ACTIVE MEMBER CLASSIFICATIONS	
CLASSIFICATION OF MEMBERSHIP	**PROCEDURE**
FULL MEMBER Members are those persons who have joined the Department and have been voted in by the membership body after completing the Probationary period.	1. The Department Chief shall report to all the membership present at the next regular or special Department meeting whether or not the individual has fulfilled the requirements of Probationary Membership. 2. All Full Members present at the meeting shall vote via paper ballot overseen by the Secretary. 3. The voting results should be announced at the meeting and recorded in the meeting minutes only as accepted or rejected. The count of votes for and against shall not be announced or recorded. 4. A positive vote of the majority of the Full Members present at the meeting shall be necessary to elect a person to Full Member. 5. Should a Probationary Member not receive a favorable vote by the majority of Full Members present, the person's Probationary Membership shall end, and the person shall no longer have any status, rights, obligations, or privileges of membership. There shall be no appeal from the denial of Membership. A person not granted membership must return all Department and District property and equipment immediately. 6. No Full Member is required to provide any reason for their positive or negative vote of Membership.
STATION SUPPORT Station Support members are those who are limited in their ability to respond to the scene of an emergency or want to serve the community and District from a lower risk perspective	1. Follows the membership process for Probationary membership and Full membership above.
AUXILIARY MEMBER Auxiliary Members are those persons who provide support to the Department. The Auxiliary is considered a Standing Committee of the Department.	1. The procedure for membership in the Auxiliary is outlined in the Auxiliary by-laws.

B. **Non-Active Membership**

Non-Active Membership reflect those members who do not participate in Operational Activities. Non-Active Membership has one classification. The description of the classification and the procedure for Non-Active Membership is listed in the table: Non-Active Member Classification.

NON-ACTIVE MEMBER CLASSIFICATION	
CLASSIFICATION OF MEMBERSHIP	**PROCEDURE**
RETIRED MEMBER Retired Members are those persons who served no fewer than 25 years as an Active Member in the Department but can no longer perform Operational Activities.	1. Member must submit a signed letter in writing to the Membership Committee requesting to be a Retired Member. 2. Retired Membership is subject to the approval of a majority of the vote of the Full Members.

2. **Privileges of Membership**
Each class of membership shall have the minimum privileges as outlined in the table: Privileges of Membership. Other policies and rules of the Department may add additional privileges, but they cannot remove the privileges listed here.

PRIVILEGES OF MEMBERSHIP					
PRIVILEGES	ACTIVE			NON-ACTIVE	
	PROBATIONARY MEMBER	FULL MEMBER	STATION SUPPORT MEMBER	AUXILIARY MEMBER	RETIRED MEMBER
Respond to Calls	x	x	x [3]		
Serve as an Interior Firefighter	x	x			
Serve as an Exterior Firefighter	x	x			
Serve as Fire Police	x	x			
Drive Apparatus Once Cleared	x [2]	x			
Drive M45 or M47 to Training Class Once Cleared	x	x			
Drive M47 Non-Emergency to Calls Once Cleared	x	x	x	x	
Operate Q1 Aerial Device Once Cleared	x [2]	x			
Operate Q1 or E50 Pump Once Cleared	x [2]	x			
Operate Power Tools or Equipment Once Cleared	x [2]	x			
Climb Ladders or Operate at Heights Above 6 feet	x [2]	x			
Participate in Training and Drills	x	x	x [3]		
Attend Parades, Funerals and Other Department Events	x	x	x	x	x
Participate in Department Meetings and Committees, serve as an Agent	x	x	x [3]	x [1]	x
Vote at Department Meetings and in Committees		x	x	x [1]	x
Vote at Department Annual Election Meeting		x	x		x
Create or Dissolve Committees or Agents		x		x [1]	x
Eligible for Line Office Positions		x			
Eligible for Board of Director / Executive Officer / Administrator Positions		x	x		x

[1] Auxiliary Privileges - The Auxiliary is considered a Standing Committee of the Department and may have its own rules and policies. The privileges of the Auxiliary in Department Meetings and Committees is outlined in the Committees and Agents section of these by-laws.

[2] These privileges can only be granted by the chief based on experience and demonstrated proficiency.

