

SMITHSBURG
COMMUNITY
VOLUNTEER FIRE
COMPANY, INC.

BY - LAWS

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Constitution and By-Laws
of the
Smithsburg Community Volunteer
Fire Company, Inc.
As adopted June 9, 2008
(With Amendments through September 8, 2014)

Article I - Name and Purpose

Section 1. The name of this organization is the "Smithsburg Community Volunteer Fire Company, Inc.", hereinafter known as the "Company". The Company is located at 22 North Main Street, Smithsburg, Maryland, 21783. The Company's purpose is to protect, from fire and during other emergencies, the lives of the citizens of Smithsburg and surrounding communities.

Article II - Definitions

Section 1. The members of the Company shall be all persons who have been or hereinafter may be regularly elected to membership and who have not been expelled therefrom. A member in "good standing" shall be hereinafter known as a "member" that has been elected to membership and does not hold status of Junior Member, Probationary Member, or suspended.

Section 2. The Executive Board shall be comprised of members holding the office of President, Vice-President, Secretary, Treasurer, Chief, Deputy Chief, Assistant Chief, Captain, Lieutenant and the Directors. The Executive Board shall be hereinafter known as the "Board".

Section 3. Words imparting the masculine gender include the feminine in the context of this document.

Article III - Applications and Qualifications

Section 1. An initiation fee of \$10.00 (first year's membership dues included) shall accompany all Applications for Membership. Such Applications for Membership shall, at the next Board meeting upon which it is read, be referred to the "Membership Investigating Committee" which shall inquire into the character of the applicant. The

Membership Investigation Committee shall consist of three members, one (1) from the Board, one (1) from the operations and one (1) from the regular membership. The new President shall appoint this committee after each Company election for a term of two (2) years. The committee shall contact each applicant to establish a date for an interview. Each applicant shall be given the opportunity to read the Company By-Laws prior to being interviewed. Having completed the interview and investigation of the applicant, the committee shall report their findings and recommendations to the Company at the next regular meeting. If for valid reasons, the committee cannot complete its report within the one-month time frame, they may have one additional month in which to report back to the Company. An applicant who fails to appear before the committee shall be refused membership at this time with the option of reapplying after 90 days. A ballot on the applicant's admission shall be taken at the same meeting at which the committee reports to the membership. The balloting shall be by secret paper ballot. An applicant must be voted into membership by seventy-five percent (75%) of the voting members present.

Section 2. If membership privileges are denied or revoked for any reason, there will be a waiting period of 3 years from the date of denial or revocation before that applicant can re-apply for membership with the Company.

Article IV - Membership Regulations

Section 1. Any member elected to membership shall abide by the Constitution, By-Laws, and instructions issued by proper officers in charge. A failure to comply without satisfactory excuses shall be referred to the proper officers for investigation, report, and action by the Company.

Section 2. No member shall withdraw from a meeting, training, incident scene or public service without the consent of the officer in charge.

Section 3. Membership dues shall be in the sum of five dollars (\$5.00) per year. Dues are payable on or before the first day of February for the succeeding year. Dues must be paid for the year in which the election is held in order that the member may be entitled to vote or take part in said election. Members not having paid the dues by March first of said year, shall be placed on a suspended list until such time as he has paid all back dues owed, plus a fine of five dollars (\$5.00) for being late. This rule applies for a period of two (2) years, at which time the membership will be terminated. All dues and monies received from membership shall be used for the purpose of defraying the expenses of the entertainment by and for the Company. Members may not pay more than two (2) years dues in advance.

Article V - Membership Types / Requirements

Section 1. **Probationary Member** - shall be defined as any new member to the Company for six (6) months, during which time this member shall not be eligible to vote nor be nominated for an elected position. A Probationary Member will be required to attend at least fifty percent (50%) of the Company membership meetings to be considered for regular membership. Probationary members wishing to become active firefighters will meet Section 1-03 of the Company's Standard Operating Guidelines. They must participate in one fund-raising activity, and at the end of the probationary period report back to the Board for disposition or extension of the probationary period. An extension period is not to exceed three (3) months, at which time the Probationary Member will report to the Board for final disposition of membership.

