

# **THE CONSTITUTION**

## **ARTICLE I**

### **Title and Purpose**

#### **Section 1 – Title**

The United Communities Volunteer Fire Department, Incorporated

#### **Section 2 – Purpose**

The purpose of the department is preservation and protection of life and property.

#### **Section 3 – Regular Business Meetings and Drills (date and time)**

Regular department business meetings shall be held on the second Wednesday of each month at 1900 hours. No regular business meeting shall be held at any other place than the regular meeting place, unless previous notice has been given to all members. Suppression and EMS drills may be held once a month. All members must be notified of the date and time.

#### **Section 4 - Required Attendance at Regular Business Meetings**

No regular business meeting shall be held without the presence of **two** of the following: The President, Vice President, Secretary, or Treasurer and **five** active members.

#### **Section 5 – Special Meetings**

Special meetings may be called by giving not less than 72 hours notice to all active members. Special meetings may be called by The President, the Fire Chief, and the EMS Chief or upon application in writing to the President, by five active members. Notice of such meetings shall be posted in a conspicuous place. Notice of Special meetings shall include the purpose of the meeting. No other business shall be in order than that specified in the notice. An agenda shall be posted for all special general meetings.

#### **Section 6 – Special Board Meetings**

Any member of the board may call special board meetings, by giving not less than 24 hours notice to all board members. An agenda shall be posted for all special board meetings. No business shall be in order other than that specified in the agenda. To hold a special board meeting at least 5 members of the board shall be present.

# ARTICLE II

## Section 1 – Eligibility for Membership

Any person who has attained the age of 16 is eligible for membership. Individuals under the age of 18 shall be required to provide their parent or guardian's written consent on the application. Each member can belong to only one volunteer fire department in Queen Anne's County. To be eligible for membership you shall reside in the 21666 zip code area. Anyone between the ages of 16 – 18 will be a Junior member and shall have signed parental permission for Fire Department related activities, standbys and duty crews.

## Section 2 – Applications for Membership

All applications for membership shall be presented to the Membership committee. After the report of the committee has been received and read, a written ballot by the active members present shall be taken. It will be necessary to have a majority to declare the applicant elected to probationary membership. The applicant shall be excused during the vote.

## Section 3 – Probationary members

The probationary period shall be no longer than 6 months. Qualified persons may be able to respond at the discretion of the majority of all officers. At the end of the probationary period, the member may be elected to active membership or declined following a report of the Officers (activity level, points earned, registered classes) and approval by a majority vote of active members present. The probationary member shall be excused during the report of the Officers and the balloting. Each probationary member must meet the Maryland Point System Requirements for active membership.

## Section 4 – Active Members

A member who has successfully completed probationary membership process shall be considered an Active Member.

All members must realize that the Fire Department is organized to provide skillful and effective handling of community emergencies. The Fire Department is not operated for the comfort and pleasure of its members.

To remain as an Active member with voting privileges you must per year:

1. Attain 50 Points under the Maryland State Point Reporting System.
2. Attend 1/3 of the total clean ups for the year. (as long as this is a mandatory part of active membership, this bylaw will always come with the option to fulfill this function on timeframes other than just during regular clean-up hours.)
3. Turn in paper work for points when work or training is completed.
4. Fill out your own paperwork, if not an event with a sign-in sheet; i.e.: meetings, drills, clean-ups, calls, or functions.
5. Members who fail to maintain active membership requirements for a year will automatically become associate members.
6. Minimum age is 18.

Only exceptions are those defined by the Maryland Point System.

Points will be posted quarterly.

Active members who become disabled and are unable to meet the Maryland Point Reporting System requirement will have their points pro-rated accordingly. Members who join or become Active members during the fiscal year shall have their points pro-rated accordingly as well.

