

CONSTITUTION OF THE KARNES CITY VOLUNTEER FIRE DEPARTMENT, INC.

As Adopted In Whole By All Members Present
Monday, February 10, 2003

Last Revision Adopted By All Members Present
Monday, February 10, 2020

PREAMBLE

Realizing the necessity for the organization of a Karnes City Fire Department, of Karnes City, Texas, to protect the lives and property of our citizens, we hereby adopt the following Constitution.

CONSTITUTION

Article 1 Name and Motto

The Department shall be known and designated by the title of "**Karnes City Volunteer Fire Department, Inc.**" and its motto shall be "**Protection**".

Article 2 Officers and Elections

Section 1. The officers of the Department shall consist of a Chief, Assistant Chief, Captain, Lieutenant, President, Vice-President, Secretary, Treasurer, Foreman, Assistant Foreman, Certification Coordinator, Assistant Certification Coordinator and Fire Marshal. No member of the department may hold more than two offices at any one time. The President, Vice-President, Secretary, Treasurer and one Director appointed by the Mayor and/or City Council of the City of Karnes City shall be designated as the Directors/Officers of the Corporation.

Section 2. With the exception of the Chief, the officers shall be elected annually at the annual meeting of the Department in February. No nomination shall be made unless the nominee is present or their consent has been previously obtained.

Section 3. The Chief shall be elected every two years at the annual meeting of the Department in February, or as deemed necessary due to resignation, neglect of duty or any other reason that may cause there to be a vacancy of this office. No nomination shall be made unless the nominee is present or their consent has been previously obtained.

Section 4. A Nominating Committee consisting of the Chief, President, and Secretary shall, prior to the annual meeting of the Department in February, select and contact a list of potential members to fill the offices of the Department and nominate said members to the appropriate offices which they agree to hold and carry out the duties of. Additional nominations may be made from the floor.

Section 5. Any candidate in nomination for the office of Chief or Assistant Chief shall, as a minimum, meet the following requirements:

1. Must have a minimum of 5 years membership in the Department.
2. Must hold a Firefighter II Certification.
3. Must maintain a 40% average total attendance at meetings, practices and alarms during the calendar year prior to being elected and while holding the office.
4. Must have good communication skills and an ability to work with other people.
5. Must be willing to do the extra work required of persons in these offices.
6. Must hold an Instructor I Certification.
7. Must reside in the Department's primary fire protection area.

Section 6. Any candidate in nomination for the office of Captain or Lieutenant shall, as a minimum, meet the following requirements:

1. Must have a minimum of 5 years membership in the Department.
2. Must hold a Firefighter I Certification.
3. Must maintain a 40% average total attendance at meetings, practices and alarms during the calendar year prior to being elected and while holding the office.
4. Must have good communication skills and an ability to work with other people.
5. Must be willing to do the extra work required of persons in these offices.
6. Must hold an Instructor I Certification.
7. Must reside in the Department's primary fire protection area.

Section 7. The candidates shall be separately balloted for, except when there is only one candidate in nomination, and the majority of the legal votes cast by secret ballot shall be necessary to elect.

Section 8. Should any vacancy occur by death, resignation or otherwise, the Department shall fill the same by electing at the next regular meeting of the Department.

Section 9. The election of the Chief and the Fire Marshal shall be contingent on approval and appointment by the Mayor and/or City Council of the City of Karnes City.

Section 10. Each year during the annual meeting of the Department in February, the membership shall elect mascots from a list of children of Active members of the Department. Mascots shall be between the ages of 7 and 10. If no children of Active members meet the requirements then other family members between the ages of 7 and 10 may be elected as mascot.

Section 11. The number of mascots elected each year shall be such that each child of an Active member of the Department shall serve as mascot for one year while they are between the ages of 7 and 10.

