

**BY-LAWS
OF
WHITMAN COUNTY FIRE DISTRICT 12 VOLUNTEERS**

**ARTICLE I
Name and Office**

Name: The name of the corporation shall be WHITMAN COUNTY FIRE DISTRICT 12 VOLUNTEERS.

Office: The Corporation shall maintain its principal office at West 912 Main Street, Pullman, Whitman County, Washington 99163.

**ARTICLE II
Membership**

Membership

The membership of the corporation shall consist of all volunteer firefighters of Whitman County Fire District 12 Volunteers duly admitted to membership.

Department

The department shall consist of the Fire Chief, Assistant Chief, Captains, and firefighters.

Application for Membership

1. Applicants must be 18 or older
2. Applicants will fill out and submit a written application and be interviewed by the Board of Directors
3. Applicants will become Probationary Firefighters upon appointment by the Board of Directors. Probationary Firefighters will serve a 1-year probation period, and have a 6-month review by the Chief and / or Asst Chief, at least 1 Captain, and at least 1 Director. Probationary Firefighters will become members in good standing with a 2/3 affirmative vote of members in good standing present at a regular meeting after serving the 1 year probation period.
4. Fire District Fire Commissioners shall have the final approval of all members of Fire District 12 Volunteers.

Acknowledgement Form

All firefighters shall sign the Whitman County Fire District 12 Volunteers acknowledgement form, which is attached as appendix A.

Associate Members

Associate members shall be firefighters whose primary department is not Fire District 12. Firefighters wishing to become Associate Members shall apply in writing to the Board of Directors, and the Board shall determine whether or not to grant Associate Member status.

Associate members shall furnish Fire District 12 copies of their attendance and training records from their primary department every six (6) months. These records shall be to the satisfaction of the Fire District 12 Training Officer and / or Chief.

Associate members shall sign the Whitman County Fire District 12 Volunteers acknowledge form.

Associate members may have different probationary terms and these shall be set by the Board of Directors and the Training Officer.

Failure to comply with any conditions will result in the Board of Directors revoking the Associate Member status.

Voting Rights

Each individual who is a member in good standing shall be entitled to one (1) vote on each matter submitted to a vote of the membership at regular or special meetings. Probationary firefighters will not have voting rights.

Suspension of Membership:

1. Any member may be suspended for failure to attend 50% of regularly scheduled meetings and trainings in each calendar quarter, without being excused by the Chief, Asst Chief, President, or Training Officer. Length and terms of suspensions will be determined by the Chief, Asst Chief, President, and any other officers deemed appropriate. Failure to complete terms of suspension will result in termination from Fire District 12.

Termination of Membership

1. Any member may be terminated from membership for failure to comply with the Articles of Incorporation or By-Laws of the corporation, or for any conduct which is prejudicial or detrimental to the purposes or existence of the corporation, after a hearing, following ten (10) days

prior notice thereof to the member to be affected, which notice shall specify the reasons thereof. This method of removal shall require a two-thirds (2/3 rds) vote of the members present at a regular meeting.

2. Probationary Firefighters may be terminated at any time for failure to meet meeting and training attendance requirements.

Resignation

Members and Probationary Firefighters may resign by submitting a letter of resignation to the Corporation. Members who resign are required to turn their gear into the Chief.

Reinstatement

1. Suspended members will be reinstated upon completion of the terms of suspension and meeting with the Board of Directors. Terminated members may reapply for membership following a period of not less than 12 months from the date of termination.
2. Former members who have resigned may request reinstatement by submitting a written request to the Corporation. Terms of reinstatement will be determined by 3 or more Directors and Training Officers.

Fire District Commissioners

Members of RFD 12 Volunteers who wish to run for Fire Dist 12 Commissioner may do so and if elected may serve as a commissioner and firefighter. Persons who are elected Fire Dist 12 Commissioners may not apply for membership in Fire District 12 Volunteers until their term in office is completed.

ARTICLE III **Meetings**

Annual meeting of Membership:

The annual meeting of the corporation shall be held on the first Wednesday of October of each year at a time and place to be determined.

Annual meeting of the Board of Directors:

The annual meeting of the Board of Directors will follow the annual meeting of the membership and shall be for the purpose of discussion, interchange of information, and for special sessions.

Notice of Annual Meeting of the Membership and Board of Directors:

Notice of Annual Meeting of the Membership and Board of Directors shall be given at the September regular meeting of the membership.

