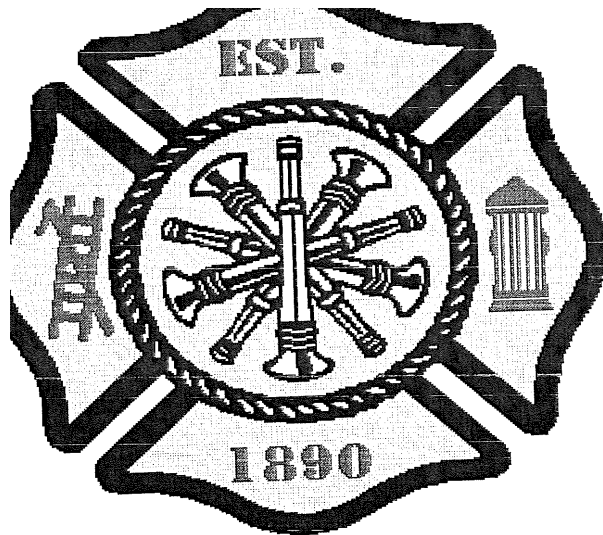


HICKSVILLE
VOLUNTEER
FIREMEN'S
ASSOCIATION



INCORPORATED

This page intentionally left blank

Regulations & By-Laws

of

THE
HICKSVILLE
VOLUNTEER
FIREMEN'S
ASSOCIATION,
INCORPORATED

Organized
August 6, 1990

By-Laws Adopted
November 28, 1990

Amendments
June 8, 1992
May 8, 2000
December 11, 2000
January 13, 2009

Order of Business

1. Roll Call
2. Reading of the Minutes of Last Stated or Special Meeting.
3. Report of Committees
4. Unfinished Business
5. New Business
6. Resignation of Members
7. Proposition For Membership
8. Election of New Members
9. Election of Officers
10. Miscellaneous Business
11. Report of Officers
12. Adjournment

ARTICLE I

Section 1

NAME - This organization shall be known and designated as the *Hicksville Volunteer Firemen's Association, Inc.*, hereinafter referred to as the Association.

Section 2

OBJECTIVE - The objective of this Association is to promote and encourage the development of fire services throughout the community and Village of Hicksville.

The Association shall promote, encourage and educate its members and the general public of the ideas, goals and needs of The Hicksville Volunteer Firemen's Association and its officers.

The Association shall promote, encourage and educate its members and the general public as to the need for public safety and the need for fire prevention and protection.

The Association shall promote, encourage and provide social and friendly intercourse among its members.

The Association shall make contributions, grants, gifts and transfer of property, both real and personal, either outright or in trust, to or for the benefit of The Hicksville Volunteer Firemen's Association or to or for the benefit of other organizations identified and associated with the Hicksville Volunteer Firemen's Association, which are tax exempt organizations under provisions of Section 501 9C0 (3) of the Internal Revenue Code of the United States of America.

Section 3

MEETINGS - The Association shall hold regular meetings on the second Monday of each month at 7:30 P.M. to conduct the routine business of said Association.

Fifteen (15) members constitutes a Quorum, and no business shall be conducted without a Quorum present.

All business transactions conducted by the Association are strictly confidential. Any member exposing same shall be liable to the penalties imposed by the Board of Directors.

Section 4

SPECIAL MEETINGS - The President of the Association may call a Special Meeting at any time he deems it necessary, or at the request, in writing, to the President, of at least five (5) Members in good standing.

Section 5

ASSOCIATION OFFICERS - Amendment #1 (12/11/00) - Standing Committee has been abolished.

Amendment #2 (1/13/03) - The officers of this Association shall consist of four (4) Trustees, a President, a Vice President, a Secretary, a Treasurer and an Assistant Secretary-Treasurer.

ARTICLE II

Section 1

DUTIES OF TRUSTEES - A member of the Trustees will be elected to serve as Chairman of the Board of Directors. The duties of the Trustees will be to examine the reports of officers and all disbursement of Association funds, and to conduct an audit yearly of all records of the Association.

