

Constitution & By-Laws
of
Volunteer Fire Company No. 1
of Middle Township
CAPE MAY COURT HOUSE
NEW JERSEY
ORGANIZED – DECEMBER, 1921
INCORPORATED – MARCH 16, 1922
Amended: May 17, 1948; April 20, 1953; June 18, 1962;
May 15, 1967; July 19, 1983; June, 1990; January, May 1997;
May 2008

Constitution
ARTICLE 1 – TITLE

The name of this organization shall be the Volunteer Fire Company No.1 of Middle Township, Cape May Court House, New Jersey.

ARTICLE 2 – ACTIVE MEMBERSHIP

SECTION 1. A person who would like to be considered for Active Membership in this Fire Company must be a resident citizen who shall be no less than eighteen (18) years of age, a high school graduate, or a former member of a high school class that has previously graduated. That person must be of good moral character and physical health. For at least six (6) months prior to submission of an application, that person must have lived within the area of the Fire District protected by this Company. The boundaries of such area shall be set forth by the elected line officers with the approval of the membership and the Board of Fire Commissioners of Fire District No. 1 of Middle Township.

Further, it shall be the responsibility of the Administrative Officers of this Fire Company to insure that no less than fifty percent (50%) of its Active Members live within a one (1) mile radius of its fire stations. Should the number of Active Members fall below this fifty percent (50) figure, it shall be the responsibility of the Membership Committee to give preference to applicants living within the above mentioned one (1) mile radius.

SECTION 2. Anyone complying with the requirement as set forth in Section 1, above, who desires to become a member of this Company, shall make written application to the Secretary, giving their name, date of birth, address, telephone number and the length of time they have resided at said address.

SECTION 3. All applicants for membership must furnish a New Jersey Firemen's Relief Association Membership Application blank with Doctor's Certificate, to be supplied by the Secretary of the Middle Township Firemen's Relief Association specifically for this purpose. The applicant must also sign a waiver granting permission for Volunteer Fire Co. #1 of Middle Township to check for criminal convictions and Motor Vehicle violations and suspensions. The applicant must also submit to a drug test.

SECTION 4. The Applicant must pass a physical qualifications test set forth by this Fire Company and administered by the Line Officers. This test shall consist of, but not limited to the five (5) items listed:

- 1) Climb a thirty-five foot (35') ladder wearing full fireman's turnout gear while carrying an axe.
- 2) Drag one (1) length of hose for a distance of two hundred (200) feet.
- 3) You must then roll up the hose and carry it back for the same distance.

- 4) Carry a SCBA up three (3) flights of stairs with full turnout gear. The SCBA will be contained in its case.
- 5) Pull one (1) rolled up length of hose up thirty feet (30') while in full turnout gear.

SECTION 5. In the event a member on the rolls is temporarily removed from the bounds described as in Section 1 for more than thirty (30) days, he/she shall apply to the Fire Company for a leave of absence. In the event a member on the rolls is removed from the said described bounds permanently, the Company may, by a majority vote of the membership present at a regular meeting, vacate his/her membership.

SECTION 6. All applications for membership in Volunteer Fire Company No. 1 of Middle Township must be approved by the Board of Fire Commissioners of Fire District No. 1, and the New Jersey State Fireman's Association. All paperwork and approvals such as Fire Company, Fire Commission and State Association documentation must be complete, approved and on file, before being enrolled in any Fire Company program, including Firefighter I.

SECTION 7. If the individual has been inactive for 18 months or more, and not reached exempt status and still in the New Jersey State Firemen's Association quota, they must submit a complete application, including a physical, drug test, police background check and municipal (Fire District) approval. The form will then be submitted to the State Association for action (reinstatement).

If the individual has been inactive for less than eighteen (18) months, and not reached exempt status and still in the New Jersey State Firemen's Association quota, they must submit a doctor's affidavit (note) that states he/she is physically fit to perform the duties of a firefighter, and complete the front page of the normal State Association membership form.

