

**Constitution and By Laws
of the
Pelham Batesville Fire District
Board of Fire Control**

Article I
Name

The name of this organization shall be the Pelham Batesville Fire District. The organization may synonymously be known as the Pelham Batesville Fire Department, herein called the District.

Article II
Objectives

The objectives of the district are:

Section 1: To fulfil the duties and responsibilities as set forth by state law in the creation of the Fire District. Reference Article 3. Pelham Batesville Fire District in Greenville and Spartanburg counties (form no. 5) S.C. Code of Laws, Sections U-23-210.

Section 2: The purpose shall be to preserve life and property within the legally defined areas of the District incase of fire, rescue and/or other emergency, and to promote through fire safety education, the prevention of such fire and/or other emergency.

Section 3: This constitution shall provide a general guide to the operation of the District with respect to the futures of the Board and its appointed officers and employees.

Section 4: All members of the Board are to conduct themselves in a manner considered appropriate for a public official.

Section 5: To provide guidance and direction to the Chief and Officers of the Department, as related to the overall function of the organization.

Article III
Members

Members shall serve at the pleasure of the Governor of the Sate of S.C., as prescribed in creating legislation.

Article IV
Officers

Section 1: The officers of the Board shall be: Chairman, Vice-Chairman, Secretary and Treasurer.

Section: 2: Each officer shall be elected at the first regular business meeting in January of each year by voice vote of a quorum of the Board. The term of office shall coincide with the term of the individual elected to serve.

Section 3: The term of the office shall begin at the close of the meeting at which the officer was elected.

Section 4: Any vacancy of office that may occur, the Chairman shall appoint a member to fulfill the term and said member shall serve until the next regular election of officers occurs.

Section 5: All elections and resolutions, unless otherwise specifically provide for, shall require a majority vote of members in attendance.

Section 6: A quorum of three members is required in order to conduct business.

Article V Duties

Section 1: The Chairman shall preside at all meetings of the Board. He/she shall appoint committees as may be needed from time to time for special projects or programs. He/she shall perform other such duties as they pertain to the office of Chairman.

Section 2: The Vice-Chairman shall preside at all meetings in the absence of the Chairman or at any other time when so requested by the Chairman and to perform other such duties as directed by the Chairman.

Section 3: The Secretary shall keep an accurate record of all the proceedings of the Board; including, member profiles, meeting minutes, attendance at meetings, etc. A copy of these records shall be maintained at the Fire Department and be made available to the public as required by State Law.
The Secretary shall also sign and verify certain documents as may be required by his official position. Per other duties as directed by the Chairman.

Section 4: The treasurer shall receive all funds payable to the District and make a financial report to the Board at each regular meeting. Report shall include all documents receipts and expenditures and shall be presented in written form monthly or as otherwise may be required. The treasurer shall engage a qualified CPA firm on an annual basis to conduct an audit of the finances of the District. Such audit shall be made available to those local, state, and other appropriate agency on a need to know basis or as required by law.

Article VI Meetings

Section 1: The regular business meeting of the District will be held every month on the third Monday of the month.

Section 2: Written notice of each meeting will be sent to each Board member one week before the regularly scheduled meeting.

Section 3: Notice of meetings and agendas will be posted in the Headquarters station at least 24 hours prior to the scheduled meeting. A listing of regular meetings will be mailed to local media for publication in January of each year.

Section 4: Special meetings may be called by the Chairman as may be required for conduct of District business. Notices of special meetings shall state the purpose and objects of the meetings and be mailed and posted in a similar method as regular meetings. No other business shall be transmittal at such special meetings, other than that stated in the meeting notice.

Section 5: A quorum shall consist of a majority of the Board members being present.

Section 6: Meetings of the Board may be cancelled or postponed at the discretion of the Chairman for due cause or if no official business needs to be conducted.

Article VII Conduct of meetings

The meetings shall be conducted under the rules of procedure contained in Robert's Rules of Order, Revised. The Secretary shall maintain a current copy of this book and it shall be available at all meetings of the Board.

Article VIII Committees

Committees shall be appointed by the Chairman to conduct studies or research of items as deemed appropriate by the Board.

Article IX Fiscal Year and Budget

Section 1: Operations of the District shall be conducted on a calendar year basis beginning on January 1 and ending on December 31.

Article X Management

Section 1: The management policies and operations of the Department shall be vested in the Fire Chief and reviewed by the Board of Fire Control of the District. The Fire Chief shall in force such policy and procedures that, within the best of his knowledge and authority, comply with all applicable Federal, State, and local laws.

Section 2: The Fire Chief shall serve as the primary **mediary?** between the Board of Fire Control and other such officers, employees and/or members of the Fire Department.

Section 3: The Fire Chief works at the discretion and by appointment of his position for the Board of Fire Control, as provided by law. (S.C. code laws, section 4-23-230, (j)). Any disciplinary or correction as to the duties of the Fire Chief is to be performed by the Chairman of the Board.

Section 4: Other matters of employment, i.e., hiring, disciplinary, termination, etc. shall be performed by the Fire Chief and his duly authorized officers.

Article XI Property

Section 1: The property of the District shall be in the custody of the Board of Fire Control and at the disposal of the Fire Chief, officers and other employees/members only for the express conduct of official fire department business. Funds of the District shall be placed in such banks and/or other financial institutions as the Board may elect.

Section 2: Financing of Article XII

The Constitution and by laws of the District may be amended by a two-thirds vote of the members present at any regular or special meeting provided notice of such amendment shall have been sent to all board members by the Secretary at least two weeks prior to such meeting.

Duly adopted this 24 day of January, 1982.