



**BY-LAWS
OF THE
GERONIMO VOLUNTEER FIRE DEPARTMENT, INC.
GERONIMO, TEXAS
ORGANIZED - APRIL 1980**

May 2011 Addendum

PREAMBLE

We, the officers and members of the Geronimo Volunteer Fire Department, Inc., believing such an organization to be a public necessity in our community and impressed from past experience with the importance of having certain rules and regulations for the preservation of order and defining of duties, recommend the adoption of and pledge ourselves to abide by the following By-Laws.

ARTICLE 1 – NAME

- 1-1 This organization shall be known by the name of Geronimo Volunteer Fire Department, Inc., hereafter referred to as the "Department".

ARTICLE 2 – OBJECTIVES

- 2-1 To protect the citizens against the danger of fire, panic, explosion, other hazardous conditions, and any emergency events that may occur in the community.
- 2-2 To acquire, operate and maintain equipment, commonly associated with the fire service.
- 2-3 To teach, educate and train citizens in the art of fire prevention and safety that are commonly associated with the fire service.
- 2-4 To provide emergency services that are commonly associated with the fire service.
- 2-5 To raise funds essential to the successful operation thereof.
- 2-6 To provide training and educational opportunities for department members to further the knowledge and skills necessary to be an effective and contributing members of the Department.

ARTICLE 3 – POWER AND JURISDICTION

- 3-1 The Department shall have power to make and enforce such By-Laws as it may deem expedient; to elect officers; to preserve order and decorum; define the duties of officers and members; regulate trials and punishments; reprimand, suspend, and expel members and enforce such laws as may be necessary.

ARTICLE 4 – MEMBERSHIP

Section 1 – Membership Duties

- 4-1.1 The Department shall be composed of those persons wishing to serve the community in a voluntary capacity, in the area of fire prevention and education, fire suppression, emergency medical service, rescue, or any other active commonly associated with the fire service.
- 4-1.2 It shall be the duty of all members of the Department to obey all commands of their officers while at any Department function or incident.
- 4-1.3 It shall be the duty of Active Members to be present at any Department functions and/or incidents.
- 4-1.4 An active member shall be enrolled and actively participate in the Department training program which can lead to certification as a firefighter or other certification related to the fire service. Other programs may include but are not limited to EMS, Rescue, or Hazmat.
- 4-1.5 Members are encouraged to seek fire service training outside of this Department that will enhance their knowledge and be of a benefit to this Department.

Section 2 – Membership Classes

- 4-2.1 Membership in the Department shall be Probationary, Active, Business or Inactive. General Members include both the Active and Business Members.

Section 3 – Training Expenditure

- 4-3.1 The Department may sponsor any member desiring to attend a no cost training or any training funded by another source.
- 4-3.2 The Department may reimburse an Active Member for less than three (3) years for full training cost after the member has presented evidence of successfully completing the approved training.
- 4-3.3 The Department may advance the training fee of an Active Member who has been a member of the department for three (3) years or more.

- 4-3.4 There shall be a \$1,000.00 per member limit on Department spending for training per calendar year not reimbursed by an outside agency. Exceptions to the limit can be approved by the Executive Board. All reimbursements for training shall be paid to the Department.
- 4-3.5 Reimbursement for reasonable expenses incurred for travel and lodging to the training programs requiring overnight stays away from home will be considered on a per case basis.
- 4-3.6 An estimated expense request should be presented to the Training Officer or in his/her absence the Fire Chief prior to training session with final expenses presented to the Executive Board for payment approval, non-approval or a percentage there of.

Section 4 – Member Absences

- 4-4.1 An Active Member may receive an excused absence at a meeting or training session when the member notifies the President, Fire Chief or Training Officer in advance. Valid excuses include but are not limited to family emergency, family illness, job requirement, or other circumstances.
- 4-4.2 A Business Member may receive an excused absence at a meeting when the member notifies the President, Fire Chief or Training Officer in advance. Valid excuses include but are not limited to family emergency, family illness, job requirement, or other circumstances.
- 4-4.3 An unexcused absence may be corrected to an excused absence after the meeting or training session upon petition to the Membership Board.
- 4-4.4 If a member is representing the Department at another function the member will be considered present.

