

**BYLAWS  
OF THE  
ISLIP TERRACE FIRE DEPARTMENT**

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264 Beaverdam Road  
Islip Terrace, New York 11752

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*Please note that any reference to gender will be in the masculine form but is to be assumed by the reader that such reference indicates either sex. This is not intended to signify a preference of the male sex but to simplify the reading of the following bylaws*

## **Article 1: Title and Objective**

Section 1. This Department shall be known as the Islip Terrace Fire Department, Incorporated.

Section 2. The objective of this organization shall be the protection of life and property from fire, accident, or other emergencies and the promotion of brotherhood among its members.

Section 3. The territory in which the operation of this organization shall be principally conducted is the Islip Terrace Fire District

## Article 2: Membership

(Amended: May 2016)

The previous article has been replaced with the following by resolution of the Board of Fire Commissioners, Islip Terrace Fire District. Resolved April 14, 2016

- Section 1. *Membership in the Department shall be divided into four (4) classes: Active, Life Active, Life Inactive, and Honorary.*
- Section 2. The Department shall be composed of four (4) fire companies (Engine Company One, Engine Company Two, Engine Company Three, and Truck Company One) and two (2) squads (Rescue Squad and Fire Police Squad). *The Chief will assign members to the Companies as the needs of the Department dictate.*
- Section 3. The membership of the Department shall be limited to one hundred sixty (160) members with a maximum of forty (40) members per Company. Each Company roster shall reserve a minimum of seven (7) and a maximum of ten (10) slots for EMS only personnel.
- Section 4. *Active Members: Active members shall perform all of the duties of volunteer firefighters including, but not limited to, response to alarms; attendance at meetings, inspections, drills, schools of instruction, parades, and other Department and/or Company activities. Active members shall comply with all safety and health standards promulgated pursuant to the United States Occupational Safety and Health Act (OSHA), adopted by the New York State Commissioner of Labor pursuant to Section 27-a of the Labor Law, and incorporated into the Rules and Regulations adopted by the Board of Commissioners of the Islip Terrace Fire District.*
- Section 5. An Active Member serving five (5) years shall, upon request, be granted his/her exemption certificate in accordance with New York State Law.
- Section 6. *Life Active Members: Active Members who have provided at least twenty (20) years of active service to the Islip Terrace Fire Department shall be automatically granted Life Active Member status. The duties of a Life Active Member shall be the same as those of an Active Member as set forth above and they must comply with the safety and health standards described above. Life Active Members shall be exempt from the requirements of Article 3 Section 4, Article 3 Section 5, and Article 9, and shall receive a pin suitably engraved.*
- Section 7. *Life Inactive Members: Active Members (and/or Life Active Members) who have provided at least twenty (20) years of active service to the Islip Terrace Fire Department and who are members in "good standing" and who wish to be exempt from active duty, shall, upon request, be granted Life Inactive Member status. They shall be entitled to all the rights and privileges of an Active member with the exception that they may not respond to alarms or participate in any active firematic service. Life Inactive Members*

*cannot vote in Department and/or Company elections. Members who are removed from the Department for cause shall not be eligible for Life Inactive Member status.*

*Section 8. Honorary Members: The Department Surgeon and Department Chaplain shall be Honorary Members during the time they serve in such capacity.*

*Members who become disabled as a result of serving in the line of duty may become an Honorary Member upon request.*

*Active members in good standing who become permanently and fully disabled off duty, and who have at least five (5) years of active service to the Department may apply for Honorary Member status. The application will then be brought to a vote by secret ballot at a Department meeting. A 2/3 vote in favor of Honorary status is required.*

*Persons who have demonstrated consistent and considerable support of the Department may be granted Honorary Member status as follows. Any Active member or Life Active Member may nominate a person for Honorary Member status at a regular meeting of the Fire Department. In the event the nomination is seconded, then the voting members of the Department shall vote, by secret ballot, at the next regular meeting of the Fire Department. Honorary Member status will be granted if the nominee receives a twothirds (2/3) majority vote*

*Honorary Members are entitled to all social privileges. They shall not participate in any active duties and may attend meetings without the privilege of voting.*

*Additional Regulations:*

*Ladies Auxiliary: The Islip Terrace Fire Department shall have a Ladies Auxiliary.*