[3] Support Personnel may participate in any/all non-operational activities. Participation in training and drills are based on limitations and safety subject to Department Chief and Safety Officer's recommendations. During emergency calls they may only respond to the hall to provide support by manning radio room, coordinate with scene to provide resources, act as liaison to the Auxiliary, secure hall doors following equipment response,

act as liaison for fill in crews. They may use M-47 to deliver equipment and/or refreshments to emergency scene as needed or during non=operations activities at the discretion of the Department Chief. All Station Support personnel are issued a safety vest as Personal Protective Equipment.

3, Membership Status Types

The Department shall have four types of Membership Statuses. Membership Status does not change the individual's class of membership. The description of each Membership Status and the conditions are listed in the table: Membership Status Types.

MEMBERSHIP STATUS TYPES	
MEMBERSHIP STATUS	**CONDITIONS**
LIFE MEMBER STATUS Life Members are those persons who have served at least 25 years as an Active Member in the Department, including time as a Probationary Member.	• Life Membership Status is automatic.
EXEMPT STATUS Exempt Status shall be granted to any Active Member or Non-Active Member who has served a total of at least five years in this Department or another department, and who has been in good standing for at least five years.	• Member granted Exempt Status shall be entitled to a certificate as an Exempt Volunteer Fire Fighter in accordance with Section 200 (and those following it) of the General Municipal Law. • These by-laws shall also permit the grant of Exempt Status in accordance with any other provision of law.
INACTIVE STATUS Inactive Status shall be assigned to any Active Member who has been granted a leave of absence.	• Inactive Status is automatic when the conditions are met as outlined in the Leave of Absence section of these by-laws and the policies and rules of the Department.
SUSPENDED STATUS Suspended Status shall be assigned to any Active Member or Non-Active Member who is under suspension.	• Suspended Status is automatic when conditions are met as outlined in the Suspension section of these by-laws and the policies and rules of the District and Department.

2. **Occupational Resident**
   By the reason that the member's usual occupation is located within the Walworth Fire District, the member is available to render active service during the hours of their occupation.

3. **Vicinity Resident**
   A resident in the vicinity of the Walworth Fire District who is available to render active service. No person who does meet the Vicinity Residency requirement shall be elected to membership, if by doing so, the percentage of Active Members residing in such areas would exceed 45 percent of the actual membership therein.

C. **Physical Requirements**
All Active Members must be able to meet those physical requirements as outlined in the District and Department policies. Physical Requirements vary based on Membership Classification and firefighter classification (i.e. interior, exterior, fire police). Non-Active Members do not have any physical requirements other than those for a Retired Life Member.

D. **Arson, Registered Sex Offender and Felonies**
A person who has been convicted of or pleas to arson or attempted arson in any degree; who has been convicted of any Felony (unless they present a certificate of relief from disability for such Felony [but not arson or attempted arson]); or has been convicted of a crime which requires the person to register as a sex offender under article 6-C of the correction law, shall not be eligible for membership. Upon application by any person for membership, the District shall cause the applicant's background to be checked pursuant to section 837-o of the Executive Law for a criminal history involving a conviction for arson or convicted of a crime which requires the person to register as a sex offender.

E. **Prior Members**
Prior members of the Department who were not expelled for cause or did not resign while in bad standing may be eligible for reinstatement. However, since every person may have special circumstances regarding reinstatement, the applicant must comply with the same application requirements as any new Member, including completing a Probationary Period. The Probationary Period may be adjusted based on the Previous Firefighter Experience section of these by-laws.

F. **Members of Another Fire Department**
A person who is already a volunteer member of another fire department shall not be eligible for membership in the Department.

1. **Surrender Another Department Membership**
   Members of other fire companies must surrender their volunteer membership in that department before applying for membership in this Department, regardless of membership class. They shall provide a copy of the Letter of Resignation from the other department as well as relinquish any membership identification from said department. Upon proof of resignation from the other department, the applicant shall follow the same procedure as any other person to apply for membership in this Department. Their Probationary Period may be adjusted based on the Previous Firefighter Experience section of these by-laws.