**Points are awarded as follows:**

<b>Formal Training</b>	1 point each ½ hour (Maximum 25 points)	<b>Drills</b>	1 point for 2 hours (Maximum 20 points)
<b>Standby</b>	1 point every 8 hours (Maximum 20 points)	<b>Meetings</b>	1 point each meeting (Maximum 25 points)
<b>Calls</b>	1 point each call (Maximum 40 points)	<b>Fund Raisers*</b>	1 point for 3 hours (Maximum 25 points)
<b>Administrative Work*</b>	1 point for 3 hours (Maximum 25 points)	<b>Equipment Maintenance*</b>	1 point for 3 hours (Maximum 25 points)
<b>Building Maintenance*</b>	1 point for 3 hours (Maximum 25 points)	<b>Work Detail*</b>	1 point for 3 hours (Maximum 25 points)
<b>Community Service*</b>	1 point for 3 hours (Maximum 25 points)	<b>Public Relations*</b>	1 point for 3 hours (Maximum 25 points)
<b>Clean-Ups*</b>	½ point each (Maximum 25 points)	<b>Elected/Appointed Position</b>	25 points

\* Collateral Duties, maximum 25 points awarded based on accumulated hours from all activities.

**Section 5 – Military or College Leave**

Any member, upon entering military service or college, shall be changed from Active to Associate Membership until they return, at which time they will automatically return to the status they held before leaving. However, before they leave they will turn in all department property including gear, radio if issued one, pager, etc., which will be returned to them upon their return.

**Section 6 – Life Membership**

Any member who has rendered twenty years continuous active service in the Department shall be exempt from further attendance and active service. They shall be issued a Life Membership card. A Life Member shall have all the privileges of an Active member. To retain voting privileges, they shall obtain 50 Points under the Maryland State Point Reporting System. Life Members must meet active membership requirements to hold an office.

**Section 7 – Associate Members**

An Associate member shall be an individual who primarily wishes to aid or assist the Fire Department. An Associate Member cannot vote or hold ANY office. An Associate member may be permitted to operate Fire Department vehicles, provided they meet the requirements set by the Fire or EMS Chief. The membership Committee and Board of Directors will review Associate memberships annually. Letters of intent will be sent out

## **Section 8 – Junior Members**

A Junior member will be between the ages of 16 – 18. They will have riding privileges with the approval of the EMS/Fire Chiefs, after completing designated requirements. They will need permission of an Administrator or Chiefs to be in the station after 10:00 pm. If they violate this section, they will be subject to disciplinary actions. This amendment will apply for anyone under the age of 18 from the time it is put into change. Junior members will not be allowed to vote until reaching the age of 18 and have become an Active member.

## **Section 9 – Honorary Members**

An Honorary Member shall be any person who has offered exemplary service to the Department. Honorary Members shall be nominated and voted upon at a regular business meeting. They shall need a majority vote to become an Honorary Member. Honorary membership is for life and carries with it no voting privileges. An Honorary member shall be any person who has offered exemplary service to the Department.

## **Section 10 – Fiscal Year**

The fiscal year shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.

## **Section 11 – Definition of Duty**

Duty: The term duty or official duty shall designate that period during which members of this Department shall be going to or coming from any function that is necessary in part or in whole to the efficient operation of the service and shall include not only emergencies, but any and all fund-raising activities, or other functions in part of whole that are necessary to fund-raising where any volunteer is assigned to that duty by his company.

## **Section 12 – Driving Department Vehicles (Emergency Responses)**

### **12.1 Emergency Responses**

To be eligible to drive any departmental apparatus a member must:

1. Be an Active or Associate Member
2. Meet the requirements as specified by the Suppression or EMS Chief
3. Be at least 21 years of age
4. Have a driving record with no more than 3 points in the previous 2 years
5. Furnish at their own expense a copy of their driving record
6. Must have taken an Emergency Vehicle Driving Course or equivalent.
7. Maintain a valid US State non-provisional driving license

### **12.2 Non-Emergency Driving**

To be eligible to drive a non-emergency vehicle, a member shall:

1. Be an Active or Associate member
2. Meet the requirements as specified by the Suppression or EMS Chief
3. Be at least 18 years of age
4. Have a driving record with no more than 3 points in the previous 2 years
5. Furnish at their own expense a copy of their driving record
6. Shall have taken an Emergency Vehicle Driving Course or equivalent
7. Maintain a valid US State non-provisional drivers license

## **Section 13 – Budgets**

All initial budgets shall be prepared by the division heads and submitted to the Budget Committee by January 1<sup>st</sup>. The Division Heads, to the Budget Committee, shall submit final budgets by February 1<sup>st</sup>. The Board of Directors shall have the final approval of all budgets.