*Applicants must be at least eighteen (18) years of age and shall file an application with the Chief of the Department who will present it to the current members of the Auxiliary for a vote at their next meeting. Approval by a simple majority will be required for membership. The Auxiliary will provide service to the Department in whatever manner the Chief sees fit from time to time.*

*Junior Fire Company:*

*The Islip Terrace Fire Department shall have a Junior Fire Company which shall not be a Fire Company. Members must be at least eight (8) years of age and not older than **seventeen** years of age. Applicants shall file an application with the Chief of the Department together with a permission slip from a parent or guardian for membership together with a signed authorization for the Chief or his/her designee to provide/authorize emergency medical care in the event such care is needed. The Chief shall accept the member into the Junior Fire Company upon receipt of the required documentation, barring any good cause for denial of membership. The Junior Fire Company will receive training from the Fire Department and will provide service to the Department in whatever manner the Chief sees fit from time to time.*

*The Chief shall appoint at least two (2) competent Department members to supervise the Junior Fire Company. The Chief shall notify the Board of Fire Commissioners of any new member and provide the Board with copies of such member's application papers as set forth above.*

*Trained Applicants: A Trained Applicant is one who has been a member in good standing in a volunteer or paid fire service organization for at least two (2) years prior to application to the Islip Terrace Fire Department. There shall be a lapse of no more than two (2) years between their past active service and their application.*

*Trained Applicants must submit with their application a letter from their previous Chief Officer listing the activities and positions they held while an active member of that organization together with at least a basic firefighting certificate (or the equivalent) from the relevant state, county, town, or fire department.*

*Trained Applicants shall be subject to a training probationary period six (6) months and meet the point requirements as specified in Article 3 Section 5.*

*Trained Applicants will be required to attend all procedure classes held by the Islip Terrace Fire Department Fire School Instructors and receive a passing grade before coming off probation (pending the next available classes) or they will be dropped from the rolls of the Department.*

## Article 3: Attainment and Retention of Membership

### Section 1.

Active membership shall be confined to residents of the Islip Terrace Fire District who have lived within the District for a minimum of six (6) months; is a minimum of eighteen (18) years of age; who is a Citizen of the United States of America, of good moral character, sound mind and body, and who meets any additional requirements contained in any applicable law or regulation.

### Section 2.

A \$7 fee (application fee \$1, Department dues \$6) shall accompany all applications. The investigating committee will interview the applicant and prepare a report. After the report of the investigating committee is received and all paperwork is found to be in order, a Committee member will present the application with their findings to the floor during the Department meeting.

*(Amended: June 2015)*

### Section 3.

A majority vote during a regular or special meeting of the Department is needed to approve the applicant. The candidate shall submit to a physical examination by a physician approved by the Islip Terrace Fire District. Upon the physician's approval and other paperwork, the member will be sworn in at the next department meeting by the Chief of Department and presented to the Board of Fire Commissioner at the next Chief/Board meeting for approval. A rejected applicant may not re-apply for membership for a minimum of one (1) year from the time of their rejection.

The candidate shall successfully complete their probationary period as follows:

- a. Maintain their points as specified in Article 3, Section 5.
- b. Successfully complete both the Islip Terrace Fire Department Probationary Training program and obtain a State of New York Basic Fire School Certificate (Firefighter I) in accordance to the rules set forth by the class requirements within two (2) years from their entry date into the Department or they will be dropped from the roles.

Section 4. Active members shall be required to perform the full duties of volunteer firefighters, including services at fires, attendance at meetings, clean-ups, inspections, drills, schools of instruction and parades, as well as other such duties as required by the Chiefs.

Section 5. Active members shall make a minimum of 50 points per year. A member must earn 25 points in the alarm response category and an additional 25 points in the remaining categories below annually.

Alarm Responses – 25 points shall be awarded to fire only members who respond to a minimum of 25% of fire alarms annually.

25 points shall be awarded to fire/rescue or rescue only members who respond to a combination of fire and EMS alarms where the total number of combined responses is at least equal to the same number of alarms as for fire only members.

Alarm totals will be adjusted for members who do not have a full year of service.  
(Alarm Responses Amended: Dec 2014)

Training Courses – Courses which are approved by the Chief of the Department in advance are credited to a maximum of 25 points for the training category as follows.

