

**MELROSE TOWNSHIP  
FIRE DEPARTMENT**

**CONSTITUTION  
Revised June 24, 2004**

# **MELROSE TOWNSHIP FIRE DEPARTMENT CONSTITUTION**

## ***ARTICLE I***

### ***NAME***

The name of this organization is the MELROSE TOWNSHIP FIRE DEPARTMENT, organized in compliance with Act 33, State of Michigan.

## ***ARTICLE II***

### ***PURPOSE***

The purposes of this department are:

- A. To provide protection for safeguarding life and property.
- B. To promote fire prevention throughout the Melrose Fire District.

## ***ARTICLE III***

### ***LOCATION***

The meeting place of the department shall be the fire station within the fire district.

## ***ARTICLE IV***

### ***MEMBERSHIP***

Section 1. Membership Qualifications: Except as determined by the Chief, anyone living within the fire district, who is of good character, and who is of sufficiently good health, is eligible to make application for membership.

Section 2. Classes of Membership: There are four classes of membership for firefighting and medical, namely; Provisional, Active, Inactive, and Honorary.

- A. Provisional Members: Provisional members are applicants who have not yet completed the basic training requirements.

- B. Active Members: Active members are all regular members and officers of the department subject to call and to all the duties imposed upon regular department members. All active members shall have voting rights. To maintain active status a member must earn 12 continuing education credits (including drills) annually. An annual evaluation will result in reclassification from Active to Inactive for any Active member not meeting this education requirement.
  
- C. Inactive Members: Inactive members are all members who are not mobilized and who do not engage in the active duties of firefighting/medical. The continuing education credits of Inactive members will be evaluated quarterly for reclassification as an Active member.
  
- D. Honorary Members: Honorary members are members who have at least ten (10) years of consecutive service as a member of the department, or have been elected an honorary member by a two-thirds vote of the active members present at any meeting. All members of the District Fire Commission, not otherwise members of the department, shall by virtue of and during their term of office, be Honorary members of the department. Honorary members shall not be entitled to vote, hold office, or be subject to any duties imposed upon active members, but shall be entitled to participate in all department activities.

**ARTICLE V**

**UNIFORM BY-LAWS**

The provisions of the Constitution and By-Laws of the Department shall meet the requirement as may be established by the Melrose Township Board.

**ARTICLE VI**

**AMENDMENTS**

This constitution may be amended by a two-thirds vote of the active members present at any regular meeting, preceded by notice of the proposed amendment presented at the regular monthly meeting not less than one month previous thereto, provided however, that such amendment is also approved by the Melrose Township Board.

**MELROSE TOWNSHIP  
FIRE DEPARTMENT**

**BY-LAWS**  
**Revised June 24, 2004**

# **MELROSE TOWNSHIP FIRE DEPARTMENT BY-LAWS**

## ***ARTICLE I***

### ***MEMBERSHIP***

Section 1: Proposals: The name of any prospective new member may be proposed for application for membership by any member at any regular meeting. In the event of a vacancy in membership at the time such proposal is made, the proposal shall be held over for one month and considered at the next regular meeting after receipt of a written application for membership.

Section 2. Election: A ballot shall be taken on the candidate proposed, and such candidate shall be recommended for member status unless four or more negative votes are cast. The Township Board will then determine whether to offer membership to the candidate giving consideration to the department's recommendation.

Section 3. Probation: Any new member shall serve a one year probationary period.

Section 4: Termination of Membership: Membership of any member shall cease (a) upon his/her removal from the fire district, or (b) upon the acceptance of, at any regular meeting by a majority of the members present, his/her written resignation, or (c) upon non-completion of state required training at first available schooling opportunity, or (d) upon a two-thirds vote of the members present at any regular meeting for unbecoming conduct.

## ***ARTICLE II***

### ***MEETINGS***

Section 1: Annual Meetings: Annual meetings of the department shall be held in April of each year at the time of and the place for and in lieu of the regular meeting of the department.

Section 2: Regular Meetings: Regular monthly meetings of the department shall be held at the fire station within the fire district once each month.

Section 3: Regular Drills: Regular monthly drills of the department shall be held at the fire station within the fire district once each month.

Section 4: Special Meetings: Special meetings may be called by the Chief of the Fire Department of the District and Special meetings may be called upon written request of not less than two members of the District Fire Commission, such request stating the reason for the meeting and business to be considered.