Section 2. **Administrative Member** - shall be defined as any member who is at least 18 years of age and shall be eligible to hold office, vote and to participate in all activities of the Company. Administrative members must participate in at least twenty-four (24) hours comprised of fund-raising activities or "good of the company" activities, as sanctioned by the Board, with a minimum of twelve (12) hours in fund-raising. These members do not meet the criteria for active firefighter or hold line officer positions.

Section 3. **Active Firefighter** - shall be defined as any member that is at least 18 years of age and meets the requirements for active firefighter, will be eligible to hold office, vote in all Company elections and participate in all activities of the Company. Active firefighters must participate in at least twenty-four (24) hours comprised of training, fund-raising activities or "good of the company" activities as sanctioned by the Board, with a minimum of twelve (12) hours in fund-raising.

Section 4. **Life Member** - shall be defined as any member that has been a member for fifteen (15) years, as defined in Article V, Section 2 or 3. This member will no longer pay dues. Voting privileges will only be extended to Life Members providing they attend at least four (4) membership meetings per year.

Section 5. All membership requirements must be met within the twelve (12) months prior to the elections in order for a member to be eligible to vote in said election.

Section 6. **Junior Member** - shall be any applicant 16 or 17 years of age. Their duties will include training, fund-raising or any "good of the company" activities. Junior members shall not perform any duty not allowed by the Company or State laws.

A Junior Member is responsible to the officer in charge. They are only serving on an apprenticeship and must have a work permit each year until eighteen (18) years of age.

A Junior Member shall have on file with the Company a written consent from parent or guardian. If a Junior Member is a student, they must maintain acceptable scholastic grades as determined by the Washington County Board of Education. They shall be eligible to advance to regular membership status at the first regular meeting following their 18th birthday.

Section 7. **Honorary Life Member** - shall be defined as any member who becomes incapable due to illness or injury on a permanent basis. Also, the Company reserves the right to bestow upon such persons who have contributed of their time or talents to the functions of the Company, an Honorary Life Membership. Honorary members do not have the right to vote or hold elected office.

Section 8. **Armed Forces Member** - shall be defined as any member who enters into active duty of the armed forces. He will be exempt from paying dues should his duty require him to be separated from the community and is unable to participate in the functions of the Company. All time while serving active military duty and being separated from the community will count as active service to the Company.

Article VI - Disciplinary Action

Section 1. Members of this Company may be suspended or dismissed for infractions of Company rules and regulations or for any conduct bringing embarrassment or humiliation upon the members of the Company, regardless of whether or not such conduct was related to the Company, for a period of up to five (5) days, by a Board member.

Section 2. Should at any time charges, in writing and signed by three (3) members, be handed to any Board member of the Company accusing any member of having acting disorderly or doing any act which would reflect discredit upon or tend to injure the Company, shall turn over to the Board said accusation who shall investigate such charges. The Board having made a complete investigation of the charges shall report in writing at the next regular meeting their findings and recommend the penalty to be imposed - to be accepted or rejected by the membership. Disciplinary action may not be imposed on any member who has not been furnished by the Secretary, by Certified Mail (return receipt requested), with a copy of the charges lodged against the member at least two (2) weeks prior to the meeting thereon in order to prepare his defense.

Article VII - Regular and Special Meetings

Section 1. The regular meeting of the Company shall be held at 8:00 p.m. on the first Monday of each month throughout the year, unless special provisions have

been made at a previous meeting, and this change being approved by the majority of the voting members present and posted on the Company bulletin/chalk board at least seven (7) days prior to the meeting in question. When the first Monday of the month falls on a legal holiday, the meeting will be the following Monday. All members attending the monthly meeting shall sign the meeting roster upon entering the meeting. No meeting shall continue later than 10:00 p.m. without two-thirds majority of voting members present.

Section 2. Special meetings may be called by the President when, in his judgment, an emergency may render it necessary, or upon request of five (5) members in writing. No business shall be transacted at such meeting other than that for which the meeting has been called. The nature of the business to be acted upon shall be stated in notice of the meeting. Said notice being given at least seven (7) days in advance of the special meeting.

Section 3. A quorum for the transaction of business, except as to the sale or mortgaging of the Company's property, the giving of a note, or the expenditure of money outside the regular expenses of the Company, shall be ten (10) regular members and two (2) Board members.

