

East Limestone Volunteer Fire Department, INC.



CHARTER AND BYLAWS Approved October 12, 2020

Last Amended December 9, 2025

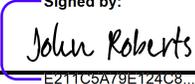
President: ^{DS}NT Vice President: ^{Initial}KT Secretary: ^{Initial}CH

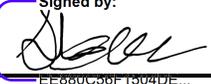
PROMULGATION

The East Limestone Volunteer Fire Department Bylaws were voted on and approved by the membership at the _____ December _____ monthly membership meeting.

This document replaces all previous bylaws and/or changes.

<p>X</p> <hr/> <p>Nick Thompson President</p>	<p>DocuSigned by: NICK THOMPSON</p> <hr/> <p>749ED0191358441...</p>	<p>X</p> <hr/> <p>Keith Thompson Vice President</p>	<p>Signed by: </p> <hr/> <p>E037EF30PE044C2...</p>
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<p>X</p> <hr/> <p>John Roberts Fire Chief</p>	<p>Signed by: </p> <hr/> <p>E211C5A79E124C8...</p>	<p>X</p> <hr/> <p>Hunter Newby Assistant Fire Chief</p>	<p>Signed by: </p> <hr/> <p>7D9231CCE4F743C...</p>
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<p>X</p> <hr/> <p>Steven Allen Treasurer</p>	<p>Signed by: </p> <hr/> <p>EE680C36F1304DE...</p>
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President: DS
NT Vice President: Initial
KT Secretary: Initial
CA

Table of Contents

Contents

PROMULGATION 2

Table of Contents 3

Revision Table 5

Charter 6

Section I: Name 6

Section II: Objective 6

Section III: Membership 6

Article I: Prospective Members 6

Article II: Active Members 7

Article III: Probationary Membership 7

Article IV: Honorary Members 8

Article V: Voting Rights 8

Article VI: Suspension/Termination 8

Article VII: Dues 8

Section IV: Officers 8

Article I: Elected Officers 8

Article II: Terms of office 9

Article III: Appointed Operational Officers 9

Article IV: Appointed Administrative Officers 9

Article V: Executive Committee 9

Section V: Elections 10

Article I: Annual Elections 10

Article II: Special Elections 10

Section VI: Duties of Officers 10

Article I: Determination of Duties 10

Article II: Duties of the President 10

President: NT Vice President: ^{Initial}KT Secretary: ^{Initial}CA

Article III: Duties of Vice President..... 11
Article IV: Duties of the Treasurer 11
Article V: Duties of the Secretary 11
Article VI: Duties of the Chief 11
Article VII: Duties of the Assistant Chief 12
Article VIII: Elected Officer Financial Authority 12
Section VII: Meetings 13
Section VIII: Amendments 13
Section IX: By Laws..... 13
Article I: Monthly Business Meetings..... 13
Article II: Monthly Work Session Meeting 14
Article III: Monthly Training Meeting..... 14
Article IV: Special Called Meetings..... 14
Article V: Meeting Attendance 14
Article VI: Presenting Business at Meetings..... 14
Article VII: Equipment..... 14
Article VIII: Responding to Alarms..... 15
Article IX: Use of Alcohol, Controlled Substances and/or Illegal Drugs 15
Article X: Member Duties..... 15
Article XI: Voting Procedures..... 15
Article XII: Elected Officer Decision Contest/Overrule Procedure 16
Article XII: Captain's Responsibilities 16
Article XIII: Fire Ground Operational Officers (FGO)..... 16
Article XIV: Obeying Orders of the Fire Ground Operational Officers 16
Article XV: Parliamentary Authority..... 16
Article XVI: Electronic Meeting..... 16

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Revision Table

Revision	Date	Revised By
Revised vote required to accept a perspective member into membership.	4/12/2021	J.Roberts
Revised Section III Article II from revolving to calendar 12 month from October 1 to September 30.	1/10/2022	J.Roberts
Revised Section IV Article I to match Section III Article II.	3/14/2022	J.Roberts
Added Section IX Article XVI to allow for electronic meetings.	11/14/2022	J.Roberts
Revised Section III Article II Active Members	3/11/2024	J.Roberts
Revised Section III Article II Active Membership	7/14/2025	J.Roberts
Revised Section III Article I Membership Application & Voting	12/8/2025	J.Roberts

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Charter

Section I: Name

The name of the herein described organization shall be East Limestone Volunteer Fire Department Inc. described herein as ELVFD. The official address of the ELVFD shall be 15801 East Limestone Rd Athens, AL 35613

Section II: Objective

The objective of the ELVFD shall be to prevent, prepare for, and respond to all emergencies situations and provide emergency medical service in the ELVFD's primary response area in order to save life, protect property, and protect the environment. In addition, assist any agency of the county, state and/or federal government when called upon to do so.

