

NEW CANAAN FIRE COMPANY, No.1

60 Main Street
New Canaan, Ct. 06840

CONSTITUTION

Article I Name

This non-profit Company shall be known and designated by the title: "New Canaan Fire Company, No. 1, of New Canaan, Connecticut."

ARTICLE II Officers

The Officers of this Company shall consist of Line and House Officers. The Line shall consist of a Assistant Chief; two Captains, one to be designated Captain of the Engine Company and one to be designated Captain of the Ladder Company; a First Lieutenant; two Second Lieutenants. The House shall consist of a President; a Vice-President; a Secretary; a Treasurer; a Judge Advocate; three Trustees; a Historian; and a House Committee of seven.

ARTICLE III Elections

SECTION 1. The election of officers shall take place at the Annual Meeting, shall be by ballot, and shall be determined by the majority of votes cast.

SECTION 2. Should any elected officer be unable or unwilling to perform his duties, an election shall be held to fulfill the vacancy. Notification shall be made to each member by mail or email by the Secretary or Assistant Secretary of the election that will take place at the next Monthly Meeting or at a Special Meeting.

SECTION 3. An election by ballot of Probationary and Associate Members may be held at any Monthly Meeting of the House. No person shall be voted for unless he has been proposed at a Regular Meeting, has been reported on by the Committee on Admissions and has had his application posted on the bulletin board for the period of time between the meeting at which the applicant was proposed and the next Monthly Meeting of the Company. A two-thirds majority of those members present who are eligible to vote is required for acceptance of the applicant as a Probationary or Associate Member.

SECTION 4. Each candidate for Probationary Membership shall be between the ages of 18 and 55, shall be a resident of the Town of New Canaan, or be a resident of Norwalk, Darien, Wilton or Stamford, and living within five miles of a Town of New Canaan Border.

SECTION 5. Nominations for Honorary Membership shall be made at the June Meeting from the floor and shall be referred to at the Company Committee for investigation. No person shall be voted upon for Honorary Membership unless he has been reported upon by the Company Committee. A two-thirds majority of the votes cast at the Annual Meeting is required for election.

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ARTICLE IV Classification of Membership

SECTION 1. Probationary Member – A Probationary Member, on being elected to the Company, is subject to the following requirements: he shall remain a Probationary Member for a minimum of six months, and he shall complete all required probationary practices as well as meeting his obligation of attending fires, practices, and meetings. The end of the probationary period shall be determined by the 1st Lieutenant. An administrative review shall be completed by the review board consisting of 3 line officers, of the probationary member's records and his fitness for membership. Performance will be judged in terms of attendance at fires, practices and meetings and his overall value as a member. If The Review Board finds the Probationer satisfactory, he will then become an Active - exterior Member. It shall be the duty of each and every Probationary Member to attend all meetings and practices of the Company, to repair immediately to the scene of every scene and to any duty to which he may be detailed by the officers in command.

SECTION 2. Active Member – An Active Member is one who is qualified as an exterior member until they have completed Firefighter I and shall be reviewed by a board of officers and if found satisfactory recognized as an interior member. This board shall consist of a Assistant Chief or Captain and at least one other volunteer line officer. It shall be the duty of each and every Active Member to attend all meetings and practices of the Company, to repair immediately to the scene of every alarm and to any duty to which he may be detailed by the officers in command. The senior member shall have command in the absence of the Line Officers.

SECTION 3. Non-resident Inactive Member – A Non-resident Inactive Member is any Active Member whose residence is beyond 5 miles of the Town of New Canaan border, who shall be placed on the Non-Resident Roll.

SECTION 4. Life Member – A Life Member is an Active Member in good standing who shall have served this Company for a period of ten years as a Probationary and Active Member (refer to by-laws article XX regarding leave of absences). The only leave time to be accredited is military. Life Membership shall be verified and acknowledged by the Company Committee. It shall be the duty of a Life Member, should he repair to the scene of an alarm, to attend to any duty to which he may be detailed by the officer in command. Should he desire to leave the scene of an alarm, he shall request his leaving to the officer in charge.

Life members wishing to participate in the fire fighting responsibilities of the Company must still meet all training requirements. Life members who wish not to participate in firefighting are excused from attending meetings, practices and fires.

SECTION 5. Associate Member – An Associate Member shall be one who, while not being Active, is desirous of being identified with the Company and shall be expected to contribute to non-firefighting activities. He shall have a voice and vote in meetings only on Company affairs. Candidates must be over the age of 55, or physically unfit for Active Membership. Candidates may also be members in the regular paid service of the New Canaan Fire Department. Associate Member Candidates not meeting the above qualifications must be recommended by a majority of the House Committee and approved by a two-thirds vote in a regular Company meeting. The House Committee shall annually review each Associate Member's contributions for his first ten years. If found non-satisfactory he shall be called to meet with the House Committee. After ten years of service they are exempt from review.