## **ARTICLE III**

### **Election Of Officers**

#### **Section 1 – Officers**

The Elective Officers of the Department shall be a President, Vice-President, Secretary, Treasurer, EMS Chief, and a Suppression Chief. The aforementioned shall be elected for a One-year term at the regular Business meeting held in December and be sworn into office at the regular business held in January, where they will be sworn into office and accept the responsibilities of their respective office. The term of office will be held from the second Wednesday in January in which they are sworn in, to the second Wednesday of January of the following year.

#### **Section 2 – Board of Directors**

The Board of Directors shall consist of three Active Members elected by the general membership and the President, Vice-President, Secretary and Treasurer. The aforementioned shall be elected for a One-year term at the regular business meeting held in December and sworn into office at the beginning of the regular business held in January, where they will be sworn into office and accept the responsibilities of their respective office. The term of office will be held from the second Wednesday in January in which they are sworn in, to the second Wednesday in January of the following year.

#### **Section 3 – Nominations**

The President shall appoint a nominating committee in October, whose job it will be to select a slate of qualified nominees for all elective offices of the Department. The nomination of Officers and Board of Directors shall be held annually on the second Wednesday in November. The nominating committee shall present their selections at the nomination meeting in November. Floor nominations will be accepted at the nomination meeting. Election of Officers and Board of Directors shall be held on the second Wednesday in December.

#### **Section 4 – Vacancy of Elective Office**

Should a vacancy occur in any elective office, an election to fill said office for the remainder of the term shall be held at the next regular business meeting following the vacancy.

#### **Section 5 – Eligibility to Hold Office**

To be eligible to hold an elective office you must have been an Active Member for at least one year prior to the election.

#### **Section 6 – Limitations**

No individual may hold more than one office on the Board of Directors. No individual may hold more than one of the following offices: President, Vice-President, Secretary, Treasurer, EMS Chief, Suppression Chief.

# ARTICLE IV

## Amendments

### Section 1 – Amendments to the Constitution and By-Laws

This constitution and the department by-laws may be amended by a two-thirds vote of the Active Members present at any regular business meeting, provided that the amendment has been submitted in writing at one regular business meeting and posted conspicuously for two additional business meetings. At that time it shall be voted upon. One copy of the constitution and by-laws shall be kept up to date by the Secretary.

# ARTICLE V

## Miscellaneous

### Section 1 – Purchasing Approvals

The President, and EMS Chief will receive \$500.00 per month for operational purchases only. The Suppression Chief will receive \$750.00 per month for operational purchases, of which \$250.00 will be allocated for Boat operations only.

Unspent funds are not cumulative.

All purchases over \$250.00 dollars must be brought to the General Membership at a regular business or a special business meeting for approval.

All purchases must have a purchase order number and be approved by division heads.

If the General Membership approves the purchase, the request is then submitted to the Board of Directors for approval or denial. The membership and Board of Directors shall approve all non-budgeted purchases over \$500.

### Section 2 – Authorized Signers

Two authorized signers must sign all checks. Those authorized to sign department checks are, the President, Vice-President, Secretary, and Treasurer. If any of the aforementioned are related, then another Board Member shall be designated to replace one of the related individuals. The Treasurer's signature is required on all checks.

### Section 3 – Educational Reimbursement

Educational reimbursement is limited to the cost of a course or program offered within Region IV or MRFI. The reimbursement of any class will be limited to those programs, which are successfully completed. The member will be refunded the cost of tuition and books after receipt of the course completion certificate.

### Section 4 – Personal Turnout Gear

Suppression members using personal turn out gear that has been previously approved by the Board of Directors shall have that gear repaired/replaced by the Department, in the event it is damaged while the gear is being used within the department functions.

# BY-LAWS

## ARTICLE I

### Duties of Officers

#### Section 1 – Board of Directors

The Board of Directors shall assume responsibility for all property belonging to the Department. They shall have supervision of all members while in Department quarters and make rules governing use of the Quarters, provided they are not inconsistent with these By-Laws. To be eligible for a position on the Board, a member must be an Active Member, at least 21 years of age. The Board shall meet within 7 days after the monthly business meeting. Regular board meetings are open to all members. Any decision of the Board may be over-ruled by a two-thirds majority of the Active Members present at the next regular business meeting. To hold a Board meeting at least 5 members of the Board shall be present.

