

# NOROTON FIRE DEPARTMENT BY-LAWS

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# NOROTON FIRE DEPARTMENT

## BY-LAWS AND HOUSE RULES

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### HOUSE RULES FOR MEMBERS OF THE NOROTON FIRE DEPARTMENT

**NOROTON FIRE DEPARTMENT.  
BY-LAWS**

**ARTICLE 1  
REPEAL OF FORMER BY-LAWS**

The By-Laws of the Noroton Fire Department, Inc., now in effect are hereby repealed and the following articles substituted in their stead

**ARTICLE II  
NAME AND PURPOSE**

- Section 1      This corporation shall be known as "The Noroton Fire Department, Incorporated" (the "Department").
- Section 1.a     The Department is established to engage in providing fire and rescue activities for the residents and their property within the district, as assigned by the Town of Darien. The activities may include mutual aid to other fire or medical departments within the town or adjoining towns.
- Section 2      Notwithstanding any other provision of these articles, the corporation is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the providing of facilities or equipment) or for the prevention of cruelty to children or animals 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 corporation exempt from Federal Income Tax under Section 502(e)(3) of the Internal Revenue Codes of 1954 and 1986.
- Section 2.a     No part of the net earnings of the corporation shall inure to the benefit of any member, trustee, director, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, or officer shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the corporation.
- Section 2.b     No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code, Section 501 (h), or participating in or intervening in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

### ARTICLE III CLASSES OF MEMBERSHIP

Section 1. There shall be six classes of membership: Probationary, Active, Veteran, Associate, Honorary and Darien Police Personnel.

### ARTICLE IV MEMBERSHIP REGULATIONS

Section I: Probationary Members: shall be citizens of the United States of America and be either a resident of, or work in the Town of Darien; be at least 16 years of age; of good moral character; able to perform the duties of an Active member, and successfully pass a Department physical examination before submitting his application. Probation period shall be twelve months or until the probationary member reaches 18 years of age whichever is greater.

Section 1.a It shall be the duty of every Probationary member to report immediately to the truck room upon an alarm and report to the officer or fireman in charge.

Section 1.b Every Probationary member shall attend a minimum number of drills and responses in each calendar year, said minimum number to be set at the beginning of each calendar year by the Service Board.

Section 1.c Probationary members may not hold Executive or Service office.

Section 1.d Probationary members must attend six monthly meetings per calendar year during the probationary period, unless waived by the Service Board.

Section 1.e The Department will not refund any fees paid by an applicant who has been accepted for his probationary period.

Section 1.f Probationary members are not eligible to vote.

Section 2: Active Members: shall consist of men who have successfully completed Probationary membership and have been voted into full Department membership and shall be issued a Department badge.

Section 2.a It shall be the duty of every Active Member to report immediately to the truck room upon the alarm and report to the officer or fireman in charge.

Section 2.b Every Active Member shall attend a minimum number of drills and responses in each calendar year, said minimum number to be set at the beginning of each calendar year by the Service Board.

Section 2.c An Active Member may hold a Service office after successfully completing his Probationary membership.

Section 2.d Active Members who are serving as Fire Commissioners, Administrative Officers, or Executive Board members are still required to meet minimum drill and response attendance.