SECTION 6. Honorary Member – An Honorary Member shall be one who has rendered outstanding service to the New Canaan Fire Company, No. 1, of New Canaan, Connecticut. An Honorary

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Member shall have no vote in any of the meetings but will be extended all the privileges of the Company.

SECTION 7. Suspended Member – A Suspended Member is any member who has been suspended for an infraction of the Constitution, Bylaws, or the Company Rules.

SECTION 8. Student Member – A Student Member is any Active or Probationary Member who is currently enrolled in and attending school full time, and is not residing in the Town during this time. During the times he is not available for duty, he shall notify the Chief, *Assistant Chief* and President in writing so he may be excused from his responsibilities. When not available for duty, he shall return all Town and Company property, but may receive it back upon returning to duty. Student Members are still responsible for all requirements of Probationary and Active Membership when available for duty.

SECTION 9. Active Non-resident Member – An Active Non-Resident member is any member whose residence is not in the Town of New Canaan, but whose residence is in the Town of Norwalk, Darien, Wilton or Stamford, and live within 5 miles of a Town of New Canaan border. All of the rights specified in the By-Laws pertaining to Active members shall also pertain to Active Non-resident members, except that Active Non-resident Members are not eligible to run for a line office unless otherwise specified.

SECTION 10. Good Standing – A Member is considered in Good Standing if he attends a minimum practices (refer to Article XV), meetings (refer to Article II), and a number of responses to alarms as determined by the Company Committee. The maximum criteria set by the Company Committee for response to alarms shall be no more than ten percent of the total alarms for the year.

ARTICLE V Duties of Officers

Section 1. It shall be the duty of all officers to enforce the Constitution, Bylaws, and Company Rules rigidly and impartially.

SECTION 2. DELETED

SECTION 3. The *Assistant Chief* shall be responsible for the overall operation and maintenance of the Company, and shall supervise the officers and the career staff *as directed by the Chief* in the performance of their respective duties. It shall be his specific duty to grant leave of absence to any member when he thinks proper. For disobedience of order or for contempt of the Bylaws or Company Rules on the part of any member, he shall report the cause and the person or persons so infringing at the next Monthly Meeting or he may suspend any member for the violation of the Bylaws or Company Rules or for disobedience of orders. It shall be the duty of the Assistant Chief to assist the Chief with the management, supervision and training of all career and volunteer fire department personnel, to be the Incident Commander at emergencies in the absence of a Chief Officer. Will work directly with the Chief and *any* paid Assistant Chief in developing departmental short and long range goals; assist the Chief in preparation of annual budgets and expenditure controls; develop a working knowledge of the career staff union contract, their rules and regulations; respond to alarms, direct activities in the absence of a superior officer; assist in development, plan and prepare all department training curriculum and practices under the supervision of the Chief; develop recommendations for the protection of life and property in New Canaan; make oral presentations to citizens and management groups; perform other functions assigned by the Chief; to take charge of all parades; and to perform such administrative duties as prescribed elsewhere in the Constitution and Bylaws.

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SECTION 4. It shall be the duty of the Engine Captain to assist with the maintenance of all automotive equipment; to train all volunteer drivers, supervise subordinate line officers in the execution of their duties, to assist his superiors as they may direct, and to act as the Incident Commander in the absence of a superior line officer. Supervise career and volunteer firefighters at emergency scenes. Provide assistance to the *Chief and Assistant Chief* in developing department short and long range goals; respond to alarms; develop recommendations for the protection of life and property in New Canaan; make oral presentations to citizens and management groups; monitor and maintain volunteer attendance records at all Company training; and perform other functions assigned by the *Chief and Assistant Chief*.

SECTION 5. It shall be the duty of the Ladder Captain to assist with the maintenance of all non-automotive fire fighting equipment, to assist his superiors as they may direct, supervise subordinate line officers in the execution of their duties; act as the Incident Commander in the absence of a superior line officer and supervise career and volunteer firefighters at emergency scenes. Supervise lieutenants with probationary training. Provide assistance to the *Chief and Assistant Chief* in developing department short and long range goals; respond to alarms, maintain and inventory department communications equipment; develop recommendations for the protection of life and property in New Canaan; make oral presentations to citizens and management groups; review probationary volunteer training attendance records; perform other functions assigned by the *Chief and Assistant Chief*.

SECTION 6. As between the two elected Captains, the Engine Captain shall be considered senior in rank to the Ladder Captain.