The Trustees shall also perform such other duties as may be hereinafter prescribed for in these Regulations and By-Laws.

Section 2

DUTIES OF BOARD OF DIRECTORS - The Board of Directors will be the governing body of the Corporation. They shall examine and audit all claims against the Association.

Any member of the Board who is involved in any charges, complaints or investigations by the Board shall be temporarily excused for that time. The Board of Directors shall also perform such other duties as may be hereinafter prescribed for in these Regulations and By-Laws.

Amendment #1 - The Board of Directors shall be responsible for the administration of the Scholarship Fund and disbursement of said funds in accordance with guidelines set up and approved by the Hicksville Volunteer Firemen's Association, Inc.

Amendment #2 - The Board of Directors will meet the first Monday on a bi-monthly basis at 7:00 P.M., starting in January of each calendar year to conduct routine business by said Board of Directors.

Amendment #3 - The Association President will preside over the first Board of Directors meeting, at which time a chairman will be elected. The newly elected chairman will immediately preside over the Board of Directors meetings, except in his/her absence, the Association President, or Vice President respectively, will preside.

Amendment #4 (1/13/03) - The Board will consist of four (4) Trustees, the President, the Vice President, the Secretary, the Treasurer and the Assistant Secretary-Treasurer, for a total of nine members on the Board of Directors. A member of the Trustees will be elected by the Board of Directors to serve as Chairman.

Section 3

DUTIES OF PRESIDENT - The President shall be the presiding officer of all functions and concerns of the Association. He/she will call Special Meetings of the Association whenever he/she deems it necessary or at the written request of five (5) members in good standing. The President shall have the right to vote for new members of the Association. He/she shall also serve on the Board of Directors.

Section 4

DUTIES OF VICE PRESIDENT - The Vice President shall, in the absence of the President, serve as the presiding officer of the regularly scheduled business meeting. The Vice President shall succeed to the office of President when the new officers assume office at the regular meeting in January each year. He/she shall serve on the Board of Directors.

Section 5

DUTIES OF SECRETARY - The Secretary shall keep a full and accurate record of all the proceedings of the Association. He/she shall write all orders on the Treasurer and attest to the same. He/she shall read all reports, communications, petitions, etc., and issue all summons and notices that may be required of him by the Association or by the President of the Association.

At the request of the President, the Secretary shall give notice to the entire membership of Special Meetings, either in writing or personally. He/she shall keep a roll of members of the Association and call that roll at all regular or special meetings of the Association and keep accurate records of participation of all Association members.

The Secretary, shall at the expiration of his/her term in office, deliver all books, papers and equipment pertaining to his/her office to his/her successor in office.

The Secretary shall notify all applicants, in writing, immediately upon confirmation of balloting on said application. All applicants will be notified whether accepted or rejected.

Amendment #1 (1/13/03) - In the absence of the Secretary and the Assistant Secretary, the President shall appoint a member to temporarily conduct the duties of the office and convey the results to the Secretary. The Secretary shall serve on the Board of Directors.

Section 6

DUTIES OF TREASURER - It shall be the duty of the Treasurer to keep a full, accurate and complete account of all receipts and all disbursements of money by him/her and to make a report of same at all regular or special meetings when requested by the President. He/she shall pay all orders drawn on him/her by the Secretary and countersigned by the President. All payment orders will be approved by a majority vote of the members present when such orders are offered.

The Treasurer shall have his/her books and accounts ready for inspection by the Board of Directors at any time. His/her books shall be audited by the Trustees annually.

The Treasurer shall, at the expiration of his/her term, deliver all money, books, papers and equipment pertinent to the office to his/her successor in office.

Section 7

Amendment #1 (12/11/00) - The Standing Committee has been abolished and all duties thereof assumed by the Board of Directors.

Section 8

DUTIES OF ASSISTANT SECRETARY-TREASURER Amendment #2 (1/13/03) - It shall be the duty of the Assistant Secretary-Treasurer to temporarily perform the duties of the Secretary or Treasurer in the absence of either at a regular meet-ing. In the event that either the Secretary or the Treasurer resigns or cannot re-sume their duties the Assistant Secretary-Treasurer will fill the position until the next regular election. In the event the Assistant Secretary-Treasurer assumes the Treasurer's position; the changes will be made so that he/she can assume check-writing capabilities also.