- Section 2.e If any Active Member shall fail to fulfill in any year the minimum requirements for fires and drills as set by the Service Board, he shall have until the March Service Board meeting of the following calendar year to explain his failure to meet the active requirements, and if he desires, to ask that his previous year's record be waived and his active membership be continued. If the member fails to contact the Service Board, the Service Board shall make its own determination of each case and report its recommendations to the Department at the next Monthly Meeting for action. The Superintendent of Alarms shall post a list no later than January 10th of each calendar year of the fire and drill attendance of all members of the Department on the day room bulletin board.
- Section 2.f If because of school, or living out-of-town, an Active Member is unable to fulfill the drills and fires required by the Service Board, he may request a leave of absence. It will be submitted in writing to the Service Board at one of its Regular Meetings. The Service Board will make the decision of granting or denying the leave of absence and shall notify the Department and the Financial Secretary at the next Monthly Meeting. The leave shall be noted in the Department role book and on his membership card. While on leave a member will not be allowed to hold any Department office. An Active Member's time in the Department while on leave of absence shall not count as part of his twenty (20) years of Active service for Veteran status. Upon returning from a leave of absence, the member shall have three months to appear before the Service Board for reinstatement. If the member fails to do so, it shall be reported with a recommendation by the Service Board to the next Monthly Meeting for action. The above shall not apply to any member in military service, except the Service Board must grant the requested leave during the time said member is in active military service.
- Section 3: Veteran Members: are men who have completed twenty (20) years of active service and have asked the Service Board in writing for this status.
- Section 3.a A Veteran Member may continue to serve as an active fireman as long as he fulfills all Service Board requirements for Active membership.
- Section 3.b An Active Member who becomes disabled and cannot continue as an active fireman may apply for Veteran status, regardless of the number of years in Active status.
- Section 3.c Veteran Members may hold an Executive Office, and if Active, may hold a Service office.
- Section 3.d All past Chiefs of the Department shall be entitled to Veteran membership automatically upon completion of their tenure as Chief of the Department.
- Section 4: Honorary Members: shall be those persons upon whom special honor is to be conferred for having performed some unusual deed of merit or who are considered worthy of exceptional recognition. Proposal for Honorary Membership shall be submitted to the Executive Board for screening.

- Section 4.a Honorary members may be elected to such membership by a two-thirds vote of the members present at any legal meeting of the members of the Department, provided that notice of such election shall be given in writing at a previous Regular Meeting.
- Section 4.b Honorary Members shall have no vote and will not be required to pay dues.
- Section 5: Darien Police Personnel: Darien Police Personnel eligible for membership are any regular members of the Darien Police Department and any Special Police Officer of the Darien Police Department who is assigned to full-time regular duty.
- Section 5.a All Darien Police officers currently carried under Honorary Membership will be automatically transferred to this new classification.
- Section 5.b Any member under this classification shall pay twenty dollars as dues for each calendar year. This will allow such members to attend all social events of the Noroton Fire Department, but excludes such members from responding to fires or attending drills.
- Section 5.c Any member under this section shall have no voting rights.
- Section 5.d Proposals for Darien Police Personnel shall be submitted to the Executive Board for screening.
- Section 6: Associate Members: are all those men who joined the Department as Associate members prior to 1973. Prior to 1973 men could join the Department as Associate members if they did not wish to fulfill the requirements for Active membership. As of January 1973, this classification of membership was closed to new members of the Department. All members who joined the Department prior to March 31, 1981, except those who joined as Associate members prior to January 1, 1973, who did not maintain Active membership were made Associate members. In some cases those members that did not request Veteran status, or ceased to maintain Active status were transferred into the classification of Associate member. As of March 31, 1981, the classification of Associate member was closed to all members of the Department.
- Section 6.a All Associate members who have completed ten (10) years of Active service may request the Service Board, in writing, for the status of Veteran Member. Any Associate Member may become an Active member by fulfilling the Active member requirements as set by the Service Board

## ARTICLE V NEW MEMBERS

- Section 1. Application of any person to membership shall be made on a form supplied by the Noroton Fire Department, Inc. on the back of which shall be printed in full the provisions of Article IV, Section 1 a-f and Article V; Section 1-6 of these By-Laws. The completed application shall be submitted first to the Service Board with a certification from a Department physician that he has successfully passed a physical examination and that the Police Department has completed a check of the applicant's background. Said Service Board shall make a report to the Department on the application within sixty (60) days at a Regular monthly meeting.
- Section 1.a Any applicant who is a member of another Fire Department in the Town of Darien shall not be eligible for membership in this Department
- Section 2. If the name of any candidate is called up for consideration at a meeting of the Service Board, and it shall appear that the Board require more information, the name shall be passed over, and the Board shall notify the proposer that the nomination cannot be acted upon without proper information.
- Section 3. Upon favorable report of the Service Board, the name of the applicant shall be placed before the meeting for approval of Probationary Membership in the Noroton Fire Department, Inc., and shall be issued a Probationary Membership badge, Fire Department By-Laws and a Department key.
- Section 4. A fee of \$3.00 shall accompany each application for Probationary membership. The \$3.00 application fee will not be returned should the applicant be rejected. Upon election to membership the new member shall pay his membership dues as assessed by the Department for that year.
- Section 5. All new members shall complete a probationary period of twelve (12) months or until they are 18 years of age whichever is greater. During that time they shall attend a minimum number of drills and responses. Said number to be set by the Service Board. At the end of the probationary period, they shall be approved by the Service Board and proposed for election to Active membership at a Regular monthly meeting.
- Section 6. Those proposed for election to Active membership at a Regular monthly meeting, if present, shall be required to leave the meeting hall during the election process.

