Constitution and By-Laws

Marion Volunteer Fire Department

Constitution

Article I: The name of the organization is the Marion Volunteer Fire Department (MVFD)

 The Marion Volunteer Fire Department was established in January 1936.

Article II: Mission Statement: To preserve and protect the lives and property of the citizens

 of our community, ensuring a safe environment for all.

Article III: Vision Statement: We are a dynamic organization, characterized by our integrity,

 commitment to the community, and membership development. We place value

 on the safety of people and property. We are committed to maintaining the quality

 of life for the community which we serve.

Article IV: Membership: Any resident of the greater Marion area, who is at least 18 years old,

may apply for membership. Jr membership may be available to 16–17-year-old applicants based on Jr Firefighter handbook. There is no discrimination of based on sex, race or religion.

Article V: In the event of dissolution of the Marion Volunteer Fire Department, assets of the

 department that were not distributed prior to the dissolution, will be transferred to

 the Guadalupe County Fire Association to be distributed to another Guadalupe

 Volunteer Fire Departments.

By-Laws

Article I: Members are categorized as active, probationary, or inactive status. An applicant

 must be voted into the organization and completed orientation and a probationary

 period to become an active member.

 Section 1: Active Members

1. Active members can vote, hold, or run for an elected/appointed office

1. To become active, a member must volunteer 36 hours within the

 previous 90-day period prior to business meeting.

1. Volunteer hours are considered when a person contributes to the department to include calls, work details, meetings, in-house training,

 CEs, and officer duties.

Section 2: Inactive Members

1. Inactive members cannot vote, hold, or run for an elected/appointed office.

1. Inactive members are non-probationary members who do not meet the active membership requirements as stated in Article I, section 1.

 Section 3: Probationary Members

1. Probation time will be initially set for 6 months. Completion of the task book will be required to complete probationary status. Extensions up to 1 year total can be granted.
2. When a probationary member is in good status, completed 6 months, and the task book he/she will be voted on by the active members for full membership status.
3. A probationary member may be released from the department by the executive committee if warranted without membership vote.

 Section 4: Any member who resigns from the MVFD and wishes to rejoin the

 department will be treated as a new member. They will be required to

 complete orientation and the probationary period to become a member.

Article II: Officers of the MVFD: President, Vice President, Secretary, Treasurer, Fire Chief,

 and Assistant Fire Chief.

 Section 1: These officers are on the Executive Board. No more than two (2) members from the same family (by blood or marriage) can hold an

 elected and / or appointed office during the same year. Only one of

 those family members may be on the signature card for financial

 transactions.

Article III Meetings

 Section 1: Regular business meetings shall be held once a month. The date and time

 of these monthly meetings will be determined by a majority vote during the

 December business meeting.

 Section 2: Special meetings may be called as the will of the President or Fire Chief.

 24-hour notice must be given before a special meeting can take place.

 Section 3: Business meetings will be organized on the Roberts Rules of Order.

 Section 4: A quorum for the transaction of business shall consist of no fewer than 51% of the Active members with a minimum of two being Elected Officers.

Article IV Elections

 Section 1: Applications for each elected officer positions (Article II) will be submitted

 at the regular business meeting in November of even numbered years.

 Section 2: Applications will be checked for eligibility and a written ballot will be

 compiled of eligible applicants. Criteria as follows:

1. Vice President, Secretary, Treasurer must have been a member of the MVFD for 1 year period excluding any leave of absence and have been an Active member at least 9 out of 12 months.

1. President and Assistant Fire Chief must have been a member of the MVFD for three (3) years excluding any leave of absence and must have been in an Active member at least 9 out of 12 months in each of the last 2 years. Asst Fire Chief should have had at least 1-year operational officer (Lt, Capt., Asst Chief, Chief) experience.

1. Fire Chief must have been a member of the MVFD for four (4) years, excluding any leave of absence and must have been an Active member at least 9 out of 12 months in each of the last 2 years. The Fire Chief should have 2 years of operational officer experience.
2. The executive committee may approve a waiver to any eligibility requirement if they feel it is necessary to fill officer positions.

 Section 3: Elections for the Officers mentioned in Article II shall take place at the

 December business meeting on even numbered years by a written

 ballot.

 Section 4: Each member who has been active 9 of 12 months will cast a ballot.

 Section 5: The member with a majority of the votes will take charge of their

 elected position on 1 January of the following year.

Article V: Funds: Funds will be used for necessary operating costs pertinent to the Department.

 Section 1: Financial report will be presented monthly at Business Meeting.

 Section 2: Funds shall come from donations, grants, and local governments.

 Section 3: Any fund-raising activity must be approved by the executive committee

 prior to being voted on by the membership. If approved by committee, it

 will be placed on the agenda for the business meeting. The member who

 requested the fund raiser, is responsible to present the fund raiser to the

 membership for a vote. If approved that member is responsible to

 coordinate the event with assistance from an executive member. A

 budget must be approved by membership. All funds raised will be

 placed in the department’s donations account.

 Section 3: Expenditures

1. $100.00 or less items may be purchased with approval from an elected officer for operational supplies out of the cash drawer with receipt. Ledger will be kept and presented to the Treasurer once a month.

1. Over $100.00 and less than $1500 expenditures will be approved by 2 officers and documented on a purchase order. The Purchase order along with receipt will be presented to Treasurer.
2. Purchases $1500 and over must be pre-approved by a majority vote of the Active membership with the *exceptions* of yearly approved budget items and needed equipment repairs or maintenance needs approved by 3 officers.

1. Budget excess will be spent before the end of the year or carried over to

 the following year.

1. Any funds drawn from the temporary or permanent reserve must be

 pre-approved by the Elected Officers first and then by a majority of the

 active membership. Temporary or permanent funds including but not

 limited to: savings bonds, CD’s, and balance in MVFD checking accounts.

1. All expenditures must have a receipt and description of expenditure. All expenditures will have documentation such as a purchase order that will be held with receipt by the treasurer.

 Section 4: MVFD will file IRS 990 yearly & an external audit will be performed at the

 end of every even year.

Article VI: Request for use of MVFD equipment assets must be approved by executive

 committee.

Article VII: Standing committees can be appointed by the President.

Article VIIl: The by-laws may be amended by a majority vote at a regular business meeting. Once the amendment has a motion and a second it must be tabled until the next regular business meeting. If passed, the amendment will become effective immediately unless otherwise specified.

Article IX: Standard operating policies (SOP’s) and standard operating guidelines (SOG’s) will be signed by President and Chief and presented to the members. Each member will have access to either a hard copy or an electronic copy and must sign a sheet acknowledging they have received the new SOP and/or SOG.

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Jeffrey Scott, Vice President Date Jeremy Davenport, Chief Date