



# SHERMAN TOWNSHIP VOLUNTEER FIRE AND RESCUE DEPARTMENT

## ARTICLES OF CONSTITUTION



### ARTICLE I

#### Section 1

##### ***Name***

This organization shall be known as the Sherman Township Volunteer Fire and Rescue Department.

#### Section 2

##### ***Purpose***

This Department shall be organized for the purpose of providing fire protection and emergency medical services for all of Sherman Township and any adjacent area to the Township when called upon to do so by legitimate authority.

#### Section 3

##### ***Authority and Responsibility***

This Department, its officers and members, shall be responsible to, and responsive to, the Sherman Township Board of Trustees, which has the legal authority for responsibility and establishment of a fire department for the sole purpose of fire protection and emergency medical services in the Sherman Township.

### ARTICLE II

#### Section 1

##### ***Membership***

Any resident or non-resident of Sherman Township, regardless of age, sex, race, creed, color, sexual orientation, or national origin is eligible for membership in the Department. Applicants for membership in the Department must complete the Department's application. Applicants must 1) be at least eighteen years old, 2) possess a high school diploma or equivalent, and 3) have a valid Michigan driver's license. The Fire Chief will discuss the applicant's proposed membership at a regular business meeting. Active members of the Department are to vote, by a two-thirds majority, to accept the applicant as a probationary member. Probationary members have one year to complete the state-certified basic firefighter-training program and obtain the driver's license emergency vehicle endorsement. The Oath of Office (given below), is to be administered to the probationary member by the Fire Chief, prior to becoming a full member of the Department.

##### **Firefighter's Oath of Office**

*I \_\_\_\_\_ do solemnly swear (of affirm) to do my duty as a Firefighter for Sherman Township Volunteer Fire and Rescue Department in Keweenaw County within the State of Michigan to the best of my ability; to serve my Department officers with respect and dignity; to serve the citizens of Sherman Township with compassion, courage and integrity; and to uphold the laws and constitutions of the United States of America, the State of Michigan, and Sherman Township.*

The Fire Chief and a two-thirds majority vote of the active members may at any time dismiss a probationary or active member if the individual violates department policy, breaks the oath of office, or becomes disqualified as a firefighter.

## Section 2

### ***Training***

All fire unit members must successfully complete Firefighter I level training within two years of joining the Department. All fire unit members are encouraged to complete Firefighter II level training within four years of joining the Department. All members must complete at least 12 hours of structural-fire training per year to maintain accreditation as a firefighter. EMS unit members must successfully complete the Michigan Medical First Responder training, pass both practical and written tests, and maintain a valid Michigan Medical First Responder license.

## Section 3

### ***Vehicle Operation***

All members are required to successfully complete the Michigan Department of Transportation training requirements for driving emergency vehicles, including both classroom and practical aspects, prior to operating Department's vehicles.

## **ARTICLE III**

## Section 1

### ***Officers***

The Officers of this Department shall consist of the following positions:

- Fire Chief
- Assistant Fire Chief
- EMS Captain
- Training Officer
- Fundraising Chair
- Treasurer

## Section 2

### ***Elections and Terms of Office***

The Officers of this Department shall be elected at the regular meeting in the month of December and a majority of votes cast shall be necessary to elect. The Sherman Board of Trustees must approve the selection of Fire Chief prior to installation. The Board of Trustees shall take action on the approval at either the regular Board of Trustees meeting held in December or the Board of Trustees meeting in January if the election is held after the regular December Board meeting. Each office shall hold office for four (4) years, or until such time that a successor has been duly elected.

## Section 3

### ***Filling Vacant officer Positions***

If a vacancy shall occur for a Department Officer position before expiration of the term, the members shall elect a replacement for the Officer position for the remainder of the term. The election will occur at Department business meeting following the announcement of the Officer position vacancy. If the Fire Chief position is vacated then the Board of Trustees must approve the elected replacement applicant prior to installation.

## Section 4

### ***Duties of Officers***

Fire Chief:

It shall be the duty of the Fire Chief to take charge of the Department and be in command of all operating personnel in the Department. The Fire Chief shall cause all equipment and fire apparatus to be in good working order and has the authority to call out Department personnel for drill purposes. The Fire Chief has the duty to preside at all Department business meetings and the authority to call special business meetings as deemed necessary. The Fire Chief shall also see that the Department's Articles of Constitution is impartially enforces. The Fire Chief shall review and approve all Department expenditure and work with the Board of Trustees to ensure financial accountability and integrity.

Assistant Fire Chief:

It shall be the duty of the Assistant Fire Chief to assist the Fire Chief in all activities of the Department and to perform the Fire Chief's duties in their absence and provide oversight on maintenance and inventory of the Department's apparatus, equipment, and vehicles. These duties include review of all of the Department's apparatus, equipment, and vehicles repairs and replacement, and providing recommendations to the Fire Chief on action needed to continue keeping the item in service. The Captain also has responsibility for informing the general public on fire safety and prevention, have an understanding of rules and regulations of the fire department, and ensure professional development of firefighters.

EMS Captain:

EMS Captain responsible for planning, education and direction for the department's EMS Unit. Supervises organization, readiness, and activities of EMS Unit. Performs EMS Unit supervision within established protocols and directives. Maintains state of readiness for facilities and equipment by scheduled inspections, testing and maintenance. Responds to emergencies and performs fire suppression activities, rescue, damage control and property preservation.

Training Officer:

It shall be the duty of the Training Officer to record training internal and external training sessions, file training certificates, document training activities, and monitor training status of all Department personnel. The Training Officer shall advise the Fire Chief in the all aspects of training requirements, insufficiencies, and scheduling for all Department members.

Fundraising Chair:

It shall be the duty of the Fundraising Chair to oversee the fundraising activities of the Department. The Fundraising Chair shall provide leadership, in cooperation with Department members and any interested persons, in developing or improving fundraising activities and events. The Fundraising Chair leadership duties include establishing fundraising purpose, goals, budget, goals, target audience, set-up, sales, and follow-up "thank-you notes".

Treasurer:

It shall be the duty of the Treasurer to draft payments for all expenses, complete fund deposits, sign checks, review financial reports and bank statements, audit income and expenses, and report fiscal status to the Fire Chief. Unless otherwise revised, the individual currently serving as the Sherman Township Treasurer will fulfill the position and duties of the Department 's Treasurer.

## **ARTICLE IV**

### **Section 1**

#### ***Business Meetings***

The Department shall have regular business meeting to be held monthly on the first Tuesday before the Township Board Meeting of each month at 6:30 PM in the Fire Station unless otherwise changed to an alternative date and time by vote of Department members. The Fire Chief, or in his absence the Assistant Fire Chief, may call a special meeting for addressing business items that are time critical and can not be delayed until the next regular business meeting. The Chief, or their representative, shall advise all Department members of the date, time, and location of special meetings with at least 24 hours prior notice.

### **Section 2**

#### ***Quorum***

A quorum to conduct business at any regular or special business meeting shall consist of a majority of active members of the Department. Active members of the Department shall be construed as those members who have been attended at least four (4) of the previous six (6) business meetings.

### **Section 3**

#### **Amending the Articles of Constitution**

The Articles of Constitution may be changed or amended at any regular meeting by a two-thirds (2/3) majority of the active members. Active members of the Department shall be construed as those members who have been attended at least four (4) of the previous six (6) business meetings. A notice to amend the Articles of Constitution must be given at the previous regular business meeting to the business meeting at which the proposal for amendment will be voted upon.