If the individual is exempt/qualified by the State Association, the physical examination, drug test, police background check and municipal approval will be waived, but they must submit a doctor's affidavit (note) that states he/she is physically fit to perform the duties of a firefighter.

The Fire Company is responsible to pay for the initial physical examination and drug test. The Fire Company shall have no further financial obligations to an individual who requests reinstatement in the Fire Company, at any time after their initial enrollment in the Fire Company.

Signature of Applicant

Date

ARTICLE 3 - OFFICERS

SECTION 1. The Administrative Officers of this Company shall consist of a President, Vice-President and a Secretary-Treasurer. These officers shall hold office for a period of one (1) year or until their successors are elected.

SECTION 2. Three trustees shall be elected to serve with the Administrative Officers listed in Section 1 above. The term of office for each Trustee shall be three (3) years. These terms shall be arranged so that no more than one (1) expires each year.

SECTION 3. The Administrative Officers shall be elected at the Annual Meeting by a majority vote of the members present and shall hold office and perform the duties assigned to them until their successors are elected. These Administrative Officers shall attend to their duties as set forth in the By-Laws of this Fire Company; provided always that vacancies occasioned by death, resignation, removal for dereliction of duty or otherwise, may be filled as set forth in the By-Laws of this Fire Company.

SECTION 4. There shall be elected at the Annual Meeting of the Fire Company the following line officers: a Chief and an Assistant Chief, both of whom shall hold office for one (1) year, or until their successors are elected.

SECTION 5. In any and all contested elections for line or administrative offices, the vote shall be decided by a secret ballot. Each candidate will have the right to name an overseer during the counting of the ballots by the trustees present.

SECTION 6. To be eligible for nomination for any of the above offices, members must be carried on the rolls as Active Members and must have at least sixty percent (60%) fire duty for the year in which nominated; eligibility for a Life Member not serving as an Active Member is stated in Article 5, Section 6 of this Constitution. No member shall be nominated for any office in the Fire Company if that member is not present at the meeting when the nomination is made. (This section shall be read by the Secretary at the November meeting in each year after the President's call for nominations for the succeeding year.)

SECTION 7. When choosing a delegate or alternate to a State or County position/office, accumulated satisfactory time shall be the determining factor in filling said position/office. Satisfactory time shall constitute 60% attendance to alarms and drills in Volunteer Fire Co. #1.

SECTION 8. Any member of Volunteer Fire Co. #1, elected by the public to the Board of Fire Commissioners shall resign all elected positions in the Fire Company upon assuming said position on the Board.

ARTICLE 4 – MEETINGS

SECTION 1. The Regular Meetings of this Fire Company shall be held on the Third Monday of each month starting at 8:00 P.M. (Prevailing Time). The Annual Meeting of this Fire Company shall be held on the Third Monday in December, at 7:00 P.M., at which time the election of officers as prescribed in this Constitution shall take place. Nomination of these officers to be elected at said Annual Meeting shall be opened at the November meeting and shall not be closed until the December meeting.

SECTION 2. Any ten (10) members in good standing may petition the President to call a special meeting.

SECTION 3. One-third (1/3) of the members shall constitute a quorum at any meeting and a majority of those convened shall govern. No business may be conducted at any meeting unless a quorum is present.

ARTICLE 5 – NUMBER OF MEMBERS

SECTION 1. This Fire Company shall be limited to forty-six (46) Active Members, twelve (12) Active Members at Station 71 (Swainton), and all Life Members. Should any new sub-stations be activated, this number shall be increased by twelve (12) members per sub-station.

SECTION 2. A newly enrolled member must serve a one year probationary period after acceptance, being evaluated every three (3) months by the Chief and Assistant Chief. If the person does not meet the set standard by this Fire Company (as listed in Article V of the By-Laws), he/she shall be dropped from the rolls. He must maintain sixty-percent (60) attendance at fires and drills or be dropped from the rolls. Following this probationary period, a member must accumulate at least eleven (11) years of satisfactory service with a minimum of sixty percent (60%) attendance at fires and drills in each of the eleven (11) years. Upon completion of the above service, a member will become a life member of this Fire Company. To remain an Active Member, the member must maintain sixty percent (60%) fire duty.