Section 12. In the event that no member of the Department should meet the minimum requirements of, or if members meeting the minimum requirements refuse to hold the office of Chief, Assistant Chief, Captain and/or Lieutenant, then and only then may a member not meeting the minimum requirements of the office be eligible for election to that office by a majority vote of the members present at a meeting. The member or members who meet the largest majority of the requirements as listed in Section 5 or Section 6 of this Article, with items 1, 2, 3, 6 and 7 being the highest priority qualifications, shall be eligible for election and, if elected, shall fulfill the minimum requirements of that office within a reasonable period of time as determined by the membership.

Section 13. A person may hold the office of Fire Marshal, or Fire Marshal/Firefighter. Any member who is a Fire Marshal/Firefighter shall meet the attendance requirements of a regular active member of this Department as specified in this Constitution. A member, who chooses to be a member as a Fire Marshal only, shall meet the attendance requirements as specified in this Constitution for this position and may not hold any other office in this Department. The Fire Marshal shall have the right to vote and shall abide by the requirements of the Constitution, By-Laws, and Standard Operating Procedures and Rules and Regulations Manual for an active member of this Department.

Section 14. Any candidate in nomination for the office of Fire Marshal or Fire Marshal/Firefighter shall, as a minimum, meet the following requirements prior to being elected and while holding this office:

1. Must be at least 18 years of age.
2. Must have a High School diploma or a GED.
3. Must attend a minimum of 25% of the regular business meetings, 60% of the regular practices, and 25% of alarms during their one-year probationary period if elected as a Fire Marshal/Firefighter.
4. Must attend a minimum of 2 regular business meetings, 4 regular practices, and 10% of the alarms during all years while holding the office following their one-year probationary period if elected as Fire Marshal.
5. Must possess good written and vocal communication skills and an ability to work with other people.
6. Must be willing to conduct inspections, investigate fires, fulfill continuing education requirements, and do any other extra duties required of a person in this office.
7. Must fulfill any other requirements of the office of Fire Marshal as established in Article 13, Duties of the Fire Marshal.

Section 15: A member of the Department may not be elected to any office in the Department while on probation or under suspension.

Article 3 Meetings

Section 1. The annual meeting of the Department shall be held on the second Monday in February of each year at 7:30 P.M.

Section 2. The regular meetings of the Department shall be held on the second Monday of each month, except in February and December, at 7:30 P.M. unless a holiday causes the date of a regular meeting to be changed. The date time and location of the December meeting and any other meeting date changes must be announced at least two weeks prior to the meeting.

Section 3. Special meetings may be called by the President or Vice-President as deemed necessary at their discretion.

Section 4. At all meetings of the Department seven active members shall constitute a quorum, and while there are seven members willing to continue, the Department shall not dissolve.

Section 5. Any member failing to attend at least 25% of the meetings per calendar year may be expelled from the Department, unless they display some good and satisfactory excuse for their absence.

Section 6. It shall be the responsibility of the Secretary to see that all members present at meetings are accounted for and that they be credited for their attendance.

Section 7. Any Fire Marshal member failing to attend at least 2 regular meetings per calendar year may be expelled from the Department.

Article 4 Practices

Section 1. Except for in December, the regular practices of the Department shall be held at 7:30 P.M. on each Monday of the month, except for the second Monday, unless a holiday makes scheduling practice inappropriate.

Section 2. Special practices may be called by the Chief or Assistant Chief as deemed necessary at their discretion.

Section 3. Any member failing to attend at least 40% of the regular practices per calendar year, and any probationary member failing to attend 60% of the practices per calendar year, may be expelled from the Department unless they display some good and satisfactory excuse for their absence.

Section 4. It shall be the responsibility of the Secretary and the Certification Coordinator to see that all members present at practices are accounted for and that they be credited for attendance.

Section 5. Any Fire Marshal member failing to attend at least 4 regular practices per calendar year may be expelled from the Department.

Section 6. Should any member of the Department on probation miss three practices in a row without displaying some good and satisfactory excuse for their absence, then this absence shall be considered as a resignation from the Department. Should a probationary member commit a second violation of this section, then the member may be expelled from the Department unless they display some good and satisfactory excuse for their absence.