Section 4. No sale of any property of the Company shall be made, nor shall any mortgaging be given thereon, nor any lien created, nor any note of the Company be given unless authorized by vote of three-fourths of the members present at a regular meeting provided that notice (i.e. bulletin board, radio, newspaper, etc. as deemed by the Board) shall be given seven (7) days prior to the meeting at which such question may come up; except, that in cases of emergency, the Board is authorized to borrow a sum not to exceed one thousand dollars (\$1,000.00).

Section 5. The Board shall meet at least once a month and prior to the next regular monthly meeting. The time and place of this meeting may be varied as to agree with the majority of the officers; and, the time and place of said meeting must be posted on the bulletin/chalk board at least three (3) days prior to said meeting. At least six (6) members need to be present for a quorum. Any member of the Company may sit in on any regular meeting; at no time may they interrupt proceedings unless recognized by the presiding officer. The Board reserves the right to hold a meeting, or a portion of a meeting, closed to the general membership only for the sole purpose to discuss personnel matters.

Section 6. When an alarm is sounded during the meeting, the meeting may be adjourned at the discretion of the ranking executive officer. The meeting may reconvene at a time set by that officer.

Section 7. All meetings will be conducted in an orderly manner following the Company's Constitution and By-Laws and the current edition of Robert's Rules of Order-Revised.

Section 8. The order of business for a monthly meeting shall be as follows:

1. Call to order
2. Reading of the Minutes of the previous meeting
 - * Installation of officers (January)
3. Treasurer's Report
4. Applications for Membership and/or balloting on Applications
5. Presentation of new members to the Company
6. Reports of the Committees and Officers
7. Old/Unfinished business
8. New Business
 - * Opening of nominations for election (October)
 - * Election Committee Report (December)
9. Remarks for the "good of the Company"
10. Adjournment

Article VIII - Officers, Duties and Terms of Office

Section 1. The elective officers of the Company shall be the President, Vice-President, Secretary, Treasurer, Chief, Deputy Chief, Assistant Chief, Captain, Lieutenant and three (3) Directors. No immediate family members shall hold the top two positions (i.e. President and Chief) of the Company. The terms of office commence with the first regular meeting in January following their election and continues for a period of two (2) years. Said officers shall hold their office until their successors are duly elected and installed. The installation of officers is to be conducted by the outgoing President at the first regular meeting in January immediately following the election. Anyone holding an office as a volunteer in another volunteer fire/rescue organization is ineligible to hold office in the Company.

Section 2. The **Board** will consist of twelve (12) elected officers of the Company and shall have custody of the investments of the Company whether real or personal; and shall execute all leases, contracts or other papers necessary and proper in the premises and perform such other duties as may be required of them by the Company and as are compatible with the Constitution and By-Laws. The Vice-President shall be chairman of this Board. The Secretary shall record and keep all minutes of the Board. These minutes are to be presented at the next regular meeting of the Company. The Board shall exercise a general supervision over the property in their charge and shall keep account of the same.

Section 3. It shall be the duty of the **President** to preside at all meetings of the Company, call special meetings when necessary and appoint all committees. All Standing Committees (consisting of Accident Review, Audit, Banquet, Budget, By-Laws, Carnival, and Membership Investigation) will be approved by the Board for a two (2) year term to coincide with the Terms of Office. He reserves the right to appoint the chairman of said committees or by vote of the Company. The President may elect to be an *ex officio* member of all committees. He has voting privileges on the committee only in the event of a tie. The President shall, at his discretion, Appoint a chaplain, assistant secretary and/or assistant treasurer. The Board must approve any appointment made by the President. The President shall appoint an auditing committee to examine said reports and give a written letter of approval to be presented at the first meeting in March. The President shall appoint an outside auditor to audit the Company books on an annual basis, and be paid by the Company. He shall perform all other duties imposed upon him by the Company and be held accountable to the membership for his actions.

A. Prerequisites for President:

- Minimum of 25 years of age
- Must have been a member of the Company for at least 3 years (non-probationary)

Section 4. It shall be the duty of the **Vice-President** to assist the President in the performance of his duties as stated before and officiate for him in his absence. In the Vice-President's absence, the next elective officer as described in Section 1 of this Article shall preside, at which time he shall be vested with full powers and be subject to his duties. The Vice-President shall act as chairman of the Board, presiding at their meetings. He shall make and keep a roll of all members of the Company. He shall prepare all membership cards for the President's signature and be responsible to see said cards are issued promptly. He shall perform all other duties imposed upon him by the Company.