ARTICLE 5 – ACTIVE MEMBERS

Section 1 – Definition

- 5-1 Active Members shall be those members wishing to take an active part in the operations and functions of the Department.

Section 2 – Entitlements

- 5-2 Active Members shall be entitled to
- (a) Have a voice at all General Meetings
 - (b) Vote at all General Meetings
 - (c) Hold office
 - (d) Respond to emergency calls within their scope of training

Section 3 – Requirements

- 5-3.1 Active Members are required to
- (a) Submit to all random and mandatory drug /alcohol screens
 - (b) Submit to a physical at the department’s request
 - (c) Notify department of extended absence due to medical condition or illness and request to be moved to inactive or business member status
- 5-3.2 Each year Active Members are required to
- (a) Attend 75% of General Meetings
 - (b) Attend 75% of Training Meetings
 - (c) Obtain twenty-four (24) Training Hours yearly
 - (d) Attend 25% of Maintenance Meetings
 - (e) Participate in Fundraising Activities

ARTICLE 6 – BUSINESS MEMBERS

Section 1 – Definition

- 6-1.1 Business Members shall be those members no longer wishing to respond to calls for service
- 6-1.2 Business Members shall have been Active Members for a minimum of five (5) years previous

Section 2 – Entitlements

- 6-2.1 Business Members shall be entitled to
- (a) Have a voice at all General Meetings
 - (b) Vote at all General Meetings
 - (c) Hold administrative office
 - (d) Participate in fundraising activities
- 6-2.2 Business Members SHALL NOT
- (a) Respond to emergency calls

Section 3 – Requirements

- 6-3 Each year Business Members are required to
- (a) Attend 75% of General Meetings

Section 4 – Reinstatement to Active Member Status

- 6-4.1 A Business Member may submit a request to be reinstated as an Active Member to the Membership Board
- 6-4.2 The Membership Board may take one (1) of the following actions
- (1) Deny request
 - (2) Accept request (Member maintained Active Member requirements)
 - (3) Require member to reenter Probationary Period

ARTICLE 7 – INACTIVE MEMBERS

Section 1 – Definition

- 7-1.1 Inactive Members shall be those members removed from either Active or Business Membership
- 7-1.2 Members will be moved to inactive status by
- (a) Not meeting Active or Business Member requirements
 - (b) Written request by a member for leave of absence to the Membership Board
- 7-1.3 Members may keep up any training, certifications, etc. at his or her own expense while claiming endorsement by the Department
- 7-1.4 NO Member will be classified as Inactive for more than one (1) year

Section 2 – Entitlements

- 7-2.1 Inactive Members shall be entitled to
- (a) Have a voice at all General Meetings
 - (b) Participate in fundraising activities
- 7-2.2 Inactive Members SHALL NOT
- (a) Vote at General Meetings
 - (b) Hold office
 - (c) Respond to emergency calls

Section 3 – Reinstatement

- 7-3.1 Reinstatement to Active Member because of Meeting Attendance
- (a) Member must attend 66% (2/3) of the next three (3) General Meetings
 - (b) Member must attend 66% (2/3) of the next three (3) Training Meetings

- 7-3.2 Reinstatement to Business Member because of Meeting Attendance
- (a) Member must attend 66% (2/3) of the next three (3) General meetings
- 7-3.3 Reinstatement to Active Member because of Training Hours
- (a) Member must obtain missing hours within three (3) months
- 7-3.4 Reinstatement to Active Member because of Medical Condition
- (a) If extended absence due to medical condition or illness, member must submit documentation stating fitness for duty from a physician prior to returning to active duty
- 7-3.5 Reinstatement to Active or Business Membership will be at the discretion of the Membership Board.

