

**Tuscarora Wildland Fire Crew**  
**BY-LAWS**

**ARTICLE I: PURPOSE AND MEMBERSHIP**

**A. Purpose**

1. This corporation shall be known as Tuscarora Wildland Fire Crew (hereinafter “TWFC”).

2. The purpose of TWFC is to be a resource to the Pennsylvania Department of Conservation and Natural Resources, Bureau of Forestry, District Forrest Fire Wardens and local fire companies in the prevention, training and suppression of wildfires.

**B. Membership**

1. All active firefighters must be at least eighteen (18) years of age. Any other members, not active firefighters, must be at last sixteen (16) years of age. Membership is open to any race, color, sex or creed.

2. To be an active member in good standing, he/she must attend three (3) training sessions, three (3) business meetings, one (1) fundraiser and one (1) publicity event (i.e. parades, prevention programs, etc.) per year. A membership fee of fifteen dollars (\$15) will be due of this company by February 28 of each year.

3. Social members shall pay a membership fee of five dollars (\$5) by February 28<sup>th</sup> of each year and shall be available to attend at least one (1) fundraiser per year, but shall not be required to meet the same requirements as an active member or active firefighter.

4. All active firefighters will be required to pass a national work capacity test for Wildland Fire Suppression. Either a Moderate performance level, field test with two (2)-mile distance carrying a twenty-five (25) pound pack in thirty (30) minutes or less or an Arduous performance level pack test with three (3)-mile distance carrying a forty-five (45) pound pack in forty-five (45) minutes.

5. All active firefighters must also successfully complete the following training and obtain the associated certificates or Red Card to be kept on file with the Warden as established by the Wildland Support Crew Guidelines signed into effect February 2014 and future amendments to those Guidelines.

PA-130 BASIC FIRE COURSE  
S-190 BASIC FIRE BEHAVIOR  
I-100 BASIC INCIDENT COMMAND SYSTEM  
RT-130 WITH SHELTER TRAINING  
IS-700 FOR WILDLAND

6. Any member under the age of eighteen (18) shall be considered a junior member. All junior members are considered social members until they reach age 18 and can meet the requirements to be an active firefighter.

7. Junior members do not receive a background check until the age of 18. At the time of background check, should it reveal any issues which would be cause for removal from membership, as outlined herein, the junior member may then be terminated.

8. No junior member is allowed on the fire line or to be present during any dangerous or hazardous conditions. However, junior members can participate and perform all training available to those members of the fire crew over the age of 18.

9. All junior members are subject and regulated by the Pennsylvania Junior Emergency Service Compliance Manual and strict adherence thereto is mandated and shall continually be followed by both the junior members and the crew as overseen by its crew boss and executive board.

10. All individuals (social and active) seeking membership must fill out a membership application and submit it to the TWFC Membership Committee.

11. All membership applications will require a prepayment of twenty-five dollars (\$25); ten dollars (\$10) used for administrative fees to include application processing and potential cost of background checks required by law and is NON-REFUNDABLE.

12. The Membership Committee will process the background check and make recommendation for membership in TWFC.

13. The recommendation for membership will be read at the next meeting following application and the member will be voted on at the following meeting, majority rules, contingent upon a clean background check.

14. If an application receives no vote or is not voted by the majority, the membership fee will be returned. (However, the administration fee is not refundable.)

## **ARTICLE II: OFFICERS**

### **A. Executive Officers and Board of Directors**

1. The executive officers shall also be considered the Board of Directors for the purposes of establishing and operating this non-profit organization pursuant to the requirement by law.

2. The Board of Directors shall have the ability to meet to discuss policies, procedures, amendments or other issues involving TWFC. Minutes shall be taken at those meetings and be presented in writing at the next general membership meeting. The Board of

Directors shall have no authority to unilaterally act, but shall present agenda items for consideration to the general membership at regularly scheduled meetings.

3. The executive officers of this company shall be as follows:

President	Vice President
Secretary	Treasurer

4. Executive officers of this company may be active or social members.

5. No person shall hold more than one executive office at the same time.

6. Two (2) members living in the same house and holding executive offices shall only have one (1) joint vote.

7. President. The duties of the President are to preside at all meetings, preserve order, enforce the By-laws, give the deciding vote on all questions before the company wherever a tie vote shall occur (except elections) perform such other duties as may be required of him/her, see that the duties of all committees and executive officers are faithfully performed and appoint all committees not otherwise provided for. The President will not vote except in the event of a tie, so that no tie will occur.