Regular meetings of the membership:

Regular meetings of the membership will be held the first (1st) Wednesday of each month at a time and place to be determined unless the Wednesday falls on a holiday, and if such occurs, the meeting will be held the following Wednesday.

Regular meetings of Board of Directors

The Board of Directors will meet quarterly at a place to be determined. The Board may call executive sessions as needed.

Special Meeting of the Membership or the Board of directors:

Special meeting of the membership or Board of directors shall be called as needed.

Notice of Special Meeting of the Membership and the Board of directors:

Notice of special meeting of the membership and / or the Board of Directors shall be given verbally, by page, posted at station 12-1, or posted on the RFD12 Volunteers website not less than seven (7) days prior to said special meeting. Notice shall state the place, date, time, and basic agenda items of the meeting.

Quorum:

A quorum at a meeting of the membership of the corporation shall consist of a minimum of ten (10) members in good standing.

Majority:

A majority shall consist of 50 % plus 1 of members in good standing in attendance.

Voting:

All voting shall be cast by raising of hands, unless otherwise stipulated.

Beverages at meetings, trainings, calls:

No alcoholic beverages are to be consumed before or during regular or special meetings of members or directors, training sessions, or calls.

Violation of this provision may grounds for immediate suspension or discharge from the Department without further notice.

ARTICLE IV Board of Directors

Eligibility:

1. Must be a member in good standing for a minimum of 2 years to be eligible to be a director.
2. Chief, Asst Chief, and Captains are not eligible to be a director.

The Board of Directors:

The Board of Directors shall number five (5). The president of the corporation shall be a member of the Board of Directors. The four(4) elected members of the Board of Directors will be elected in two (2) groups of two (2) on a one and two year basis, i.e., Position 1 will consist of two (2) members elected at the first annual election for a period of 2 years; and position 2 will consist of two (2) members elected at the second annual election for a two (2) year period. Thereafter, two (2) members will be elected at each annual election after having served a two (2) year term. All elections of the Board of Directors will be by the membership of the corporation.

Election: All elections shall take place at the regular annual meeting of the corporate membership as provided herein. In addition, two members of the Board of Directors shall be elected at such meeting. There shall be a minimum of two (2) nominations for each position.

Resignation from office:

Any member of the Board of Directors may resign by submitting a letter to the President stating the intent to resign.

Removal from Office:

Any member of the Board of Directors may be removed from office by a two-thirds (2/3 rds) majority vote of members in good standing present at the next regularly scheduled meeting of the corporation following the announcement of such intent.

Vacancies:

A vacancy that shall occur on the Board of Directors for any reason is to be filled promptly by a majority vote of the remaining members of the Board for the remainder of the unexpired term of that vacancy.

ARTICLE V
Officers and their duties

Eligibility:

1. Must be a member in good standing for a minimum of 2 years to be eligible to be an officer.
2. Chief, Asst Chief, and Captains are not eligible to be an officer.

Length of terms:

The President shall serve a 2 year term.
The other Officers shall serve a 1 year term.

Elections:

Elections of Officers shall take place at the annual meeting of membership. There must be a minimum of 2 nominations for each office. Elections will be by written ballot, and require a majority.

Resignation from office:

Any officer may resign by submitting a letter to the President or Chief stating the intent to resign.

Removal from Office:

Any officer may be removed from office by a two-thirds (2/3 rds) majority vote of members in good standing present at the next regularly scheduled meeting of the corporation following the announcement of such intent.

Vacancies:

A vacancy shall be filled promptly by a majority vote of members in good standing present at the next regular meeting of membership for remainder of the unexpired term.

President:

1. The President shall supervise all activities of the corporation. He shall also execute all instruments documents in the name of the corporation; preside over the annual meeting of the members and all meetings of the Board of Directors. Call such meetings as shall be deemed necessary,

and perform such duties as are usually inherent with this office, unless such duties are otherwise delegated in conformity with the applicable provisions of the Articles of Incorporation and the By-Laws of the corporation.

2. The President shall attend commissioner meetings, or designate someone on his / her behalf to attend.

Vice-president:

1. The Vice-president shall act for and on behalf of the president in his / her absence or his / her failure, refusal, or inability to perform his duties.
2. The Vice-president shall perform such other acts and such duties as the President and Board of Directors may from time to time direct.