Section 9

DUTIES OF MEMBERS - It shall be the duty of each member of this Association to persevere and protect life and property of the surrounding Community and the residents of the Village of Hicksville. They shall assist in promoting Fire Safety and Fire Prevention and legally promote legislation to protect the citizens of Hicksville, and promote and encourage the objectives of this Association.

This page intentionally left blank

ARTICLE III

Section 1

MEMBERSHIP - Any person desiring to become a member of this Association shall make a written application for admittance. Said application must be signed by two (2) members in good standing and be presented at any regular meeting of the Association. It shall be referred, without debate, to the Board of Directors. The Board of Directors shall conduct meetings and investigate sufficient to render a decision at the next regular meeting of the Association. If approved by the Board of Directors, the applicant shall be balloted upon. The applicant must receive two-thirds (2/3) majority of the votes cast to be offered membership in the Association.

Any person, having been appointed firefighter by the Hicksville Village Council, will automatically be accepted, without debate, to membership in the Hicksville Volunteer Firemen's Association, Inc.

All applicants for membership in the Association must have attained the age of eighteen (18) years.

All new members of the Association shall serve a probationary period of no less than one (1) year.

No person expelled from or rejected by the Association, for good and sufficient cause, shall be admitted to membership without the consent of all members present at a regular meeting. Good and sufficient cause will not be contingent on race, creed or color.

Section 2

RESIGNATION OF MEMBERS - Any member of this Association may resign at any time by tendering his resignation in writing to the Association.

This page intentionally left blank

Section 5

DISSOLUTION OF ASSOCIATION - Upon the dissolution of this Association, the Board of Directors shall, after paying or making provision for payment of all liabilities, dispose of all assets exclusively for the purpose of the Association in such manner, or to such organization or organizations formed and operated exclusively for education or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding provision of any future United States Internal Revenue Law, as the officers shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 6

FUND RAISING & EVENTS - To be in full compliance with the law and with a concern for our community, any fund raiser or event sponsored by the Hicksville Volunteer Firemen's Association, Incorporated, which has any involvement with alcoholic beverages will be limited to those patrons over the legal drinking age in the State of Ohio, which is presently 21. A firefighter's underage spouse may be allowed to attend, but may not partake of any intoxicating or spirituous beverages. However, that firefighter assumes full responsibility for the actions of his spouse.

Anyone attempting admittance must be able to present a valid identification attesting to his or her legal age. Any minor who presents a ticket for admission shall be refunded the money and the ticket will then become the property of the Firemen's Association. The member selling such ticket to anyone underage will be summoned before the Board of Directors and an investigation conducted with appropriate punishment implemented.

Hicksville Volunteer Firemen's Association Memorial Scholarship Fund Guidelines

- 1 - The Hicksville Volunteer Firemen's Association, Inc. (from here on referred to as the Association) has invested sufficient money to generate interest income to be used solely for scholarships to deserving Hicksville High School graduates or college undergraduate students from the Hicksville area. This may be offered annually at the discretion of the Association's Board of Directors. This scholarship is offered in order to assist a deserving student whose family may not be financially able to do so. It will also promote better public relations within the community.
- 2 - Scholarships will be presented at the High School awards night, by officers of the Association.
- 3 - Interest from the memorial Scholarship fund can only be used for scholarships.
- 4 - All money designated as donations to the Memorial Scholarship Fund will remain, unless otherwise specified by donor, and will not be removed unless the Association is dissolved per Article IV, Section 5, of the Association regulations and by-laws.
- 5 - Scholarships will be awarded only to full time students participating in a 4-year degree or a 2-year associate degree program at an accredited college or university.
- 6 - Scholarship applicants must be a high school senior or high school graduate of a family residing within the Hicksville Fire District at the time of application.
- 7 - Scholarships will be paid to the institution of higher learning where recipient is registered at the start of the second semester or quarter year.
- 8 - There will be a maximum of two scholarships offered. Amounts will be \$150 and \$300 for a 2-year program and a 4-year program respectively.
- 9 - If no applications are received for a program then the total amount of \$450 may be divided and two equal scholarships awarded for the other program. This decision to be made by the Board of Directors of the Association.
- 10 - Children or grandchildren of present firemen, retirees, or firemen who died while active will receive first consideration for the HFVA Memorial Scholarship.
- 11 - Recipients will be chosen by the Board of Directors with the assistance of the high

