

**BY-LAWS**  
**of the**  
**HEMPSTEAD VOLUNTEER**  
**FIRE DEPARTMENT**

**JUNIOR FIGHTERS**

*ADOPTED: DECEMBER 2019*

HEMPSTEAD FIRE DEPARTMENT

UNION ENGINE COMPANY NO. 2, 1848  
ENTERPRISE HOSE COMPANY NO. 1, 1872  
PROTECTION HOSE COMPANY NO. 3, 1873  
HARPER HOOK & LADDER CO. NO. 1, 1876  
VICTORY ENGINE COMPANY NO. 4, 1891  
WEST END ENGINE COMPANY NO. 5, 1916  
FLOODLIGHT & SALVAGE CORP, 1923  
SOUTHSIDE HOOK & LADDER COMPANY NO. 2, 1928  
SOUTHSIDE HOSE COMPANY NO. 2, 1928  
RESCUE SQUAD, 1930  
EAGLE ENGINE COMPANY NO. 1, 1932  
RELIANCE ENGINE COMPANY NO. 3, 1932  
FIRE POLICE SQUAD, 1940  
JUNIOR FIFIGHTERS, 2019

BY-LAW COMMITTEE 2019-2020

Ex-Chief George Sandas  
Ex-Chief Joseph Nadolny  
Hon-Chief Joseph Simone  
Hon-Chief Daniel Simone  
Ex-Captain Richard Smith  
Ex-Captain Anthony Cousins  
Ex-Captain Brian A'Hearn

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# HEMPSTEAD VOLUNTEER FIRE DEPARTMENT JUNIOR FIREFIGHTERS BY-LAWS

*ADOPTED: September 2022*

## **ARTICLE I** **ORGANIZATION**

### **Section 1**

The name of the organization shall be the Hempstead Volunteer Fire Department Junior Firefighters.

### **Section 2**

The objective of the Hempstead Volunteer Fire Department Junior Firefighters shall be to train future firefighters, to foster interest in the volunteer fire service, to instill good firematic habits, to encourage its members to perform duties to the best of their ability and to aid and assist the Hempstead Fire Department when called upon.

### **Section 3**

The Hempstead Volunteer Fire Department Junior Firefighters shall be under the supervision of the Chief of the Department, the Assistant Chiefs and the appointed Advisors.

## **ARTICLE II** **ADVISORY COMMITTEE**

### **Section 1**

A Committee to oversee the Hempstead Volunteer Fire Department Junior Firefighters shall consist of the Chief of the Department, the three (3) Assistant Chiefs and the Chief of Training.

### **Section 2**

A Board of Advisors for the Hempstead Volunteer Fire Department Junior Firefighters shall be appointed by the Chief of the Hempstead Fire Department. These Advisors will oversee the supervision and training of the Hempstead Volunteer Fire Department Junior Firefighters

**Section 3**

This Advisory Board will consist of a Chairperson and other Advisors appointed by the Chief of the Department at the Annual Organizational Meeting in April.

**Section 4**

The Chairperson shall supervise and/or organize all activities of the Hempstead Volunteer Fire Department Junior Firefighters. At least three (3) Advisors must be present at all functions of the Hempstead Volunteer Fire Department Junior Firefighters.

**ARTICLE III**  
**MEMBERSHIP**

**Section 1**

Eligibility requirements for the Hempstead Volunteer Junior Firefighters will be based upon the member's residency within the Inc. Village of Hempstead.

**Section 2**

The number of members in the Hempstead Volunteer Fire Department Junior Firefighters shall be limited to 30.

**Section 3**

An applicant for membership in the Hempstead Volunteer Junior Firefighters shall be no less than twelve (12) years of age and shall not have reached their eighteenth (18) birthday. All applications must be picked up at the regular meeting if the Investigating Committee of the Hempstead Volunteer Fire Department on the third Tuesday of the month.

**Section 4**

All applicants for membership in the Hempstead Volunteer Junior Firefighters must submit the following documentation to the Investigating Committee before being considered for membership.

- a. A completed application.
- b. A completed medical clearance form signed by their physician.
- c. All waivers signed
- d. A complete member profile

**Section 5**

The Chairman of the Investigating Committee shall review and investigate all applicants for the Hempstead Volunteer Fire Department Junior Firefighters. These findings shall be submitted on a monthly basis to both the Board of Fire Commissioners of the Hempstead Volunteer Fire Department and the Advisory Board of the Hempstead Volunteer Fire Department Junior Firefighters for their approval.