SECTION 7. It shall be the duty of the First Lieutenant, under the supervision of the Ladder Captain to train the volunteer Probationary Members, supervise subordinate line officers in the execution of their duties; act as the incident commander in the absence of a superior line officer and supervise career and volunteer firefighters at emergency scenes. Provide assistance to the *Assistant Chief and Chief* in developing department short and long range goals; respond to alarms, direct activities at the scene in the absence of a superior officer; assist the Ladder Captain with the development of the training curriculum for probationary firefighters and maintain probationary training records; develop recommendations for the protection of life and property in New Canaan; make oral presentations to citizens and management groups; monitor and maintain volunteer attendance records at all Company training; perform other functions assigned by the *Chief and Assistant Chief*, to assist his superiors as they may direct, and to take charge in their absence.

SECTION 8. It shall be the duty of the Second Lieutenants to supervise career and volunteer firefighters at emergency scenes, deliver instruction for probationary firefighters training; provide assistance to the *Assistant Chief and Chief* in developing department short and long range goals; respond to alarms, direct activities at the scene in the absence of a superior officer; assist the Ladder Captain with the development of the training curriculum for probationary firefighters; issue, maintain and inventory turnout gear for career and volunteer fire fighters including pagers and radios; develop recommendations for the protection of life and property in New Canaan; make oral presentations to citizens and management groups; perform other functions assigned by the *Chief and Assistant Chief*. *The Second Lieutenant shall* assist his superiors as they may direct, and to take charge in their absence. Assist the First Lieutenant with probationary training as requested. As between the two elected Second Lieutenants, the senior in rank shall be the one with the greater length of service as a Line Officer.

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SECTION 9. It shall be the duty of the President to preside at all meetings of the House, to enforce order at meetings, to decide impartially, and to cast the deciding vote only in the case of a tie; to be the sole representative of the Company when dealing with the news media or the public concerning Company affairs; to call a Special Meeting of the House; to appoint necessary Committees; to appoint two tellers to count the ballots at an election of officers; and to attend to all the duties pertaining to the office. It shall also be the duty of the President to levy all fines, and to see that all property of the Company and everything pertaining thereto is kept in good order and repair.

SECTION 10. It shall be the duty of the Vice-President to assist the President in the discharge of his duties and in the President's absence to officiate in his capacity, and to appoint a minority of all committees.

SECTION 11. It shall be the duty of the Secretary to keep a correct Roll of the Company, and to call the same at the close of every meeting; to keep a true account of the proceedings of the Company at each meeting; to keep on file all documents relating to the business of the House; to notify all members who are in arrears for fines, dues, or assessments for the space of three months to appear at the next Monthly Meeting and settle the same; to place all relevant notices; applications for membership, and proposed Constitution, Bylaw, or House Rules amendments on the bulletin board within 72 hours after being submitted at a meeting of the House; to notify a newly elected member of his election and place his name on the Company Roll. If at any time he shall be unable to attend any meeting of the House, he shall convey, or cause to be conveyed, to the place of the meeting all books and records of the Company which may be in his possession which are required at the meeting. In the absence of the President and Vice-President from a meeting, he shall call the meeting to order; he shall notify each member in writing of the time and place of Special Meetings.

SECTION 12. It shall be the duty of the Assistant Secretary to assist the Secretary in the discharge of his duties, and in his absence to officiate in his capacity.

SECTION 13. It shall be the duty of the Treasurer to receive and account for all monies and give his receipt for the same; to pay no bills unless approved by the Company or the President; to keep a correct account of all receipts and disbursements; to submit his account to the Finance Committee when called upon by them to do so; and to report the state of finances and liabilities of the Company at each meeting, if required; to be present at all meetings of the Company, or if he shall be unable to be present, to convey or cause to be conveyed to the place of the meeting the books of the Company which may be in his possession which are required at the meeting.

SECTION 14. It shall be the duty of the Assistant Treasurer to assist the Treasurer in the discharge of his duties and in his absence to officiate in his capacity.

SECTION 15. It shall be the duty of the Judge Advocate to interpret the Constitution, Bylaws, and House Rules; and be available to the President as a consultant on Company matters. At a court martial the judge advocate shall summon witnesses, prepare and conduct the case for the prosecution.

SECTION 16. It shall be the duty of the Trustees to sign and execute any and all deeds and instruments, wherein this Company shall be a party in interest, whenever the Company shall have made and approved such a contract or other written instrument. When duly approved and executed as herein provided, such written instrument shall bind the Company for the purpose stated. The Trustees shall be responsible for all other obligations as detailed in the By Laws.

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SECTION 17. It shall be the duty of the Historian to keep a history of the Company and to collect and file all papers, pictures, and other data pertaining to such a history.