A. Prerequisites for Vice-President:

- Minimum of 25 years of age
- Must have been a member of the Company for at least 2 years (non-probationary)

Section 5. The **Secretary** shall keep and record the minute book, a correct account of the proceedings and transactions of each meeting of the Company and the Board. He shall keep and file in such a manner as to be convenient for referencing all resolutions, reports, applications and any other papers belonging to the Company. He shall handle all correspondence for the Company. He shall have charge of the seal of the Company and affix the same with his signature to appropriate documents and papers ordered to be executed by the Company. He shall perform all other duties pertaining to his office.

A. Prerequisites for Secretary:

- Minimum of 18 years of age
- Must have been a member of the Company for at least 6 months (non-probationary)

Section 6. The **Treasurer** shall collect all monies payable to the Company and shall keep a correct and sure record of all receipts and disbursements of the Company. He shall make a detailed report in writing to the Company at each regular meeting and at any time directed by the President. He shall submit all books and records along with all vouchers at the regular May meeting to be audited. The Treasurer shall be required to give bond in the sum as approved by the Board and filed with the Secretary before the Treasurer shall assume his duties. The bond is to be paid by the Company.

A. Prerequisites for Treasurer

- Minimum of 21 years of age
- Must have been a member of the Company for at least 6 months (non-probationary)

Section 7. The **Directors** (three (3) in number) shall assume the following duties in the order in which the President may direct:

1. Social and Entertainment Director - shall be responsible for all social and entertainment activities of the membership.
2. Financial Director - shall be responsible for fund-raising, public relations and rental of Company property.
3. Grounds Director - shall be responsible for the overall care of the grounds and property, and for equipment required for maintenance of the same.

Directors shall assume chairmanship of committees relative to their office and with the approval of the President, appoint the help needed to carry out the work of these various committees. The Directors shall also act as the official Company representatives with outside organizations.

A. Prerequisites for Director

- Minimum 21 years of age
- Must have been a member of the Company for at least 6 months (non-probationary)

Section 8. The **Chief** shall have control of the apparatus of the Company and he shall make or cause to be made such repairs as may be required. At no time, however, shall he spend more than the annual budget allotment. He shall be responsible for the selection and training of qualified drivers and alternate drivers as per the Washington County Volunteer Fire and Rescue Association Standards. He shall give an oral report of monthly Company activities at each regular meeting. He shall be in complete charge of any action by a member of the Company, either at an incident scene or on Company property; and shall be responsible to see that conduct of the members, either at an incident scene or on Company property is always in the best interest of the Company. It shall be his duty to maintain good conduct and take corrective action, if needed. It will be the duty of the Chief to see any records, as required by local, county, state and federal associations or organizations with which we are associated are maintained. He shall perform all other duties imposed upon him by the Company and be held accountable to the Board for his actions. He shall conduct a line officer's meeting at a minimum of a quarterly basis. He may, as his discretion, appoint a Second Lieutenant and two (2) Sergeants.

A. Prerequisites for Chief

- Minimum of 25 years of age
- Served at least 5 years of active fire service, with at least 3 years with the Company
- Must have previously held a line officer's position with the Company
- Must be a driver of all Company apparatus
- Must have a working knowledge of pump operations
- Must have the minimum training as required by the Washington County Volunteer Fire and Rescue Association Standard Operating Guidelines

Section 9. The **Deputy Chief** shall assist the Chief at anytime the Chief or the Company may direct. He shall assume the duties of the Chief in his absence.

A. Prerequisites for Deputy Chief

- Minimum of 25 years of age
- Served at least 5 years of active fire service, with at least 3 years with the Company
- Must have previously held a line officer's position with the Company
- Must be a driver of all Company apparatus
- Must have working knowledge of pump operations
- Must have the minimum training as required by the Washington County Volunteer Fire and Rescue Operating Guidelines

Section 10. The **Assistant Chief** shall assist the Chief at anytime the Chief or the Company may direct. He shall assume the duties and the powers of the Deputy Chief in his absence.