**Section 6**

An applicant for membership in the Hempstead Volunteer Fire Department Junior Firefighters shall be a citizen of the United States or a Legal Alien and must meet the age requirements states in Section 3 of this Article.

**Section 7**

Upon approval of the Board of Fire Commissioners of the Hempstead Volunteer Fire Department, and the Advisory Board of the Hempstead Volunteer Fire Department Junior Firefighters, the application will be voted upon for approval by the membership of the Hempstead Volunteer Fire Department Junior Firefighters.

**Section 8**

If a member of the Hempstead Volunteer Fire Department Junior Firefighters decides to become a member of the Hempstead Volunteer Fire Department, their application for membership shall be accompanied by a letter of recommendation from the advisory board.

**Section 9**

When a member of the Hempstead Volunteer Junior Firefighters reaches their seventeenth (17) birthday, they will have the option of remaining a Junior Firefighter for one additional year or applying for membership in the Hempstead Fire Department.

**Section 10**

All eligibility for membership within the Hempstead Volunteer Junior Firefighters will conclude on the members eighteenth (18) birthday.

**Section 11**

At no time shall a member of the Hempstead Volunteer Fire Department Junior's be a member of another firematic organization.

**ARTICLE IV**  
**DUTIES OF MEMBERS**

**Section 1**

All members of the Hempstead Volunteer Fire Department Junior Firefighters must abide by the by-laws of the Hempstead Volunteer Fire Department Junior Firefighters, the rules, and regulations set forth by the Chief's Office, the rules and regulations set forth by the Board of Advisors and the by-laws of the Hempstead Volunteer Fire Department.

## **Section 2**

No member of the Hempstead Volunteer Fire Department Junior Firefighters shall leave a meeting, activity or function without the permission of the Advisory Board.

## **Section 3**

When traveling outside the Inc. Village of Hempstead, all members of the Hempstead Volunteer Fire Department Junior Firefighters will only be allowed to travel if they have returned a signed permission slip to the Advisory Board.

## **Section 4**

All members of the Hempstead Volunteer Fire Department Junior Firefighters must always show respect to all adults and themselves. They must also conduct themselves in a manner that will not discredit Hempstead Volunteer Fire Department Junior Firefighters. Violation of this section will result in the immediate suspension and/or dismissal from the Hempstead Volunteer Fire Department Junior Firefighters.

## **Section 5**

All members of the Hempstead Volunteer Fire Department Junior Firefighters will address Hempstead Fire Department personnel as Chief, Captain, Lieutenant Mr. or Ms. regardless of their relationship while on fire department property.

## **Section 6**

All Hempstead Fire Department apparatus is strictly **OFF-LIMITS** to all members of the Hempstead Volunteer Fire Department Junior Firefighters unless authorized by a Chief of an Advisor.

## **Section 7**

Members of the Hempstead Volunteer Fire Department Junior Firefighters are not permitted to bring guests into any Hempstead Fire Department facility unless authorized by an Advisor.

## **Section 8**

Members of the Hempstead Volunteer Fire Department Junior Firefighters shall not be allowed to be in any Fire House without the authorization of the Advisory Board or the Chiefs Office. Members shall not be permitted to be any Fire House more than one (1) hour prior to the start of a scheduled function unless directed to do so by either the Chiefs Office or the Advisory Board.

## **Section 9**

Members of the Hempstead Volunteer Fire Department Junior Firefighters will be required to attend all scheduled functions unless otherwise excused.

**Section 10**

Members of the Hempstead Volunteer Fire Department Junior Firefighters will not be permitted to ride on or in any Hempstead Volunteer Fire Department vehicle without authorization of the Advisory Board or the Chief's Office.

**Section 11**

Members of the Hempstead Volunteer Fire Department Junior Firefighters may not perform any functions without authorization of the Advisory Board member or Chief.

**Section 12**

Members of the Hempstead Volunteer Fire Department Junior Firefighters shall not consume alcohol, under the influence of alcohol or smoke on any property belonging to the Hempstead Volunteer Fire Department.

**Section 13**

All equipment issued to members of the Members of the Hempstead Volunteer Fire Department Junior Firefighters is the property of the Hempstead Volunteer Fire Department and must be returned to either an officer or the Advisory Board upon leaving or dismissal from the organization.

**Section 14**

All members of the Hempstead Volunteer Fire Department Junior Firefighters shall have their hair in accordance with the by-laws of the Hempstead Volunteer Fire Department.