- Courses less than 20 hours are awarded 1 point per hour with a maximum of 5 points
- Courses between 20 and 45 hours are awarded 1 point per hour for each hour over the initial 20 hours with a maximum of 10 points
- Courses greater than 45 hours are awarded 15 points per course

Drills – Drills that are sanctioned by the Department or Company and are a minimum of 1 hour are awarded 1 point per drill with a maximum of 20 points

Standby – A standby is a line of duty activity of the Department lasting 4 hours and not falling under one of the other categories. Standbys are awarded 1 point each with a maximum of 20 points.

Elected or Appointed position – “Elected or appointed position” means line officers, department or company officers and treasurer and secretary of the fire department. A maximum of 25 points for the category are earned as follows.

- Completion of the 1-year term in an elected or appointed position.
- An active volunteer firefighter elected to serve as a delegate to a firefighter’s convention shall also be eligible to receive 1 point per meeting with a maximum of 5 points.
- Points are awarded according to the following schedule:

- 25 points – Chief Officers
- 20 points – Captains
- 15 points - 1<sup>st</sup> and 2<sup>nd</sup> Lieutenants
- 10 points – Department Officers - Treasurer and Secretary
- 5 points – Company Officers - Treasurer and Secretary
- 5 points – Department standing committee members

Attendance at Meetings - Attendance at official meetings of the Department or Company. Including but not limited to the Department meeting, Company meeting, Exec meeting. Members are awarded 1 point per meeting with a maximum of 20 points.

Miscellaneous Activities – Miscellaneous activities are activities which are sanctioned by the Chief of the Department and not covered in the other categories. Members shall receive 1 point per activity with a maximum of 15 points. Activities include but are not limited to; Annual Inspection / Installation, Parades, Funerals, Band/Drill Team practice/meetings, Racing Team drills, Dept. /Co. Committee Meetings, Fire Prevention activities, Parade/Drill Officials, Attendance at Assn. Meetings, Advisors to Junior Fire Company

- Section 6. A member failing to meet the point requirements as set forth Article 3 Section 5 will be considered low on points and subject to the following actions:
- a. New probationary members with less than one (1) year in the Department will be dropped from the rolls. They may reapply for membership after being out for one (1) full year.
  - b. Members with one (1) year or more (excluding Life Members) will be put on a one (1) year point probation.
  - c. Members failing to meet point requirements as set forth in Article 3 Section 5 for a second consecutive year shall be dropped from the rolls of the department and may reapply for reinstatement after being out for one (1) full year.
- Section 7. A member who fails to make their required number of points for the year shall be reviewed by the Point Review Committee upon request.
- Section 8. All members are subject to all rules, regulations and the bylaws governing the Department and the Company on whose rolls the member is carried. Failure to comply with any or all these rules may result in the suspension of the member from the Department.
- Section 9. Life members must make eighteen (18) points by November 30th to be eligible to vote in Department elections.
- Section 10. A member may be excused from Department meetings by notifying the Department Clerk, asking to be excused due to his status of work or other emergency, with approval of the Chief.

Section 11. An active member moving out of the fire district may retain their membership if they meet the requirement of Town Law Article 176B, Section 6, by a majority vote during a regular or special Department meeting.

Section 12. An active member of the Junior Schlager Drill Team shall upon application have full member status as a probationary Firefighter, as long as the candidate served a minimum of one (1) complete year with the Junior Drill Team ending on or after their seventeenth (17th) birthday and is a resident of the Islip Terrace Fire District. Their application shall be signed by their parent or guardian giving permission for them to become a member of the Fire Department. In addition to this application there shall be a letter of recommendation from the Head Coach of the Junior Schlager Drill Team.