## ARTICLE VI EXECUTIVE OFFICERS

- Section 1. The Executive Officers of the Department shall consist of Chaplains, Medical Officers, President, Vice-President, Treasurer, Recording Secretary and Financial Secretary. The Chaplains and Medical Officers shall be appointed by the President at the January meeting for one year or until their successors are elected.
- Section 2. Any Active, Veteran or Associate Member shall be eligible to hold office if he shall have been a member for one (1) year. No delinquent member may become a candidate for any Executive Office in the Department.
- Section 3. Vacancies caused by death, resignation, etc., may be filled by vote at any regular meeting, notice having been given at a previous meeting. The person so elected shall hold office only until the next Annual Meeting or until his successor is elected.
- Section 4. It shall be the duty of the President, or in his absence, the Vice-President to preside at all meetings of the Department, whether regular or special, and to enforce a strict observance of the By-Laws at all times; to see that all Committees perform the duties assigned to them; to appoint all Committees who shall appoint their own Chairman, not otherwise provided for in the By-Laws and to cast the deciding vote on every question where there is a tie except where there has been an appeal made from his decision, in which case, if the vote is a tie the question is lost; to inspect all votes and announce the same; he shall not make any motion or resolution, neither shall he take part in any debate while in the chair, except on appeal made from his decisions; he shall call a special meeting when so ordered according to the By-Laws, use his discretion to enforce fines and penalties on any member, and shall be bonded while holding office for an amount to be determined by the Executive Board.
- Section 5. It shall be the duty of the Recording Secretary to take attendance at all Regular monthly and Executive Board meetings of the Department; to keep the Minutes of the Proceedings at the meeting; to reply to correspondence directed by the Department at any meeting; to preserve all records pertaining to his duties and be prepared to present same for inspection within seventy-two (72) hours. He shall post a list of all members eligible to vote on the day room bulletin board before 12:01 a.m., December 20, prior to the Annual Meeting. He shall be exempt from the annual dues of the Department while holding office.



Section 6. It shall be the duty of the Financial Secretary to call the roll at the Annual Meeting of the Department; to keep the roll in good order and maintain a chronological list of names in rotation as elected; collect all fines, dues, assessments and contributions and pay same to the Treasurer at each Monthly Meeting, taking receipt for same; to send out notices of Annual and Special Meetings to reach their destination at least 120 hours (5 days) before the meeting time; to be ready to furnish each newly elected member at any Monthly Meeting with a key, badge, membership card and a copy of the By-Laws; to keep the record of the dues, fines, etc. up to date and be ready to give same for auditing or inspection within 72 hours (3 days). He shall be exempt from the annual dues of the Department while holding office.

Section 7. It shall be the duty of the Treasurer to receive all moneys collected by the Financial Secretary and to give him receipt for same; to pay bills approved by the Chairman of the Executive Board, or the vote of the meeting; to keep a correct account of all receipts and disbursements; to report correct account of all receipts and disbursements; to report the state of all finances and liabilities of each meeting; to render a financial statement for the completed fiscal year at the July meeting and also be able to give same within 72 hours (3 days) notice. He shall be exempt from payment of dues while holding office and shall be bonded while holding office for an amount to be determined by the Executive Board.

