

By-Laws
Silver City Volunteer Fire Department
Silver City, South Dakota

ARTICLE I

SECTION 1: Name: This organization shall be known as the Silver City Volunteer Fire Department, a non-profit organization.

SECTION 2: The SCVFD was incorporated under the S.D. Common Code August 14, 1964.

SECTION 3: The objectives of this organization shall be:

1. Provide the best protection possible to life residences and structures in the Silver City fire protection district.
2. Aid in suppression of wildfires.
3. Promote the general welfare in the district and perform community services in Silver City.
4. Cooperate in mutual aid and be affiliated with the Pennington County and South Dakota Firefighters Association.

SECTION 4: Membership: Each single membership of the organization shall consist of an adult individual or an adult couple eighteen (18) years old or older in good standing who have paid their annual dues. To maintain membership it will be necessary to pay the assessments as set by the general membership.

ARTICLE II – OFFICERS

SECTION 1: The officers of this organization shall consist of a President, Vice President, Secretary, Treasurer, Fire Chief, Assistant Fire Chief, one member elected at large and the immediate past President. The officers shall constitute the Board of Directors.

SECTION 2: The officers shall be elected by the Fire Department members for the terms of two years. All terms shall commence on October 1st following the September election.

SECTION 3: In case of a vacancy occurring in the office of Chief, the Assistant Chief shall serve as Chief, until the expiration of the term, or replaced by the Board of Directors. In case of a vacancy in any other office, the members may replace such officer at the next regular meeting. However, if the number of active directors falls below 5 (five), the vacancy shall be filled by action of the Pennington County Commissioners.

SECTION 4: A nominating committee, consisting of the President and the two immediate past Presidents, shall present a slate of officers at the August meeting previous to the September election.

ARTICLE III – DUTIES OF OFFICERS

SECTION 1: The President of the Department shall preside at all meetings and call special meetings of the Department. He shall also preside at all meetings of the Board of Directors.

SECTION 2: The Vice President shall serve as President in the absence of the President.

SECTION 3: It shall be the duty of the Chief to keep strict watch and inspect all the apparatus belonging to the Department; and at all times to promote the interests of all members to the best of his ability. The Chief shall be in charge of all fires at which he is present and cooperate with the County Fire Administrator. The Chief shall be responsible for training programs.

SECTION 4: It shall be the duty of the Assistant Chief to aid the Chief in the discharge of his duties and in the absence of the chief, to serve in that office.

SECTION 5: The Secretary shall keep an accurate record of all proceedings of the Department and cause all correspondence of the Department to be prepared and sent.

SECTION 6: The Treasurer shall collect and retain all funds of the Department and keep accurate books of the account showing the receipt and disbursal of all funds of the Department. The Treasurer shall have sole custody of and responsibility for checks used in payment of Department bills. Only the signature of the Treasurer shall be needed to validate such checks. The Treasurer, with the help of the Board, will prepare a budget for the ensuing year and present it to the Membership for approval. An auditing committee appointed by the President shall audit the records bi-annually prior to the September meeting.

SECTION 7: The Board of Directors, serving as the officers, shall be the administrative unit of the Department, and take charge of all affairs of the Department between regular membership meetings. The board has the power to make recommendations to the general membership for action and to discharge such other duties as the general membership shall delegate. Expenditures, other than maintenance of vehicles, shall be limited to the budget line item for that purpose.

SECTION 8: The Board of Directors is authorized to approve spending up to the amount of five-hundred dollars (\$500.00) for board approved discretionary spending for items specific to the business functions of the Silver City Volunteer Fire Department. Any expenditure over the five-hundred dollar (\$500.00) amount will need to be approved by the general membership prior to those funds being spent or allocated for expenditure by the Board of Directors.

ARTICLE IV – MEETINGS

SECTION 1: The regular meeting of the general membership of the Department shall be held on the second Saturday of the months of April, June, August, September and November. The election of officers shall take place at the September meeting in odd numbered years. Special meetings may be called by the President or by any other two officers of the Board, including conducting special meetings of the board and membership through electronic communication methods.

SECTION 2: The officers shall meet on call as the Board of Directors to conduct necessary business.

ARTICLE V – OFFICER IN CHARGE AT FIRES

SECTION 1: The member in charge (incident commander) at each fire shall be the member nearest the top of the following list who is present at the fire: Chief, Assistant Chief or the member of the Department first to arrive at the fire. However, said member shall relinquish command upon arrival of the Chief or Assistant Chief.

SECTION 2: Failure to follow orders from the officer in charge at a fire incident shall constitute a hearing and review of the action of the fire fighter. The hearing board shall be as follows: President of the Department, Fire Chief, plus 3 (three) members at large appointed by the President. Disciplinary action, if any, shall be decided by the hearing board.

SECTION 3: All members arriving at a fire shall immediately report to the incident commander.

SECTION 4: In order to be a qualified fire fighter in the Silver City Fire Department, a person must have attended at least two training sessions in one year. The Fire Chief, at his discretion, may make an exception to this rule.

ARTICLE VI – RULES OF PROCEDURE

SECTION 1: All meetings of the general membership and the officers shall be conducted according to Robert's Rules of Order.

ARTICLE VII – AMENDMENT OF BY-LAWS

SECTION 1: These by-laws may be amended at any time by a two-thirds vote of the members of the Department present at any regular or special meeting called for the purpose of amending the same, providing such notice of the proposed amendment be read at a Department general meeting at least sixty (60) days previously.