

III Junior Membership

Objectives:

1. To educate the members in concepts and training involved in the fire service, and to prepare them for a future in the fire company.
2. To aid and enhance the fire company in all possible ways, and to insure and continuity in the fire company operations, firefighting and protection of lives and property in the community. A junior member does not have to be involved in fire fighting. Junior members should be encouraged to be involved in administrative duties and fund raising activities of the fire company.
3. To build character and encourage community involvement in our young adults.

Membership:

1. Members shall consist of young men and women ages 14 through 17 inclusive. Proof of age and working papers **MUST** be presented at the time of the application.
2. An individual desiring membership shall submit a membership application and membership fee to the Fire Company Membership Committee. The application will be read at the next company meeting, then turned over to the Investigating Committee will investigate and review the application, and make recommendation to the company at the next regular company meeting. Membership applications will be acted upon in accordance with the by-laws of the company.
3. If accepted, the application fee shall be considered payment of the current membership dues. If rejected, the application fee shall be refunded in full, with a brief explanation of the denial.
4. Any Junior Member, who has attained the age of 18 years, completed the Essentials Modules A, B, & C, satisfactorily attended drills and other training exercises, complied with the State of Pennsylvania Child Labor Law, and demonstrated that they are capable of carrying out the duties and responsibilities of active membership, may apply for Regular Membership in the New Kingstown Fire Company.

The Junior Membership Committee (Adult Advisors):

1. Adult Advisors a.k.a. Junior Membership Committee shall be comprised of five active members of the New Kingstown Fire Company. The Adult Advisors will be appointed by the Fire Company President for a term of three (3) years consisting of two (2) classes of two (2) members each and one (1) class of one (1) member. Line Officers or active company members may be called upon to assist the Junior Membership Committee as Junior Membership Advisors.
2. Adult Advisors a.k.a. Junior membership Committee members must be at least 18 years of age, and an active member for at least one (1) year.
3. Junior Membership Committee will act in a professional manner at all times and will be responsible for the guidance, training, safety, and financial duties of the Junior Membership Program.

4. The Junior Membership Committee shall deal with all suggestions, concerns, problems, and offenses of the Junior Members. The Junior Membership Committee will act in defense should charges be brought against a Junior Member; however, upon a third offense, a Junior Member will be brought before the Board of Directors for appropriate actions.

Rules and regulations:

1. Junior members will act in accordance with Chapter 2 of the Pennsylvania labor Laws, titled "Employment of Infants", under the subsection 48.3. At no time shall a junior deviate from this law. It is the duty of all junior members to be familiar with this regulation. Juniors are also required to complete a weekly form, titled "Junior Member Work Schedule", which is posted at the fire station. The completed form should be turned over to the Jr. Secretary at the monthly junior meeting. A copy of this form is attached in the back of the Standard Operating Guidelines.
2. Junior Members will ride apparatus ONLY when authorized by an Advisor or Line Officer.
3. Junior Member must obey all rules, regulation, and by-laws established by the New Kingstown Fire Company.
4. Junior members are encouraged to attend monthly company meetings, and have a voice but no vote.
5. Juniors 14-15 years of age may ride to any non-emergency incident, training, or parade. They may not ride any Fire Company owned apparatus during an emergency situation.
6. Juniors 16 years of age and over may ride apparatus to an emergency situation only after they have successfully completed Essentials Module A. At that point they must pass the Fire Company Level Basic Knowledge Test within six (6) months. Riding privileges may be revoked if they do not pass the Basic Knowledge test. They must also successfully complete Hazardous Materials Operations and CPR/AED Training within one (1) year. Any Member over age 16 that completes the Basic Knowledge Test may ride to emergency situation prior to an Essentials Module A Class being offered.
7. All members shall dress and conduct themselves in a professional manner and shall be neat and clean while attending meetings and company functions. Although no dress code exists, juniors should follow a simple procedure-if you cannot wear it to school, it should not be worn at or around the fire station.
8. Junior members will be issued protective gear based upon their training. All members are expected to maintain gear and keep it in a clean condition in accordance to section 2, #5-8 of the Standard Operating Guidelines. Proper protective gear shall be worn during training exercises that requires the use of the equipment.
9. All Junior Members are expected to maintain an acceptable grade average while in school and shall present their current grades (report card) to the Junior Membership Committee within fourteen (14) days of the end of the marking period. Juniors that become members midway