#### ARTICLE VII SERVICE OFFICERS

Section 1. The Service Officers of the Department shall consist of Chief, First Assistant Chief, Second Assistant Chief, Mechanical Supervisor, Assistant Mechanical Supervisor, Captain of Truck Companies 30 and 33, Captain of Engine Companies 31 and 32, Captain of the Fire Rescue Boat Company, Lieutenant of Engine Company 31, Lieutenant of Engine Company 32, Lieutenant of Truck Company 30, Lieutenant of Truck Company 33, Lieutenant of the Fire Rescue Boat Company, and Superintendent Fire Alarms. The Chief shall be elected by vote at the Annual Meeting of odd numbered years to serve a two-year (2) term. All other Service Officers shall be elected by ballot at the Annual Meeting and shall hold office for one (1) year or until their successors are elected. Any vacancy among the Service Officers shall be filled by vote at the first Regular monthly meeting thereafter, or at a Special Meeting called for that purpose.

Section 2. It shall be the duty of the Chief to see that the truck room, fire/rescue boat, and everything pertaining thereto be kept in good order and repair, to keep an accurate report of all fire/rescue requests and submit an annual report on the same; to submit at each Regular Meeting the financial condition of the, contingent fund; to insure the fire alarm system and everything pertaining thereto be kept in good order and repair, to command the Department at alarms, drills, parades, etc.; to grant leaves of absence from fires or drills to any member when deems it proper, to enforce rigidly all Articles of the By-Laws for the Department relative to fire duty; to suspend under charges until the next Regular Meeting of the Department any member, who has in his opinion, committed an offense, and to hold fire drills whenever he deems it necessary. He shall be provided with a petty cash of twenty-five dollars (\$25.00) and he shall appoint up to four (4) Fire Policemen.

- Section 3. The duties of the Assistant Chiefs shall be to aid the Chief in the discharge of his respective duties and in his absence to officiate as such and strictly to perform all his duties.
- Section 4. The duties of the Captains shall be to command engines or ladder companies and to aid the Chief and Assistant Chiefs in the discharge of their duties.
- Section 5. It shall be the duty of the Mechanical Supervisor to take charge of all fire equipment and hold himself subject to orders from the Chief. He shall keep the fire apparatus and the mechanical equipment in the best possible condition for instant use.
- Section 6. The duties of the Superintendent of Alarms shall be to keep the fire alarm signal systems, the radio communications equipment and everything pertaining thereto in good repair and working order. Any malfunctions should be reported to the Chief or his next in command. He shall also maintain records of fires, emergencies and drills. He shall post a list of fire and drill attendance for each calendar year on the day room bulletin board no later than January 10th of the following calendar year.
- Section 7. The duties of the Lieutenants and the Assistant Mechanical Supervisor shall be to aid their immediate supervisors in the performance of their duties and to act in the capacity of said supervisors when their superior is absent.

#### ARTICLE VIII BOARDS AND COMMITTEES

- Section 1. Executive Board.: shall consist of eight (8) members: President, Vice-President, Recording Secretary, Financial Secretary, Treasurer and three members of the Department who shall form an Executive Committee. One member of the Executive Committee shall be elected by vote each year and shall serve a term of three years or until his successor is elected. The Chairman of the Executive Board shall be the Executive Committee member who is commencing his third year of his current term on the board. If for any reason he becomes unavailable, the Committee member commencing the second year of his current term on the Board shall be the Chairman for two years. It shall be the duty of the Executive Board to look after the best interest of the Department at all times and in every way. The Executive Board shall attend to all repairs and maintenance to the Department building. Any expenditures in excess of \$500.00 proposed by the membership at a Regular monthly meeting shall be reviewed by the Executive Board, which will make a report and a recommendation to the membership at the next Regular monthly meeting. The membership may then vote on the expenditures. The Board shall audit the accounts of the Financial Secretary and Treasurer annually or whenever directed to do so by the Department, and report on the same at the Regular monthly meeting of the Department, unless otherwise instructed. A Committee member or members shall audit all bills against the Department, and if found correct and authorized by the Department, order the bills paid by the Treasurer. The Board shall adjust all claims against the Department and give an order on the Treasurer for payment of the sum when so adjusted.