**The Board of Directors shall have the final authority pertaining to the following:**

- Approval of Officer selection based upon qualifications for position written in the Constitution
- Approval of all applications for new pagers and cell phones
  - Applicant shall be minimum 21 years of age
- Appointment of a member to handle cell phone bills and pagers
  - Member to be responsible for all monies pertaining to cell phones and pagers
- Delinquent bills for cell phones and pagers
- Final decisions regarding turning off service to those cell phones and pagers that are delinquent
- Appointment of a member to track and maintain the Maryland Point Reporting System

#### Section 2 – President

The President shall preside at all business meetings of the Department, if possible, and shall exercise general supervision of such meetings. The President appoints the standing committees of the Department as provided in these Articles. He shall be an ex-officio of all committees. He should be thoroughly familiar with the Constitution and By-Laws of the Department and have a general knowledge of “Roberts’ Rules”. The President is responsible for maintenance and upkeep of the building and grounds.

#### Section 3 – Vice-President

The Vice-President shall assume the duties of the President as described in Section 2, in the absence of the President.

## **Section 4 – Secretary**

The Secretary should attend all meetings and keep accurate and complete records of all proceedings of the Department in a bound book. He/She shall write all communications, issue all summonses and notices required, and perform such duties appertaining to his/her office as may be required by the Department. He/She shall submit a report of meeting and attendance for the previous years. At the end of his/her term deliver to his/her successor all books, papers, and other properties belonging to his/her office. He/She shall keep a record of attendance in ink indicating whether a member is present (P), excused (E), or absent (A). He/She must be able to take minutes, write letters and carry out the normal functions of the office.

## **Section 5 – Treasurer**

The Treasurer shall receive all money due the Department and shall deposit it in the appropriate account. He shall make disbursements in accordance with the Department and Division budgets. He shall keep a full and accurate record of all money received and expended and shall at the first meeting of each month make a report of the financial status of the Department. The Treasurer shall be bonded at the expense of the Department. The Treasurer shall keep the Seal of the Department. The Treasurer shall pay for all operating expenditures for the Department. Normal operating bills include electric, fuel, telephone, mortgage, insurance, and vehicle loans.

## **Section 6 – Parliamentarian**

The President shall appoint the Parliamentarian. The Parliamentarians duties shall be to provide clarification and guidance from Roberts' Rules as needed. The Parliamentarian may hold any other position, except President or member of the Board of Directors. The Department shall supply the Parliamentarian with a copy of Roberts' Rules.

## **Section 7 – Failure to Perform Duty**

Failure of any Officer to perform the duties assigned to him without an excuse acceptable to the Board of Directors will be construed as a resignation from that office. An election will be held to elect a successor, if necessary, at the next business meeting.

# Suppression Division

## Section 1 – Fire Chief

The General Membership elects the Fire Chief. He/she gives directions as related to suppression and other emergency service operations and is responsible for all suppression apparatus. The Fire Chief will post a set of rules for the operation and response of suppression equipment.

### Qualifications:

1. At least 21 years of age
2. 5 years Active Membership in the Department or equivalent.\*
3. Registered Fire Officer I
4. HazMat Operations
5. EMT or First Responder

\*(Equivalent= 1. Five Years Active Service in a fire Service organization incorporated in the state of Maryland. 2. Five years active service as a chief officer in a fire service organization incorporated in the state of Maryland. 3. Certification through the state of Maryland at a minimum, Fire Officer II.. 4. Hazmat operations. 5. EMT or First Responder. 6. At least 21 years of age.)

## Section 2 – Deputy Chief

The Deputy Chief is appointed by the Fire Chief and approved by the Board of Directors

### Qualifications:

1. At least 21 years of age
2. 4 years Active Membership in the Department or equivalent.\*
3. Registered Fire Officer I
4. HazMat Operations
5. EMT or First Responder

\*(Equivalent= 1. Four years active service in a fire service organization incorporated in the state of Maryland. 2. Four years active service as a Chief officer in a fire service organization incorporated in the state of Maryland. 3. Certification through the state of Maryland at a minimum, Fire officer I. 4. Hazmat operations. 5. EMT or First Responder. 6. At least 21 years of age.)