SECTION 18. There shall be a House Committee which shall consist of seven members of the Company: the *Assistant* Chief and President, as permanent members, and five elected members, of whom three (Life or Active) shall be elected for three year terms, one each year, and two shall be Active Members elected each year for a one year term. The President shall be Chairman. Any vacancy shall be filled by appointment by the President for the balance of the term. Four members shall constitute a quorum.

The House Committee shall meet the first Thursday on every month, or as determined by the President. It shall be the duty of the House Committee to enforce the Bylaws and Company Rules impartially and rigidly whenever a member has been charged with disobedience of orders or violating the Constitution, Bylaws, or House Rules of the Company. The House Committee shall review and recommend actions regarding the person or persons so infringing at the next Monthly Meeting.

ARTICLE VI Funds

SECTION 1. Whereas the funds of the Department consist of that received from the Town for operation and maintenance of Town equipment, called the Department Account. The funds of the Company consist of that received from the membership, public, or other organizations, including fines, dues, assessments, and donations, called the Company Account. Each Account may consist of several individual, unique holdings or bank accounts. The Company shall in addition maintain an Investment Fund.

SECTION 2. The Investment Fund and its management shall be in the hands of the Trustees, and all interest thereon shall be reinvested and become part of the fund. There shall be no expenditures made from this Fund without the recommendation of the Trustees. The trustees are to have an alternating representative at three (3) month intervals to be available to discuss any changes to the Investment Fund. A trustee shall present a report of the investment fund performance at the Annual Meeting and shall submit a report accounting for the Fund.

SECTION 3. No expenditures shall be made from the House Account except as provided in the Budget or amendments thereto. No expenditures shall be made from the House Account except for educational, social and recreational purposes. An annual House account Budget shall be presented by the May Meeting for the up coming year projecting the annual costs for anticipated expenses for approval at the June meeting. A notice shall be made to each member by mail by the Secretary or Assistant Secretary of such action at the June Meeting. Any addendum to the budget is subject to Article VI, section 4.

SECTION 4. No unbudgeted expenditures shall be made from the House Account with out approval of the President up to the amount of five hundred dollars (\$500.00). Unbudgeted expenditures greater than five hundred dollars (\$500.00) but less than one thousand dollars (\$1000.00) shall be presented to the Company at the Monthly Meeting for Approval. Any unbudgeted expenditure equal or greater than one thousand dollars (\$1000.00) shall not be made without the notification of each member by mail or email by the Secretary or Assistant Secretary of such contemplating action at the next Monthly or Special Meeting, as the case may be.

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SECTION 5. No funds previously budgeted for and approved by this Company shall be spent until such funds shall have accrued.

SECTION 6. No employee, officer, or member of this Company empowered to purchase goods or services for this Company, which are paid for out of funds of the House Account, shall do so until permission covering such a purchase has been received from the President or has been received in accordance with Article VI, sections 3 & 4.

SECTION 7. The annual department budget shall be prepared by a Department Budget Committee consisting of the Chief and Assistant Chiefs. The Department Budget shall consist of all anticipated and recommended Department Account expenditures. The Assistant Chief shall keep the Company apprised of the Department Budget status. The Department Budget Committee shall attend all town hearings or meetings considering said Department budget. Amendments to the Department Budget shall be made in the same fashion.

ARTICLE VII

Amendments

No alteration or addition shall be made to this Constitution unless the same shall have been proposed at a Monthly Meeting, posted on the bulletin board for the period of time between the meeting at which it was proposed and the next Monthly Meeting of the Company previous to being acted upon. A two-thirds majority of those members present who are eligible to vote is required for acceptance of the amendment.

ARTICLE VIII

(Subject to review by counsel & tax accountant)

Operating Protocols and Organization Definition

SECTION 1. Notwithstanding any other provision of these articles, the Company is organized exclusively for the purpose of providing fire protection and fire prevention to the community of the Town of New Canaan, Connecticut, operating as an organization of volunteers, as specified in section 501(c)(3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by a organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954.

SECTION 2. No part of the net earnings of the Company shall inure to the benefit of any member, trustee, director, officer of the Company, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Company), and no member, trustee, officer of the Company, or any private individual shall be entitled to share in the distribution of any of the Company assets on dissolution of the Company.

SECTION 3. No substantial part of the activities of the Company shall be carrying on propaganda, or otherwise attempting, to influence legislation (except as otherwise provided by Internal Revenue Code section 501(h), and does not participate in, or intervene in (including the publication or distribution of statement), any political campaign on behalf of any candidate for public office.

SECTION 4. In the event of dissolution, all of the remaining assets and property of the Company shall, after necessary expenses thereof, be distributed to another organization exempt under the

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Internal Revenue Code section (c)(3), or corresponding provisions of any subsequent Federal tax laws, or to the Federal Government of state of local government for a public purpose.