Section 4 – Removal from Membership / Reinstatement of Probationary Period

- 7-4 If member remains an Inactive Member for greater than three (3) months due to failure to meet requirements, member will be referred to the Membership Board for possible removal from membership or reinstatement of Probationary Period

ARTICLE 8 – NEW MEMBER APPLICATIONS / PROBATIONARY MEMBERS

Section 1 – Minimum Qualifications for Application

- 8-1.1 Applicant for membership in the Department shall:
- (a) Have attained the age of eighteen (18)
 - (b) Have a high school diploma or GED equivalent
 - (c) Be of good moral character
 - (d) Be subject to being certified by a physician as being physically fit to perform the duties of a firefighter (if requested).
 - (e) Not have facial hair that will interfere with the safe operation of a self contained breathing apparatus
 - (f) Reside within forty-five (45) minutes of the fire station
 - (g) Not have at any time within the previous twenty-four (24) months, been a member of the Department and stands discharged without an honorable dismissal from the Department
 - (h) Must not have been or be convicted of a Class B Misdemeanor or above within the past five (5) years
 - (g) Not be a volunteer firefighter for any other department in Guadalupe County
 - (h) Be subject to a background check, to include: criminal, credit and employment
 - (i) Be subject to a drug /alcohol screen
 - (j) Valid Texas ID or Driver's License

Section 2 – Application for Membership

- 8-2.1 All applications for membership will be made on the approved application
- 8-2.2 All applicants will submit a \$20.00 non-refundable application fee. Fee must be submitted prior to first application reading.
- 8-2.3 All applications will be read at a General Meeting, referred to the Membership Board for investigation, and tabled until the next General Meeting when the Department decides approval of the applicant.
- 8-2.4 Applicants receiving two-thirds (2/3) of the votes cast by General Members present shall be subject to a probationary period

Section 3 – Probationary Period

- 8-3.1 Each new member will be placed on a six (6) month probation with a review after each three (3) month period
 - (a) At the end of each three (3) months of the probationary period, the Fire Chief will review with the probationary member the participation of the probationary member, including but not limited to fire, training, and meeting attendance.
 - (b) At the end of the probationary period, the Fire Chief will review and report to the Department the participation of the Probationary Member, including but not limited to fire, training, and meeting attendance.
 - (c) Probationary Members receiving two-thirds (2/3) of the votes cast by general members present shall enter the ranks as an Active Member of the Department.
 - (d) Probationary members receiving less than 2/3 majority vote of the General Members present will be referred to the Membership Board. The Membership Board :
 - (1) May discharge the Probationary Member from the Department, or
 - (2) May reinstate the Probationary Member into an additional probationary period, not to exceed three (3) months
 - (e) Any Probationary Member not completing six (6) months' satisfactory time within a nine (9) month period will be subject to dismissal
 - (f) Any Probationary Member dismissed SHALL NOT reapply for membership within a twelve (12) month period
- 8-3.2 The Membership Board has the power to discharge a Probationary Member at any time.

Section 4 – Entitlements

- 8-4.1 Probationary Members shall be entitled to
- (a) Have a voice at all General Meetings
 - (b) Participate in fundraising activities
 - (c) Respond to emergency calls within their scope of training, once approved to do so by the Fire Chief
- 8-4.2 Probationary Members SHALL NOT
- (a) Vote at General Meetings
 - (b) Hold office

ARTICLE 9 – OFFICERS

Section 1 – Elected Officers

- 9-1.1 The elected officers of this Department shall be:
- (a) Fire Chief (Operations)
 - (b) Assistant Fire Chief (Operations)
 - (c) President (Administrative)
 - (d) Vice-President (Administrative)
 - (e) Secretary (Administrative)
 - (f) Treasurer (Administrative)
 - (g) Three (3) Trustees (Administrative)
 - (h) Chaplain (Administrative)
- 9-1.2 Elected officers shall be elected at the General Meeting in April of each year
- 9-1.3 No member may hold more than one elected office
- 9-1.4 Elected officers shall be elected by General Membership

Section 2 – Appointed Officers

- 9-2.1 The appointed officers of this Department shall be:
- (a) Fire Captain (Operations)
 - (b) EMS Captain (Operations)
 - (c) Fire Training Officer/Coordinator (Operations)
 - (d) Public Information Officer (Operations)
 - (e) Fundraiser Chairperson (Administrative)
 - (f) Those as deemed necessary by the Executive Board.