## Section 3 – Fire Captain

The Fire Captain is appointed by the Fire Chief and approved by the Board of Directors

### Qualifications:

1. At least 21 years of age
2. 3 years Active Membership in the Department or equivalent.

3. MFRI Tactics or Incident Command
4. MFRI Pumps
5. MFRI Special Fires
6. MFRI Leadership or Equivalent
7. **OR** Registered Fire Officer I in place of qualifications 3-6
8. HazMat Operations
9. EMT or First Responder

\*(Equivalent= 1. Three years active service in a fire service organization incorporated in the state of Maryland. 2. Three years active service as a chief officer in a fire service organization incorporated in the state of Maryland. 3. Certification through the state of Maryland at a minimum, Fire Officer I. 4. Hazmat Operations. 5. EMT or First Responder. 6. At least 21 years of age.)

### **Section 4 – Lieutenant**

Appointed by the Fire Chief and approved by the Board of Directors

**Qualifications:**

1. At least 21 years of age
2. 1 year Active Membership in the Department
3. MFRI Tactics or Incident Command
4. MFRI Pumps
5. MFRI Special Fires
6. **OR** Registered Fire Officer I in place of qualifications 3-5
7. HazMat Operations
8. EMT or First Responder

### **Section 5 – Fire Apparatus Driver Operator ( FADO )**

Appointed by the Fire Chief and approved by the Board of Directors

**Qualifications:**

1. At least 21 years of age
2. MFRI Basic or MFRI Fire Fighter I or equivalent
3. MFRI Pumps or equivalent
4. HazMat Operations
5. EMT or First Responder

### **Section 6 – Fire Fighter II**

Under immediate supervision, performs fire fighting and rescue activities. Helps to maintain Fire Apparatus and Station. Participates in continuous training programs.

**Qualifications:**

1. MFRI Basic or Fire Fighter II or Essentials
2. HazMat Operations
3. EMT or First Responder

**Section 7 – Fire Fighter I**

Under immediate supervision, performs fire fighting and rescue activities. Helps to maintain Fire Apparatus and Station. Participates in continuous training programs.

**Qualifications:**

1. MFRI Basic or MFRI Fire Fighter I or Career Fire School or Essentials
2. HazMat Operations
3. EMT or First Responder

Note: Probationary Members shall have 2 years to complete Fire Fighter I qualifications, or must be actively pursuing the appropriate classes.

**Section 8 – Boat Operator**

**Qualifications:**

1. Boater Safety Course

**Section 9 – Deck Hand**

**Qualifications:**

1. Boater Safety Course

**Section 10 – Personal Turnout Gear**

Suppression members using personal turn out gear that has been previously approved by the Board of Directory shall have that gear replaced by the Department, in the event it is damaged or stolen while the gear is being used within the Department functions.

## **EMS Division**

### **Section 1 – EMS Chief**

The General Membership elects the EMS Chief. He/she gives directions as related to EMS operations and is responsible for all EMS Apparatus. The EMS Chief will post a set of rules for the operation and response of EMS equipment.

#### **Qualifications:**

1. Minimum 21 years of age
2. 5 years Active Membership in the Department
3. EMT-B Maryland Certificate or higher.
4. HazMat Operations
5. Region IV Clinical Field Instructor

### **Section 2 – EMS Captain**

The EMS Captain is appointed by the EMS Chief and approved by the Board of Directors

#### **Qualifications:**

1. At least 21 years of age
2. 3 years Active Membership in the Department
3. Minimum of Maryland EMT-B or higher
4. Haz Mat Operations

### **Section 3 – EMS Lieutenant**

The EMS Lieutenant is appointed by the EMS Chief and approved by the Board of Directors

#### **Qualifications:**

1. At least 21 years of age
2. 1 year active membership in the Department
3. Minimum of Maryland EMT-B or higher
4. Haz Mat Operations

### **Section 4 – Ambulance Driver**

The Ambulance Driver is appointed by the EMS Chief and approved by the Board of Directors

#### **Qualifications:**

1. At least 21 years of age
2. Minimum of Maryland First Responder with current certification from American Heart Association for a Healthcare Provider Course in CPR
3. Valid Maryland Class “C” license or better
4. Current Driving record for the last two years with no more than three points.