- Section 2. Board of Fire Commissioners. Two members of the Department shall be elected by vote to the Board of Fire Commissioners, one member to be elected each year for a period of two years or until his successor is elected. The Chief of the Department shall automatically be a member of the Board of Fire Commissioners but he may elect not to serve and he may appoint an Assistant Chief to this post. It shall be the duty of the Fire Commissioners to look after the best interest of the Department at all times and in every way pertaining to fire prevention and control.
- Section 3. Service Board: shall consist of: Chief, First Assistant Chief, Second Assistant Chief, Captain of Truck Companies 30 and 33, Captain of Engine Companies 31 and 32, Captain of the Fire Rescue Boat Company, Lieutenant of Engine Company 30, Lieutenant of Truck Company 33, Lieutenant of the Fire Rescue Boat Company, Mechanical Supervisor, Assistant Mechanical Supervisor and Superintendent of Fire Alarms. It shall be the duty of the Service Board to supervise all expenditures for fire equipment. It shall prescribe fire drills or any other regulations governing Active members relative to fire and drill duty. Whenever it shall be considered that an Active member is repeatedly neglectful of his duties, or does not exert himself to carry out orders from his commanding officers, or be guilty of any conduct calculated to bring disgrace on, or create disunion in the Department, he may be ordered by the Service Board to appear before the Service Board to explain his conduct. The Service Board shall make such recommendations as they deem proper to the Department for the disposition of such cases. It shall be the duty of the Service Board to inquire into the character of all candidates for membership, endorsing their report on the original application of the person applying. The Service Board shall propose those applicants for probationary or active status before the membership at a regular monthly meeting of the Department.
- Section 4. The House Committee: shall consist of five (5) members who shall be appointed by the President at the June meeting and shall hold office for one (1) year or until their successors are appointed. It shall provide a janitor - see that he properly performs all duties assigned to him; it shall look after the Department building and see that it is kept neat and clean at all times. In the event of an emergency between meetings of the Department requiring expenditure (other than regular and ordinary expense) the Chairman of the House Committee with the oral agreement of a majority of said Committee, may take such expenditure on behalf of the Department up to the amount of \$300.00
- Section 5. The Entertainment Committee: shall consist of five (5) members who shall be appointed by the President at the June meeting, and who shall hold office for one (1) year or until their successors are appointed. The duties of the committee shall be to promote all entertainment, dances, etc. for the benefit of the Department.

Section 6. The Sick Committee: shall consist of three (3) members who shall be appointed by the President at the June meeting, and who shall hold office for one (1) year or until their successors are appointed. It shall be the duty of the Sick Committee to order flowers or other appropriate gift when there is a serious illness or death that has occurred to a member or in the immediate family of a member.

Section 7. The By-Laws Committee: shall consist of three (3) members who shall be appointed by the President at the June meeting, and who shall hold office for one (1) year or until their successors are appointed. It shall be the duty of the By-Laws Committee to revise and amend the By-Laws as directed by the meetings of the Department, to prepare said revisions and amendments and present them to the Department according to the By-Laws. It shall be their duty to keep the By-Laws up to date, and to keep an ample supply of By-Laws books on hand for distribution to new members.

Section 8. All Committee Chairman shall within thirty (30) days of any specific event, file a preliminary expenditure report at the next Monthly Meeting. All Committee Chairmen shall, within sixty (60) days of any specific event, provide the Recording Secretary of the Department with an itemized accounting of all sums expended. The Recording Secretary is responsible for keeping this record for the reference of future Committee members involved in similar projects.

#### ARTICLE IX NOMINATIONS AND ELECTIONS

Section 1. The Chair shall appoint at a Regular meeting in October a Nominating Committee of five (5) members in good standing, three (3) of whom shall be Active Members, who shall bring a list of nominations for all elective officers of the Department, to be posted on the day room bulletin board at least one Regular Meeting before the Annual Meeting. No officer may be a member of this committee, nor shall any member not affiliated with the Department for at least one (1) year be appointed to this committee. Any list of nominations opposing that submitted by the Nominating Committee may be presented to the Recording Secretary who shall in turn post this list on the day room bulletin board no later than 12:01 a.m. on December 20, prior to the Annual Meeting. This slate must be signed by at least seven (7) members in good standing.

Section 1.a A member in good standing shall be defined as any Active, Veteran or Associate member who shall have paid his dues in full, any assessments or fines levied against him and not be under suspension.

Section 1.b The Chairman of the Nominating Committee shall check with the Superintendent of Alarms to determine if all candidates for any service office have fulfilled all requirements for Active status.