Article 5

Alarms

Section 1. Any member failing to attend at least 25% of the alarms per calendar year may be expelled from the Department unless they display some good and satisfactory excuse for their absence.

Section 2. It shall be the responsibility of each member answering an alarm to verify that all appropriate apparatus has responded and/or the member(s) have verified from the officer in charge of the alarm that no additional apparatus is needed. Any firefighter failing to do so will not be credited for attendance at the alarm.

Section 3: It shall then be the responsibility of each member answering an alarm to see that their name is listed on the board showing that they were present and available to respond and then, the responsibility of the officer in charge at the alarm to see that the names are recorded onto the report and that the members are credited for their attendance.

Section 4. Any Fire Marshal member failing to attend at least 10% of the alarms per calendar year may be expelled from the Department. The Fire Marshal shall also investigate all structure fires, major loss fires, suspicious fires, and/or any other incident as needed and appropriate for the Office of Fire Marshal. At the scene of a working incident, the Fire Marshal shall coordinate with the officer in charge at the scene to preserve the scene for investigation without jeopardizing the fire control efforts.

Article 6 Membership

Section 1. No person under 18 years of age may be elected as a member of this Department, except for persons between the ages of 16 and 18 who are sponsored by an active member in good standing in this Department. Members between the ages of 16 and 18 must be enrolled in and remain enrolled in Karnes City High School, or have a High School diploma or GED, or be home schooled in the Karnes City area, and shall in this Constitution be referred to as student members. Student members in this department shall follow the same rules, and shall have the same duties, responsibilities, and attendance requirements as any other probationary member.

Section 2. Applicants age 18 or older shall complete a Department issued application. The application must be signed by the applicant and one recommending active member in good standing in the Department. Any applicant under the age of 18 shall complete a Department issued application with a signature of one parent, or legal guardian, and the sponsoring member. The parent, or guardian, and the sponsoring member must both be present at the meeting at which the voting on the student member takes place in order for the student member to be eligible to be voted on.

Section 3. An Application Review Committee consisting of the Chief, Assistant Chief, Captain and Lieutenant shall review all applications prior to the applicant's first attendance and determine if the applicant is of good moral character, fitting a member of the Department, and has the physical ability to fulfill the duties required of a member of the Department. Any applicant rejected by the Application Review Committee shall wait a minimum of 90 days before submitting a new application for membership.

Section 4. Persons wishing to join the Department shall, after completing an application, attend at least one meeting and two practices before being eligible for membership in the Department. An applicant having attended two practices will be eligible for election into the Department at the end of the first meeting they attend, just prior to adjourning the meeting.

Section 5. Voting on the admission of members shall be done by secret ballot and it shall require a two-thirds majority vote of the eligible voting members present at a meeting to accept an applicant into the Department as a member on probation. Any applicant rejected by the membership shall wait a minimum of 90 days before submitting a new application for membership.

Section 6. Each member voted in shall read the Constitution, the By-Laws, and the Standard Operating Procedures and Rules and Regulations Manual and they must sign a form stating that they understand the requirements of each and agree to abide by them, before being issued any department property.

Section 7. Each member must complete the following training within 90 days of being voted on probation:

- ICS-100 (Introduction to the Incident Command System)
- ICS-200 (ISC for Single Resources and Initial Action Incidents)
- ICS-700 (Introduction to the National Incident Management System)

ICS-800 (National Response Framework)

Section 8. Each member must complete the SFFMA Firefighter I Certification training and must pass a minimum of three randomly selected skills from a list of SFFMA skills before being removed from probation.

Section 9. Each new member must complete the following classroom instructed courses as soon as possible after being voted in, preferably within one year of being voted in if the courses are available. On-line courses will not be accepted.

Courage to be Safe

Traffic Incident Management

Section 10. Probationary members, ages 17 and over, who are voted into the Department will be placed on probation for a period of not less than one year or more than three years. Probationary members between the ages of 16 and 17 who are voted into the Department will be placed on probation until, at a minimum, they reach the age of 18, and until they fulfill all the probationary requirements as that of any other member of the department, and must do so in a time frame not to exceed 2 years after they turn 18 years of age. Any extenuating circumstances that prevent a member on probation from fulfilling the probationary requirements within the time frame requirements stated in this section shall address the issue with the Probation Committee.