Section III: Membership

Article I: Membership Application and Voting

1. Application Review & Initial Vote:

All applicants for membership to the ELVFD shall be presented to the membership at the next monthly business meeting following receipt of a completed application. Applicants shall be voted on by the active members present. A two-thirds (2/3) majority vote of those present is required for initial approval.

2. Prospective Member Status (Day 1–30):

Upon receiving a 2/3rds vote of approval, the applicant shall enter a 30-day Prospective Member period. During this period:

- The member shall receive access to the First Due system.
- The member shall be eligible to respond to calls in accordance with department SOP.

3. Probationary Member Status (Day 31–12 Months):

At the conclusion of the 30-day Prospective period, the Executive Committee, at its sole discretion, may promote the individual to Probationary Member status. This promotion does not require an additional vote of the general membership.

- Probationary status shall last until the one-year anniversary of the initial membership vote.
- During this period, members shall be eligible for department-issued radios and gear at the discretion of department leadership.

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Article II: Active Members

Active members shall maintain all requirements of prospective membership as outlined in Section III Article I. Active membership shall require attendance of a minimum of 12 Department events which include: Business Meetings, Work Sessions, Training Meetings, Fundraisers, and/or any Department Scheduled Meeting in a single calendar year. Response to three (3) emergency calls can be substituted for attendance of 1 required department event. Emergency call response substitution can only be used to substitute for 3 department events.

Failure to meet the attendance requirements outlined in this section will result in the active members' status reverting to prospective. Member status shall return to active upon the completion of all requirements of prospective membership except the requirement for department vote.

Members with extenuating circumstances can submit to the executive board a request for a waiver from these requirements. The executive board shall consider all requests for a waiver submitted and approve or deny via majority vote.

Active members may request a leave of absence for a period not to exceed 12 months for any reason. This leave of absence may be granted by the Executive Committee by majority vote. During this leave of absence, the member will retain their membership to the ELVFD but be placed in probationary status. The member may request to return from a leave of absence at any time. Such a request would be made of the Executive Committee and be approved by a majority vote.

Membership attendance requirements are administrative requirements and shall be managed by the President. The President shall notify any member of change to their membership status.

Upon adoption of this amendment all members on the roster shall become active effective on the date of adoption. Attendance requirements will be enforced for the remaining months of the current year after being prorated for the remaining months in the current year. Once calendar rolls over to January of the following year the attendance requirements will be in effect as written above.

Article III: Probationary Membership

Probationary membership status shall consist of members who have been accepted into membership but have not maintained the requirements for active membership as outlined in Section III Article II. These members shall retain all equipment issued to them and have the ability to respond to emergency calls when available. Members placed on probationary status shall not have the ability to hold elected office or vote on any department business

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to include but not limited to elections, motions, or any other business brought to the department for vote. Probationary membership status may be held for up to 12 months from the date of probationary status delegation. After 12 months the membership status shall be reviewed by the executive committee.

Article IV: Honorary Members

The honorary members of the ELVFD shall consist of any active member who due to illness, injury and/or who after three (3) consecutive years of service retires or moves away from the community. Other persons not active members of the ELVFD who through their generosity contributes substantial financial amounts, equipment or performs notable special service in behalf of the ELVFD may, through recommendations of the executive committee and a majority vote of active members present, become an honorary member.

Article V: Voting Rights

Only active members in good standing, who have paid any Dues (as described in Section III, Article VI herein) of the ELVFD, shall have voting rights. Each member is allowed only one vote. Members must be present to vote no absentee or proxy votes will be allowed. Probationary and Honorary members do not have voting rights.