## **Article 4: Nomination and Election Procedures for Chief and Department Officers**

- Section 1. The Chief of the Department, Assistant Chiefs, Department Secretary, and Department Treasurer shall be named for nomination at the regular November meeting. Candidates so named shall have their names placed on a printed ballot. Ballot will have a provision for write-in candidates. Election shall be by secret ballot on the first Thursday following the first Tuesday in December.
- a. In order to serve as Second Assistant Chief, the candidate must have been an active member in good standing for a minimum of twelve (12) months prior to nomination. Must have completed at least one (1) term as Captain of a fire company and must have served a minimum of six (6) years in the Department.
  - b. In order to serve as First Assistant Chief, the candidate must have been an active member in good standing for a minimum of twelve (12) months prior to nomination. Must have completed at least one (1) term as Captain of a fire company and must have served a minimum of seven (7) years in the Department.
  - c. In order to serve as Chief of the Department, the candidate must have been an active member in good standing for a minimum of twelve (12) months prior to nomination. Must have completed at least one (1) term as Captain of a fire company and must have served a minimum of eight (8) years in the Department.
- Section 2. Election of Chief of the Department, Assistant Chiefs, Department Secretary, and Department Treasurer shall be held on the day of the annual meeting in December, by secret ballot, between the hours of 7:00pm and 9:00pm. Absentee ballots shall be made available one week prior to the elections. Any additional nominations other than those printed on the ballot will be by write-in vote.
- a. In the event no candidate secures a majority of the votes cast (blank ballots do not count), a run-off shall be held on the following Thursday at the same time as the original election and with the same absentee privileges. Only the top two (2) candidates shall be eligible for the runoff.

Section 3. The Chief of the Department, Assistant Chiefs, Department Secretary, and Department Treasurer shall assume the duties of their offices on January 1st following the election, or immediately after the election should the position be

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secured after January 1st for a term which ends on December 31st of the year for which they were elected.

## Article 5: Officers and their Selection

- Section 1. Section II-A, No.176, of the Town Law, or any similar legislation, which hereinafter may be enacted, will govern the nomination of the Chief and Assistant Chiefs.
- Section 2. To obtain an elected position as Chief of the Department, Assistant Chief, Department Secretary, or Department Treasurer, a candidate must have a majority of the votes cast under Roberts Rules of Order Newly Revised (RONR). Blank ballots do not count.
- Section 3. Chief of the Department, Assistant Chiefs, Line or Elected officer shall not hold office as a Commissioner of the Islip Terrace Fire District during their term.
- Section 4. With the exception of the Chief and Assistant Chiefs, only members who have been active for at least one (1) year and who are at least twenty-one (21) years of age shall be eligible to hold a Department Office.
- Section 5. The Captains and Lieutenants of a fire company shall be elected by ballot by their respective companies for a period of one (1) year. They shall have an Islip Terrace Fire Department Fire School or State of New York Basic Fire School Certificate showing completion of fire training.
- a) The Captain and Lieutenants of Fire Police shall be elected by ballot by the squad for a period of one (1) year. Captain, 1<sup>st</sup> Lieutenant, and 2<sup>nd</sup> Lieutenant shall hold a valid New York State Fire Police certification at a minimum.
- Section 6. The Chief shall appoint the Chaplains, Department Surgeons, and Sergeant-at-Arms for a term of one (1) year.
- Section 7. Only active members who are not on probation shall be entitled to vote on the election of Department and Company Officers and candidates for membership.
- Section 8. The Chief of the Department shall not serve for more than two (2) consecutive terms.
- Section 9. The outgoing Chief of the Department shall receive a token recognition of his service (other than cash).
- Section 10. The Chief of the Department, upon completion of his final term in office, shall automatically become a Life Member of the Islip Terrace Fire Department.
- Section 11. Should any vacancy occur among the Chief Officers, the ranking Chief shall then call a special meeting of the Department for nominations. The elected officer shall be subject to the approval of the Board of Fire Commissioners. (As per State Law).

## Article 6: Duties of Officers

Section 1. CHIEF of DEPARTMENT: It shall be the duty of the Chief to preside at all meetings of the organization in accordance with recognized parliamentary procedures; to call special meetings when, in his judgment, they are necessary or upon written request of five (5) members; to appoint committees unless otherwise provided; to enforce the observations of the By-Laws; and to install newly elected officers and members. The Chief shall not vote on any question other than the election of officers and members except in case of equal division when his vote shall decide.

The Chief shall submit a report at the annual meeting and shall include therein such recommendations, as he deems expedient for the welfare of the organization. The Chief shall under the direction of the Board of Fire Commissioners, have exclusive control of the members of the fire department at all fires, inspections, reviews, and other occasions when the fire department is on duty or parade; he shall have supervision of all fire department apparatus and equipment as well as other property used for the prevention and extinguishment of fire, and of all officers of the fire department.

He shall see that all rules and regulations of the Board of Fire Commissioners are observed and that the Orders of the Board of Fire Commissioners are duly executed. He shall attend the monthly meeting of the Board of Fire Commissioners reporting the condition of all fire apparatus and equipment as well as personnel and such information as may be required of him. He shall hold members and officers of the fire department strictly to account for neglect of duty and may suspend them for improper conduct, subject to the Board of Fire Commissioners.