SECTION 5. It will be the responsibility of the Secretary to acknowledge gifts or donations in excess of Two Hundred Fifty Dollars (\$250.00), which will indicate that the donor did not receive goods and services for their donation. All acknowledgements of donations shall be in accordance with corresponding provisions of any subsequent Federal tax laws, or to the Federal Government or state or local government for a public purpose.

ARTICLE IX

Miscellaneous

SECTION 1. Whenever used, the singular number shall include the plural, the plural the singular, and the use of any gender shall be applicable to all genders.

SECTION 2. This Constitution shall be construed and enforced in compliance with the laws of the State of Connecticut.

SECTION 3. In the event that any section hereof shall be determined to be unlawful or unenforceable, said section shall be removed here from and the rest of the document shall be enforced as written.

BYLAWS

ARTICLE I

Roll Call

SECTION 1. After an alarm of a fire for which prescribed method of alarm has been given, there shall be no roll call unless the apparatus has been rolled, but when rolled it shall be called immediately after said apparatus has been housed again and made ready for service and all equipment used has been properly cared for.

SECTION 2. In the case two or more fires or alarms of fires occur before apparatus has been housed, the roll shall be called for each alarm.

SECTION 3. On calling roll, each and every member present shall answer to their own name and no other, except that the officer or member in command shall answer for those whom he has excused, and those present who do not answer their names when twice called shall be marked absent.

SECTION 4. No roll shall be called except when the prescribed method of alarm has been given, or as directed by a line officer.

ARTICLE II

Meetings

SECTION 1. The Monthly Meeting of this Company shall be held at 8:00PM on the second Thursday of each month, be governed by Robert's Rules of Order and the order of business shall be as follows:

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1. Calling the meeting and then saluting the flag.
2. Filling of vacancies.
3. Reading of the minutes of the previous meeting.
4. Election of members.
5. Nomination of candidates for membership.
6. Reports of fines, dues, and assessments.
7. Financial report from the Treasurer
8. Reports of Line Officers.
9. Reports of committees.
10. Reading of Correspondence by the Secretary.
11. Miscellaneous business.
12. Roll call.
13. Adjournment.

SECTION 2. The Annual Meeting of this Company shall be held at 8:00 PM on the second Thursday in July, when the officers shall be elected.

SECTION 3. A Special Meeting shall be called by the President when he may think it proper or upon the written request of five members. A Special Meeting shall be governed by Robert's Rules of Order and the order of business shall be as follows:

1. Filling of vacancies.
2. Transaction of special business.
3. Roll call.

SECTION 4. Eleven members, who are eligible to vote, shall constitute a quorum for the transaction of business at any Monthly or Special Meetings. No member shall leave a Monthly or Special Meeting once the meeting has been called to order, unless he has been recognized and given permission to leave by the presiding officer.

ARTICLE III

Qualifications of Candidates for Office

SECTION 1. No member shall be eligible for nomination to any Company Office until he has been an Active Member for at least one year.

SECTION 2. No member shall be eligible for nomination for Second Lieutenant until he has been an Active Member for at least two years six months, or to First Lieutenant until he has been an Active Member for at least four years or has served one term as Second Lieutenant, be in good standing and meets the certification requirements as outlined in Article III section 9. Of the three Lieutenants no more than one may be of Active Non-resident status.

SECTION 3. No member shall be eligible for nomination for Engine Captain or Ladder Captain until he has served at least two terms as a Lieutenant, be in good standing and meets the certification requirements as outlined in Article III section 9.

SECTION 4. No member shall be eligible for nomination for Assistant Chief until he has served at least Four Terms as a Line Office with a minimum of two terms as a Captain, be in good standing and meets the certification requirements as outlined in Article III section 9.

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SECTION 5. DELETED

SECTION 6. If at any time candidates qualified as to length of service are unavailable or unwilling to serve as an officer, then the Nominating Committee shall have the right to nominate members for such offices; however, they shall nominate at least two candidates for each vacant office when length of service is insufficient. When determining the length of service for eligibility of office, the Nominating Committee shall include all current time served as both a Probationary and Active member. No time shall be credited for eligibility *for leaves of absences*, including but not be limited to Military, School, Non-Resident inactive and Medical.

SECTION 7. No member in the regular paid service of New Canaan Fire Department or of the Town regularly assigned to the Company shall be eligible for the offices of Assistant Chief, Engine Captain, Ladder Captain, First Lieutenant, Second Lieutenant, President, Vice-President, nor shall they be eligible to serve as a member of the Company Committee. Except as specified elsewhere in the constitution.

SECTION 8. To be eligible for an elective Line or Company office, a member must present a written statement to the Nominating Committee of the Company prior to the Committee's review of the candidate for office, in which he lists all of his pertinent qualifications to hold the office in question, and how he plans to execute the responsibilities of the office during the required term.

