By-Laws, Rules and Regulations

Explorer Post #2041

Town of Kent

Sponsored by the

Lake Carmel Fire Dept.

Revised 10-10

Article 1

Functions of the Explorer Post

1. All Explorer Post functions shall be directed by Explorer officers and advisors.
2. All Explorer post functions are to be under advisor supervision.
3. Conduct regular and special meetings according to their by laws.
4. Hold Explorer Post drills.
5. Participate in First Aid, Firematic and other authorized training courses/drills within the Lake Carmel Fire Dept.
6. Participate in parades.
7. Perform other duties as assigned by the Firematic Officers, Chiefs, Assistant Chief or President of the Lake Carmel Fire Dept.

8. The advisors shall have final say on all matters regarding Explorers operations.

Article 2

Membership

1. Members must be residents of the Carmel Central School District. Exceptions must be approved by the Chief and Advisors of the post. Explorers must be between the ages of 14-21 years of age.
2. Members must be of good moral character.
3. To become a member, one must be sponsored by a member of the Explorer Post or the Lake Carmel Fire Dept.
4. The Explorer post shall consist of no more then 25 members, and can be expanded at the discretion of the advisors.
5. All prospective Explorers will be interviewed by at least 2 officers and 1 advisor. The committee will make recommendations on candidate for membership. Interview will be done at officers meeting.
6. New Explorers will be on probation for 3 months and must have 16 points. They will be expected to attend all explorer functions during this period.
7. To be eligible for the privilege to be considered for membership in the Lake Carmel Fire Dept, at the age of 18, the Explorer must begin the post at least 1 year prior his/her 18th birthday.
8. Once a member of a fire dept, the explorer membership will be terminated.

9. Dues shall be paid yearly **$**15between August and November. Dues will include membership to post, FASNY and Putnam County Fireman’s Assoc.

10. Members that do not pay their dues by the December meeting will be

dropped from the post.

11. To be an active member of the Explorer Post, you must have 25 points to his/her credit. A point will be given at any department of explorer activity. The records of these points are to be kept by the explorer sect**.** It is the member’s responsibility to make sure adequate records are kept.

12. All members who show a disinterest in the post will be subjected to review by the Explorer advisors and officers.

13. All members must be in good standing by the August meeting, or membership will be terminated. This includes all financial obligations, paperwork and points.

14. When leaving the post, members will return all issued gear, uniform

and belongings of the post.

15. Explorers are to submit report cards or grade sheets every 10 weeks, failure to do so will result to explorer being suspended until grades shown.

16. Explorers are to keep a passing grade point average, Explorers with failing grades will be subject to review by the advisors.