Section 2. FIRST AND SECOND ASSISTANT CHIEFS: The Assistant Chiefs shall assist the Chief in the discharge of his duties. In case of the disability or absence of the Chief, the First Assistant, and in case of the disability or absence of both Chief and First Assistant Chief, the Second Assistant Chief, shall perform the duties and exercise the powers of the Chief.

- a. CAPTAINS AND LIEUTENANTS: The first Line Company arriving at the scene of the fire, or any fire function shall, in the absence of the Chief or Assistant Chiefs, take full charge of the Department until relieved by a ranking officer.

Section 3. TREASURER: It shall be the duty of the treasurer to receive all monies. He shall pay all bills against the organization upon vouchers signed by any Chief and when authorized at a regular, annual, or special meeting. He shall keep a correct account of all receipts and disbursement and submit his account to the organization or auditing committee when called for. He shall deposit all monies received by him belonging to the organization, deposits to be made within seven (7) days from receipt, and all approved bills to be paid within fourteen (14) days. The bank shall be established in such a manner that withdrawals can be made only upon the signature of the Treasurer and anyone (1) Chief. No money shall be withdrawn from any bank unless authorized at a regular, annual, or special meeting. The Treasurer shall make a report at each meeting, showing all amounts received and expended and the date, purpose, and payee with respect to each expenditure. He shall

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also make a report at the annual meeting covering the entire year. He shall give a bond to the organization in such sum as may be fixed by the origination.

He shall see that no debt be incurred by the organization for which he does not have sufficient funds to pay in full, except by consent of two-thirds (2/3) of the members present at a regular or special meeting. He shall be reimbursed for any expenses incurred during the performance of his duties. It shall also be the responsibility of the treasurer to collect dues from respective companies and notify the Chief on who is in arrears by the first week in February.

Section 4. RECORDING SECRETARY: It shall be the duty of the Recording Secretary to keep record of the proceedings of the Department and to preserve the records. He shall give each member at least one (1) days' notice of any special meeting, parade, or drill (at the discretion of the Chief). He shall be reimbursed for any expenses incurred during the performance of his duties. He shall post the department monthly minutes for the informational meeting.

Section 5. DEPARTMENT CLERK: (This position is appointed by the Chief.) The Department Clerk shall record the attendance of active members at every meeting and Fire Matic function. Shall compute the points and post them by the first day of each month. He shall post the department points monthly including service award. He shall notify members who are low on points quarterly. He shall notify each member selected, rejected, or dropped from the rolls of the Department.

Section 6. CHAPLAIN: (This position is appointed by the Chief.) The duties are left to the individual, as this office is an honorary one.

Section 7. DEPARTMENT SURGEON: The duties are left to the individual, as this office is an honorary one.

Section 8. SERGEANT AT ARMS: (This position is appointed by the Chief.) The Sergeant of Arms shall be charged with the responsibility of preserving order and decorum at meetings. He shall not admit anyone to the meeting who is not entitled to admission and shall assist the Chief(s) of the meeting in any way requested.

Section 9. CAPTAIN: The respective companies shall elect a Captain by a secret ballot at the annual meeting of the Company. The captain shall see to it that the apparatus and equipment is always kept in good appearance and condition and ready for service and shall report to the Chief any mechanical failure(s) immediately and fill out the proper paperwork. He shall have full charge of the members detailed to him and shall report to the Chief all violations of rules/regulations and/or procedures. This report shall be submitted to the Chief in writing within forty-eight (48) hours. It shall be the duty of the captain to submit to the Department Clerk an attendance report of all drills and meetings. He shall attend all monthly Executive Meetings.

Section 10. LIEUTENANT: The lieutenants shall be elected by their respective companies by a secret ballot at the annual meeting of the company. They shall assist the captain in the performance of his duties, and in the case of disability or absence of the Captain, shall perform his duties and exercise the powers of that office. They shall attend all monthly Executive Meetings.