G. **Other Requirements**
Additional duties, prohibitions and requirements of membership may be set forth in the policies of the District and Department, but in no event, may the policies take away any rights bestowed in these by-laws. Membership shall be continued only if members shall meet any and all such requirements as contained in these by-laws as well as the policies.

6. **Membership Participation Requirements**
Active Members (Probationary, Full and Station Support) are expected to participate in Department activities to maintain their membership. The Department shall use a point tracking system to encourage member participation. Note: These requirements are not associated with or defined by the District's LOSAP program and are not in effect for Non-Active Members.

A. **Membership Participation Requirements**

4. **Resignation of Board of Directors**
Any Director on the Board may resign at any time by giving written notice of such resignation to either the President or Vice President regardless of whether any charges against him are pending. Resignations shall be effective immediately upon receipt of the written notice.

5. **Director Vacancies**
The vacancy of any Director position, for any reason, shall be announced (posted or electronic) prior to the next Department Meeting following the vacancy. Vacancies shall be filled by majority vote of the members at the next Department Meeting following the announcement. Vacancies must be filled by a member who is qualified for that position. Any individual so elected shall hold office until the completion of the term.

6. **Removal of Directors**
Any Director may be removed for cause by a majority of the members present at a Department Meeting. Disciplinary actions shall be in accordance with the Discipline section of theses by-laws.

7. **Initiation of Board of Directors**
The newly elected members of the Board of Directors shall take office officially on January 1st following their election.

8. **Powers of the Board of Directors**
Management of the affairs of the Department shall be vested primarily in the membership, but in the Board of Directors to the extent as stated in these by-laws. The Board oversees the Department's non-emergency operations, manages its finances and sets policy for the Department. The Board may take all necessary and proper steps to carry out the purposes of this Department and to promote its best interest. The Board shall be responsible for receiving and resolving all non-operational complaints.

   A. **Policies**
   The Board of Directors may propose non-operational policies, but they require the approval of the membership. The Board may assign the ability to draft policies to any individual or groups of individuals. The Board may enforce non-operational policies. The Chief shall have the final say as to whether a policy is operational or non-operational.

   B. **Expenses**
   Unless otherwise stated in these by-laws, the membership must approve all expenses of the Department.

   C. **Contracts / Services / Leases**
   While the membership shall have the power to approve entering into a contract and to approve the maximum amount of funds to spend on any given item or project, the Board of Directors shall have the power to negotiate and approve terms of all contracts and set the final price/amount within such limits. The Board may hire persons/companies or firms to perform services for the Department subject to pre-approval of the members as to hiring a person/department/firm in general. The Board shall have the ability to approve the terms of any lease, purchase contract or sales contract, subject to the price and term being approved by the membership.

   D. **Grants and Donations**
   The membership shall be the sole authority to seek, apply for, approve receipt of, and to administer grants and donations.

   E. **Fundraisers**
   The membership shall have the authority to provide startup funds for fundraisers.

9. **Board of Directors Meeting**
The Board shall hold a monthly Board of Directors Meeting prior to the Department Meeting.

   A. **Place of Board of Directors Meetings**

Any Executive Officer may resign at any time by giving written notice of such resignation to either the President or Vice President regardless of whether any charges against them are pending. Resignations shall be effective immediately upon receipt of the written notice.

5. **Executive Officers or Administrators Vacancies**
The vacancy of any Executive Officer or Administrator position, for any reason, shall be announced (posted or electronic) prior to the next Department Meeting following the vacancy. Vacancies shall be filled by a majority vote of the members at the next Department Meeting following the announcement. Vacancies must be filled by a member who is qualified for that position. Any individual so elected shall hold office until the completion of the term.

6. **Removal of Executive Officers or Administrators**
Any Executive Officers or Administrator may be removed for cause by a majority of the members present at a Department Meeting. Disciplinary actions shall be in accordance with the Discipline section of these by-laws.

7. **Initiation of Executive Officers and Administrators**
The newly elected Executive Officers and Administrators shall take office officially on January 1st following their election.