Secretary:

1. The Secretary shall keep the minutes of the meetings of the Corporation, post minutes of meeting on the RFD12 Volunteers website within 7 days of meeting.
2. See that all notices are gives in accordance with these By-Laws, or as required by law.
3. Conduct correspondence for the corporation as needed.
4. Perform such other duties as directed by the President.

Treasurer:

1. The treasurer shall receive and be accountable for all funds belonging to the Corporation, pay all obligations incurred by the Corporation, and maintain bank accounts in depositories which best serve the needs of the Corporation.
2. Give a financial report at regular Corporation meetings. Report should include all income, Corporation expenses, and a balance of the Corporation account.
3. Give a copy of the monthly financial report to the secretary to keep with the minutes.

ARTICLE VI
Procedural Rules and Standards of Conduct

The Board of directors shall have the power to establish, in addition to these By-Laws, Rules of Procedure as may be necessary for the orderly conduct

of the business of the corporation. Such rules shall have the same force and effect as the By-Laws of this corporation.

Standards of Conduct and Discipline:

SECTION 1: ALL Members of the Department are expected to conduct themselves at all times in such a manner as will convey a positive image of the Department and will in no way impact or reflect adversely on the Department.

Whenever a Member fails to follow an appropriate standard of conduct, measures must be taken to correct this situation and to prevent further occurrences. Minor offenses depend in part upon the circumstances and it is impossible to list all minor offenses. The degree of discipline depends upon the seriousness of the offense and the circumstances under which the offense occurred. In addition, certain major offenses warrant immediate suspension or discharge.

THE FOLLOWING IS A STATEMENT OF GENERAL GUIDELINES CONCERNING MEMBER DISCIPLINE. THE PROCEDURES OUTLINED MAY BE FOLLOWED AT THE DISCRETION OF THE CORPORATION DEPENDING ON THE CIRCUMSTANCES AND IN NO WAY LIMITS THE RIGHT OF THE CORPORATION TO TERMINATE A MEMBER FOR CAUSE OR NO CAUSE.

A. Minor Offenses: The procedure for the handling of minor offenses shall be as follows:

Step One - A written warning, with or without oral counseling by the immediate supervising officer, will be given to Member for the first minor offense. The written warning will be placed in the Member's personnel file.

Step Two - A written reprimand will be given to a Member for each subsequent minor offense in violation of any Corporation rule, policy or practice for which he or she has already received a warning. A corrective interview will also be given and the written record of the interview and reprimand will be placed in the Member's personnel file.

Step Three - Following receipt of a written reprimand and corrective interview, the next offense may result in suspension or discharge at the sole discretion of the Board of Directors.

B. Major Offenses: PROPER CAUSE FOR IMMEDIATE SUSPENSION, OR DISCHARGE, TERMINATION, PROPER AUTHORITY REPORT, PROSECUTION SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING MAJOR OFFENSES:

1. Possession of illegal drugs on the premises of the Department.(this includes any alcohol use while operating Department equipment as well as on emergency calls)
2. Chronic or habitual absenteeism or lateness.
3. Committing any act of sexual harassment as defined by RCW.
4. Contributing to unsanitary conditions.
5. Dishonesty or misrepresenting anything to the Department, its Directors, or Officers.
6. Failure or refusal to carry out orders, instructions or SOPs.
7. Failure to fulfill the responsibilities of a job to an extent that might or does cause injury to a person or damage to Department property, or the property of others.
8. Falsification of information requested on Corporation records or documents.
9. Disorderly, or immoral conduct while in Department vehicles or on the Department premises.
10. Obtaining Membership on the basis of false or misleading statements.
11. Reckless or negligent behavior that may result or results in damage to Department property, the property of others, or other persons.
12. Threatened or actual physical violence or profane or abusive language.
13. Unauthorized use of Department vehicles.
14. Unauthorized use of, removal of, theft or intentional damage to the property of the Corporation.