**Section 15**

Members of the Hempstead Volunteer Fire Department Junior Firefighters who are lax in their duties and responsibilities will be subject to review by the Advisory Board. The recommendation of the Advisory Board will be brought to the Captain and Lieutenants for discussion and possible action. These actions will then be forwarded to the Board of Fire Commissioners.

**Section 16**

Each new member of the Hempstead Volunteer Fire Department Junior Firefighters will serve a three (3) month probationary period.

**Section 17**

Any member of the Hempstead Volunteer Fire Department Junior Firefighters missing three (3) consecutive meetings or activities without a proper excuse and/or good cause shall be considered for suspension and/or termination. All

absences must be presented to the Advisory Board within seven (7) days following the missed activity.

**Section 18**

Members of the Hempstead Volunteer Fire Department Junior Firefighters shall not be considered as members in good standing if they have been suspended or relieved of duty.

**Section 19**

All members of the Hempstead Volunteer Fire Department Junior Firefighters shall receive a copy of these by-laws.

**Section 20**

Members of the Hempstead Volunteer Fire Department Junior Firefighters must notify their Secretary, in writing, a change of address within 10 days of their address change within the Village.

**Section 21**

The Hempstead Volunteer Fire Department Junior Firefighters will be run in a semi-military fashion.

**Section 22**

All members of the Hempstead Volunteer Fire Department Junior Firefighters must attend both the Annual Inspection of the Hempstead Volunteer Fire Department and the Annual Village of Hempstead Memorial Day Parade. If a member is unable to attend, a written excuse must be submitted to either the Captain or the Advisory Board.

**Section 23**

The Captain of the Hempstead Volunteer Fire Department Junior Firefighters will submit a list of all those excused to the 3<sup>rd</sup> Assistant Chief within seven (7) days before the scheduled event.

**Section 24**

Members of the Hempstead Volunteer Fire Department Junior Firefighters may be granted up to a two (2) month leave of absence. This leave will be granted upon a written request to the Captain. Said request shall then go before the Advisory Board for approval. If this leave must be extended, it must be voted on and approved by the Advisory Board.

**Section 25**

Each member of the Hempstead Volunteer Fire Department Junior Firefighters will be required to take an annual physical. An announcement



will be made at the September meeting of the physical date. Parental permission slips must be submitted to the Advisory Board prior to a Department Physical being given.

## **ARTICLE V** **OFFICERS**

### **Section 1**

The members of the Hempstead Volunteer Fire Department Junior Firefighters will be overseen by the following elected officers from within the juniors. The titles of those officers will be:

- a. Captain
- b. 1<sup>st</sup> Lieutenant
- c. 2<sup>nd</sup> Lieutenant
- d. Recording Secretary
- e. Financial Treasurer

### **Section 2**

The term of office shall be one (1) year unless removed for a just cause.

## **ARTICLE VI** **DUTIES OF OFFICERS**

### **Section 1**

Captain – It shall be the duty of the Captain to:

- a. Preside over all meetings and all extracurricular activities.
- b. To act as a representative between the Hempstead Volunteer Fire Department Junior Firefighters Advisory Board and membership of the Hempstead Volunteer Fire Department Junior Firefighters.
- c. Shall appoint all Committee members.
- d. Shall always be responsible for the organization.

### **Section 2**

1<sup>st</sup> and 2<sup>nd</sup> Lieutenant - It shall be the duty of both the 1st and 2nd Lieutenant to:

- a. Assist the captain with his/her duties when needed
- b. Shall assume the position of the captain when the captain is not present.

### **Section 3**

Secretary – It shall be the duty of the Recording Secretary to:

- a. Read the minutes from the previous meeting.
- b. Record any reports from the advisors, officers, board members and any

- other reports made.
- c. Read back the minutes from each meeting for the juniors to accept or correct.
  - d. Type the report from meeting or activity and e-mail them to the Chairperson, Co-Chairperson.
  - e. Read all correspondences
  - f. Keep the roster updated each meeting
  - g. Mail out all meeting notices
  - h. Keep attendance records of all activities and maintain said records.

#### **Section 4**

Treasurer – It shall be the duty of the Financial Secretary to:

- a. Assume the financial duties of the Hempstead Volunteer Fire Department Junior Firefighters
- b. Collect all monies for the Hempstead Volunteer Fire Department Junior Firefighters and turn the money over to the Chairperson of the Advisory Committee
- c. Keep adequate records of all financial transactions.
- d. Read bank statements to the membership at regular meetings.
- e. Keep all financial records and to turn over any Association funds for deposit to the advisor designed as Treasurer.
- f. Keep track of dues and inform the Secretary of any member or organization not in good standing. Receipts of all money transactions shall be kept.