### **ARTICLE III**

#### **OFFICERS**

Section 1. Fire Chief: The Fire Chief is appointed by the Melrose Township Board. To be appointed Fire Chief a Fire Department member shall have the following qualifications:

- A. He/She shall have at least five (5) years of consecutive service.
- B. He/She shall have the respect of and the ability to command the Fire Fighters.
- C. Tenure shall depend on good conduct and efficiency
- D. Tenure shall be subject to an annual review by the District Fire Commission.

The Fire Chief shall be removed only for just cause after a hearing of the District Fire Commission with a majority vote and ratification by the Melrose Township Board. The Chief shall act in accordance with Public Act 207 as promulgated by the legislature of the State of Michigan.

In the event a vacancy occurs in the Office of Chief, the Assistant Chief shall assume the duties of Chief until the next review by the District Fire Commission and the new appointment of Chief shall fall under the same qualifications as previously stated.

Section 2. Officers: The Fire Chief shall appoint all Department Officers including the Secretary/Treasurer.

Section 3. District Fire Commission: The two allocated members of the District Fire Commission shall be elected by a majority of the members present at a meeting; provided however, that officers shall not be eligible for membership on this commission.

### **ARTICLE IV**

#### **DUTIES OF OFFICERS**

Section 1. Fire Chief: The Fire Chief shall carry out the customary duties of his office as well as those prescribed by the Melrose Township Board.

Section 2. Secretary/Treasurer: The duties of the Secretary/Treasurer shall be as is ordinarily carried out by such officers, and such as may be designated from time to time by the Department. The Secretary/Treasurer shall retain the voting rights of an active member.

Section 3. District Fire Commission: The representatives of the Commission shall report at a regular meeting all the various activities of the Board as such occur from time to time.

Section 4. Officers: Other Officers of the Department shall have such duties as may be established from time to time by the Fire Chief.

## **ARTICLE V**

### **COMMITTEES**

Section 1. Other Committees: The Fire Chief shall appoint such other committees from time to time as he or the membership of the Department consider advisable.

## **ARTICLE VI**

### **QUORUM**

A Quorum of this Department shall consist of not less than a simple majority of the active members present at the Annual, Regular, or Special Meetings.

## **ARTICLE VII**

### **AUDIT**

At the discretion of the Melrose Township Board, an annual audit of the financial records of the Secretary/Treasurer of the Department may be made either by the Treasurer of Melrose Township or by such non-member of the Department as the Township Board may designate, without expense, however, to the Department. Additionally, the financial records shall be subject to an annual internal audit by member(s) of the department other than the Secretary/Treasurer.

**ARTICLE VIII**

**ORDER OF BUSINESS**

1. Roll Call
2. Reading of minutes of the previous meeting
3. Report of the Secretary/Treasurer
4. Reports of Boards and Standing Committees
5. Reports of Special Committees
6. Applications for membership
7. Balloting on candidates
8. Unfinished business
9. New Business

**ARTICLE IX**

**SUPERVISION BY TOWNSHIP BOARD**

It is understood and agreed that all operations of the Fire Department (and activities of the Department) shall be subject to the supervision of the Melrose Township Board. The Township of Melrose will establish and maintain a committee hereafter known as the District Fire commission to act as the Township representative in those areas dealing with Fire Department activities. The Committee shall consist of the Trustees of the Township Board, two Fire Department members, and one member at large; that member to be appointed by the two Trustees and the two Fire Department members, and not a member of the Board or the Department. The Fire Chief shall be an ad hoc, "Non-voting" member of the committee.

**ARTICLE X**

**RULES OF ORDER**

The parliamentary procedure of the Department shall be governed by Robert's "Rules of Order."

**ARTICLE XI**

**GRIEVANCES**

Any firefighter having a grievance against the Chief may request a hearing before the District Fire Commission. Any Township resident having a grievance against the Chief, or any member of the department, or the department as a whole shall have the same right.

**ARTICLE XII**

**BUDGET**

The budget of the Melrose Township Fire Department shall be prepared by the Chief and be submitted to the District Fire Commission for consideration. After said consideration, to be presented to the Township Board for its recommendations and approval. Said budget should then be implemented by the Chief of the Department. Included in said budget shall be \$150 for the Chief, or his authorized representative, to spend for the miscellaneous necessities of the Department.

Any changes in said budget shall be submitted to the District Fire Commission for approval. If required, additions to the budget shall be brought to the Township Board by the Committee.

**ARTICLE XIII**

**AMENDMENTS**

The By-Laws may be amended by a two-thirds vote of the active members present at any regular meeting, preceded by notice of the proposed amendment presented at the regular monthly meeting not less than one month previous thereto; provided however, that such amendment is also approved by the Melrose Township Board.