Article VI: Suspension/Termination

Any member of the ELVFD may be suspended or discharged from the ELVFD by the executive committee at any time they deem such action is necessary for the good of the ELVFD. Suspension or discharge of an active member by the executive committee may be done so by a 2/3 vote of the executive committee membership. Notification of suspension and or termination shall be made by the President in writing to the member. Members suspended or discharged may submit a written request to the executive committee for a hearing on the reasons for suspension or discharge. The executive committee may then grant a hearing.

Article VII: Dues

All active members shall pay dues to the ELVFD in the amount of One Dollar (\$1.00). Dues will be paid on the date of the January business meeting each year. Prospective members shall pay dues in the amount of One Dollar (\$1.00) upon being accepted as an active member and thereafter as described above.

Section IV: Officers

Article I: Elected Officers

The elected officers shall consist of the President, Vice President, Treasurer, Secretary, Chief and Assistant Chief. In order to hold an elected officer position the member must

President: ANT Vice President: [Signature] Secretary: [Signature]

with Roberts Rules of Order where these bylaws do not specifically note a procedure. The executive committee shall be bonded by an amount no less than \$50,000. The executive committee will meet no less than one time per quarter. This meeting shall be called by the President any member of the executive committee may request a meeting of the executive committee to the president. The executive committee shall review all background checks returned with questionable information and determine prospective membership status prior to prospective member being presented to the membership for approval into the ELVFD.

Section V: Elections

Article I: Annual Elections

The elections of the officers shall be held no sooner than the second Monday of December of each year with a majority vote of all active members present. Newly elected officers shall take office no sooner than the second Monday of January the following year.

Article II: Special Elections

A special election may be called at the first meeting, but must be called by the second meeting by the President of the ELVFD following the death, resignation, or removal of an elected officer. Until a special election is held the vacant position may be filled with an active member appointed by the President of the ELVFD.

Section VI: Duties of Officers

Article I: Determination of Duties

Duties of the elected officers shall be outlined in this charter. Duties of all elected officers will be created by the Executive Committee and approved by a 2/3 vote of all membership.

Article II: Duties of the President

The President shall be the official Representative and Spokesperson for the ELVFD and shall serve as the Chairman of the executive committee. The President shall preside over all meetings of the executive committee and the ELVFD. The President shall ensure that all meetings and business of the ELVFD is conducted in a professional manor and in accordance with this document and all local, state, and federal laws and regulations governing this institution. The President shall appoint committee(s) not provided for in this charter and/or bylaws. The President shall sign all official papers executed on behalf of the ELVFD unless otherwise required by law or governing authority. The President shall ensure a set of policies and regulations are developed and instituted to govern the ELVFD. The President shall insure all ELVFD assets to include members are properly insured against

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fire. The Fire Chief shall be required to establish the minimum qualifications for allowing members to operate interior on structure fires. The Fire Chief shall be required to create and maintain a set of SOP/SOG's that govern and outline the execution of the operational responsibilities given the Fire Chief in this document. This set of SOP/SOG's will be written with the input from the assistant Fire Chief and appointed operational officers. The Fire Chief will be required to review the approved SOP/SOG's and make applicable changes at least once a calendar year. All changes to the SOP/SOG's must be reviewed by the assistant Fire Chief and the appointed fire ground officers. The Chief or his/her designee shall assist the proper authorities in the detection of arson by investigating or causing the investigation of the origin, cause, and the circumstances of all fires. The Chief shall report the following information to the ELVFD, (1) the condition of the apparatus and equipment (2) the number of fires during the preceding month, to include location, cause, date, time (3) the number of other calls made during the preceding month and (4) any changes in membership. The Chief shall make an annual report to the community within one month of the fiscal year end.

Article VII: Duties of the Assistant Chief

The Assistant Chief shall assist the Chief In executing the duties of his/her Office and in the absence of inability of the Chief to perform all duties of the Office. The Assistant Chief shall be directed by the executive committee to assume the duties of the Chief. The Assistant Chief shall also be responsible for securing and distributing equipment to ELVFD active members which are essential to their performance as firefighters. The Assistant Chief under the direction of the Chief, shall supervise all training session(s), drill(s) and perform administrative duties assigned to him/her. The assistant Chief has the authority to designate or appoint a training officer with the approval of the Chief to assist in the development and execution of departmental training.

