

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 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, with value placed 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 17 years old may apply for membership. There is no discrimination of sex, race or religion.

Article V: In the event of dissolution of the Marion Volunteer Fire Department any and all assets of the department shall become property of the volunteer fire departments within Guadalupe County to be distributed based on need by the county Fire Marshal.

By-Laws

Article I: Members are categorized as Active and Inactive. A person must be voted into the organization and have completed orientation and the probationary period to become a member.

Section 1: Active Members

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

b. To become active, a member must volunteer 36 hours within the previous three (3) month period.

c. Volunteer hours are considered any hour a person contributes to the department to include: calls, work details, meetings, in-house training, CE's, and officer duties.

Section 2: Inactive Members

- a. Inactive members cannot vote, hold or run for an elected/appointed office.
- b. An Inactive member is anyone who does not meet the volunteer requirements as stated in Article I.

Section 3: 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. They will not be allowed to use positions held prior to their resignation to fulfill requirements for elected or appointed positions.

Article II Officers of the MVFD are: President, Secretary, Treasurer, Fire Chief and Assistant Fire Chief. These officers are considered 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 at the fire station once a month. The date and time of these monthly meetings will be determined by a majority vote following the December elections. The decision of the majority will determine meeting dates / times for the following calendar year.

Section 2: Special meetings may be called at the will of the President or Fire Chief. A 24 hour notice must be given before a special meeting can take place.

Section 3: Business meetings will follow closely to Roberts Rules of Order.

Article IV Elections

Section 1: Applications for each position mentioned in Article II will be submitted at the regular business meeting in November of even number years. Applications will be checked for eligibility and a written ballot will be compiled of eligible applicants. Criteria as follows:

- a. President, Secretary, Treasurer must have been a continuous Active member of the MVFD for 1 year excluding probationary Period and any leave of absence.
- b. Assistant Fire Chief must have been a continuous Active member of the MVFD for three (3) years excluding probationary period and any leave of absence and must have been in an elected or appointed position for two (2) years.

c. Fire Chief must have been a continuous Active member of the MVFD for five (5) years, excluding the probationary period and any leave of absence and must have been in an elected or appointed position for two (2) years.

Section 2: Elections for the Officers mentioned in Article II shall take place at the December regular business meeting.

Section 3: Each Active member will cast one (1) vote.

Section 4: The applicant with a majority of the votes will take charge of their position on 1 January of the upcoming year.

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

Section 1: Funds for the operation of the MVFD shall come from donations, grants and local governments.

Section 2: Any fund raising activity must be approved by a majority of the membership, no limit on amount of fund raisers in a calendar year. The member that comes to the membership with a fund raiser, if approved, will be in charge of the fund raiser to include getting any funds to the treasure so the funds can be put in the bank. Funds from a fund raising activity must be designated for a specific project or improvement to benefit the Marion VFD.

Section 3: Expenditures

a. Under \$500.00 must be pre-approved by elected officers. Officers may not approve their own expenditures.

b. Over \$500.00 must be pre-approved by a majority vote of the Active membership.

c. Yearly expenditures will not exceed income funds. Budget excess will be spent before the end of the year or carried over to the following year.

d. 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 and permanent funds outside the yearly budget, including but not limited to: savings bonds, CD's, and additional balance in MVFD checking accounts.

e. All expenditures must be written on a Purchase Request and approved

as above prior to expenditure.
Section 3: MVFD will file IRS 990 yearly

Section 4: An external audit will be performed at the end of every even year.

Article VII: Nothing owned by MVFD will be lent, leased, or rented to anyone or any organization.

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

Article XI: 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 XII: Standing operating policies (SOP's) and standard operating guidelines (SOG's) will be set by the Elected Officers and presented to the members at the next business meeting. Each member will receive either a hard copy or an electronic copy and must sign a sheet acknowledging they have received the new SOP and/or SOG.

Thomas C. Amen, President

Date

Jeremy Davenport, Chief

Date

Revised addition

Members approved 13 November 2018