Section 11. All members on probation shall be evaluated at least quarterly or as necessary by a Probation Committee consisting of the Chief, Assistant Chief, Captain, Lieutenant, Certification Coordinator and Assistant Certification Coordinator. Probationary members may be evaluated on any action or lack thereof that the committee determines may be cause for notice, including but not limited to the rules of Article 9, Section 1. It is the responsibility of each member of the department to notify the Probation Committee of any action, or lack thereof, that may be used for the purpose of a fair evaluation of a probationary member. The Probation Committee shall report to each probationary member and/or sponsor, the committee's findings, and inform them of their progress in the department whether good or bad.

Section 12. The Probation Committee shall give reports of unsatisfactory evaluations to probationary members in the following manner:

1. Verbal warnings will be given as a first notice and may also be given as a subsequent notice on minor issues determined to be unsatisfactory.
2. Written warnings will be given as a more serious form of notification or for a repeated notice of the same unsatisfactory issue that is not resolved.
3. If verbal or written warnings do not resolve issues of unsatisfactory evaluations or in the case of very serious infractions, the Probation Committee may recommend the expulsion of the new member from the department during any meeting of the department.
4. In case of serious infractions, the Probation Committee may bypass the verbal and written warnings and immediately recommend expulsion from the department.

Section 13. A vote to remove a probationary member from the Department may be called for by the Probation Committee, or by any active member in good standing, during any meeting of the department. The member making the request shall present reasonable and just cause to the membership present at the meeting as to why the member should be removed. Voting on the expulsion of probationary members shall be done by secret ballot and it shall require a two-thirds majority vote of the eligible voting members present to reject the member and expel them from the Department and the person shall wait a minimum of 90 days before submitting a new application for membership.

Section 14. Members who complete their probationary period and are determined and recommended by the Probation Committee to be acceptable for membership in the department will be accepted as a member in good standing in the Department and no election will be held unless called for as provided in Section 13. A motion may be made and a vote taken to confirm the recommendation of the Probation Committee.

Section 15. If any person, having been elected a member of this Department, fails to appear within 30 days after having received notice of their election, the election shall be declared void, unless prevented by sickness, absence from the city or such other misfortunes that may render it impossible to attend.

Section 16. Active members, who resign from the Department in good standing, may rejoin the Department as an Active member in good standing by submitting a request for re-entry into the Department. The request must be presented during a Department meeting within a time frame from the original date of resignation that is less than or equal to the past members previous years of service and does not exceed 5 years.

Section 17. Approval of the reactivation request shall be done by a secret ballot and shall require a two-thirds majority vote of the eligible voting members present at a meeting to reactivate a member into the Department. Any applicant rejected by the membership shall wait a minimum of 90 days before submitting a new request for reinstatement into the Department.

Section 18. Any past member that has been inactive for more than 5 years, or resigned from the Department while not in good standing, or any past member whose resignation was accepted due to the 90 day rule, as addressed in Section 14 or Section 15 of this article, shall fulfill the same application and entry requirements as of any other new member, except that their requirement for practice attendance will be set at 40% per calendar year.

Section 19. When a full compliment of 32 members is attained, a waiting list shall be kept by the Department and applicants shall be notified in order of date of application, at which time membership drops below 32 active members.

Section 20. Should any member of the Department fail to attend any meeting or practice for 90 consecutive days without submitting a request for leave of absence, then this extended absence shall be considered as a resignation from the Department unless the absence is covered under Article 8, Section 4.

Section 21. A member may request only one six-month leave of absence from this Department during any 12-month period. At any time during, or at the end of that 6-month leave of absence, the member must return to active membership or resign from the Department. Members on leave of absence will be notified of the expiration of their leave of absence and will be given 30 days to respond. Failure to respond will be considered as a resignation from the Department.