8. Vice President. The duties of the Vice President are to preside over all meetings when the President is absent and to perform the duties of President when the President cannot perform them.

9. Secretary. a. The duties of the Secretary are to keep a true record of the proceeding of every meeting in the minutes. The minutes shall note authorization by the membership of all associated financial transactions and other pertinent business discussed at meetings. The Secretary shall maintain copies of the annual minutes in a "minutes book".

b. The Secretary shall also maintain an updated copy of the By-laws and make the By-laws available for review by the membership.

c. The Secretary shall also maintain an updated membership roster of active and social members. The Secretary shall make the membership roster, together with contact information for those individuals, available to all crew members.

d. The Secretary shall also have the responsibility to maintain all corporate records, Standard Operating Guidelines, crew rosters and any amendments thereto.

10. Treasurer. a. The Treasurer shall keep an account of all money belonging to the company and shall not expend monies or enter into investment transactions without authorization of the membership. All money shall be deposited into the bank in the name of Tuscarora Wildland Fire Crew and be subject to withdrawal only upon check of the Treasurer of the company.

b. The Treasurer shall keep a ledger which details all financial transactions of the company and shall maintain all documentation supporting the receipts and disbursements made by the company.

c. The Treasurer shall give a financial report on a monthly basis at the regular business meetings. The Treasurer shall also provide a year-end report providing financial data regarding the financial health of TWFC.

d. The Treasurer shall present the executive board with the financial records for audit at fiscal year end.

11. Any member shall have the right to examine, in person or by his or her agent, at a reasonable time or times all Secretary and Treasurer minutes and financial records and to make copies thereof.

## **B. Incident Operation Officers**

1. The incident operation officers of this company shall be as follows:

Forest Fire Warden (Crew Representative)  
Crew Boss  
Squad Boss

2. Forest Fire Warden. a. It shall be the duty of the Forest Fire Warden to be in full charge of the company during crew callouts. He/she shall have charge of fire prevention, fire investigations, training, inspections and billing. He/she shall meet with operation officers as they deem necessary. It shall be the duty of the Forest Fire Warden to annually review the Standard Operating Guidelines and to present it to the operation officers and membership by March 1<sup>st</sup> of each year. He/she shall update the crew list, resource list and callout procedure by March 1<sup>st</sup> of each year.

b. A report regarding any changes in the crew list of active firefighters necessity of training shall be provided by either the Forest Fire Warden or Crew Boss at least bi-monthly at business meetings.

3. Crew Boss. The Crew Boss may appoint squad bosses as required per incident based upon experience, training, discipline and leadership qualities to meet the span of control guidelines. In the absence of the Safety Officer, the Crew Boss or other officer in charge shall appoint a safety officer for that incident.

## **C. Non-Operation Officers**

1. Non-incident operation officers of this company shall be as follows:

Training Officer

2. It shall be the duty of the Training Officer to primarily oversee on-scene safety at training. He/she shall work with the operation officers to organize and properly record the results of the physical test, planned physical training exercises, as well as operational crew training exercises. He/she shall see that the accountability systems and crew first aid kit is updated yearly.

**D. Committees**

1. Committees may be formed at the recommendation of the executive board and appointed by the executive board as deemed necessary to carry out work on behalf of TWFC. Those committees shall perform the work and provide a recommendation to the general membership at a regularly scheduled business meeting and shall not have the power to independently take action unless voted upon by the general membership.

**ARTICLE III: ELECTIONS**

1. The executive and operational officers shall be elected by ballot at the February meeting and assume their duties at the March meeting.

2. The officers shall serve a term of one (1) year and shall not hold any other executive office for at least one (1) year following his or her prior term.

3. The candidate receiving the highest number of votes will be elected.

4. All members of the crew will elect executive officers.

5. Only active firefighting members as stated in Article I, B.1. will elect operational officers.

6. No officer, whether executive, operational or non-operational shall receive compensation from TWFC for his or her position in office.

**ARTICLE IV: OPERATION**

1. During the course of regular or special meetings of the crew, each and every member shall be subject to “Roberts” rules and regulation of order.