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## Article 7: Committees

Section 1. STANDING COMMITTEES: The Standing Committees shall consist of: Auditing Committee, *Financial Committee, House Committee, By-Law Committee, Investigation Committee, and the Point Review Committee.*

- a. *Auditing Committee:* Shall consist of three (3) members. Immediately prior to the annual meeting and whenever so deemed by the Chief, said committee shall examine the accounts of the Treasurer. A report shall be made at the regular meeting after examination of the financial records. Such examination shall include a verification of bank balances. The committee shall perform such other duties as may have assigned them by the organization.
- b. *Financial Committee:* Shall consist of three (3) members appointed by the Chair to examine the monthly bills and check for proper voucher.
- c. *House Committee:* The House Committee shall consist of two (2) members from each company. They shall elect their own chairman. It shall be the duty of the House Committee to form a workable budget for the upcoming year. The House Committee shall formulate and post a set of house rules subject to revision as conditions warrant (subject to the approval of the Chief). It shall be the duty of the Department and Company Officers to see that these rules are enforced at all times. The House Committee shall have control of all Department properties and shall be allowed to expend up to twenty-five dollars (\$25.00) per month on necessities and present to the Department at the next regular meeting these bills for payment. All other items must first be presented to the Department for approval at a regular Department meeting before being purchased. The House Committee shall have complete control of the

recreation room, provide for Department refreshments and other events as designated.

- d. *By-Law Committee:* Each Captain shall select two (2) members at their January Company meeting to represent their company on the Department By-Law Committee for the year. The Department By-Law Committee shall be responsible for the following duties: (a) shall prepare upon request from the Chief or an Active Member a resolution to amend the Department By-Laws, (b) shall review proposed amendments to the Department By-Laws for the purpose of correcting grammatical errors, (c) determine if these proposed amendments are consistent with the meaning they are intended, (d) determine the influence of the proposed amendment upon existing Department By- Laws, (e) shall be responsible for the prompt printing of amendments.
  
- e. *Investigating Committee:* The Investigating Committee shall consist of two (2) members of the Executive Board. They shall receive all applications for membership and process the same in accordance with the Department bylaws.

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- f. *Point Review Committee:* The Point-Review Committee shall consist of two (2) members of each company (not currently holding an executive board position) and the Jr. Ex-Chief.

## **Article 8: Meetings**

- Section 1. Regular Department meetings shall be held on the first Thursday of every month.
- Section 2. Section 2. The Annual Department Meeting shall be held on the first Thursday after the first Tuesday in December. All members shall be notified in writing by the Department Clerk.
- Section 3. All regularly scheduled Meetings shall be held at fire headquarters at 8:30 p.m.
- Section 4. When a regular meeting falls on a holiday, said meeting will be held no more than one (1) week later.
- Section 5. One third (1/3) active members shall constitute a quorum for all regular and special meetings.
- Section 6. Special meetings shall be subject to the call of the Chief. The notice thereof shall specify for what purpose the meeting is called, and no other business shall be transacted thereat.

## **Article 9: Dues and Assessments**

- Section 1. The annual dues for active members shall be six dollars (\$6.00) payable in advance on or before the February meeting. Dues shall be paid to the Treasurer.
- Section 2. An assessment may be levied only by a majority vote of the members present at a department meeting.
- Section 3. Any member who is in arrears of dues, fines, or assessments for a period of one (1) month shall be notified by the Department Clerk of his indebtedness by registered or certified mail and given one additional month in which to pay the same and notified that if he fails to do so he shall be dropped from the rolls of the Department.

## **Article 10: Expulsion and Suspension**

- Section 1. Any member of the Department who shall commit any act of misconduct or insubordination or damage or defacement of the Department or District property, or be guilty of any act that may be subversive of the discipline of the Department may, upon charges being filed, be tried by the Executive Board, charges shall be in writing, presented to the Chief and/or the Executive Board, consisting of the Chief, First and Second Assistant Chiefs, Company Captains and Lieutenants, at a special meeting of the Executive Board at which time upon the reading and recording of the charges, notice of a hearing to be held by the Executive Board specifying time, place, and charges will be served by certified mail upon the accused officer or member, at least ten (10) days but not more than thirty (30) days before the date of hearing. A three-quarter (3/4) majority of the Executive Board may suspend such person after charges are filed and pending disposition of the charges and after the hearing may remove such person from the Department rolls or may suspend him for a period not to exceed ninety (90) days. The accused has the right to appeal to the Board of Fire Commissioners according to Municipal Law 209-L.
- Section 2. A Chief's suspension directed to a member is in effect immediately, a certified letter is to follow within seventy-two (72) hours. Any Chief's suspension that is in question by the person being suspended must submit in writing to the Chairman of the Board of Fire Commissioners within ten (10) days of said suspension for an appeal hearing.