Section 22. Members of this Department may not request a leave of absence while on probation, under suspension, or while holding an office within this Department.

Section 23. Any person applying for membership in this Department as a Fire Marshal or Fire Marshal/Firefighter shall fulfill the same application requirements as of any other person requesting membership in this Department, and shall meet the same probationary requirements of any other active member in this Department. In addition, the applicant shall provide a written resume with their application.

Section 24. All immediate family members of active members in good standing in this Department, as determined by the membership, who are between the ages of 16 and 18 shall be eligible for student membership in this department. In addition to immediate family members, there shall be a maximum of (5) five student members in the Department at any one time. An active member in good standing in the Department may sponsor only one student member at any one time.

Section 25. An active member who sponsors a student member must remain in good standing in this Department in order for the student member to remain eligible for student membership in this Department. Should a sponsoring member become ineligible to sponsor a student member due to probation, suspension, expulsion, resignation, or any other cause that may so cause ineligibility, then the student member shall also become ineligible for student membership, unless the sponsorship is accepted by another active member of the Department in good standing.

Section 26. To be elected into, or remain eligible for Student membership in this Department, or for any member over the age of 18 who is enrolled in High School or is home schooled to be elected a member of this Department, the applicant/member shall meet or maintain the following requirements:

1. Must be enrolled in and remain enrolled in Karnes City High School, or have a High School diploma or GED, or be home schooled in the Karnes City area.
2. Must have passing grades on their most recent eligibility/progress report or report card prior to election and submit a copy of their most recent report with their department application.
3. Must maintain passing grades to remain active in this Department.
4. Must submit a copy of each eligibility/progress report and report card to their sponsoring member within 5 days of issuance.
5. Must live within a reasonable proximity to the Karnes City fire station as determined acceptable by the membership.
6. Student members failing to provide a copy of their eligibility/progress report and/or report card within 5 days of issuance will be suspended from any and all functions of the

Department except for meetings and practices until the report is provided.

Section 27. Upon receipt of a failing eligibility/progress report or report card, the student member or any member over the age of 18 who remains enrolled in High School or is home schooled will be suspended from all functions of the Department, except for meetings and practices until passing grades are shown on the next eligibility/progress report or report card. Quitting school to circumvent this rule will be cause of immediate expulsion from the department.

Section 28. A person requesting membership in the department may request to be voted in as a Support Personnel member. Support Personnel members shall abide by all the same rules and regulations as any other member being voted in with the exception of training requirements and any other requirements established by the Support Personnel section of the Standard Operating Procedures and Rules and Regulations. Support Personnel may not perform duties outside of the scope of their training.

Section 29. In order for this department to operate, there are many functions that must be administered to in order for the department to be successful. In addition, this department is involved in many other activities to support the community, activities that in turn help to promote a positive reputation of the fire department within the community. It is only through the assistance of all of the members of the department that we are able to provide this support to the department and to the community. When possible, the activities will be announced during the business meeting or practice prior to taking place, and when not possible, members will be notified as soon as is practical. It is the responsibility of each member of the department to participate in a minimum of 25 percent of these activities; and the activities are to be monitored by the attendance review board, in a similar manner as are meetings, practices and alarms.

Section 30. This Department prohibits discrimination on the basis of race, color, religion, sex, or national origin.

Article 7
Active and Honorary Members

Section 1. Active members are those members who meet the requirements of attendance at meetings, practices and alarms and who are not currently under suspension with the Department.

Section 2. Active members of the Department shall abide by the requirements of the Constitution, By-Laws, and the Standard Operating Procedures and Rules and Regulations Manual.

Section 3. Active members of the Department shall have a right to vote and be deemed eligible to hold office. They shall be required to attend meetings, practices and alarms. They shall have the right to attend any other function of the Department.

Section 4. Any member having served 20 years or more in this Department may, upon application, receive a certificate of exemption from this Department, which shall entitle them to be enrolled as an Honorary member.