SECTION 9. Certification requirements for line office.
Receive and maintain all mandated Federal Training.

All certifications are to be issued by the State Of Connecticut unless otherwise specified in the By Laws.

	Required	Recommended	Suggested
Second Lt.	Fire fighter 2		Instructor 1
First Lt.	Fire fighter 2	Instructor 1	Fire Officer 1
Ladder Capt.	Fire fighter 2 Instructor 1	Fire Officer 1	Pump Operator Incident Safety Officer
Engine Capt.	Fire fighter 2 Instructor 1	Fire Officer 1 Pump Operator	Incident Safety Officer
Asst. Chief	Fire fighter 2 Instructor 1 Fire Officer 1	Fire Officer 2 Incident Safety Officer	Pump Operator MRT or EMT

ARTICLE IV Voting

SECTION 1. At any Annual Election, no ballots shall be counted except for those candidates nominated as provided in Article III above or in Article VI, Section 3, below. (Subject to future modifications of article III & VI)

SECTION 2. The voting sign of the Company shall be the uplifted right hand unless as specified elsewhere in the Constitution and Bylaws.

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ARTICLE V Practices

Practices / Drills with the apparatus and/or equipment shall be held at 7:25 PM on the third and fourth Thursday from January through October and the third Thursday of November. The Roll Call for said Practices shall be called at 7:30 PM and again upon completion of practices. The *Chief and Assistant Chief*, however, shall have the power to call for additional practices whenever *they* deem them necessary.

ARTICLE VI Committees

SECTION 1. Committee on Admissions. There shall be a committee of three members appointed by the President at the August meeting to serve one year, whose title shall be that of "Committee on Admissions," and whose duties shall be to diligently inquire into the character and competency of all applicants for Probationary or Associate Memberships. It shall further incumbent on said committee, as a whole, to obtain a standard background check, to interview all applicants personally and their sponsors, and to confer with members of the Company regarding the applicants. The committee has the privilege of advising any applicant to withdraw his application without its coming to a meeting for a vote, if in their opinion said applicant would fail to be elected.

SECTION 2. Finance Committee. At the August meeting of the Company, the President shall appoint a Finance Committee of three members, whose duty it shall be to audit the accounts of the Treasurer annually, or whenever so directed by the Company, and to report the results of the same in writing at the next Monthly Meeting. They shall assist the President and Vice President with the preparation of the annual Company Account Budget.

SECTION 3. Nominating Committee. At the March Monthly Meeting the President shall appoint a Nominating Committee, placing four Active Members to serve in addition to the Assistant Chief *and President*, who shall be permanent members of the committee.

The Nominating Committee shall present and post a full slate of candidates for all elected offices at the May meeting. All proposed candidates shall have been consulted by the Committee. In the case of Line Officers, it shall be the responsibility of the Committee to fairly and impartially evaluate the candidates' qualifications in order to assure that all candidates have sufficient training and experience to fulfill the requirements of the office they seek. Any candidate that has all the recommended and required qualifications shall be deemed eligible for office, if no candidate has all the recommended qualifications, then the candidate(s) that comes closest to fulfilling the qualifications shall be deemed eligible for office. The committee may use the suggested qualifications to help determine if a candidate is eligible for office. Under no circumstance shall any candidate be deemed eligible if he does not have all the required qualifications. The Nominating Committee may accept a nationally registered certification in lieu of State Of Connecticut.

Additional nominations from the floor or declinations will be accepted at the June meeting only. In the case where a candidate who is being proposed from the floor for a Line Office, the candidate in question must meet with the Nominating Committee prior to the elections at the Annual Meeting of the Company in order to review qualifications given in the preceding paragraph. Votes shall only be counted for those candidates deemed eligible by the Nominating Committee.

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SECTION 4. Court Martial Committee. At the October meeting of the Company the President shall appoint a Court Martial Committee. The committee shall consist of seven regular members and two alternates. Of the seven members, four shall be Life members and three shall be Active Members. One of the members shall be a Line Officer and one of the members shall be a Company Officer.

Of the alternates appointed to the Court Martial Committee, one shall be a Life member and one shall be an Active Member.

ARTICLE VII Court Martial

It shall be the duty of the Court Martial Committee to hear the petition of a member who shall have been suspended or expelled for violations of the Constitution, Bylaws, or Company Rules. A quorum shall consist of the seven regular members of the Court Martial Committee. Should any member of the Court Martial Committee be unable to perform his function or is the accuser of the petitioning member, then one of the alternates shall sit in on the Court Martial with preference being given to the alternate whose membership status is the same as the member he replaces.

All voting of the Court Martial Committee shall be by written ballot with decisions determined by a simple majority. All decisions of the Court Martial shall be final.