**Article 3**

**Rules and Regulations**

1. All members are subject to the Constitution and By-Laws of the Lake Carmel Fire Dept.
2. The Explorer Post shall be governed by a Captain, 1st Lieutenant and 2nd Lieutenant who shall be chosen by the membership of the post. One person each will be chosen to be recording secretary and treasurer of the post. The duty of the officers is to supervise and lead all operations of the explorer post. Officers are to be lesions between the post and advisors.
3. Membership levels will dictate the amount of officers to be filled; this will be done by discretion of the advisors.
4. The Captain of the Explorer Post shall have command over the membership whenever they have assembled at the firehouse or otherwise. The Capt. will act as a representative of the Explorer Post whenever called upon to do so. All actions of the Explorer Post are the responsibility of the Captain or acting Captain whenever they are assembled in the performance of their duties. The Captain and all membership shall be subject to regulation by the Chief of the department at all times.
5. The duty of the 1st Lieutenant is to keep an inventory of all equipment. To act as a representative of the post when called upon to do so, and to act as Capt. In the event the Capt is not present.
6. The duty of the 2nd Lieutenant is to act as a representative when called upon doing so, and to act as the Capt when the 1st Lt. or Capt are not present. The 2nd Lt. will also act as a representative on the Fire Prevention Committee and act as the Probation officer. As Probation officer, the 2nd Lt. will keep in contact with new members, and keep officers informed of progress and problems.
7. Officers are to lead by example. At least 1 officer will be present at all explorer functions. This responsibility is to be shared by all 3 officers. Any officer, who by his/her actions show a disinterest to the post or whose actions are considered harmful to the post, will be subjected to review by the advisors.
8. The duty of the Secretary is to keep all correspondences, records and minutes showing all decisions, plans and publicity. It is the responsibility of the Secretary to ensure all members are aware of activities and meetings. The Secretary will read the monthly minutes at the meetings and have a total count of points available at all monthly meetings. The Secretary is responsible for obtaining department monthly calendar.
9. The duty of the Treasurer is to keep all financial records of the Explorer transactions. The Treasurer will keep a list of all delinquent members with dues or fundraising money. The Treasurer. will report financial status at each meeting and provide a receipt for all money received.
10. Explorers are not to be in the membership lounge without supervision of parent or advisor.
11. Explorers are to show firematic officers and members of the department respect at all times.
12. Explorers are to keep bikes and motor vehicles in lower level parking lot.
13. Explorers may not enter the fire department buildings unless there is a member of the fire dept present.
14. Explorers are not to be at the fire dept. prior 9:45 on Sundays, unless told otherwise by an advisor. Explorers must leave within a half hour of drill/meeting ending.
15. No fooling around on apparatus floor, the fire department grounds or within the building.
16. Explorers will be appropriately dressed, as per dress code for meetings, drills and activities. Explorers will be asked not to participate in drill/activity if clothing is deemed inappropriate or not safe.

Meetings

1. Regular Explorer Post meetings are to be held once a month.
2. Advisor and Officer meetings will be held as needed.
3. A majority of the membership must be present to hold a meeting.
4. Special meetings may be called at the discretion of the advisors.
5. All meetings must end by 9:00pm on school nights and 9:30pm on non school nights.
6. All meetings are to follow a written agenda.

Drills

1. Explorers are permitted to attend Fire Dept. drills. Explorers are not permitted to ride the fire apparatus to a drill site unless authorized by an officer of the dept.
2. Safety equipment, as it becomes available shall be worn at ALL times to drills, fires and work details.
3. Drills must end at 9:00 pm in order to begin cleaning up and putting away all equipment used.
4. Explorers must attend all parts of a fire department drill in order to participate in the hands on aspect.
5. Explorer drills will be held once a month.
6. Sunday drills are from 10am-12pm; Explorers are expected to participate in fire department scheduled drills. If no scheduled drill, Explorers are to have something planned. No Explorer is to be wandering around the fire house during drill hours.
7. Explorers are not permitted to ride apparatus for drills with out first notifying an advisor, and noting on accountability sheet.

Fire Operations

1. All explorer post operations will be under the supervision of an adult that has been approved by an advisor.
2. Explorers are **NOT** to respond to the fire house, or to an emergency scene in personal vehicles, bikes or any other modes of transportation, unless ordered by the Officer in Command.
3. Any time Explorers are requested for calls, notification will be made by an advisor or other authorized individuals.
4. Explorers are prohibited from entering working structure fire under any circumstances. They shall not approach the fire closer than the staging area. In no case closer then 25 feet.
5. Explorers are not permitted to take action unless ordered by an advisor who, in turn, had received specific instructions from the Fire Dept. officer in charge of operations.
6. Explorers are **NOT** permitted to direct traffic.
7. Explorers are not to respond to mutual aid calls.
8. Explorers are to obey all sections of the law, as prescribed in the NYS Dept. of Motor Vehicles, ie: seatbelts, speed limits, and helmets.
9. During periods when Explorers shall be permitted to operate or assist in drills or incidents, they must be in approved Explorer turnout gear and easily identifiable to the officer in command.
10. Explorers are not to have any audio or visual lights/sirens.

Activities

1. Explorers must be in good standing to attend social functions
2. If a member is committed to an event and monies are expended by the post and the member does not show or give proper notification then the member is responsible for said monies.
3. Explorers must attend 2 drills in a 2 month period prior the event and attend the monthly meeting prior the event.
4. Explorers will be required to call the officer in charge if they are unable to attend an event.