## **ARTICLE VII** **NOMINATION AND ELECTION OF OFFICERS**

#### **Section 1**

Nominations of officers shall be held at the regular monthly meeting in March of the Hempstead Volunteer Fire Department Junior Firefighters.

#### **Section 2**

Election of Officers shall be held at the regular monthly meeting in April of the Hempstead Volunteer Fire Department Junior Firefighters.

#### **Section 3**

A member may not make more than one (1) nomination for the same office.

#### **Section 4**

To run for an elected office within the Hempstead Volunteer Fire Department Junior Firefighters a member must met the following criteria:

- a. All applicants for an elected office must be members in good standing at the time of their nomination.
- b. Secretary -- Served at least six (6) months in the Hempstead Volunteer Fire Department Junior Firefighters
- c. Treasurer - Served at least six (6) months in the Hempstead Volunteer Fire Department Junior Firefighters
- d. Lieutenant - Served at least one (1) year in the Hempstead Volunteer Fire Department Junior Firefighters
- e. Captain - Served at least one (1) year as a Lieutenant in the Hempstead Volunteer Fire Department Junior Firefighters.

### **Section 5**

A candidate must be capable of serving a full term in office (1 year) because of his/her age.

### **Section 6**

If an elected office becomes vacant during a term, a special election will shall be held at the next regular meeting of the Hempstead Volunteer Fire Department Junior Firefighters.

### **Section 7**

All voting ballots will be secret when voting

### **Section 8**

A majority of all ballots cast shall constitute the winner of an election.

### **Section 9**

All duly elected officers of the Hempstead Volunteer Fire Department Junior Firefighters shall be sworn in by the Chief of the Department immediately after the election

## **ARTICLE VIII** **BY-LAWS**

### **Section 1**

The by-laws of the Hempstead Volunteer Fire Department Junior Firefighters may be amended at any regular meeting with a two-thirds (2/3) majority vote of the membership present by secret vote providing the proposed amendment had been submitted in writing at a previous meeting.

### **Section 2**

Any by-law or by-law amendment voted on and passed by the membership of the Hempstead Volunteer Fire Department Junior Firefighters will be subject to

approval by the Chief's office, the Advisory Board, and the Board of Fire Commissioners.

**Section 3**

The by-laws of the Hempstead Volunteer Fire Department Junior Firefighters shall not supersede the rules, regulations or by-laws of the Hempstead Volunteer Fire Department.

**Section 4**

These By-Laws will be subject to amendment at any time by the Hempstead Volunteer Fire Department, and upon approval of the Board of Fire Commissioners.

**ARTICLE IX**  
**FINES, SUSPENSIONS AND**  
**DISMISSAL**

**Section 1**

The following offensive behaviors and or actions by a member listed below may hold a penalty of possible suspension and/or expulsion.

- a. Profane or indecent language.
- b. Not answering roll call at all functions.
- c. For leaving the group at a function without the permission of the Officer or Advisor in charge.
- c. For taking any property of either the Hempstead Volunteer Fire Department Junior Firefighters or the Hempstead Volunteer Fire Department without the proper permission.
- e. For causing damage to property or removing a member's property without permission.

**Section 2**

At any function of either the Hempstead Volunteer Fire Department Junior Firefighters, or the Hempstead Volunteer Fire Department members must always conduct themselves in an appropriate manner. Any member displaying unbecoming behavior or disobeying direct orders may have charges preferred against them. These charges may impose a suspension of up to six (6) months. The suspension will be imposed at the discretion of the Officers and the Advisory Board.

**Section 3**

All suspensions and expulsions must be made in conjunction with the Advisory Board. At a special meeting of the Advisory Board, charges against a member shall be read and a hearing with the member shall be scheduled.

**Section 4**

Any member of the Hempstead Volunteer Fire Department Junior Firefighters that has been expelled shall be eligible for reinstatement by a 2/3 vote of the membership present at any regular meeting.

**Section 5**

Any member of the Hempstead Volunteer Fire Department Junior Firefighters dropped from the rolls or expelled from the organization who reapplies for membership within a three (3) month period shall not be required to serve the training probationary period.

**Section 6**

No person shall be eligible for reinstatement when their expulsion was for misconduct, non-participation and neglect of duty.