8. **Trustee Responsibilities**
Trustees are responsible for the storage, distribution, collection and inventory maintenance of the District and Department property entrusted to them. The Trustees shall work with the Chief and District to ensure:
   - Members have proper, functional gear and equipment
   - Maintaining an accurate inventory of all the gear and equipment entrusted to them for storage
   - All gear is collected from members leaving the Department or no longer in need of the gear or equipment

9. **President Responsibilities**
The President shall be the Chief Executive Officer of the Department and shall have and exercise general charge and supervision of the non-operational affairs of the Department. He shall preside at all meetings of the Board of Directors and the Department. The President shall convene members of the Department for funeral and other non-operational details. The President shall perform such other duties as may be assigned by the Board of Directors.

   A. **Signature Authority**
   The President shall sign all documents in the name of the Department when authorized to do so by the Board of Directors or members. The President, together with such other officials as may be appointed by resolution of the Board of Directors for that purpose, shall have authority to sign checks.

   B. **President as a Committee Member**
   The President shall be an ex-officio member of all committees and shall perform all other duties incidental to this office.

   C. **Department Mail**
   The President shall have the authority to receive, review, or distribute all mail addressed to the Department or any member, Executive Officer, or Administrator. There shall be no review of mail specifically stating: "Personal and Confidential".

10. **Vice-President Responsibilities**
The Vice President shall, in the absence of the President, exercise all the functions of the President. The Vice-President shall chair the Membership Committee and the Health and Welfare Committee.

11. **Secretary and Assistant Secretary** Responsibilities
The Secretary shall record all Department meetings, conduct all correspondence, and keep all Department records. The Secretary may execute contracts, agreements or other documents on behalf of the Department and perform such other duties as may be assigned to them by the Board of Directors. The Assistant Secretary

- Rescue Lieutenant
- SCBA Lieutenant
- Safety Officer
- Deputy Safety Officer

1. **Qualifications of Line Officers**
   The Line Officers shall meet the qualifications as outlined in the policies and rules of the District and the Department.

2. **Election or Appointment of Line Officers**
   All elected Line Officer positions are elected by the members at the Annual Election Meeting as outlined in the Election Process section of these by-laws. All appointed Line Officer positions are appointed by the Chief. The Chief shall make these appointments before the District Organizational Meeting held in January.

   A. **District Notification of Nominations**
   Upon nomination of the Line Officers at the Annual Election Meeting, the names of all the Chiefs shall be promptly forwarded by the Department Secretary to the Fire District Secretary for approval by the District at the District Organizational Meeting in January. The names of the remaining Line Officers shall also be forwarded for informational purposes.

   B. **Denial of Nomination by the District**
   If a nomination of any Chief is not approved by the Fire District, the Department shall call another meeting of the members at which a new person may be elected for such position to take the place of any candidate not approved. Such procedure shall continue until a full set of Chiefs are approved by the District.

3. **Terms of Office for Line Officers**
   All Line Officers shall serve for the term of one year. The one year of service starts when the Chief Officers have been approved by the District at the District Organizational Meeting in January and runs until the District Organizational Meeting in January of the next year. Terms of the Chief, Deputy Chief, 1st Deputy Chief and 2nd Deputy Chief may continue beyond the year if the person filling the position is not approved by the District.

4. **Resignation of Line Officers**
   Any Line Officer may resign at any time by giving written notice of such resignation to either the Chief or President regardless of whether any charges against them are pending. Resignations shall be effective immediately upon receipt of the written notice.

5. **Line Officer Vacancies**
   The vacancy of any Chief Officer position, for any reason, shall be announced (posting and or electronic notification) before the next Department Meeting following the vacancy. Vacancies shall be filled by majority vote of the members at the next Department Meeting following the announcement. Vacancies must be filled by a member who is qualified for that position using the most recent qualification list provided at the most recent December meeting. Any individual so elected shall hold office until the completion of the term. If filling this vacancy creates additional Chief Officer vacancies (Cascade effect) the new vacancies shall be filled at the same meeting using the same qualification list.

   Any vacancy in the Captain rank shall be filled by appointment of the Chief until the next regular election.

6. **Removal of Line Officers**
   Any Line Officer may be removed for cause by a majority of the members present at a Department Meeting. Disciplinary actions shall be in accordance with the Discipline section of theses by-laws.

7. **Initiation of Line Officers**
   The initiation of office for Line Officers varies dependent on the requirement for District approval for Chief positions.