- 9-2.2 Fire Captain, EMS Captain, Training Officer/Coordinator and Public Information Officer will be appointed by the Fire Chief. These officers shall be appointed to serve a one (1) year term concurrent with the term of the elected officers.
- 9-2.3 Fundraiser Chairperson will be appointed by the President. This officer shall be appointed to serve a one (1) year term concurrent with the term of the elected officers.

ARTICLE 10 – ELECTION OF OFFICERS

Section 1 – Nomination

- 10-1.1 Nominating Committee
- (a) A three (3) person Nominating Committee will be formed by the President at the March General Meeting
 - (b) The Nominating Committee will select a chairperson
 - (c) The Nominating Committee shall nominate at least one (1) person for each office
 - (d) The Nominating Committee will email membership and post at the station its recommendations by the March Maintenance Meeting
- 10-1.2 Nominations from the Floor
- (a) Members shall have the privilege of making additional nominations from the floor on the night of the election and nominations shall not be closed until at least thirty (30) seconds has elapsed after the chair has declared nominations in order and has announced the nomination(s) of the committee.
- 10-1.3 All members nominated for an office shall be contacted and agreed to their name being placed in nomination prior to their name being placed in nomination to assure their willingness to serve if elected

Section 2 – Election

- 10-2.1 The election of officers will be held annually at the April General Meeting.
- 10-2.2 If no April General Meeting is held the election will occur at the next General Meeting.
- 10-2.3 Elected officers shall be elected by written ballot, unless the office is uncontested
- 10-2.4 The three (3) trustees will be elected on a three (3) year rotation. If more than one (1) trustee position has to be filled the nominee with the most votes will serve the longest term while the trustee with the fewest votes will serve the shortest term.

10-2.5 Ballots will be counted by two (2) members present at the meeting appointed by the President

Section 3 – Installation

10-3 All officers shall be installed at the next General Meeting following the election.

Section 4 – Vacancy

10-4.1 In the event of a vacancy in the office of President, the Vice-President shall fill the position for the unexpired term

10-4.2 In the event of a vacancy in the office of Fire Chief, the Assistant Fire Chief shall fill the position for the unexpired term

10-4.3 Any other vacancy shall be filled by appointment of the Executive Board

Section 5 – Removal from Office

10-5.1 An Elected Officer may be removed from an office by a two-thirds (2/3) vote of the Executive Board.

Section 6 – Appeal Process

10-5.2 If removed from office the Elected Officer may attend the next General Meeting and request General Members vote to reinstate their position. While awaiting the appeal process the member has no title, duties or privileges above Active or Business Member.

ARTICLE 11 – OFFICER QUALIFICATIONS AND DUTIES

Section 1 – Chief

11-1.1 The Qualifications of Chief will be

- (a) SFFMA Firefighter-Basic (SFFMA Firefighter-Advanced or TCFP Firefighter-Basic or higher preferred)
- (b) TDSHS ECA (EMT-Basic or higher preferred)
- (c) Class B Driver License or higher
- (d) Active Member of the department for three (3) or more years
- (e) Must be bondable

11-1.2 The Duties of Chief will be

- (a) Maintain and file all reports
- (b) Command department assets and members on emergency scenes and trainings
- (c) Create and present an annual budget to the Executive Board
- (d) Select members to fill appointed operations offices
- (e) Attend a SFFMA Training Certification Workshop every three (3) years
- (f) Create and Revise Standard Operating Guidelines (SOGs)

Section 2 – Assistant Chief

11-2.1 The Qualifications of Assistant Chief will be

- (a) SFFMA Firefighter-Basic (SFFMA Firefighter-Advanced or TCFP Firefighter-Basic or higher preferred)
- (b) TDSHS ECA (EMT-Basic or higher preferred)
- (c) Class B Driver License or higher
- (d) Active Member of the department for three (3) or more years
- (e) Must be bondable

11-1.2 The Duties of Assistant Chief will be

- (a) Command department assets and members on emergency scenes and training when the chief is absent
- (b) Preside as chairperson of the Membership Board

