



Monticello Volunteer Fire Department

1712 N Date St Suite D Truth or Consequences, NM 87901

(575)-894-6215

By- Laws

ARTICLE 1

Title and Object

Section 1. This organization shall be known as the Monticello Volunteer Fire Department.

Section 2. Its object shall be to support fire prevention and protection services provided by the Monticello Volunteer Fire Department; to support local, state, and federal agencies as required; and to provide its members with social, athletic, and recreational fellowship.

ARTICLE 2

Personnel and Committees

Section 1. The offices of the organization shall consist of the chief, assistant chief, secretary, and such standing committees or positions as may be deemed necessary for the transaction of business.

Section 2. An emergency meeting shall be called into session by the chief if any business arises that requires immediate attention and cannot wait until the next scheduled business meeting.

Section 3. Regular business meetings of the organization shall be held on the first Wednesday of each month. Meetings will be held every Wednesday as necessary to ensure the proficiency of Fire Department Operations. Additional Meetings will be held as necessary.

Section 4. All meetings should generally follow Robert's Rules of Order.

ARTICLE 3

Election of Officers

Section 1. The chief, assistant chief, and secretary shall be elected by secret ballot for a term of one year.

Section 2. Nomination for elective officers shall be made at the regular business meeting in May. Elections shall be held at the June business meeting and the installations at the July business meeting.

ARTICLE 4

Duties of the Chief

Section 1. It shall be the duty of the chief to preside at all business and special meetings of the organization.

Section 2. It shall be the duty of the chief to notify the secretary to call any regular and/or special meetings.

Section 3. It shall be the duty of the chief to direct the activities of the organization and to appoint committees and positions deemed necessary to provide such activities.

Section 4. It shall be the duty of the chief to appoint a captain and/or other officers as deemed necessary by the organization.

Section 5. It shall be the duty of the chief to have a review of all membership at the end of the fiscal year and then report the findings at the next regularly scheduled business meeting.

Section 6. It shall be the duty of the chief to always have a copy of the Bylaws, list of members, and a list of unfinished business (a copy of which shall be given to the presiding officer).

ARTICLE 5

Duties of the Assistant Chief

Section 1. It shall be the duty of the assistant chief to assume the duties of the chief during his/her absence.

ARTICLE 6

Duties of the Secretary

Section 1. It shall be the duty of the secretary to record attendance at all meetings, drills, and emergencies; record proceedings of the organization; keep and preserve minutes and answer all communications.

Section 2. It shall be the duty of the secretary to notify all members of any regular or special meetings when so advised by the chief.

ARTICLE 7

Duties of the Training Officer

Section 1. It shall be the duty of the training officer to provide education for the members of the organization in all regards.

Section 2. It shall be the duty of the training officer to keep track of all the records regarding training.

Section 3. It shall be the duty of the training officer to go to the chief with any ideas for training and get approval to perform that training at the monthly training meeting.

ARTICLE 8

Prospective Members

Section 1. To be eligible for membership, a prospective member must be at least eighteen (18) years of age, complete an application, and be approved by the chief of the department. He/she must also reside in Sierra County or work during the day where he/she can answer emergency calls from the department.

Section 2. Each prospective member shall serve a minimum probationary period of 90 days. During this time, he/she shall attend all meetings and drills. Upon completion of a satisfactory probationary period and according to the needs of the department, the prospective member shall be admitted by majority vote.

Section 3. If after 90 days of probationary status a member does not satisfactorily meet the meeting requirements, the member's status with the department may be terminated.

Section 4. In case of an emergency, Section 2 of this Article may be waived by the chief of the department.

ARTICLE 9

Duties of the Members

Section 1. It shall be the duty of all members to support organization policies, promote harmony, and follow the rules and regulations of Sierra County.

Section 2. It shall be the duty of all members to maintain active status as a firefighter with the Monticello Volunteer Fire Department; all members must attend at least 2 meetings every month. Failure to do so may result in the member being placed on probation, at which time active status may only be regained after approval of the membership.

Section 3. A member whose active status is in jeopardy due to failing to meet these requirements will receive a verbal and written warning from the Chief or Assistant Chief.

Section 4. A member whose status is changed from active to probationary will receive a written notification from the Chief or Assistant Chief. At this time, a meeting will be scheduled with that member and the Chief or his/her designee to discuss requirements and necessities to regain active status.

Section 5. It shall be the duty of all members to be prompt at meetings, drills, and on every alarm or emergency or as otherwise instructed.

Section 6. Each member shall be responsible for the care and condition of all items issued. All items remain the property of Sierra County.

Section 7. Any member bringing discredit on the organization or department shall be subject to suspension or expulsion. Any membership may be canceled by a majority vote of the membership attending a regular monthly meeting.

ARTICLE 10

Amendments

Section 1. No alterations or amendments shall be made to the Bylaws unless proposed in writing at the regular meeting, the amendments which shall be referred to by the chief who shall report at the next meeting when it may be acted upon and adopted by majority vote of the membership.

ARTICLE 11

Auxiliary Membership

Section 1. An auxiliary membership may be given to anyone who has been a past member of the department, or any other person who the organization shall deem eligible, if that person is not an active member of the department.

Section 2. The name of the prospective candidate for auxiliary membership shall be introduced at a regular business meeting of the organization and will be voted on at the next regular meeting by secret ballot. Majority vote will constitute approval or dismissal.

Section 3. The purpose of the auxiliary membership is in recognition and/or appreciation of past, present, and/or future services performed on behalf of the department.

Order of Business

1. Call to Order
2. Approval of Previous Meeting Minutes
4. Unfinished Business
5. New Business
7. Open to Members
8. Adjournment