## **Section 5 – Ambulance Attendant**

The EMS Chief appoints the Ambulance Attendant

### **Qualifications:**

1. At least 18 years of age
2. Maryland EMT-B Certification

## **Committees**

### **Section 1 – Standing Committees**

Standing Committees of the Department are appointed by the President within 60 days of the elections and shall consist of the following:

- Membership
- Property
- Auditing
- Ways and Means
- Investigation
- Budget and Finance
- Donation
- Uniform
- By-Laws

Elected officers of the Department determine both the Ambulance Commission and the Fire Chief's Association Committees.

The President has the power to create other committees as needed.

### **Section 2 – Property Committee**

The Property Committee shall disburse received and keep a record of all property of the Department, such as uniforms, turnout gear, jumpsuits, etc.

### **Section 3 – Auditing Committee**

The Auditing Committee shall consist of three Active Members at least 21 years of age. The Auditing Committee shall be responsible annually for the review of the financial records by a Certified Public Accountant and approval by the Board of Directors.

### **Section 4 – Investigation Committee**

The Investigation Committee shall consist of three Active Members, one from each division. Two additional Active Members may be assigned to assist with the duties of the committee. Members of this committee may not be Board Members.

The duties of the Investigation Committee are to investigate all incidents, violations, and/or injuries to any member or property of this Department, while on official fire department business. The Investigation Committee shall report all findings to the Board of Directors with recommendations as to correction of discipline. The Investigation Committee shall not interfere with the lawful investigation by any other enforcement agency or representative. It shall be the Investigation Committees' responsibility to complete any forms or documents and to forward it to proper authorities. The Investigation Committee shall also maintain record file with the Secretary of all investigations and reports. The Investigation Committee will also investigate any charges brought against any member of the department.

### **Section 5 – Welfare Committee**

The Welfare Committee is authorized to send a floral offering or card not to exceed \$50.00 to the family of a member who is seriously ill, or who has died. A floral offering or card not to exceed \$50.00 may be sent in the case of illness or death of an immediate family member i.e. Mother, Father, Husband, Wife, or Child.

# **Trial Board and Disciplinary Actions**

## **Section 1 – Trial Board**

Any member against whom written charges have been preferred shall receive a hearing at a Trial Board. The Trial Board shall be appointed by the President and shall consist of 5 Active Members, on from each division and 2 random members. A majority of the Trial Board shall be needed to decide any issue. If a majority cannot be reached, the issue shall be dismissed. At least three members shall be needed to hold any hearing. All hearings shall be held within 7 days after the Investigation Committee's report is given to the Trial Board. In the event the President is charged, his/her duties regarding the Trial Board will be referred to the Vice-President. The Trial Board shall judge the charges and render a decision. Punishment, if found guilty, may be in the form of a reprimand, suspension, work detail, or dismissal.

## **Section 2 – Preferring Charges**

All charges of delinquency or misconduct must be submitted in writing within 7 days after the infraction or delinquency becomes known and referred to the Investigation Committee. Charges must include a brief specification of the acts and circumstances upon which they are based. Section(s) of the By-Laws or UCVFD Handbook which have been violated, the name of the person or person's involved, and the date of the offense(s) were committed must appear in the document. After receipt of the charges, the Investigation Committee may have up to 14 days to investigate the charges, and make a recommendation to the Trial Board. The Investigation Committee will notify the President or Vice-President, who will in turn set up a Trial Board.

## **Section 3 – Relief from Duty – Just Cause**

The Fire Chief shall have the power to relieve from duty, for up to 7 days, any Suppression Members for just cause. The EMS Chief shall have the power to relieve from duty, for up to 7 days, any EMS Member for just causes.

While in Quarters, the President, Vice-President, Fire Chief, EMS Chief, or Deputy Chief shall have the power to relieve from duty, for up to 7 days any member under their position in the In-quarters chain of command, for just causes.

In cases of a member being relieved from duty, a written report shall be submitted to the Board of Directors.

Junior member will be automatically suspended for 2 weeks for the 1<sup>st</sup> violation, 6 months for the 2<sup>nd</sup> and terminated then after until the age of 18 at which time they may reapply for membership.