Section 3 – President

11-3.1 The Qualifications of President will be

- (a) Active Member for two (2) or more years or Business Member of the department
- (b) Must be bondable

11-3.2 The Duties of President will be

- (a) Preside at all General Member and Executive Board Meetings
- (b) Make final decisions in the event of a voting tie
- (c) Shall enforce and carry out these By-Laws to the best of the President's ability
- (d) To decide all points of order that may be raised
- (e) The official signatory of the department

Section 4 – Vice-President

11-4.1 The Qualification of Vice-President will be

- (a) Active Member for two (2) or more years or Business Member of the department
- (b) Must be bondable

11-4.2 The Duties of Vice-President will be

- (a) Preside at General Member and Executive Board Meetings when the President is absent

Section 5 – Secretary

11-5.1 The Qualifications of Secretary will be

- (a) Active Member for one (1) or more year(s) or Business Member of the department

11-5.2 The Duties of Secretary will be

- (a) To keep records of the Department proceedings at both General and Executive Board Meetings
 - (1) Records should be kept in two (2) places
- (b) Email all members and post at the fire station a copy of the previous month's minutes prior to the next General/Executive Board Meeting
- (c) At the May General Meeting provide the President-Elect and Secretary-Elect with an electronic copy of the minutes from the previous twelve (12) months
- (d) Maintain roster of all members in attendance of General, Maintenance and Training Meeting.
- (e) Provide the Membership Board with members that have not met minimum meeting requirements

Section 6 – Treasurer

11-6.1 The Qualifications of Treasurer will be

- (a) Active Member for one (1) or more year(s) or Business Member of the department
- (b) Must be bondable

11-6.2 The Duties of Treasurer will be

- (a) Administer the financial affairs of the Department
- (b) Keep a record of all financial transactions of the Department
 - (1) Records should be kept in two (2) places
- (c) At the May General Meeting provide the President-Elect and Treasurer-Elect with an electronic copy of the financial records from the previous twelve (12) months
- (d) Maintain and submit records to the IRS
- (e) Provide a written current financial report at all regular General Meetings
- (f) Provide the Audit Committee with all required financial records

Section 7 – Trustee

11-7.1 The Qualifications of Trustee will be

- (a) Active Member for one (1) or more year(s) or Business Member of the department

11-7.2 The Duties of Trustee will be

- (a) Serve as a voting member of the Executive Board
- (b) Oversee all actions and assets of the Department
- (c) Provide an Annual Report at the General Meeting in January
 - (1) The report is to include conditions that may exist and recommendations for correction

Section 8 – Chaplain

11-8.1 The Qualifications of Chaplain will be

- (a) Active Member for one (1) or more year(s) or Business Member of the department

11-8.2 The Duties of Chaplain will be

- (a) Provide spiritual guidance to Department personnel when needed

Section 9 – Fire Captain

11-9.1 The Qualifications of Fire Captain will be

- (a) Active Member of the department for two (2) or more years
- (b) SFFMA Firefighter-Basic or higher
- (c) Class B Driver License

11-9.2 The Duties of Fire Captain will be

- (a) Command Department assets and members at emergency fire scenes in the absence of a chief officer
- (b) Issue personal protective gear and communications equipment to members
- (c) Maintain personal protective gear inventory and documentation
- (d) Provide the Chief with protective gear orders
- (e) Make recommendations to Chief of new equipment needs and equipment repairs

Section 10 – EMS Captain

11-10.1 The Qualifications of EMS Captain will be

- (a) Active Member of the department for two (2) or more years
- (b) TDSHS EMT-Basic or higher

11-10.2 The Duties of EMS Captain will be

- (a) Command Department assets and members at emergency medical scenes in the absence of a chief officer
- (b) Issue equipment to First Responder personnel
- (c) Maintain First Responder equipment inventory, documentation and disposal
- (d) Provide the Chief with medical supply orders
- (e) Maintain Department's First Responder License
- (f) Maintain First Responder continued education records and training