Section 1.c All opposition slates for a Service Office must be signed by the Superintendent of Alarms certifying that he has checked his records and that the proposed candidate(s) are Active members of the Department. Without this certification, the Recording Secretary shall not post the slate.

Section 2. All elected officers in the Department shall be filled by majority vote at the Annual Meeting from the list of nominees presented by the Nominating Committee or from any opposing list submitted according to the By-Laws.

#### ARTICLE X DUES

Section 1. The regular dues for all classifications of membership except Honorary and Darien Police Personnel, shall be \$5.00 per year, payable in advance at the Regular January meeting. If by the March meeting a member has not paid his dues, the Financial Secretary shall send him a notice to that effect. To members who have not paid their dues by the June monthly meeting, a final notice shall be sent by certified mail, return-receipt requested, stating that unless he has paid up a full year's dues by the July meeting, he will be dropped automatically upon receipt of the return-receipt card.

Section 2. Any person who has been dropped from membership in the Noroton Fire Department, Inc. for non-payment of dues, and wishes reinstatement, may submit a letter to the Executive Board for review. Upon approval, application may be made provided all dues and assessments accompany said application with one year's dues in advance and application fees.

Section 3. A majority vote by the Department, at a monthly meeting, may waive the dues of a member proving hardship.

#### ARTICLE XI MEETINGS

Section 1. All meetings, whether Annual, Monthly or Special shall be held in the rooms of the Department. The Annual Meeting shall be held on the first Tuesday after the first day of January of each year at 8:00 p.m. Monthly meetings shall be held on the first Tuesday of each month at 8:00 p.m.

Section 2. When Special meetings are called, the Financial Secretary shall send out notices to reach their destination at least 120 hours (5 days)) before the meeting time.

Section 3. Twenty (20) members shall constitute a quorum. (Excluding July and August when a quorum is not necessary to conduct the business brought to the meeting).

Section 4. Special Meetings may be called by the President. He shall also call a meeting on the written request of seven (7) members of the Department, which shall specify the object of the meeting. At a Special Meeting only such agenda as are stated in the call for the meeting shall be considered.

Section 5. No member may vote at the Annual Meeting for the election of any Department officer unless he:

1. Has his dues paid up; and
2. Has attended at least six Monthly Meetings during the previous year. Three (3) of the meetings attended must have been in three (3) different quarters of the previous years.

Section 6. Order of Proceedings at Regular Meetings:

1. Call the meeting to order and salute the flag;
2. Call the role (Annual Meeting only);
3. Reading of the Minutes of the last meeting;
4. Collecting of dues, fines and assessments;  
4a Reporting of delinquents;
5. Report of the Treasurer;
6. Report of the Committees;
7. Reading of the communications;
8. Reading of the bills by the Financial Secretary;
9. Proposition to Probationary Membership;
10. Election to Membership;
11. Unfinished business;
12. Nomination and election of officers (Annual Meeting only);
13. New business;
14. Welfare of the Department;
15. Reading of the receipts;
16. Call the role of members present (excluding Annual Meeting); and
17. Adjournment

Section 7. Robert's Rules of Order shall govern the parliamentary procedure of all meetings except as otherwise provided in these By-Laws.

Section 8. The suspension of the By-Laws may occur by a three-quarters vote of the Department present at the regular or annual meeting, when immediate action by the Department is necessary in order to avoid financial loss or other action is necessary to avoid undue process or proceedings. The By-Laws shall automatically be reinstated immediately after the vote on the issue at hand.

## ARTICLE XII EXPULSIONS

- Section 1. Any member may be suspended or expelled for violation of the By-Laws or for any offense or misconduct which may be deemed detrimental to the Department by a two-thirds vote of the Department present at any Regular Meeting, thirty (30) days notice having been given the member charged, in writing, with a copy of the charges preferred against him. Any suspended member shall return his badge and key to the president.
- Section 2. Any member who has reported for duty at the scene of a fire and who leaves the fire without being excused by the officer or fireman in charge, or a member of the Emergency Medical Staff, shall be suspended from the Department at role call after the fire. He shall have the privilege of being heard by the Department at the next Regular meeting, and upon majority vote of the members present be reinstated to membership in the Department.