SECTION 3. In the event that any active member does not comply with the sixty percent (60%) fire duty requirements in a calendar year, he/she shall, from the date of the reading of that year's final percentages, be placed on a one (1) year probationary status. Six months into the probationary year, any active member that has a percentage below sixty percent (60%), must meet with the Membership Review Committee. This Committee will consist of the Chief, Assistant Chief and the Membership Committee. In the event that any active member, as stated above, does not comply with the sixty percent (60%) attendance requirement at the end of their probationary year, shall as soon as possible after the percentages have been announced and posted, meet with the Membership Review Committee. The Committee shall hear from the active member and then the said Committee shall recommend to the Fire Company that they either continue for another year, under probationary status, or be dropped from the rolls for one year. This recommendation will be brought to the Fire Company for a vote. Majority vote for

or against this recommendation is binding. Individuals who are eligible for life membership status may apply in writing to the Secretary to be removed from the active rolls and assume life membership status. Individuals who are not life members, after one year, may apply in writing to the Secretary for readmission to the Fire Company, and be placed at the bottom of the waiting list.

SECTION 4. For the purpose of computing a member's percentage, he/she shall receive a full credit for actual attendance at a fire; one-half credit for each alarm he/she has missed due to being at his/her work; and two full credits for attendance at a stated drill. No credits are given for attendance at meetings, except for LOSAP. At each monthly meeting of this Fire Company the Secretary shall read the fire attendance slips and poll each member who was not in attendance at the alarm and said member shall state whether or not he was working at the time of the alarm. In the event a member will not be able to attend the next regular meeting after an alarm from which he was absent due to being at his/her work, he may notify either the Chief or the Secretary who shall then report for him at said meeting.

SECTION 5. All Life Members shall have the same house privileges as Active Members. Life Members shall have a voice and vote in the proceedings and be eligible to hold any Administrative Office as long as they maintain sixty-percent (60%) attendance at regular meetings.

ARTICLE 6 – NON-DISCRIMINATION

SECTION 1. The use of "he," "his," or "him" in this Constitution and By-Laws shall be construed to mean member (firefighter), regardless of sex.

BY-LAWS

ARTICLE 1 – DUTIES OF OFFICERS AND LINE OFFICERS

SECTION 1 – Duties of the President

- a. It shall be the duty of the President to preside at all meetings, regular and special, of the Fire Company, maintaining order, and be a member ex-officio of all committees.
- b. He shall entertain no motion for any expenditure of funds of the Fire Company until the probable cost of such outlay be specifically determined.
- c. The President shall not vote on any question, or candidacy of an individual, unless there is a tie among the votes cast by those members present.

Section 2 – Duties of the Vice-President

- a. The Vice-President, in the absence of the President shall preside at all meetings of the Fire Company; with full Presidential powers.
- b. In the absence of both the President and Vice-President, a past president shall be chosen to serve by a majority vote of the members present.

Section 3 – Duties of the Secretary-Treasurer

- a. The Secretary-Treasurer in case he cannot attend the meeting, shall send his books and papers in time for the meeting.
- b. He shall preserve all books and papers belonging to the Fire Company which may be committed to his care, and upon retiring from office shall turn them over to his successor after same have been audited by the Trustees.
- c. He shall have charge of all rolls of the Company and keep a record of all of the proceedings of regular and special meetings of the Fire Company and keep the same in

proper order. He shall furnish a yearly report in writing to the Fire Company at their Annual Meeting in December.

d. He shall receive an annual salary to be determined by vote of the membership at the December meeting; said salary to be withheld until the trustees have audited his books and report them correct and posted up in a businesslike manner.

e. He shall keep a current list of members' names and residences. He shall also keep an up to date roll book containing the names of all officers and members and call the same over at every meeting and mark the absentees.