15. Unsatisfactory work performance.
16. Violation of an established safety rule or SOP.
17. Harassment of other employees including but not limited to verbal and physical conduct or unwelcome advances with regard to or on the basis of sex, race, color, national origin or ancestry, age, religion, creed, marital status or status as a Veteran, disabled Veteran or handicapped person.
18. An arrest, the filing of a disorderly person or criminal complaint, or the return of an indictment against or conviction of a Member for an alleged wrongful activity may result (in the Department's discretion) in an indefinite suspension, subject to discharge, or immediate discharge, depending on the particular circumstances and the offense charged.
19. Arrest or conviction of a Member for an alcohol or drug related traffic offense.
20. Theft, vandalism, destruction, unauthorized use or any other misconduct of Corporation or Department property, including those of theft of issued equipment, including but not limited to, communication devices, portable or mobile radios, bunker or turnout gear or any other equipment issued by the Department and by the Department expense by any Department member that exits the Department as no longer a member, or those members that have been terminated by the Department for any reason and does not return the equipment as issued to that member by the Department, the Department will hold that member liable and will proceed in criminal complaints against that member in an attempt to retrieve the Department equipment that that member has recorded to possess in his personnel file during his term of membership. The matter will be referred to the Fire District Commissioners for possible prosecution.
21. Any other violation that the Department may see fit in enforcing such as but not limited to, violation of State, Federal or County laws as required by the Corporation.
22. Other violations that may prevent the Department to remain in "good standing".

ARTICLE VII
Amendments

These By-Laws may be amended, altered, or repealed by consent in writing of all directors, or by affirmative vote of a majority of the whole Board of Directors at any regular or special meeting of the Board, or by a two-thirds (2/3 rds) vote of the members present at any regular or special meeting of the membership, if notice of the proposed alteration or amendment is contained in the notice of the meeting; provided, however, that the Board of Directors shall not amend, alter, or repeal any By-Law in such a manner as to affect the qualifications, classifications, term of office or compensation of the directors in any way. Any action or repeal of these By-Laws is hereby made expressly subject to change or repeal by a two-thirds (2/3rds) vote by the total membership of the corporation. Amendments to these By-Laws shall be voted on at the next regular meeting following the motion to amend.

ARTICLE VIII
Definitions

Membership - All duly elected firefighters.

Members in Good Standing - All duly elected firefighters not on probation or on suspension.

Department - Department shall consist of the Chief, Asst Chief, Captains and Firefighters.

Quorum – A quorum at a regular meeting of membership shall consist of a minimum of 10 members in good standing.

Majority – 50 % of members in good standing plus 1.

SOPS – Standard Operating Procedures

ARTICLE IX
Approval

Approval of By-Laws:

1. These By-Laws shall become effective only when approved by all the Board of Directors, and a 2/3 affirmative vote of members in good standing present at the meeting for such vote.

ARTICLE X
Indemnifications:

SECTION 1. Indemnifications of Directors and Officers. The Corporation may indemnify and advance expenses to a director or officer of the Corporation in connection with a proceeding to the fullest extent permitted by law.

SECTION 2. Indemnification of Employees and Agents. With respect to an employee or agent, other than a director or officer, of the Corporation, the Corporation may, as determined by the Board of Directors of the Corporation, indemnify and advance expenses to such employee or agent in connection with a proceeding to the extent permitted by law.

CERTIFICATE

The undersigned Officers and Directors of WHITMAN COUNTY FIRE DISTRICT NO. 12 VOLUNTEERS hereby certify that the foregoing is a full, and true and correct copy of the By-Laws adopted at the Board of Directors of the Corporation meeting held on the _____ day of _____, 2009 and a meeting of the Corporation held on the _____ day of _____, 2009

Alan Martinson, President

Andrew Kuhle, Director

Miranda Caessens, Secretary

Caleb Cooper, Director

Charles DeChenne, Director

Dennis Guettinger, Director

**WHITMAN COUNTY FIRE DISTRICT 12 VOLUNTEERS
ACKNOWLEDGEMENT FORM**

I, the undersigned, acknowledge that firefighting and Emergency Medical Service (EMS) work is hazardous and dangerous. I understand that training is required to do firefighting and EMS work in a safe and efficient manner. As a firefighter in Whitman County Fire District 12 Volunteers, I understand I have to maintain a minimum attendance requirement for meetings and trainings. Failure to maintain these attendance requirements as outlined in the Fire District 12 By-Laws may result in my suspension from Fire District 12.

I also acknowledge that I have received a current copy of the Whitman County Fire District 12 Volunteers By-Laws, I will receive copies of amended By-Laws, and it is my responsibility to read them.

SIGNATURE:_____

PRINT NAME:_____

DATE:_____