A. Prerequisites for Assistant Chief

- Minimum of 25 years of age
- Served at least 5 years active fire service, with at least 3 years with the Company
- Must have previously held a line officer's position with the Company
- Must be a driver of all Company apparatus
- Must have a working knowledge of pump operations
- Must have the minimum training as required by the Washington County Volunteer Fire and Rescue Association Standard Operating Guidelines

Section 11. The **Captain** shall operate under the direction of the Chief officers. He shall assume the duties and powers of the Assistant Chief in his absence.

A. Prerequisites for Captain

- Minimum of 21 years of age
- Served at least 3 years active fire service, with at least 1 year with the Company
- Must be a driver of all Company apparatus
- Must have a working knowledge of pump operations
- Must have the minimum training as required by the Washington County Volunteer Fire and Rescue Association Standard Operating Guidelines

Section 12. The **Lieutenant** shall assist the Captain and assume his duties in his absence.

A. Prerequisites for Lieutenant

- Minimum of 20 years of age
- Served at least 3 years active fire service, with at least 1 year with the Company
- Not required to be a driver of Company apparatus; however, must become a driver of all Company apparatus to be eligible for re-election to a line officer's position
- Must have a working knowledge of pump operations
- Must have the minimum training as required by the Washington County Volunteer Fire and Rescue Association Standard Operating Guidelines

Section 13. A Second Lieutenant may be appointed and/or terminated at the discretion of the Chief and shall meet the prerequisites for the Lieutenant. He shall perform all duties set for by the Chief. The Second Lieutenant has no voting privileges on the Board.

Section 14. Two (2) Sergeant positions may be appointed and/or terminated at the discretion of the Chief. A Sergeant shall perform all duties set forth by the Chief. Sergeants have no voting privileges on the Board.

Section 15. The Chaplain may offer prayer according to the ritual of the Company at meetings. He may assist with burial services of members at the family's request and make visitations to sick or injured members of the Company.

ARTICLE IX - NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. Nominations shall be opened at the regular meeting of the Company, bi-annually in October. Nominations will close seven (7) days prior to said election for timely preparation of ballots. Voting to be by ballot only. Write-in nominations will not be permitted.

Absentee Ballots. An absentee ballot will be accepted only if requested prior to the close of nominations (seven (7) days prior to the election) with the only acceptable reasons for request being work or military related. Said request must be in writing stating the specific reason therefor and addressed to the Election Judges who will determine validation of the request and approval or denial of the same. If approved, the requestor is responsible for arrangement by appointment with at least two Election Judges to meet at the Fire Company to cast their ballot the day prior to the scheduled election. The absentee ballot will remain in the sealed ballot box until such time as the scheduled election is closed and all votes are tallied simultaneously.

Section 2. The Nominating Committee shall consist of three (3) members appointed by the President at the October meeting. This committee shall report to the membership and prepare the ballots. This committee shall ask at least 2 members for each elected office in the preparation of a slate of officers. Additional nominations may be made from the floor at the November meeting.

Section 3. The election will be held on a specified day of the third week of November during the hours of 10 a.m. - 1 p.m. and 6 p.m. - 8 p.m. Exact dates and times to be posted in the station immediately following said November meeting.

Section 4. Election of officers shall be by ballot and require a majority of all votes cast to elect. At all elections, the ballot box shall be in full view of the voters.

Three (3) judges (two (2) appointed by the President, and one (1) by the Secretary) shall conduct the election. A candidate may not act as a judge for the office in which he is seeking. The judges shall collect and tally the votes and report the results to the President who shall declare the candidate receiving the majority of the votes elected. The election judges' report shall be voted on for acceptance at the next Company meeting and submitted into the Company's minutes.

Section 5. In the event of a tie, an additional election will be conducted within fourteen (14) days as in Section 4. The election is to be held only between the tied electives. The President will set the date and time.

Section 6. In the event that an elected administrative office should become vacant with more than fifty percent (50%) of the term remaining, another election will be held within fourteen (14) days after notification at the next meeting as in Section 4. The President will set the date and time. If less than fifty percent (50%) of the term is remaining, the President will appoint a replacement with the approval of the membership at the next regular meeting.

Should a line officer's position (chief, deputy chief, etc.) become vacant on a long-term basis (120-180 days) each line officer will move forward to the next highest position provided that all requirements are met by the line officer to hold the next highest position. A line officer will not be eligible to move forward unless the officer in front of him is eligible to move. If the line officer does not meet the requirements to move forward to the next highest position, an election will be held to fill the vacant position. A line officer holding a current position is eligible to run for the vacant position; however, if elected, must resign from his current position prior to being sworn in to the vacant position.