f. He shall call all special meetings whenever the President may direct by notifying all members on the roll in writing if possible, if not, in any expeditious method available to him, at least twenty-four (24) hours before the time named for such meeting.

g. He shall draw and sign, as Treasurer, all orders upon the Treasury.

h. He shall receive all monies belonging to the Fire Company and shall hold the same subject to the Fire Company's order to disburse same. He shall pay no order unless the Treasurer's Warrant has been countersigned by the President of this Fire Company.

i. He shall maintain a file containing letters of request for membership in this Fire Company. Upon receipt of a letter requesting membership, under Article 2 of the Constitution, it shall be his duty to read it into the minutes of the next regular meeting after receipt and then shall place it on file. He shall then notify a member of the Membership Committee of the request, giving them all information contained in the request as set forth in Article 2, Section 2 of the Constitution.

j. The Secretary-Treasurer shall be present at the auditing of the Fire Company's books by the Trustees and shall furnish them with all of the necessary books and financial statements necessary to make the audit.

Section 4 - Duties of the Trustees

a. The Trustees shall have charge of all of the real estate which may be owned by the Fire Company and shall keep the same in proper repair and have the power to make leases and contracts, provided the same be sanctioned by the Fire Company.

b. After having been elected as prescribed in these By-Laws, they shall meet and from their number select a Chairman, Secretary and Treasurer.

c. They shall, as soon as possible at the end of the year and prior to the January meeting, audit the books and accounts of the Secretary-Treasurer of the Fire Company and make a report to the membership of the Fire Company of their findings at the January

meeting. They shall also sign a statement of approval or disapproval of their findings in the Fire Company's checkbook.

d. They shall invest or preserve all monies that may be ordered by the Fire Company, and receive good and ample security for same, subject to the approval of the Fire Company. They shall have the power to prosecute all persons who may have in any manner infringed on the rights of the Fire Company.

Section 5 – Duties of the Chief and Assistant Chief

a. The Chief or Assistant Chief shall have complete control of the apparatus and Fire Company personnel when called into service, and on all drills and parades

b. They shall have full authority to assign each member to his respective working station, and direct their action while on duty either directly or through their Captains or Lieutenants.

c. They shall have the authority to excuse members from fire duty and drills.

d. They shall have full charge of the fire and drill roll call.

e. It shall be their duty to call upon the Police Department, Emergency Vehicles or Utility Company Personnel to control any emergency they deem necessary for the safety of the community.

f. The apparatus of this Fire Company shall be placed in service for the purpose of drill or practice as they may direct.

g. They shall be responsible for the working condition of all apparatus and equipment and shall report any repairs as needed to the Board of Fire Commissioners or their maintenance representative.

h. The Chief, at the February meeting, shall appoint three (3) Captains; four (4) Lieutenant; two (2) Engineers; two (2) Safety Officers; and all drivers for the ensuing year.

i. It shall be the duty of the Chief to assign each member his equipment and a locker.

Section 6 – Investment of Authority

- a. For the purpose of direction of the apparatus and personnel at an alarm response, the following order of precedence of authority is to be followed: Chief, Assistant Chief, Senior Captain, (in point of service); Senior Lieutenant (in point of service).
- b. In the event that none of the officers as set forth in Paragraph (a) above are in attendance at an alarm, then the senior man in attendance shall assume command of the Fire Company. Providing, however, that when one of the officers having precedence over him arrives at the scene, he shall relinquish his command to said officers.

ARTICLE II – COMMITTEES

Section 1 – Membership Committee

- a. As soon as is possible, after having been appointed by the President, the Committee shall meet and choose a Chairman.
- b. It shall be the duty of the Committee to evaluate the applicants for membership in this Fire Company to determine so far as possible whether or not the applicant has the qualifications to be a firefighter.
- c. Immediately upon receipt of a request for membership in this Fire Company, from the Secretary, as set forth in Paragraph (i), Section 3 of Article I of these By-Laws, this Committee shall evaluate the applicant insofar as his character, availability for fire duty, and shall personally interview the applicant to determine as far as they can whether he has the qualifications to be a good member.
- d. They shall make their recommendations on the applicant, in writing, on a form for this purpose, before the applicant is considered for membership.
- e. The recommendation of the Membership Committee is binding upon the Fire Company.
- f. The Membership Committee shall follow the regulations set forth in the New Jersey Administrative Code 13:12-1.1, commonly referred to as Chapter 12, and any person rejected or disqualified from Membership shall have such rights as provided in said provisions of the Administrative Code.