school guidance counselor and according to these guidelines. Board of Directors decision will be final.

Policies
of the
Hicksville
Volunteer
Firemen's
Association,
Incorporated

This page intentionally left blank

Following are policies adopted by the Hicksville Volunteer Firemen's Association, Inc., as of 3/10/96.

Policy #1 - Each member shall be furnished a Fire Department license Plate for identification purposes.

Policy #2 - Each member, upon completion of his/her probationary period, will be able to purchase a Fire Department coat, with \$30 being paid by the Association toward the purchase. *Policy #2 has been replaced with Policy #19.*

Policy #3 - Each member, upon completion of his/her probationary period, will be furnished collar brass and insignia to be worn on the uniform white shirt furnished by the Fire Department. Upon termination of Association membership, for any reason other than retirement from The Hicksville Fire Department, all collar brass and insignia will be returned to the Association.

Policy #4 - Any new member failing to participate in at least one (1) Association fund raiser or event (excluding the Wives Appreciation Banquet), as designated by the Association Board of Directors, before his/her one (1) year probationary period has expired, will automatically have his/her Association membership revoked unless a written excuse is presented to, and accepted by the Board of Directors, at a regular Board of Directors meeting, prior to expiration of their one year probationary period. Regular Association, or special meetings, in this case do not constitute fund raisers or events.

Policy #5 - Any Association member failing to participate in at least one (1) Association fund raiser or event (excluding the Wives Appreciation Banquet), as designated by the Association Board of Directors, in each calendar year, will automatically have his/her Association membership revoked, unless a written excuse is presented to and accepted by the Board of Directors at a regular Board of Directors meeting, prior to the end of each calendar year. Regular Association or special meetings, in this case, do not constitute fund raisers or events. Honorary members and retirees will be exempt from this policy.

Policy #6 - The Board of Directors, being the governing body of the corporation, shall have any and all final say in the revocation of membership.

Policy #7 - It will be the policy of this Association to show their patriotism by reciting the Pledge of Allegiance, as the first order of business at each regular or special meeting.

Policy #8 - Our legal officer has interpreted ARTICLE IV, Section 4, AMENDMENTS -

to read: ...shall be made to the Board of Directors at a **(THEIR)** regular meeting. The proposed amendment shall be tabled until the next regular **(BUSINESS)** meeting,...

Policy #9 - All checks written by the Treasurer of the Association will require two signatures. They will be signed by the Treasurer and cosigned by the Association President.

Policy #10 - It is the policy of this Association to purchase a \$30.00 funeral arrangement for delivery to the funeral home, in the event of the death of any Association member, his/her spouse, parent, child, step-child, or spouses parent. In the case of an applicable death with no funeral services, a \$25.00 planter will be sent to the home of the Association member. *Policy #10 has been replaced with Policy #20.*

Policy #11 - It is the policy of this Association to purchase a \$25.00 planter for delivery to the Hospital/Home of any Association member or member's spouse who is hospitalized.

Policy #12 - Dues for this Association will be assessed at \$25.00 per year for anyone who is not an active member of the Hicksville Volunteer Fire Department or a retiree (with more than 20 years) of aforementioned Department. Any member resigning from the Fire Department, ineligible for retirement, who wishes to remain a member of the Hicksville Volunteer Firemen's Association will have their dues pro-rated at \$2.00 per month following the month they resign from the Hicksville Fire Department.

Policy #13 - It is the policy of this Association to furnish a memorial flag for display on the grave of each former Hicksville Fire Department member in observance of Memorial Day each year.