ARTICLE VIII Expenses

SECTION 1. Should the expenditures of the Company Account at any time exceed the receipts, the deficiency may be made up by an equal assessment on all members.

SECTION 2. No contracts shall be entered into unless a majority of the eligible voting members present at a Monthly or Special Meeting considering the same shall assent hereto.

ARTICLE IX Application Fees

SECTION 1. The sum of \$100.00 shall accompany all applications for Associate Membership in this Company.

ARTICLE X Dues

For the purpose of defraying the expenses of the Company, each Associate Member shall contribute as dues the sum of \$50.00 at the Annual Meeting.

ARTICLE XI Fines and Penalties

All Probationary and Active Members shall be subject to the following:

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SECTION 1. For making known to any person or persons, not a member of the Company, any remarks made at a meeting, or disclosing the votes against a candidate for membership or any other business of the Company, he shall be deemed in contempt of the Company, be automatically be placed on involuntary leave by the *Assistant Chief*, and be brought before the next Company Committee meeting for disciplinary action.

SECTION 2. For rendering himself incapable of duty from the use of controlled substance, drugs, or for visiting the Company in a state of intoxication, he shall be deemed in contempt of the Company, be automatically placed on involuntary leave by the *Assistant Chief and Chief*, and be brought before the next Company Committee meeting for disciplinary action.

ARTICLE XII Exemptions

SECTION 1. Any Active Member in good standing who has belonged to the Company for a period of ten years as an Active Member and Probationary Member shall be exempt from the payment of all further fines and dues. No member shall become exempt until all outstanding fines, dues, assessments, etc. have been paid in full.

SECTION 2. In the event a Probationary or Active Member becomes Non Resident Inactive Member, his name shall be stricken from the roll of Active Members and it shall be placed on a separate roll to be known as the Roll on Non Resident Inactive Member. It shall be the responsibility of the member to notify the meeting of his desire to be placed on the Non Resident Inactive Member roll. His length of service shall not accrue during the period of non-residency and he shall be excused from the payment of all fines but shall pay the usual semi-annual dues and shall keep in good standing in the respect and will be subject to all penalties for not doing so.

If and when he again becomes a resident of the Town of New Canaan he shall, if in good standing, apply for re-instatement to the Roll of Active Members, and if his conduct has not been, during such period of non-residency, such as to render him in the opinion of a majority of eligible voting members present at the meeting, an unfit associate, his application shall have priority when presented at a regular meeting of the Company over all other applications and the application need not be posted for the required period, not be balloted on, and the President may declare him reinstated to the Roll of Active Members if he meets the stated requirements.

ARTICLE XIII Pleas

SECTION 1. A member may be deemed excused from his duties in the Company only for the sickness or death of an immediate family member, for personal sickness, or other legitimate reasons subject to the approval of the *Assistant Chief* (for Line-related matters) or the President (for Company-related matters). In all cases, the member must notify the *Assistant Chief* or President in writing of his inability to participate.

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SECTION 2. Should any doubt exist in the minds of the presiding officer as to the validity of the plea of a member as referred to in Section 1, he shall be required to furnish satisfactory proof to the officer.

ARTICLE XIV Resignation

All resignations shall be submitted in writing at the Monthly Meeting and no resignation shall be accepted until all fines and assessments have been paid and all Town and Company equipment has been returned.

ARTICLE XV Suspensions and Expulsions

SECTION 1. Suspensions Defined: A barring from membership for a specified time limit with a means for returning to said membership.

SECTION 2. Expulsion Defined: Forcing out of membership with no time attached and no means of returning to said membership.

SECTION 3. When it may be thought by the Assistant Chief, Engine Captain, Ladder Captain, First Lieutenant, Second Lieutenant, or President, that an Active member is repeatedly deficient in his duties during the course of a year, or he does not exert himself to respond to alarms, practices, meetings, any committee to which he has been appointed, or any special requests which are put over the radios, said officer shall take immediate action on such member by referring said member to the *Assistant Chief* and the Company Committee. Said member then shall state the reason for such neglect and, if they are not deemed sufficient, the *Assistant Chief* and the Company Committee shall recommend disciplinary action by suspension or expulsion.

SECTION 4a. Any Active Member who is not current in the mandatory training standards as set forth by the *Assistant Chief* shall be deemed neglectful in his duties, be automatically placed on involuntary leave by the *Assistant Chief*, and be brought before the next Company Committee meeting for disciplinary action.

SECTION 4b. Any member who is found leaving a practice without receiving permission to do so by the officer in charge shall be deemed neglectful of his duties, be automatically placed on involuntary leave by the *Assistant Chief*, and be brought before the next Company Committee for disciplinary action.