Section 2 – All Committees

- a. All Committees, unless otherwise provided for, shall be appointed by the President. The first named shall act as the Chairman, and shall order meetings of the Committee over which he shall preside.
- b. No Committee shall be discharged until all bills contracted by them have been paid.
- c. The President may discharge any Committee, or any member thereof, for failure to act, at any time.

ARTICLE III
PROPOSITION FOR MEMBERSHIP

SECTION I – MEMBERSHIP

- a. The Secretary shall read all propositions for membership at a regular meeting of this Fire Company, the oldest application to be considered first. No proposition shall be considered unless there is an opening in the quota.

ARTICLE IV – VACANCIES IN OFFICE

Section 1. In the event any of the offices as set forth in Article 3 of the Constitution, become vacant due to death, resignation, removal for dereliction of duty or otherwise, they shall be filled in the following manner.

- a. In the case of the President, the Vice-President shall become President, and a new Vice-President shall be elected at the next regular meeting.
- b. In the case of the Vice-President or Secretary-Treasurer or a member of the Board of Trustees, the office shall be filled by election at the next regular meeting.
- c. In the case of the Chief, the Assistant Chief shall become the Chief, and a new Assistant Chief shall be elected at the next regular meeting of the Fire Company.
- d. In the case of the Assistant Chief, the office shall be filled by election at the next regular meeting of the Fire Company.

ARTICLE V - DUTIES OF THE MEMBERS

- a. Every active member upon call or alarm of a fire, shall proceed at once to the fire house and take position on the apparatus.
- b. On arrival at the alarm scene, each member, under the direction of his superior, shall assist in placing the apparatus in service and promptly perform the fire duty or service required of him/her by the officer or officers in command and not absent himself/herself from the scene without permission of said officers, until the apparatus is ordered out of service and returned back to the fire house and put in proper order for the next alarm.
- c. All members shall report back to the fire house for roll call, etc., unless excused by the Chief or Assistant Chief.
- d. Any member appearing at a fire, or meeting, or drill, or going into the fire house under the influence of liquor, a foreign substance, or acting disorderly, or using abusive language toward another member or officer, shall on complaint of any member or officer, in writing, be suspended by the President pending action of the Fire Company.
- e. Any member breaking furniture or anything belonging to the Fire Company, or the Fire District, or abusing or destroying the same maliciously, shall repair or replace the same to the satisfaction of the Fire Company; and it shall be the duty of any member or members witnessing the said acts, to report the same at the next regular meeting of the Fire Company for action
- f. Every member shall be furnished with a key or door code to the fire house and a copy of the Constitution and By-Laws and should he/she lose or mislay them, he/she shall replace them at his/her own expense.
- g. Any active members leaving the Fire Company (as per Article 2, Section 5 of the Constitution) shall be expelled by a majority of the members present at a regular meeting may determine.
- h. Any member being expelled shall return his key and any other property and equipment of the Fire Company in his possession. The same shall hold true for any member who may resign from the Fire Company.
- i. Any member knowingly giving false excuse for not attending to his duties, for the second offense shall be expelled from the Fire Company.
- j. Members coming to a meeting after roll call shall report themselves to the Secretary after the meeting or be marked absent.
- k. Any active member missing three consecutive meetings or drills without a proper excuse, shall be subject to expulsion by a majority vote of the members present at a regular meeting.

l. Working, sickness of a member, or attendance on the sick, or a death in the family, or absence from the District (provided the conditions of Section 4 of Article 2 of the Constitution have been complied with) shall be deemed sufficient excuse for not performing the duties imposed on a member by these By-Laws.