Article VIII: Elected Officer Financial Authority

Each elected executive committee member except the Vice President shall have the authority to expense no more the \$500 in a calendar month without the approval of the membership. If the officer exercises this spending authority a report of expenses must be made to the membership at the next business meeting containing amount of the expense and reason for the expense. The officer is also required to report this information to the treasurer as soon as possible following the expense. The Fire Chief has the authority to expense up to \$1500 during a prolonged emergency operation for the direct execution of operations related to that emergency. The executive committee has the authority to approve and execute the expense of funds up to \$10,000 with a 2/3 vote. The executive committee may also approve required expenses related to repair or replacement of essential equipment by 2/3 vote.

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Section VII: Meetings

All regularly scheduled and special called meetings of the ELVFD shall be called by the President or Vice President. These meeting types, location, times and dates may be further established in the By Laws of the charter. All meeting shall be conducted in accordance with these bylaws and Roberts Rules of Order.

Section VIII: Amendments

All revisions and or amendments to this charter shall be submitted in writing to the active members present at an ELVFD Business Meeting. The active members present and those not present shall be made aware of the proposed revision and/or amendment by the ELVFD Secretary and shall vote on these proposed revision and/or amendment at the next ELVFD Business Meeting. A two thirds (2/3) vote of all active members present shall be required to approve any proposed revision and/or amendment to this charter. Revisions to this charter and/or By Laws shall have an approval sheet attached that shall follow the last page of charter/by laws indication the revision number, the date of the revision (approval by membership) and it shall be signed and dated by the President, Vice President, and the Secretary of the ELVFD. Revisions shall also be documented on the revision table at the beginning of this document. Each page of the charter and by laws shall contain the revision number the date of the revision (approval of membership) and the initials of the President, Vice President and the Secretary of the ELVFD.

Section IX: By Laws

A set of By-Laws shall be established by the active members of the ELVFD for governing of meetings and other ELVFD affairs not covered previously in this chapter. These Bylaws shall become a part of and/or an attachment to this charter.

Article I: Monthly Business Meetings

The monthly business meeting should be held on the second Monday of each month at 7:00 PM at the ELVFD unless otherwise directed by the President. All members of the ELVFD and/or community having business for the ELVFD shall be present at the above date, time and location and request to be heard. The Chief's and Treasurers report should be presented at this meeting. In order to conduct any business a quorum must be established as follows: (1) The meeting must be chaired by the President or in their absence the Vice President (2) There must be at least 3 of the 5 executive committee members present (3) There must be at least 7 active members present not including the executive committee members.

President:  Vice President:  Secretary: 

Article II: Monthly Work Session Meeting

The monthly work session meeting will be held the third Monday night of each month starting no later the 7:00 pm. This work session will be held in order for the membership to check and service all emergency response equipment and station equipment. Attendance to this meeting is a requirement of membership.

Article III: Monthly Training Meeting

The monthly training meetings should be held on the fourth Saturday of each month at 9:00 AM at the ELVFD unless otherwise directed by the President/designated training officer. All members of the ELVFD should attend these meetings. If there is ELVFD business that needs to be conducted at this meeting, the President may call a special business meeting, as long as a quorum is present as stated in Section X, Article I of the By Laws.

Article IV: Special Called Meetings

The President or the Vice President shall have the authority to call a special meeting when they deem it necessary. In addition, with the approval of the Chief or Assistant Chief, the EMT Officer may call a special meeting for the ELVFD's EMT's as he/she deems necessary. These meetings should be held at the ELVFD but may be held at other locations. As stated in Section X, Article I of the By Laws a quorum must be present to conduct any business of the ELVFD.

Article V: Meeting Attendance

All members should attend all meetings, training sessions, fund raisers and other scheduled activities of the ELVFD. All active members must attend at least eighteen (18) meetings, training sessions, work session, and/or fund raisers (as stated and defined in Section III — Membership Article I —Active Members to retain active membership status.

Article VI: Presenting Business at Meetings

All members and/or others attending meetings of the ELVFD having business to present to ELVFD will address the President and wait until they are recognized before proceeding.

Article VII: Equipment

Only active members, who have had the proper training as determined by the Chief or their designee, will operate ELVFD equipment to include all Fire Apparatus. All members shall sign for and be responsible for all gear issued to them. All active members shall take the necessary steps to become more proficient with the equipment at their command. All members shall be responsible for keeping unauthorized person(s) off all ELVFD equipment. Any member who willfully or intentionally abuses and/or destroys the property of the ELVFD will be disciplined. Any member who resigns from the ELVFD shall, within ten (10)

President: NT Vice President: [Signature] Secretary: [Signature]

days, return all equipment issued to them by the ELVFD, to the Chief, Assistant Chief, or Executive Committee member within ten (10) days of the request.