## Article 11: Resignations

Resignation requests shall be provided in writing to the Chief of the Department. Members who resign in good standing may return at any time. Members who resign that are not in good standing shall be eligible to re-apply for membership 1 year from the date of resignation.

*(Amended: June 2014)*

## Article 12: Reinstatement

Section 1. All requests for reinstatement shall be accompanied by a \$7 fee (application fee \$1, Department dues \$6) and will be subject to the approval of the Board of Fire Commissioners. Any member who wishes to be reinstated after one (1) year shall be subject to Article 3 of the Department bylaws, unless holder of a New York State Fire School Certificate (Firefighter I) or Islip Terrace Fire Department Fire School Certificate and has *not* been out of the Department for more than two (2) years.

Section 2. A member expelled from the organization shall not be eligible for re-instatement.

Section 3. Any member in good standing who voluntarily resigns from the Department may, upon application within one (1) year and there being a vacancy in the Department rolls shall be reinstated.

Section 4. Any member dropped from the rolls for failing to make the required number of points shall be eligible for reinstatement after a period of one (1) year.

Section 5. Any member dropped from the rolls for failing to make the required number of points will not be eligible for reinstatement if they have been dropped on points (2) consecutive times.

## Article 13: Leave of Absence

Section 1. *Leave of absence:* An active member may be granted a leave of absence by the Chief of the Department for a period not to exceed six (6) months, providing at the time of written request the member is in good standing. Any extension must be approved by the Chief.

a) Any time spent on a leave of absence will not count towards twenty (20) years of service in the Islip Terrace Fire Department.

Section 2. *Military Leave:* An active member may be granted Military Leave of absence not to exceed five (5) years. A member leaving military service must notify the Chief within one (1) month that he is returning to duty as an active member or be dropped from the roles.

Section 3. *Sick Leave:* Members on sick leave are prohibited from fire Matic activities but may participate in business functions and retain their right to vote provided that a letter from a physician is submitted certifying their ability to do so. Another letter must be submitted stating that they can return to normal duties in order to participate in fire Matic functions.

a) Line of duty sick leave will count toward your service time.

Section 4. Any points accrued while a member is on sick leave, military leave or any leave of absence shall not be computed for or against them in determining their active standings.

## Article 14: Delegates to Conventions

Delegates shall be appointed to attend conventions of the Fireman's Association. Such delegates shall be entitled to receive from the organization the necessary and normal expenses in attending these conventions.

## Article 15: Rules of Order

- Section 1. Only one member shall be entitled to speak on the floor at one time.
- Section 2. Every member desiring the privileges of the floor shall rise and address the Chair.
- Section 3. No member shall be allowed to speak until properly recognized by the Chair.
- Section 4. No questions can come before the Department unless properly moved and seconded and declared open to discussion by the Chair.
- Section 5. Any member may call for the yeas and nays on the question, which each member shall be required to answer to his name on the roll, unless excused by the Chair.
- Section 6. All questions, unless otherwise decided by these bylaws, shall be settled by a majority of the votes cast.
- Section 7. No member shall speak more than five (5) minutes on any subject at one time or more than twice on the same subject except by the permission of the Chair.
- Section 8. When a point of order is raised by any member, the person having the floor shall take their seat until the point is decided by the Chair when, if proper, they may resume.
- Section 9.  
When a motion is properly presented before the Department, it must be disposed of before another can be entertained. A motion shall not be subject to more than two (2) amendments.
- Section 10. No subject laid upon the table shall be taken up again during the same meeting unless it was so understood when thus disposed of.
- Section 11. A motion to reconsider must come from a member who voted with the majority when the action to be reconsidered was taken.
- Section 12. Any member may appeal to the Department from the decision of the Chair when the question is stated thusly, "Shall the decision of the Chair be sustained?" which will be decided by two-thirds (2/3) of all members voting.
- Section 13. All resolutions must be offered in writing.

Section 14. No member shall leave the room during the meeting unless the Chair gives permission.

Section 15. No refreshments will be permitted in the meeting room during the course of the meeting.  
The Sergeant at Arms shall strictly enforce this ruling.