m. A Leave of Absence, if granted, will commence on the date of the meeting in which the request is read into the records. Effective date requests cannot be backdated. Leaves will be granted for no longer than a six-month period, except if the request has been made for a medical condition beyond the control of the applicant. (See Article 2 – Active Membership, Section 5)

n. All members shall be responsible for personal equipment assigned to them, such as coat, boots, helmet, gloves, etc., and the aforementioned equipment is to be worn at all alarms for their protection.

o. Any member exposing the name of any other member, who may speak or vote against a candidate proposed for membership in this Fire Company, outside of the Fire House, shall be expelled.

p. Any member entering the fire house at any time other than on an alarm or fire or drill, and removing or causing to be removed any part of the apparatus, hose or any other property of the Fire Company, except by direction of the Chief, shall be disciplined at the discretion of the Chief.

q. Any member having been expelled from the Fire Company shall not be eligible for membership again.

r. All new members will be required to attend the Cape May County Fire School and satisfactorily complete the Firefighter I Course within the first three sessions or present an equivalent certificate.

ARTICLE VI – ORDER OF BUSINESS

1. Fire Call.
2. Fire Attendance Roll Call
3. Reading of the minutes of previous regular and special meetings.
4. Treasurer’s Report
5. Presentation of Bills
6. Communications
7. Reports of Special Committees
8. Reports of Standing Committees
9. Chief’s Report
10. Proposition of Membership
11. Report of the Membership Committee

12. Unfinished Business
13. New Business
14. Nomination and/or Election of Officers
15. Adjournment

ARTICLE VII – RULES OF ORDER

Rule 1. The President, having taken the chair, the officers and members shall take their respective seats, and at the Call to Order there shall be general silence.

Rule 2. The business shall be proceeded within the manner prescribed by these By-Laws.

Rule 3. The presiding officer shall preserve order and pronounce the decision of the meeting on all subjects. He shall decide questions of order without debate subject to an appeal to meeting, by any five (5) members, on which appeal no member shall speak more than once. When the question before the meeting shall be: "Shall the decision of the chair stand as the judgment of the meeting?" which question shall be taken by the Vice President.

Rule 4. No member shall be interrupted while speaking except it be to call him to order, or for the purpose of explanation.

Rule 5. If any member, while speaking, be called to order, he shall at the request of the chair, take his seat until the request question of order is decided, then if permitted, he may proceed again.

Rule 6. Each member when speaking shall be standing, respectfully address the chair, confine himself/herself to the question under debate and avoid all personalities, indecorous or sarcastic language.

Rule 7. If two or members rise to speak at the same time, the presiding officer shall decide who is entitled to the floor.

Rule 8. No member shall speak more than once on the same subject or question, until all who wish to speak shall have had an opportunity to do so, nor more then twice without permission from the chair.

Rule 9. No motion shall be subject to debate until it shall have been seconded and stated from the chair.

Rule 10. When the question is before the meeting, no motion shall be in order except to adjourn, or for the previous question, or to postpone indefinitely, or to postpone for a certain time, or to amend, which motions shall severally have precedence in the order herein named.

Rule 11. On the call of five members, debate shall cease, and a question be taken on the matter or subject under debate.

Rule 12. On the call of five members, a majority of the members present may demand the previous question, which shall always be put in this form: "Shall the main question be put?" And until it is decided, shall preclude all amendments and all further debate.

Rule 13. Any member may call for a division of the question when the sense will admit it.

Rule 14. Before putting the question, the presiding officer shall ask: "Is the Fire Company ready for the question?" If no member rises to speak, he shall put it, and after he has put it, no member shall be permitted to speak upon it.

Rule 15. Any communications, petitions or memorials shall be presented through a member of this Fire Company. A brief statement of their contents shall be entered upon the minutes.

Rule 16. Any member may excuse himself/herself from serving on a committee if, at the time of his/her appointment he/she is a member of one other committee. No member can be appointed on a committee when absent from the meeting.