ARTICLE X - DRIVERS AND DUTIES

Section 1. The Chief shall appoint a list of qualified drivers as per Washington County Volunteer Fire and Rescue Association Standards.

Section 2. The duties of said drivers shall be addressed in the Company's Standard Operating Guidelines.

ARTICLE XI - FIRE POLICE

Section 1. The Chief may recommend any member of the Company for Fire Police to the Board for approval. Upon approval by the Board, applicants will be recommended to the Washington County Sheriff's Department for approval and swearing (affirming). These Fire Police shall continue in office until the Chief, or

Washington County Sheriff's Department shall desire their replacement, unless they would sooner render their resignation.

ARTICLE XII - MONIES

Section 1. All monies paid to and received by the Company, unless received as dues, vending machine income, Auxiliary funds or specified by the donor, shall go into the general fund.

Section 2. For projects estimated to be greater than \$10,000, the Building/Grounds Committee will create a project design and offer the design for sealed bids; a minimum of 2, maximum of 3, bids must be submitted for the project. Said bids will be collected by the deadline set by the Committee and the Committee shall hold a meeting to open the sealed bids; and, at the next available Membership Meeting, the Committee shall present their recommendation.

ARTICLE XIII - AUXILIARY

Section 1. The Auxiliary is considered an arm of the Company whose object is to render assistance socially and materially and help in fund-raising activities.

ARTICLE XIV - POLICIES

Section 1. The Company hereby adopts the policy number PR-13 titled Sexual Harassment - Guidelines and Procedures as adopted by the County Commissioners of Washington County, Maryland.

Section 2. The Company shall not discriminate against anyone based upon race, color, creed, sex, age, national origin, marital status, political or religious opinion or affiliation, physical or mental handicap and sexual orientation.

Section 3. Members of this company who comply with the requisite training standards and are certified to respond or provide emergency assistance shall have a company obligation and a standing duty, with full company authority, both within and without our response district and Washington County, Maryland to render assistance to any person or persons who require immediate emergency medical, rescue or fire suppression intervention whether the company has been dispatched or not and especially in the absence of, or prior to the arrival of dispatched personnel.

The member shall follow all standards, procedures and best practices and in the absence of dispatched personnel make every effort to contact the 911 center, identify themselves and communicate the situation in order to expedite assistance. If units are already on the scene or upon arrival of dispatched personnel the member shall contact

the incident commander or other dispatched authority and place themselves under that authority which may include the cessation of member activity.

ARTICLE XV - BUDGET

Section 1. The Operating Budget for the Company shall be on an annual basis starting January 1 and ending December 31 of the given year.

Section 2. A Budget Committee is to be appointed by the President at the regular September meeting. The committee is to consist of the Finance Director and two (2) Company members. This committee shall coordinate with the officers and committee chairpersons all budget requests. The committee must receive all budget requests no later than October 1. The Budget Committee shall submit a proposed budget to the Company at the regular November meeting and a budget for approval at the regular December meeting. The budget must be approved by a majority vote of the voting members present.

ARTICLE XVI - BY-LAW AMENDMENTS

Section 1. These By-Laws may be amended provided the amendments proposed shall be presented along with the By-Law to be changed (if applicable) to the Company at a regular meeting. The proposed amendments are to be posted immediately following the meeting they are presented, remain posted and held over to be acted upon at the next regular meeting. Proposed amendments must be approved by two-thirds majority of the voting members present.

ARTICLE XVII - CONFLICT OF INTEREST

Section 1. See attached Addendum "A".

ARTICLE XVIII - WHISTLE BLOWER POLICY

Section 1. See attached Addendum "B".

ATTEST

This certifies that the forgoing By-Laws were considered and adopted at a membership meeting of the Smithsburg Community Volunteer Fire Company, Inc. held on the 9th day of June, 2008; and include amendments (Conflict of Interest Policy and Whistle Blower Policy) through the membership meeting held on September 8, 2014.

Adoption of these By-Laws voids all previous By-Laws along with any motion or resolution previously passed not in accordance herewith.

Philip Rohrer, Jr., President

Barbara A. Miller, Secretary