2. Five (5) members in good standing shall constitute a quorum for the transaction of business.

**ARTICLE V: VACANCIES, CONDUCT AND REMOVAL**

1. Vacancies. Vacancies caused by death, resignation (notice given in writing) or otherwise will be filled by appointment made by the remaining officers of that branch (executive or operational) at the next regular meeting. This person who is appointed shall hold office until next annual election or until his/her successor is elected.

2. Officer Attendance. All officers absent from three (3) consecutive regular meetings of the company shall have their office declared vacant unless they can present a reasonable excuse to the general membership at the next regularly scheduled meeting.

3. Abandoning Line. Any member shall be subject to a vote of removal from active status of the fire crew or for a period of probation for leaving his or her position of duty without permission of the officer in charge during emergencies. In the event this failure to perform duty resulted in any substantial injury or loss, that individual may be removed permanently from the crew.

4. Violation of Rules/Regulations. Officers or members may be removed from TWFC for cause including, but not limited to, misappropriation of funds, failure to perform their duties of office, flagrant violation of these By-laws, standard operating procedures or other governing documents.

5. Conduct Unbecoming. Crew members shall not conduct themselves in a manner that is unbecoming or creates any health, safety or operational risks or difficulties to the crew, or which could destroy public respect or confidence in the fire crew. All members are expected to follow the rules, operating guidelines and regulations as set forth by this crew, as well as all local, state and federal laws and shall display loyalty to the crew, avoid spreading rumors, defamatory or criticizing comments about the crew to the general public. Conviction of certain crimes may violate this standard.

6. Alcohol/Drug Use. Alcohol and drug use (other than those prescribed to the individual) will not be tolerated at any crew event or any call, the exception being pre-announced social events for the crew at which drinking of alcohol may be determined an exception. Violation of this section may lead to a vote for removal from the crew.

7. Revocation of Crew Membership. As a result of failing to comply with the above conduct requirements as set forth in paragraphs no. 2 and 6 above, an officer's position or a member's membership may be revoked as follows:

a. Safety issues –any crew member who poses a safety threat to the good conduct and safe operation of the fire crew during its field operation, business meetings or other activities, may be immediately temporarily suspended by a joint vote of both the crew boss and president or crew boss and vice president until the next announced meeting where their membership status may be raised for a vote as set forth below.

b. All other issues – members alleged to have participated in conduct unbecoming or other violations of this section, including the membership of those who have been temporarily suspended for safety issues, may be brought to the general membership for vote. This process would require three (3) members of the executive board to bring the charge before the general membership at its next regularly scheduled meeting. Thereafter, the general membership may vote to determine that member's future status and/or probationary period.

## **ARTICLE VI: MEETING SCHEDULE**

1. Meeting shall be schedule for the third Sunday of each month to begin a 1500 hours. The location of the meetings will vary based upon the business or exercise to be carried out during that meeting.

2. The meetings shall be held and consist of the following schedule:

February – re-organization meeting and elections  
March, May, August, October – field exercises/RT-130 refresher  
April, June, July, September, November – business meeting  
December and January – no regular meeting scheduled

## **ARTICLE VII: FUNDS**

1. No bills shall be created without the direction of the membership and no invoices shall be paid without being authorized by vote of membership. All bills shall be presented to the Treasurer in an itemized bill with receipt. Those bills will be presented for vote at the next regular meeting. All bills must be paid by check.

2. Exception: An executive officer present at an incident shall have the discretion to expend funds not in excess of one hundred dollars (\$100) without prior vote for the purposes of providing equipment, food, maintenance or support to crew members responding to or returning from an incident. That officer will be reimbursed only after presenting proper receipt or other documentation of the expenses.

## **ARTICLE VIII: AMENDMENTS TO BY-LAWS**

1. These By-laws may be modified, corrected, amended or deleted by TWFC general membership as follows:

a. The proposed amendment must be presented to the general membership at a regularly schedule meeting.

b. The amendment shall be raised for vote which will require 51% majority vote of the membership (not the quorum) in order to pass the amendment.

## **ARTICLE IX: DISSOLUTION**

1. In the event of dissolution, either voluntarily or involuntarily, TWFC's assets will be used to pay debts and liabilities of the corporation. Any remaining assets will be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.