## **Article 16: Company Rules**

Section 1. Captains and Lieutenants and all other officers as may be deemed necessary, shall be elected by their respective companies by a secret ballot at the annual meeting of the Company.

Section 2. The annual meeting shall be held in December of each year at a date designated by the company not to precede the annual meeting of the Department.

Section 3. Each company shall draw up its own Constitution and By-Laws, subject to the approval of the Department Executive Board, consisting of Chief, Assistant Chiefs, Company Captains and Lieutenants.

Section 4. Companies shall be authorized to collect dues, levy fines and assessments from individual members not to exceed the amount assessed by the Department.

Section 5. Intercompany transfers shall be acted upon at the May and October meetings. Members on probation may not transfer. Members returning from Military Service may transfer upon request within ninety (90) days.

## **Article 17: Schlager Drill Team**

- Section 1. The purpose of the Drill Team is to promote good will and interest through participation in competitive firematic exhibitions.
- Section 2. Membership on the Drill Team will be limited to active members in good standings of the Islip Terrace Fire Department, Inc.
- Section 3. Drill Team Officers: Captain, Co-Captain to be elected by members of the Drill Team.
- Section 4. Chain of Command: Captains, Chiefs, Board of Fire Commissioners.
- Section 5. Drill Team Captain: Administers all business aspects of the Drill Team including: meetings with Chiefs, keeps financial records, reports the teams financial status at the Department Meetings, provides financial records for an Annual Audit, directs the team at all practices and drills, is responsible for all Drill Team equipment, is responsible to the Chief for safety and conduct of all Team members at all practices, exhibitions drills and when so delegated by the Chief, he shall be entitled to wear the badges and insignia of said office.

Section 6. No officer of the Drill Team shall supersede the authority of the Chief, or Line officer. Line officers consist of Officers from Engine Company One, Engine Company Two, Engine Company Three, and Truck Company One.

Section 7. Firematics will take precedence over all drill team activities.

## **Article 18: Junior Schlager Drill Team**

- Section 1. The Junior Drill Team shall be recognized as a subsidiary organization with in the Islip Terrace Fire Department
- Section 2. The Junior Drill Team must maintain their own bylaws, not to supersede the Department bylaws which are subject to approval by the Chief of Department.
- Section 3. Will maintain their own treasury.
- Section 4. Director and Coaches to be appointed by the Chief of Department. Answers directly to the Chief of Department.
  
- Section 5. Director shall be responsible for all team practices, all business aspects, as well as all financial records.
- Section 6. Report financial status at monthly Department Meetings
- Section 7. Provide financial records for Annual Audit.

## **Article 19: Amendments**

Amendments to these bylaws must be given to the By-Law Committee at least ten (10) days before being presented at the Department meeting. Amendments to the bylaws may be made if approved by a two-thirds (2/3) vote at a regular or special meeting of the Department.

The following must occur prior to the vote for an amendment to be considered:

1. At the previous, normally scheduled monthly department meeting, the proposed amendment will be distributed to the membership for which they will sign they are in receipt of this proposed amendment.
2. Members not present at this meeting have an opportunity to pick up and sign for the proposed amendment from the dispatch center at any other appropriate time.
3. 3. Members having a registered email address with the bylaw committee will receive an electronic copy. This email will be sent no later than three week prior to the vote.
4. Questions regarding the proposed bylaw will be addressed by the bylaw committee prior to the vote.

Any proposed bylaw not approved at the department meeting will be subject to review by the bylaw committee at their next meeting. Any revisions to the proposed bylaw will be available to the membership as follows:

1. The revised proposed amendment will be available no less than two weeks prior to the next department meeting for members to pick up and sign for from the dispatch center.
2. 2. Members having a registered email address with the bylaw committee will receive an electronic copy. This email will be sent no later than two week prior to the next department meeting.
3. 3. Bylaws that do not pass after this revision may not be considered for two months.

## **Article 20: Order of Business at Meetings**

1. Pledge to the Flag.
2. Reading and adoption of minutes of previous meeting.
3. Treasurer's report.
4. Collection of dues.
5. Report of Committees and Captains.
6. Chief's report.
7. Presentation of bills and correspondence.

8. Unfinished Business.
9. Good and welfare.
10. Nomination of officers and candidates for membership.
11. Election of officers and members.
12. New business.
13. Adjournment.