- through a marking period are still required to present their report card to the committee. If Junior Member's grades reach the point where he/she fails a marking period, a suspension of not less than twenty (20) days will be given. Additional suspension time will be at the discretion of the Junior Membership Committee. Junior Members are responsible to present a statement from his/her teacher showing grade improvement for reinstatement after 20 days have passed.
10. No Junior Member will question the authority of a Senior Officer, Advisor, or Line Officer.
 11. Members shall not engage in actions or create noises which will be considered disruptive to meeting or activities. Horseplay, fighting, physical sports in the fire station is prohibited. Destruction of fire company property will not be tolerated.
 12. No member, while at the station or on company grounds, at meetings, activities, or department functions shall be under the influence of or possession of alcohol, drugs, or other controlled substances. Smoking is prohibited in the station.
 13. Junior Members who attend school are not permitted in the fire station during school hours unless school is not in session. All members must depart the station by 21:00 hours on nights preceding a school day, and 23:00 on any other night, except on company functions authorized by the Advisors or Line Officers. Junior Members under the age of 16 years are only permitted to be at the firehouse between the hours of 07:00 and 21:00. During the time June through Labor Day when school is not in session, Junior Members are permitted to be at the firehouse between the hours of 07:00 and 22:00. Exception-Emergency Station Manning.
 14. Junior Members eligible to respond on emergencies shall give way on apparatus to Senior Members at all times.
 15. No member is allowed to gamble on fire company property.
 16. The telephone is not to be used unless permission is granted by an Advisor, Director, or Company Officer, and then only by a reasonable request and time period.
 17. Junior Members are not permitted to answer the telephone unless no other member is in the building, or unless he/she has specific instructions to do so.
 18. Foul language will not be tolerated.
 19. Members shall report any accident or injury to any Advisor, Director, or Company Officer.
 20. Members shall make themselves available to attend the Junior Meeting, Regular Fire Company Meeting and at least one (1) fund raising activity and one (1) training per month.
 21. Members are encouraged to become familiar with equipment on the apparatus; however, prior permission from a Line Officer or Advisor should be obtained before any equipment is removed from the apparatus.
 22. Junior Members are limited to one (1) guest at a time while in the station, unless exception is granted by an Advisor, Director, or Company Officer.
 23. Disciplinary action shall consist of the following steps:
 - a. verbal reprimand

- b. written reprimand
- c. suspension
- a. expulsion

The severity of an infraction shall determine where in the process a member begins. The Junior Membership Committee shall determine this with careful attention given to precedent. Disciplinary problems shall be made a part of each member's record. Any and all such actions may follow an appeal process by outlining the appeal in detail, and presenting it to the Directors for review and consideration. All disciplinary actions, other than verbal reprimand, shall be reported in writing, to a parent or guardian.

- 24. Junior Members who have personal cellular phones should limit the time they are using the phone when participating in fire company activities. Also, the phone should be kept in a "silent mode" during such times.

Meetings and Election of Officers:

- 1. The Junior Officers to be elected annually shall be made up of Administrative Officers.
- 2. The Administrative Officers shall consist of:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - 1. The Treasurer and Secretary positions may be combined.
- 3. All elected officers of the Junior Members shall be elected annually at the December Meeting of the juniors for a term of officer to begin January 1st and to end December 31st.
- 4. Nominees for elected offices must be an active junior member.
- 5. Ballots shall be presented and read prior to the election and acted upon at the meeting in December.
- 6. The Junior Members and Advisors will meet on the second (2nd) Thursday of each month at 8PM.
- 7. The order of business at the meeting will be as follows:
 - a. Call to Order/Opening
 - b. Pledge of Allegiance to the Flag
 - c. Roll call of officers and advisors
 - d. Reading and approval of minutes of prior meeting(s)
 - e. Officers and Advisors reports
 - f. Reports of committees
 - g. Announcements and appointments
 - h. Unfinished business
 - i. New Business
 - j. Good of the Juniors
 - k. Adjournment

Duties of Officers:

1. The Junior Administrative officers shall have authority and perform the duties as follows.
2. President
 - a. It shall be the duty of the President to preside at all meetings of the Juniors, maintain order, permit discussion of all items of business properly presented by motion, allow questions and discussion of motions before seeking action on the motion, cast the deciding vote when members present are equally divided, and shall thoroughly explain all matters in question prior to action.
 - b. The President shall not make, second, or influence any motion while presiding. The President shall not participate in any debate or discussion.
 - c. Upon request of the fire company board of directors, the president shall attend director's meetings and report back to the juniors at the next regular scheduled meeting
 - d. The President shall serve as ambassador of goodwill to the community and as a symbol of the juniors.
3. Vice President
 - a. It shall be the duty of the Vice President to perform all duties of the President in the absence of the President.
 - b. The Vice President shall serve as a delegate of the President when appointed by the President.
 - c. The Vice President shall conduct two (2) meetings per calendar year.
4. Secretary
 - a. The Secretary shall keep an accurate record of all proceedings of every Junior meeting in a minute book provided for that purpose which shall be subject to inspection by the members at all times. A copy of the minutes should also be emailed to junior members and advisors when completed.
 - b. The Secretary shall post the results of election of officers at the station no later than January 15th.
 - c. The Secretary shall be provided with adequate materials required for the performance of the office.
 - d. The Secretary is responsible for maintaining and filing the weekly Junior Member Work Schedule form.
5. Treasurer
 - a. The Junior Treasurer shall work with the Fire Company Treasurer to maintain funds of the junior members. The Fire Company Treasurer shall be responsible for all transactions of the juniors.
 - b. The Treasurer shall report at each meeting the expenses and receipts for the juniors.

- c. The Treasurer will be responsible for supplying all invoices to the Fire Company Treasurer for payment.