# Order of Business Meetings

## Order of Business

1. Call meeting to order
2. Reading of Minutes from Previous Meeting
3. Treasurer's Report
4. Applications for Membership
5. Elections of Candidates for Membership
6. Communications
7. Reports of Officers and Committees
  - Fire Chief Report
  - EMS Chief Report
  - Membership Committee
  - Property Committee
  - Auditing Committee
  - Ways and Means Committee
  - Welfare Committee
  - Investigation Committee
  - Finance Committee
  - Donation Fund Committee
  - Uniform Committee
  - Chief's Committee
  - By-Laws Committee
  - Any other Committees as appropriate
8. Unfinished business
9. Election of Officers
10. New business
11. Good of the Department
12. Adjournment

## **DISCRIMINATION IN EMPLOYMENT AND SEXUAL HARASSMENT**

The UCVFD is committed to full compliance with the letter and spirit of Federal and State Law governing the prevention of and appropriate response to employment discrimination or sexual harassment within the Fire Department. These practices undermine the integrity of the individual work relationship, adversely affect the moral and interfere with our ability to provide quality services to the citizens of Queen Anne's County. Members of the UCVFD shall not:

- 1) Fail or refuse to accept any applicant, discharge any member, or otherwise discriminate against any member based on the individual's race, color, religion, sex, age, national origin, marital status, or because the individual has a physical or mental disability, except where these disabilities will not allow the individual to perform the requirement of membership.
- 2) Limit, segregate or classify a member, or otherwise adversely affect the status of a member, because of the individual's race, color, religion, sex, age, national origin, marital status, physical or mental disabilities.
- 3) Engage in acts of Sexual Harassment. Sexual harassment consists of unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a) Submission to such conduct is made explicitly or implicitly a term or condition of membership.
  - b) Submission to or rejection of such conduct is used as a basis for membership.
  - c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidation, hostile or offensive working environment.

Sexual harassment can take the form of deliberate or repeated verbal abuse, joking, ridiculing, offensive gestures, or less subtle overtures, such as touching, patting, pinching, and other inappropriate physical contact. Telling of jokes or stories, or teasing of a sexual nature may create a hostile or offensive working environment. It may also be created by the display of sexually explicit materials in the work place.

- 4) Any member, who files a complaint under this Regulation, will not be subject to harassment, intimidation, coercion, discrimination or reprisal. Member discrimination and sexual harassment are serious forms of misconduct that will not be tolerated, and the UCVFD will act positively to effectively remedy valid claims of such conduct. A member who is found to have sexually harassed another member or to have discriminated against another member will be appropriately disciplined.

Members may lodge a complaint of discrimination or sexual harassment with the Investigation Committee, or any member of the Board of Directors, or may file a complaint with the Equal Opportunity Commission. The report shall be in writing and signed by the complainant. The report must be specific, including names, dates and detailed description of the incident(s). The Investigation Committee shall complete the investigation and report to the Board of Directors their findings. If the complaint is filed outside the Department, all members will cooperate in any and all manner, if involved in the investigation of the complaint. All complaints, within the Department, shall be investigated, and if found to be legitimate, will be handled by a "Trial Board" hearing. All parties shall be notified of the time and date of the hearing. Members may appeal the "Trial Board" decision at the NEXT regular business meeting of the Department. Any Member under charges of discrimination or sexual harassment shall be placed on Administrative leave until the date of the Trial Board meeting, or if filed outside the Department, until the matter is dispatched or finished.

The following media is prohibited from being anywhere on the premises of the UCVFD:

1. Photographs, posters, pictures, calendar displays, caricatured drawings, cartoons, or promotional displays, which show nudity.
2. Photographs, posters, pictures, calendar displays, promotional displays which may show partial nudity or scantily clothed individuals and ask the viewer to focus on physical qualities of the human subject.
3. Any magazine, book, booklet, pamphlet, or such media, with or without sexually explicit pictures, whose primary focus is on sexual stimulation or eroticism.
4. X-rated movies or videotapes.
5. Subscription or the Playboy Channel.
6. Any other media, computer access, which may be construed to be sexually offensive or vulgar in the work environment to either sex.