**Section 7**

Causes for charges shall be for abuse of authority, misconduct non-participation and neglect of duty.

**Section 8**

Once charges have been cleared by the Advisory Board and the Captain, these charges will then be brought to the meeting floor and they will be discussed. After the discussion, these charges will then be voted on by the membership present with a secret ballot. A 2/3 vote of the membership present will be required for either charges being dropped, suspension or expulsion.

**ARTICLE X**  
**MEETINGS**

**Section 1**

Three regular meetings of the Hempstead Volunteer Fire Department Junior Firefighters will be held on first Sunday of each month beginning at 10:00am.

**Section 2**

All meetings will be run in accordance with Robert's Rules of Order unless superseded by these by-laws.

**Section 3**

A quorum consisting of five (5) members and an officer will be necessary in order to conduct business.

**Section 4**

Any member of the Hempstead Volunteer Fire Department Junior Firefighters wishing to speak at a meeting shall first raise his/her hand and wait to be recognized by the presiding officer. A member shall rise from their seat when addressing the membership.

#### **Section 5**

If any member of the Hempstead Volunteer Fire Department Junior Firefighters miss's three (3) consecutive meetings or three (3) activities in three (3) months, without an excuse, that member will be considered for suspension.

#### **Section 6**

Cell phones and electronic devices shall be turned off prior to the start of meetings, drills and training sessions. These devices can be turned on at the conclusion of said activities.

#### **Section 7**

The order of business for a regular monthly meeting shall be as follows:

- a. Call to order with a salute to the flag
- b. Roll call
- c. Reading of the previous month's minutes
- d. Collection of fines, dues and assessments
- e. Communications and bills
- f. Membership Committee Report
- g. Application for membership
- h. Resignations
- i. Report of officers
  - a. Captain
  - b. Lieutenants
- j. Report of the Advisory Board
- k. Treasurers Report
- l. Elections
- m. Unfinished business
- n. Training committee report
- o. New business
- p. Training
- q. Fundraising committee report
- r. Good and Welfare
- s. Sick committee
- t. Adjournment

#### **Section 8**

A special meeting may be called by the Captain on the request of five (5) active members to take action not prescribed at a regular meeting. Notice of such a special meeting shall be made at least two (2) days before the special meeting. No such special meeting called be called earlier than 1800 hours.

## TITLE XI **PARADES**

### **Section 1**

All members of the Hempstead Volunteer Fire Department Junior Firefighters will be responsible for attending and marching any and all parades to which the members of the Hempstead Volunteer Fire Department Junior Firefighters have voted to attend other than the Annual Memorial Day Parade.

### **Section 2**

The Annual Village of Hempstead Memorial Day Parade shall be a mandatory parade attended by all members of the Hempstead Volunteer Fire Department Junior Firefighters.

## ARTICLE XII **UNIFORMS**

### **Section 1**

The regulation uniform of the Hempstead Volunteer Fire Department Junior Firefighters shall consist of the following:

- A. White, short sleeve shirt
- B. Black tie
- C. Tie clip
- D. Blue pants
- E. Black shoes
- F. Black socks
- G. Badges – Hat and breast
- H. Belt
- I. Hat
- J. American flag patch
- K. Hempstead Fire Department Patch
- L. Blue windbreaker uniform jacket -- worn only when instructed to do so.

### **Section 2**

All members of the Hempstead Volunteer Fire Department Junior Firefighters shall be required to wear their specified uniform to all parades, inspections and wherever their uniforms are required.

### **Section 3**

No members will be permitted to appear in parades unless they are in the proper uniform. Civilian clothes will not be allowed unless the required uniform has not yet been issued.

## **ARTICLE XIII** **RESIGNATIONS**

### **Section 1**

Resignation from either the membership or from an elected office of the Hempstead Volunteer Fire Department Junior Firefighters must be done in writing and submitted directly to both Captain and the Advisory Board.

### **Section 2**

A resignation will be officially accepted by the Advisory Board when all equipment, uniforms, badges and paperwork have been returned in good or working order.

### **Section 3**

All resignations will be acted upon at the recommendation of the Advisory Board at the next regular meeting of the Hempstead Volunteer Fire Department Junior Firefighters when the resignation is presented.

### **Section 4**

If a member of the Hempstead Volunteer Fire Department Junior Firefighters wishes to join another program or Department, they must first resign as a member of the Hempstead Volunteer Fire Department Junior Firefighters and follow the above mentioned in Sections 1 and 2 before applying to this other Department.