Policy #14 - It is the policy of this Association to furnish the plastic fire hats for the first-graders of Hicksville Elementary School following their annual ride on the Fire Trucks given by the Hicksville Fire Department.

Policy #15 - To be in compliance with the guidelines of the Association, it is the policy of this Association to make the Memorial Scholarship checks payable to the bookstore of the institution where the recipient is enrolled. The purpose of said scholarship is to provide added assistance to recipient in the purchase of books and supplies. To do otherwise, would adversely affect any other financial aid the recipient may be receiving through the college or university.

Policy #16 - To maintain a good standing with members of the Business community of Hicksville, it is the policy of the Hicksville Volunteer Firemen's Association, Inc. to allow the Treasurer, President and Board Chairman to use good sound judgement and make special emergency payment, not to exceed \$100, which may be needed to effectively run the business, or payments needed for a project which has been previously undertaken and approved by the Association. The Chairman of the Association Board of Directors must request this special payment on a designated Association form. The Treasurer is then authorized to write a check in payment, with the proper signatures. Said bills must still be presented to the body at the next meeting.

Policy #17 - To show our appreciation to the founders of this Association, upon the demise of any **Charter Member** of the HVFA, Inc., the membership shall acknowledge the honor by furnishing flowers and visiting the family at the Funeral Home.

Policy #18 - The Committee Chair-person of any appointed committee will be responsible for recording membership participation and hours credited.

Policy #19 = Each member, upon completion of his/her probationary period, will be able to purchase a designated Fire Department coat, with \$50 being paid by the Association toward the purchase. The designated coat is Gall's Model #T -JA171, Navy Blue, Three Season Jacket with Customized Reflective Design. Lettering will be 2.5 inch "HICKSVILLE", top line; 1.5 inch "FIRE DEPARTMENT", lower line. Front design will be reflective Maltese Cross with Hicksville above and Ohio below. *Policy #19 has been amended with Policy #22*

Policy #20 - It is the policy of this Association to purchase a \$50.00 funeral arrangement for delivery to the funeral home, in the event of the death of any Association member, his/her spouse, parent, child, step-child, or spouses parent. In the case of an applicable death with no funeral services, a \$25.00 planter will be sent to the home of the Association member.

Poncy #21 = Any member wishing to purchase any additional Fire Department License Plate may do so at current cost.

Policy #22 - The design of coat shall be what has been currently approved by the Association.

Policy # 23 - It is the policy of the Association to pay \$175.00 toward the initial purchase of a class A uniform (including all brass) for any member in good Standing who has fulfilled a 1 year probation. If member leaves prior to attaining 10 years service, he must repay the Association. After attaining 10 years of service the uniform total belongs to the member, and he will be able to wear it as a retiree with 20 or more years of Service.

Uniform
Dress
Code of
the
Hicksville
Volunteer
Firemen's
Association,
Incorporated

**Deleted and moved to the
Hicksville Volunteer Fire Department
Standard Operating Guideline Manual**

This page intentionally left blank

To remain a permanent part, as the last page of these Regulations and By-Laws.

CHARTER MEMBERS

Mark Bassett	Bruce Hart
Claron Bauer	Mark Haver
Earl Beverly (Deceased)	Stacy Heitzmann
Larry Brown	Jerry Hissong
Mike Brown	Rev. Robert Knapp
Harold "Buck" Bungard (Deceased)	Sheldon Levy, Jr.
Ken Bunn	Elmer Marihugh
Ron Carwile	Dave Moore
Scott Carwile	Virgil "Pete" Pearson
Gary Clifton	Louie Rex (Deceased)
Scott Cramer	George Seibert
Bill Elwood	Bob Sitton
Dick Evans	Robert "Joe" Stotler, Jr.
Dale Gallup	Robert L. Stotler, Sr.
Denny Gipple	Norm Terrill
Jack Gloor	Jim Wonderly
Frank Handy	Mark Yoder
Bob Hart	Ray Yoder
	Keith Yontz

