non-residential solicitation of funds, goods, and services in their respective first due areas only.
- G. Solicitations in Overlapping Districts: Member companies may conduct fund raising activities and solicit funds outside their normal response area in Baltimore County provided documented approval, as evidenced by the signature of an authorized executive officer, has been granted by the company(s) whose area(s) are affected.
- H. Any member company found to be in violation of this Section shall be subject to disciplinary action as stated in Article XI, Section 1 of this Constitution.

SECTION 7 - RELOCATION OF STATIONS: No member company of this Association shall change the location of their station, nor shall they construct or operate any substation without the prior permission of the Association. Such permission may be granted by the Association after the Association receives a written request for relocation or for the establishment of a substation, and after having received the recommendation of the Executive Board of the Association and the Fire Chief of Baltimore County, either for or against the request, stating the reasons for their recommendation, and upon the vote of two-thirds of those active member companies present and voting at a regular meeting of the Association subsequent to the one at which the request is formally placed before the Association.

ARTICLE XII - AMENDMENTS

SECTION 1 - AMENDMENTS TO THE CONSTITUTION:

This Constitution can be amended only as follows:

- A. Amendments must be submitted either by an active member company or by the Executive Board.
- B. All proposed amendments must be submitted in writing to the Association at one of its regular meetings. It shall be read at that meeting and published in the next edition of the Association's Monthly Digest. The proposed amendment shall be voted on at the second regular meeting of the Association following the regular meeting at which it was introduced, or at any subsequent regular meeting of the Association.
- C. Proposed amendments may be amended slightly in wording, but not in intent, at any regular meeting or at the Annual Meeting.
- D. Amendments will be considered adopted when they receive a vote of two-thirds of those active member companies present and voting at a regular meeting or annual meeting.

SECTION 2 - AMENDMENTS TO THE BY-LAWS:

The By-Laws of the Association can be amended only in the following manner:

- A. Amendments must be submitted by either active member companies or the Executive Board.
- B. All proposed amendments must be submitted in writing to the Secretary at or before one of the regular meetings, and must be distributed by him to the active member companies at least ten (10) days before the next regular meeting.
- C. Amendments can be modified slightly in wording, but not in intent, at regular meetings.
- D. Amendments will be considered adopted when they receive a vote of two-thirds of those active member companies present and voting at any regular meeting subsequent to the regular meeting at which the amendment is introduced.

SECTION 3 - AMENDMENTS TO STANDARDS

- A. New standards or amendments to existing standards must be submitted by either an active member company or by the Executive Board of the Association at an annual, regular or special meeting of the Association.
- B. New standards or amendments to existing standards shall be considered adopted when they receive a majority vote of those companies present and voting at any annual, regular or special meeting of the Association.

SECTION 4 - AMENDMENTS TO THE PROCEDURES OF THE ASSOCIATION

Amendments to, or repeal of Procedures may be done at any meeting of the Executive Board of the Association, or by the vote of a majority of those Member Companies present and voting at any Annual, Regular or Special Meeting of the Association.

ARTICLE XIII - PROCEDURAL AUTHORITY

In all cases not otherwise provided for by the Constitution and By-Laws, Robert's Rules of Order, 11th edition Revised, (2011) shall apply.

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