

BRANFORD FIRE POLICE

BY-LAWS

ARTICLE I - NAME

- 1) The name of this organization will be known as Branford Fire Police Squad 54, hereinafter referred to as the "Squad."

ARTICLE II - PURPOSE

- 1) The purpose of this Squad is to render aid in traffic and crowd control and security at scenes of emergencies, and to perform any other such tasks assigned to it by Chief Officers of the Branford Fire Department.

ARTICLE III - MEMBERSHIP

- 1) To be eligible for membership in Fire Police Squad 54, a candidate must have attained a minimum age of 18 years, be approved by the Branford Fire Department's screening process, and appointed through the Assistant Chief/Training Officer.
- 2) Any current member may be named an "honorary" or "social" member upon a simple majority vote of the other Squad membership present. Honorary and social members shall enjoy all of the privileges of membership except they shall not be issued or retain any clothing or equipment; participate in any official duties; hold any office; or have any voting rights. Honorary and social members shall be exempt from annual dues and all training, drill, meeting and response requirements.
- 3) All members, except honorary and social members, must complete the Connecticut Fire Academy course for Fire Police within eighteen months of appointment to the Squad. Failure to complete such course shall result in suspension or removal from the Squad.
- 4) Total membership of the Squad will be set at the discretion of the Board of Fire Commissioners.
- 5) No member of the Squad may be removed from membership without cause. All members serve through the discretion of the Chief of the Department.

ARTICLE IV - MEETINGS & DRILLS

- 1) Regular Meetings of the Squad will be held the second Wednesday of each month at 19:00 hours to conduct the regular business of the Squad.

- 2) Annual Meeting of the Squad will be held the second Wednesday of January at 19:00 hours for the election of Officers for the Squad, to set Squad membership dues for the year, and to conduct the regular and necessary business of the Squad.
- 3) Special Meetings of the Squad may be called upon agreement of two officers (Captain and a Lieutenant or both Lieutenants). The special meeting may be conducted no sooner than 48 hours following notice as provided by the Secretary to the membership of the Squad and to the Office of Chief of the Department. Only the business stated for the Special Meeting may be conducted at such Special Meeting.
- 4) Meetings of the Squad will be conducted at a location determined at the previous regular meeting, unless announced otherwise.
- 5) A quorum will be 25% of the current voting membership.
- 6) To maintain status as a member in good standing, members, except honorary and social members, must attend a minimum of four (4) Squad meetings per year; a minimum of four (4) Squad drills per year; and a minimum of four (4) responses to scenes of emergencies each calendar month.
- 7) Any member's failure to meet the requirements of paragraph 6 above without having been excused therefrom by the Captain, shall be deemed cause for suspension or removal from the Squad. In the case of any suspension or removal, the former Squad member shall return any department-issued equipment to the Branford Fire Department's Officer in charge of clothing and equipment, within seven (7) business days.
- 8) The agenda for Regular Meetings or Annual Meetings of the Squad will be as follows:
 - a) Roll Call.
 - b) Reading of the Minutes of the previous meeting(s).
 - c) Treasurer's Report.
 - d) Captain's Report.
 - e) Lieutenants' Reports.
 - f) Committee's' Report(s).
 - g) Correspondence and Bills.
 - h) Acceptance of members, actions on membership or election of Officers as necessary.
 - i) Unfinished business.
 - j) New business.
 - k) General remarks.
 - l) Adjournment Robert's Rules of Order shall be used as a guideline for all conduct at meetings.

ARTICLE V - OFFICERS

- 1) Officers of the Squad will be Captain, First Lieutenant, Second Lieutenant, Secretary and Treasurer.
- 2) Officers for the Squad will be determined by simple majority vote of the Squad's voting membership present, taken by secret ballot. No member may be compelled to serve as an Officer of the Squad. In the event of vacancy of an office, election(s) for the vacancy(ies) will be conducted at the next regularly scheduled meeting. No Officer of the Squad may be removed from office without cause.
- 3) **Captain.**
 - a) Qualifications: Completion of the Connecticut Fire Academy course for Fire Police prior to election to office; Squad member in good standing for one year prior to election.
 - b) Responsibilities: Conducting meetings and drills of the Squad; coordination of Squad activities at fire and emergency scenes; and the conduct of all Squad members during drill and at fire and emergency scenes.
- 4) **First Lieutenant.**
 - a) Qualifications: Completion of the Connecticut Fire Academy course for Fire Police prior to election to office; Squad member in good standing for one year prior to election.
 - b) Responsibilities: Assuming the duties of the Captain during the absence of the Captain; conducting training drills and, in conjunction with the Secretary, maintaining training records for the Company.
- 5) **Second Lieutenant.**
 - a) Qualifications: Completion of the Connecticut Fire Academy course for Fire Police prior to election to office, Squad member in good standing for one year prior to election.
 - b) Responsibilities: Assuming the duties of the Captain during the absence of both the Captain and the First Lieutenant or assuming the duties of the First Lieutenant during the absence of the First Lieutenant. Inventory and control of all gear and equipment issued to or by the Squad.
- 6) **Secretary.**
 - a) Qualifications: Squad member in good standing.
 - b) Responsibilities: All correspondence pertaining to the Squad, maintaining attendance, meeting minutes, and records of the Squad

- 7) **Treasurer.**
 - a) Qualifications: Squad member in good standing.
 - b) Responsibilities: All records pertaining to funds, receivables and expenditures of the Squad.
- 8) The offices of Secretary and Treasurer may be combined annually by vote of the membership at the Annual Meeting of the Squad.

ARTICLE VI - COMMITTEES

- 1) The Captain may appoint Committee(s) of the Squad from the Squad Membership to serve at the Captain's discretion. No member may be compelled to serve as a Committee Member of the Squad.
- 2) The Captain shall serve as the ex-officio chairperson of any committee.

ARTICLE VII - GOVERNANCE

- 1) The Squad shall be governed by the Laws of the United States of America, the General Statutes of the State of Connecticut, the Ordinances of the Town of Branford and the Rules and Regulations of the Branford Fire Department and these BY-LAWS as such may apply.
- 2) These BY-LAWS are to be in compliance with and consistent to the Laws of the United States of America, the General Statutes of the State of Connecticut, the Ordinances of the Town of Branford and the Rules and Regulations of the Branford Fire Department as such may apply.
- 3) Squad BY-LAWS may be repealed or amended only as follows:
 - a) Announcement of a BY-LAWS vote must be communicated at the Squad Meeting preceding the Squad Meeting of the vote, but not less than 28 days prior to such Squad Meeting.
 - b) A two-thirds majority vote of the voting members present at a duly called meeting will be required to amend or repeal any or all Squad BY-LAWS.
- 4) Applicability. Error, omission, conflict or invalidity in any part of this document will not disqualify the applicability of the rest of this document.