Section 11 – Fire Training Officer/Coordinator

11-11.1 The Qualifications of Training Officer/Coordinator will be

- (a) Active Member of the department for two (2) or more years
- (b) SFFMA Firefighter-Basic or higher
- (c) SFFMA Training Coordinator (Preferred)
- (d) SFFMA Level Two Instructor (Preferred)

11-11.2 The Duties of Training Officer/Coordinator will be

- (a) Maintain training logs
- (b) Report training hours to SFFMA
- (c) Provide the Membership Board with members that have not met minimum training requirements
- (d) Attend a SFFMA Training Certification Workshop every two (2) years
- (e) Inform the membership of training opportunities
- (f) Inform members of the topic of the next Training Meeting at General Meetings
- (g) Schedule Saturday/Sunday classes as required

Section 12 – Public Information Officer (PIO)

11-12.1 The Qualifications of Public Information Officer will be

- (a) Active Member of the department for two (2) or more years

11-12.2 The Duties of Public Information Officer will be

- (a) To collect, verify and disseminate information from the Incident Commander, elected/appointed officers or members through effective communications with the media.
- (b) Respond to incidents as advised by the Incident Commander
- (c) Head the Public Education branch of the Department

Section 13 – No Qualified Person Runs for Office

11-13 In the event that no person holding required qualifications chooses to run for office the following procedure will be followed

- (a) Required years of service in the department will be waived.
- (b) If after years of service waiver, no candidate is eligible
 - (1) Required certifications will be waived
 - (2) If elected, member will have to obtain required certifications within six (6) months
 - (3) If member does not obtain required certifications, member will be removed from office

Section 14 – No Qualified Person Accepts Appointment to Office

11-14 In the event that no person holding required qualifications chooses to accept appointment to office the following procedure will be followed

- (a) Required years of service in the department will be waived.
- (b) If after years of service waiver, no candidate is eligible
 - (1) Required certifications will be waived
 - (2) If appointed, member will have to obtain required certifications within six (6) months
 - (3) If member does not obtain required certifications, member will be removed from office

ARTICLE 12 – Executive Board

Section 1 – Members

- 12-1 The Executive Board is Composed of the
- (a) President (Voting)
 - (b) Fire Chief (Voting)
 - (c) Three (3) Trustees (Voting)
 - (d) Secretary (Non-voting)

Section 2 – Duties

- 12-2.1 May allocate funds for purchases of less than \$5000.00 for items not in the budget without General Membership approval
- 12-2.2 Must approve yearly budget prior to submitting to General Membership for approval
- 12-2.3 May allocate funds for purchases over \$5000.00 for items not in the budget if the majority of the Executive Board deem it an emergency expense
- 12-2.4 Proposed capital purchases not in the budget must be reviewed by the Executive Board before being brought to the general membership with a recommendation for action (either approval or denial)
- (a) Any purchase over \$10,000 is considered a capital item
- 12-2.5 Must approve and review grants prior to submission

ARTICLE 13 – MEMBERSHIP BOARD

Section 1 – Members

- 13-1 The Membership Board will be composed of 3 members
- (a) Assistant Chief
 - (b) Two (2) members appointed by the President at the May meeting

Section 2 – Duties

- 13-2 The duties of the Membership Board will be
- (a) Perform necessary criminal background checks on new member applicants
 - (b) Make decisions concerning removal or reinstatement of inactive members
 - (c) Function as the decision making body of the Department concerning disciplinary action

Section 3 – Personal Conflict

- 13-3 In the event that the person to be investigated by the Membership Board is a member of the Membership Board, then another board member shall be appointed by the President to fill the position for the investigation being conducted.
- (a) This position will be temporary and will be terminated at the conclusion of the investigation.
 - (b) In the event that the original board member is found to have committed anything that requires disciplinary action, then that member shall be removed from that position and a new member appointed by the President.
 - (1) The newly appointed position will only be for the remaining time left in the original one (1) year appointment

ARTICLE 14 – AUDIT COMMITTEE

Section 1 – Members

- 14-1 The Audit Committee will be composed of 3 members
- (a) The members will be appointed by the President at the January General Meeting

Section 2 – Duties

- 14-2 The duties of the Audit Committee will be
- (a) Review the financial records of the Department for the past twelve (12) months
 - (b) Make a report of their findings at the General Meeting in March

ARTICLE 15 – MEETINGS AND TRAININGS

Section 1 – Training Meetings

- 15-1 Training Meetings will be held on the first (1st) Wednesday of each month at 1900 hours.