Article VIII: Responding to Alarms

All members should respond to all fire and other emergency calls if possible, unless otherwise directed by the senior fire ground officer responding. When responding to alarms/calls all traffic laws will be followed while providing services to the ELVFD, whether in ELVFD vehicle's or personally owned vehicles. At no time shall any member neglectfully endanger their life or the life of others while responding to an alarm/call.

Article IX: Use of Alcohol, Controlled Substances and/or Illegal Drugs

Absolutely no member shall attend any function of the ELVFD while under the influence of alcohol, controlled substances and/or illegal drugs.

Article X: Member Duties

All members will perform their assigned fire ground, training and station duties unless otherwise directed by the Chief or Assistant Chief. These duties include, but are not limited to the following: (1) all members will stay on the scene of an alarm/call until all equipment is reloaded, (2) All members will return to the station after an alarm/call unless otherwise directed by the senior officer/firefighter on the scene. (3) The senior fire ground officer/firefighter shall be responsible for ensuring that all equipment is returned to service and stored in its proper location after an alarm/call and (4) all active members shall be required to complete a standard first aid and CPR course. Members will be required to complete any other duties as assigned.

Article XI: Voting Procedures

Voting procedures shall follow Roberts Rules of Order unless specifically outlined in this section. Members must be present to cast a vote absentee ballots and proxy voting will not be allowed. Voting proceedings will administered by the President unless the voting proceedings are to elect the office of president or are in conflict with decisions against the President. In this case the voting procedure will be administered by the Vice President. A ballot vote will be required for all unanimous or 2/3 voting situations outlined in this document. The President will assign a Teller to assist the secretary in the tally of the vote. The secretary will read the vote to the membership. In the event the vote is for the office of secretary the Vice President will fulfill the duties of the sectary as outlined in this article. The secretary will be required to record the vote. All voting proceedings requiring a simple majority vote can be administered in accordance with any voting process allowed for in Robert’s Rules of Order.

President: NT Vice President:  Secretary: 

Article XII: Elected Officer Decision Contest/Overrule Procedure

This section outlines the procedure for the executive committee to overturn a decision made by one elected officer using the explicate authority granted that officer in this document. In order for a decision to be overruled a written change must be submitted to the executive committee by an active member. In order for a submitted written change to overrule the officers decision a 2/3 vote of the executive committee is required.

Article XII: Captain's Responsibilities

Captains shall be responsible for equipment and personnel in their assigned unit. They shall ensure that all equipment assigned to them is kept clean, in serviceable condition and returned to service following use. The Captains shall be responsible for performing all other duties assigned to them by the Chief and/or Assistant Chief.

Article XIII: Fire Ground Operational Officers (FGO)

The Fire Ground Officers of the ELVFD consist of the Chief, Assistant Chief, Captains, and any other appointed operational officers as outlined in this document. If none of the aforementioned FGOs are present or responding to the scene, the Senior Firefighter on the scene shall be considered a FGO.

Article XIV: Obeying Orders of the Fire Ground Operational Officers

Members shall obey the lawful orders given to them on the fire ground by the fire ground officers. Any member disobeying a lawful order, given by a FGO, may be disciplined by the executive committee.

Article XV: Parliamentary Authority

The rules contained in the current addition of Robert’s Rules of Order Newly Revised shall govern the ELVFD in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the ELVFD may adopt.

Article XVI: Electronic Meeting

This article shall allow all meetings of the ELVFD, ELVFD Executive Committee, and any other meetings outlined or allowed for in any section of these bylaws to be held electronically. Meetings held electronically with be held through a conferencing platform that is approved by the Executive Committee. Meetings may be held in whole or in part via the approved conferencing platform. Attendance to any meeting by any member of the ELVFD via the approved conferencing platform shall constitute physical attendance and afford all privileges to that member as if they were physically present. The approved platform must have functionality to allow for ballot voting when required under other

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sections of these bylaws. When voting electronically by any means all members must show their face or likeness for their vote to be registered. Voting procedures outlined in other sections of these bylaws will be followed.

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