SECTION 4c. Any member leaving a Monthly or Special Meeting of the Company before the meeting has been adjourned, or without being recognized and given permission to leave by the presiding officer, shall be deemed neglectful of his duties and be brought before the next Company Committee for disciplinary action.

SECTION 5. If any member uses insulting language, harassment or is guilty of any conduct, which in the opinion of the Company or Departmental Officers is considered unbecoming, such a member may be subject to fines, or may be suspended or expelled.

SECTION 6. Any member who shall be in arrears for fines, dues, or assessments for three months shall be notified by the Secretary to appear at the next Monthly Meeting and settle the same. Should

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he not appear or send some satisfactory reason for his non-appearance, the presiding officer shall declare him suspended at the meeting then convened.

SECTION 7. Any Active Member not answering Roll Call or not properly excused at three or more regular Monthly meetings of the Company from July through June shall be deemed neglectful of his duties, be automatically placed on involuntary leave by the President, and be brought before the next Company Committee for disciplinary action.

SECTION 8. For loaning his key or disclosing combination access code to any person not a member of this Company, except for a purpose connected with repairs of the equipment, apparatus or Company, said member shall be suspended or expelled.

SECTION 9. Any Member who shall alter, deface, or damage the Roll; take away any of the property of the Company or anything pertaining to the apparatus, equipment, or Company; or shall willfully abuse the same; or injure or remove from the Company property of any other member without his permission; or shall render himself incapable of duty from the use of liquor or controlled substances or shall visit the Company in the state of intoxication shall be suspended or expelled.

SECTION 10. Any member who is suspended or expelled under this Article has the right to petition the Company, within 30 days of notification of said suspension or expulsion, for a hearing before the Court Martial Committee. It shall be the privilege of the accused member to employ counsel.

Any line officer who disagrees with ruling of the House Committee has the right to petition the Company, within 30 days of any ruling of the House Committee, for a hearing before the Court Martial Committee.

ARTICLE XVI

Property

When a member resigns, is suspended or expelled from the Company, he shall return to the Secretary all Town and Company property pertaining to the apparatus, equipment, or Company and shall receive a receipt for the same. He shall also no longer publicly display the Company's name or insignia.

ARTICLE XVII

Use of Company Name and Insignia

A member's use of the Company's name or insignia by itself or in combination with other names or insignia shall be first approved at a regular meeting.

ARTICLE XVIII

Company Responsibility

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This Company shall not be held responsible for injury sustained by any member while engaging in any activity under the name or auspices of the Company, such as athletics, or any other such activity outside of the duties in relation to fire fighting.

ARTICLE XIX

Amendments

No alteration or addition shall be made to the Bylaws unless the same shall have been proposed at a Monthly meeting, posted on the bulletin board for the period of time between the meeting at which it was proposed and the next Monthly Meeting of the Company previous to being acted upon. A two-thirds majority of those members present who are eligible to vote is required for acceptance of the amendment.

ARTICLE XX

Leaves

Requests for a leave of absence must be made to the Chief, Assistant Chief and President in writing. No time in membership shall accrue for any leave of absence except for Military leave.

Company Rules

Betting

Betting and the playing of games for money are prohibited.

Conduct

Profanity, indecent language, and disorderly conduct are prohibited.

Pool

No member shall play more than three consecutive games of pool when other members are waiting for the table.

Cues

When a member has finished playing pool, he shall at once return the cue to the rack, and all cues must remain in the rack when not in use.

Private Cues

No member shall use a cue belonging to another member unless he has permission of the owner.

Care of Pool Tables

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It shall be the duty of every member to see that the pool tables are covered when not in use. Sitting on the tables, placing lighted cigarettes or cigars thereon, and making "masse" shots are prohibited.

Smoking

Smoking over the pool tables is prohibited.

Windows and Lights

The last member to leave the Company at night or during the day shall see that no unnecessary lights are left burning and that no windows or doors remain open unless he has notified the career firefighter on duty.

Visitors

No person not a member of the Company whose actual or constructive residence is in New Canaan, shall be allowed in this building except for inspection or business. Non Resident Inactive Members are always welcome.

Fines

Each and every member violating these rules shall be subject to a fine of fifty cents.

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Amendments

No alteration or addition shall be made to these Company Rules unless the same shall have been proposed at a Monthly Meeting, posted on the bulletin board for the period of time between the meeting at which it was proposed and the next Monthly Meeting of the Company previous to being acted upon. A two-thirds majority of those members present who are eligible to vote is required for acceptance of the amendment.

Dates Revised:

- May, 1985
- May, 1992
- December, 1992 through March, 1993
- January, 1996
- June, 1996
-
- October, 1999
-
- March 2000
- November 2004
- January 12, 2006
- Constitution & By Law Review Committee of 2007

Constitution & by Law Transition Review of 2013

2016