Section 2 – General Meetings

- 15-2.1 General Meetings will be held on the second (2nd) Wednesday of each month at 1900 hours.

- 15-2.2 General Meetings are intended for the following items:
- (a) Budget approval
 - (b) Fundraising preparation
 - (c) Capital Item approval
 - (d) New Member Applications
 - (e) Announcements
 - (f) Consideration of and /or action on other items as may be brought by the general membership
- 15-2.3 Special General Meeting
- (a) The President can schedule a special meeting of the membership.
 - (b) A special meeting of the membership may be called by petition of a number of members equal to or more than the number required for a quorum at a general meeting.
 - (c) Only business listed in the call for a special meeting can be transacted at that meeting.
- 15-2.4 General Meetings will be conducted following Robert's Rules of Order, Current Edition.

Section 3 – Maintenance Meetings

- 15-3 Maintenance Meeting shall be held on the fourth (4th) Wednesday of each month at 1900 hours.

Section 4 – Executive Board Meetings

- 15-4.1 Executive Board Meetings shall be held on the second (2nd) Wednesday of each month immediately following the General Meeting.
- 15-4.2 Executive Board can schedule a special meeting of the executive board.
- 15-4.3 Members are welcome to attend Executive Board meeting but will not have a vote.
- 15-4.4 Executive Board Meetings will be conducted following Robert's Rules of Order, Current Edition.

Section 5 – Quorum

- 15-5 Eight (8) General Members or two-thirds (2/3) of General Members if General Membership falls below twelve (12) shall constitute a quorum for the transaction of all business at General Meetings. A proxy will not be allowed.

ARTICLE 16 – FUNDS

- 16-1 The Department shall maintain a General Fund and other such Special Funds as deemed necessary.
- 16-2 The General Fund shall be the operating fund of the Department. It shall handle income received from all sources including, but not limited to, contributions, sale of properties, dues, support from governmental agencies, or other fundraising activities. Funds shall be disbursed for expenses incurred in the normal operations of the Department, for the purchase of equipment and/or supplies or for other purposes as deemed necessary by the membership.
- 16-3 Special Funds may be established for a specific purpose as approved by the membership.
- 16-4 All financial documents require the signature of the Chief, President, Vice-President, or Treasurer.
- 16-5 Department Credit/Check Card may be used for transactions that a Department check may not be convenient or suitable. These transactions must be approved by the Chief, President, Vice-President or Treasurer.

ARTICLE 17 – STANDARDS OF CONDUCT AND DISCIPLINE

Section I – General Rules

- 17-1 All Members are expected to conduct themselves at all times in such a manner as will convey a positive image of the Department and will in no way impact or reflect adversely on the department.

Whenever a Member fails to follow an appropriate standard of conduct, measures must be taken to correct this situation and to prevent further occurrences. Minor offenses depend in part upon the circumstances and it is impossible to list all minor offenses. The degree of discipline depends upon the seriousness of the offense and the circumstances under which the offense occurred. In addition, certain major offenses warrant immediate suspension or discharge.

The following is a statement of general guidelines concerning member discipline. The procedures outlined may be followed at the discretion of the department depending on the circumstances and in no way limits the right of the department to terminate a member for cause or no cause.

Section 2 – Minor Offenses

17-2 The procedure for the handling of minor offenses shall be as follows:

Step One - A written warning, with or without oral counseling by the Chief or Assistant Chief, will be given to Member for the first minor offense. The written warning will be placed in the Member's personnel file.

Step Two - A written reprimand will be given to a Member for each subsequent minor offense in violation of any department rule, policy or practice for which he or she has already received a warning. A corrective interview with the Chief will also be given and the written record of the interview and reprimand will be placed in the Member's personnel file.

Step Three - Following receipt of a written reprimand and corrective interview, the next offense may result in suspension or discharge at the sole discretion of the Membership Board.