Rule 17. A motion to adjourn is always in order after the regular business of the meeting has been completed, which motion shall be decided without debate.

Rule 18. A motion to lay on the table shall be decided without debate.

Rule 19. When a question is postponed indefinitely, it shall not be acted upon again that or the next succeeding stated meeting.

Rule 20. No motion for reconsideration shall be received, unless made by a member who voted in the majority in the first instance.

Rule 21. On the call of one-third of the members present, the "yeas" and the "nays" shall be ordered. When the question is decided by "yeas" and "nays," each member present shall vote, and the names and manner of voting shall be recorded on the minutes.

Rule 22. These Rules may be suspended if all the members present concur therein, but no other time than a regular stated meeting.

ARTICLE VIII – MISCELLANEOUS

a. Pleading ignorance of the Constitution and By-Laws shall be no excuse for violating any Section of this Constitution and By-Laws.

b. In case any question arises as to the true meaning of any section of this Constitution and By-Laws, or regarding the mode of procedure in any case not provided for in this Constitution and By-Laws, it shall be decided by a majority vote of the members present, and so entered on the minutes as an Established Rule.

c. No amendment shall be made in any Article of this Constitution and By-Laws and no motion for a reconsideration of the vote upon which this Constitution and By-Laws were adopted shall be entertained, unless put in writing, put over for one month after being presented, and then decided by a majority vote of the members present at a regular meeting of the Company.

d. All laws heretofore existing for the regulation of this Fire Company with all precedents other than the foregoing, are annulled from this date.

Approved: August 16, 1982

David Blood

Joseph Trombetta

John Walsh

Donald Richardson, ex officio

Constitution and By-Laws Committee

Revised: June, 1990; January, May, 1997

PROCEDURE FOR ADMISSION OF NEW MEMBERS

The Membership Committee decides if the candidate is worthy of membership. Their decision is binding on the Fire Company. Outside of the committee, there will be no balloting of the new members. This is in accordance with the New Jersey Administrative Code, 13:122-1.1, commonly referred to as Chapter 12, which became law on June 25, 1974, and was adopted as a Constitution and By-Laws change by Volunteer Fire Co. #1 of Middle Township in June of 1990. If, for any reason, other than age, the State Association finds the candidate unacceptable for admittance, the Membership Committee shall deny the candidate admittance in the Fire Company. Should this result in a legal challenge, the State Association will support and back up the Membership Committee's decision.

a. A letter from a prospective member (candidate) is received.

b. The letter is turned over to the Secretary-Treasurer of the Fire Company who dates it and numbers it. It is read at the next regular meeting of the Fire Company.

- c. After reading the letter at a regular meeting, the Membership Committee contacts the applicant and schedules an interview.
- d. The interview is held and the candidate is directed to get a physical examination and submit to a drug screening. The candidate signs a waiver form which allows the Membership Committee to seek a criminal background check.
- e. When the Membership Committee receives the completed forms for the background check, drug screening and physical examination, copies are to be made.
- f. The original physical exam form, along with copies of the background check, and drug screening are to be forwarded to the Board of Fire Commissioners of Fire District #1, at their next monthly meeting.
- g. The Commissioners are the governing body that grants approval for membership. The Commissioners, after approving the application, forwards the application to the Secretary of the local Firemen's Relief Association, who in turn forwards it to the New Jersey State Firemen's Association at their State Office.
- h. When the Membership Committee receives notice from the Secretary of the local Relief Association that the state office of the Firemen's Association has approved and assigned applicant a line number and a service start date, the applicant is officially a member of the State Association.
- i. At the next regular meeting following the assignment of a Line Number by the NJSFA, a motion will be entertained to accept applicant and the new member is introduced to those in attendance and applicant shall be officially placed on the active roll of the Fire Company.
- j. If said notification from the NJSFA is not received prior to the aforementioned regular meeting, but is received prior to the regular monthly drill, said applicant shall be introduced and officially placed on the active roll of the Fire Company, at a special meeting prior to the commencement of the drill.