Article 4

Terms and Elections

1. Nominations for officer will take place at regular Julymeeting. In order to be nominated for the position of Secretary, one must be an active member for 6 months.
2. In order to be nominated for the position of Treasurer, one must be an active member for 6 months.
3. In order to be nominated for the position of 2nd Lt. one must be an active member for 1 year.
4. In order to be nominated for the position of 1st lt, one must be an active member for 1 year.
5. In order to be nominated for the position of Capt, one must have held the position of Lt.
6. A Capt. may only run for 2 consecutive terms.
7. A majority of the members must be present to conduct the election.
8. Absentee ballots must be available for those unable to make the election, in the event of a tie they run off will be held the same day and no absentee ballots will be permitted.
9. Members must be active, in good standing, and be off probation to vote or run for office

10. Officers will begin their term at close of August meeting**.**

11. In the event of a vacancy of office, the position will be filled at the discretion of the advisors.

Article 5

Penalties, Fines and Confrontations

1. Any Explorer that has a problem is to follow the Chain of Command prior talking to an advisor.
2. All problems are to be documented on an Incident Report.
3. Any infraction of Article 3 will result in immediate suspension from a chief officer or an advisor until the advisors and officers review the incident. This will determine a suspension or dismissal from the post. The individual is responsible for all monies due while on suspension.
4. Any member who disobeys an order of a Chief, officer of the dept, an advisor or explorer officer will be brought up for review. This will determine a suspension or dismissal from the post.

Article 6

Roles and Responsibilities of the Advisors

1. Oversee all meetings and functions involving the post
2. Conduct Advisor meetings on a regular basis.
3. Act as liaison with the fire department and Westchester

Putnam BSA Council on all matters concerning the post.

1. Handle all advisor level paperwork
2. Assist the post by supervising activities, ensuring safety and

instructing in areas where certified and trained in

1. Set up and meet regularly with the post
2. Coordinate decisions concerning finances, equipment and

activities

8. Have final veto power over Explorer officers.

Lake Carmel Fire Dept. Explorer Dress Code

All members of the Lake Carmel Fire Dept. Explorer Post are expected to dress in neat and clean attire. A member’s dress, grooming and appearance will also reflect an awareness of health and safety requirements.

Member’s appearance will display a positive impression and professional image for the Post and the Fire Dept.

Issued gear and Safety equipment

Explorers will wear all issued gear and safety equipment at all drills. Gear issued by the post is not to be altered in any way.

Other attire and appearance guidelines

In addition to complying with issued gear and safety equipment guidelines, members are expected to comply with the following guidelines during all time spent at the fire department, or representing the Explorer Post. This includes fire prevention, training, fundraising, ect.

Females- No excessive jewelry

No skirts, or extremely short shorts

No Bare Midriffs

No Tank Tops

No Bikini, halkter or tube tops

Hair should be neat and tied back

Pants should not be dragging on the ground

No open toe shoes on the apparatus floor

Males- No excessive jewelry

No extremely short shorts

No bare chests/midriffs

No muscle style tank tops

Undergarments should not be exposed

Pants should not be dragging on the ground

No open toe shoes on the apparatus floor

Hair should be neat and tied back, if needed

Uniforms- While wearing the Post uniform, members will wear it with respect. Uniforms will be clean and free from holes, rips and stains.

All attire is at the discretion of the advisors, officers and members of the department and officers of the Lake Carmel Fire Dept. Explorer Post.

Any member finding to be in violation of the dress code will be asked to change or to put on their turnout gear.

Agreement to Lake Carmel Fire Department By-Laws

I have read and understand and agree to the by-laws and dress code. I understand that any infraction to these rules can result to a suspension or dismissal from the post.

I understand that my grades must not slip below 2 failing classes, or I will not be allowed to participate in Explorer functions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explorer’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

I have read the Explorer By-Laws and understand what is expected of my child. I understand that any infraction of these by laws will result in a suspension or dismissal from the post.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’ Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date