Section 3 – Major Offenses

17-3 Proper cause for immediate suspension, or discharge, shall include, but not be limited to the following major offenses:

1. Possession of illegal drugs on the premises of the department, at an emergency incident, or department vehicles.
2. Carrying any firearm on department premises, at an emergency incident, or in department vehicles.
3. Chronic or habitual absenteeism or lateness.
4. Committing any act of sexual harassment.
5. Contributing to unsanitary conditions.
6. Dishonesty or misrepresenting anything to the department, its Board Members, or Officers.
7. Failure or refusal to carry out orders or instructions.

8. Failure to fulfill the responsibilities of a job to an extent that might or does cause injury to a person or damage to department property, or the property of others.
9. Falsification of information requested on department records or documents.
10. Disorderly, or immoral conduct while in department vehicles, at an emergency incident, or on the department premises.
11. Obtaining Membership on the basis of false or misleading statements.
12. Reckless or negligent behavior that may result or results in damage to department property, the property of others, or other persons.
13. Threatened or actual physical violence or profane or abusive language.
14. Unauthorized use of department vehicles.
15. Unauthorized use of, removal of, theft or intentional damage to the property of the Department, a Member, or third party.
16. Unsatisfactory work performance.
17. Violation of an established safety rule.
18. Refusing to cooperate in or submit to an inspection of personal belongings, or personal vehicle, when requested or conducted by the Department or its designee, or the presence of any substance forbidden by these rules of conduct in a Member's personal belongings or vehicle, as indicated in such inspection or search.
19. Harassment of other employees including but not limited to verbal and physical conduct or unwelcome advances with regard to or on the basis of sex, race, color, national origin or ancestry, age, religion, creed, marital status or status as a Vietnam Era or disabled Veteran or handicapped person.
20. An arrest, the filing of a disorderly person or criminal complaint, or the return of an indictment against or conviction of a Member for an alleged wrongful activity may result (in the department's discretion) in an indefinite suspension, subject to discharge, or immediate discharge, depending on the particular circumstances and the offense charged.
21. Failure of a Member to provide the documentation and complete the necessary form comply with the Immigration Reform and Control Act of 1986.

22. Arrest or conviction of a Member for an alcohol or drug related traffic offense.
23. Leaving an emergency incident without the approval of the Incident Commander.
24. Failure to submit to a random or mandatory drug /alcohol test.
25. Public Consumption and/or purchasing alcohol while wearing Department sanctioned attire.
26. Bypassing the Operational Chain of Command

Section 4 – Appeal Process

- 10-4.2 If a General or Inactive Member is removed from membership because of a discipline action he/she may attend the next General Meeting and request General Members vote to reinstate them to their previous position. While awaiting the appeal process the member may not attend any Department functions or incidents

ARTICLE 18 – DISSOLUTION

- 18-1 The Department shall not be dissolved while ten (10) Active Members desire its continuance, but in case of dissolution, all assets shall vest in Guadalupe County, Texas after liabilities have been settled
- 18-2 No dissolution shall be effective, unless, all eligible voting members and a public notice to the residents of the area served by the Department and Guadalupe County Commissioners Court are notified in writing at least twenty (20) days prior to the dissolution meeting.

ARTICLE 19 – AMENDMENTS

- 19-1 No part of these By-Laws shall be altered without a written resolution to that effect, to be submitted to the Department at a General Meeting.
- 19-2 Any such alteration or addition to become part of the By-Laws, shall require the vote of two-thirds (2/3) of the General Members present at a meeting.
- 19-3 A written amendment when presented shall be tabled to the next regular meeting before a vote is taken.
- 19-4 When an amendment is offered and defeated, it shall not again be brought up before the Department for a period of six (6) months.

ARTICLE 20 – FORCE AND EFFECT

- 20-1 These By Laws shall have full force and effect from and after their approval by a two-thirds (2/3) vote of the General Members present at a regular General Meeting.
- 20-2 All By-Laws and amendments to the By-Laws previously in effect shall be withdrawn and considered void from the date of the above mentioned approval.