## ARTICLE XIII RESIGNATIONS

- Section 1. All resignations must be made in writing. No resignation shall be acted upon until all dues, fines, assessments, gear, uniforms and radios have been paid in full and collected and the Department key and badge delivered to the Financial Secretary.

## ARTICLE XIV DISBANDMENTS

- Section 1. This Department shall be disbanded by a three quarter vote of the entire membership of the Department. A published or served notice of the meeting shall notify each member of the Department at least one month before said vote is taken.
- Section 2. No person shall derive any financial benefit from income generated by the Noroton Fire Department, Inc. All financial income shall be used for Noroton Fire Department, Inc. activities. In the event of dissolution, all of the remaining assets and property of the Corporation, after necessary expenses have been paid, shall be distributed to such organizations as shall qualify under Section 501(c) (3) of the Internal Revenue Codes of 1954 and 1986.

## ARTICLE XV MISCELLANEOUS

- Section 1. Any auxiliary of the Noroton Fire Department, Inc. shall be subject to the rules and regulations promulgated by the Executive Board. A majority vote of the members of the Board shall rule on all questions arising for decision.
- Section 2. No outside origination shall be allowed to use the facilities of the Noroton Fire Department, Inc. without prior approval of both the House Committee and the Executive Board.

**ARTICLE XVI  
AMENDMENTS**

- Section 1.** No amendments shall be made to these By-Laws except at Regular monthly meeting of the Department. All amendments must be proposed in writing and presented to the membership at a regular monthly meeting. They will then be posted on the day room bulletin board immediately after the meeting to be voted on at the next monthly meeting. Each amendment change must be passed by a two-thirds majority of the members present at said meeting.

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## **HOUSE RULES FOR MEMBERS OF THE NOROTON FIRE DEPARTMENT**

1. Visiting firefighters are welcome at all times.
2. Guests are welcome when accompanied by an Active member. Active members are responsible for their guests. This courtesy should not be abused.
3. Children must be attended at all times.
4. The Dayroom is primarily for firefighters. Exceptions to this will be made for special functions.
5. Secure all doors, windows and lights before leaving building.
6. The air conditioning, boiler and other fixtures are not to be tampered with.
7. Dayroom, kitchen and poolroom areas are to be left in neat and clean order at ALL TIMES.
8. No beverage allowed on apparatus or in front of open bay doors at any time. PER ORDER OF THE CHIEF.
9. No equipment or furniture is to be removed from the premises without permission from the House Committee. Anything that is borrowed shall be returned to its proper place promptly.
10. Any power equipment and tools used from the Engineer's cage or shed shall be returned to its proper place, fully serviced. PER ORDER OF THE CHIEF.
11. Truck 33 service bay shall be left neat and clean. Parking directly behind the bay is prohibited. PER ORDER OF THE CHIEF.
12. Firearms are prohibited on Department property.
13. One must be of legal age to consume alcoholic beverages. PER ORDER OF CONNECTICUT STATUTE.
14. Computer room is to be left neat and clean. No smoking or beverages are allowed near the computer and the room is to be locked during special functions.
15. Members must notify the House Committee when vehicles or other personal equipment are to be stored in the Department, parking lot or property for more than 48 hours. House Committee will use its discretion in notifying members to remove equipment and, upon notification, equipment must be removed within five days, or it will be removed at the owner's expense.
16. Use of the hall policy: Any use of the hall except for Department functions must be brought before the Executive Board two months before the event for approval. There are exceptions to the above policy: Darien Police Department Christmas Party, YMCA Christmas Party, and Post 53.

### **COURTESY OF USING THE FACILITIES SHOULD NOT BE ABUSED!**

### **APPEARANCE OF ALL AREAS REFLECTS THE PRIDE OF BEING A MEMBER OF THE NOROTON FIRE DEPARTMENT.**

Offenders of the House Rules will be subject to investigation by the Executive Board in accordance with Article VIII, Section 1 of the By-Laws (look at the best interest of the Department), or the President will use his discretion in enforcing fines or penalties, per Article VI, Section 4 of the By-Laws.