Section 5. Honorary members shall not have the right to vote or be deemed eligible to hold any office. Honorary members will not be allowed to answer alarms and they shall be exempt from attendance at meetings, practices and any other functions of this Department.

Section 6. Honorary members shall have the privilege of turning out at meetings, practices and other functions of the Department, where they must yield obedience to officers and be subject to such regulations as are required by the Constitution, By-Laws, and the Rules and Regulations Manual of the Department.

Section 7. Honorary members may, upon application, become Active members, where they become subject to the rules and regulations of the Department.

Section 8. Members of the Department having served 20 years shall be subject to the rules and regulations of the Department so long as their name appears on the roll as an Active Member.

Article 8
Attendance Review Board and Excuses

Section 1. The Attendance Review Board shall consist of five individual members from the following list and appointed by the President in the following order: Chief, Assistant Chief, President, Secretary, Certification Coordinator, Captain, Lieutenant, Vice-President, Treasurer, Assistant Certification Coordinator.

Section 2. The Attendance Review Board shall also meet at the end of the second, third, and fourth quarter of each calendar year and review the attendance records of all members noting which members have not met the requirements of attendance at meetings, practices and alarms. The Attendance Review Board shall determine what course of action is necessary to deal with members who are lacking in attendance.

Section 3. The Attendance Review Board shall take into consideration the members reason for non-attendance such as a long-term illness, temporary employment relocation, or other acceptable excuses. The Review Board may also take past year's attendance into consideration to determine what course of action is necessary to deal with members who are lacking in attendance.

Section 4. Long term illness of a member or their immediate family, temporary employment relocation, or such other misfortunes that may render it impossible for a member to fulfill the minimum attendance requirements of this Department at meetings, practices and alarms are acceptable excuses for non-attendance provided that the department has prior notification of the reason for the members' non-attendance.

Article 9 Reprimanding Members

Section 1. The Department shall have the right to reprimand, suspend or expel any of the members for bad character, criminal or other such misconduct as is considered infamous, or calculated to bring disgrace, contempt or derision on the Department as a body. Fighting, being intoxicated at meetings, practices, alarms or other Department functions, offering false excuses and failure to follow orders may also be reasons for suspension, expulsion or reprimanding members. Any member who knowingly defaces, damages, destroys, discards, or sells for profit or personal gain, any department property may be subject to suspension, expulsion, or reprimand.

Section 2. The Chief and the Attendance Review Board shall have the right to reprimand or suspend any of the members.

Section 3. The Chief and the Attendance Review Board shall not have the right to expel any of the members, but they may make recommendations for expulsion to the members based on their findings.

Section 4. Members who are suspended or reprimanded by the Chief or the Attendance Review Board shall have the right to appeal their suspension or reprimand to the membership of the Department at the next regular meeting of the Department.

Section 5. It shall require a majority vote of the members present at the meeting to override the decision of the Chief or the Attendance Review Board.

Section 6. Any member being reprimanded, suspended or expelled by the members of the Department shall be done by a majority vote of the eligible voting members present at a meeting.

Section 7. The Department reserves itself the right to strike from the roll any of its members for non-performance of any of the several duties imposed by this Constitution, the By-Laws, and the Standard Operating Procedures and Rules and Regulations Manual.

Section 8. No member shall be considered in good standing who shall be in arrears to the Department for an amount in excess of \$2.00. They shall be suspended and the Secretary shall make note of the same on the minutes of the meeting and notify the member of the sum. Should they not make good on their indebtedness at the next regular meeting they shall be expelled.

Section 9. Only members in good standing shall have the right of holding office.

Section 10. Any member being expelled from the Department shall wait a minimum of 90 days before submitting a new application for membership.

Article 10
Department Property

Section 1. Department property such as protective equipment, pagers, shirts, badges, name bar, caps, regulation manual, emblems, keys, and any other Department property as decided by the membership shall be returned to the Department when membership ceases.

Section 2. Members may keep their T-shirt, cap, stick-on emblem, patches, name bar, and any other property as decided by the membership when a member in good standing resigns from the Department.

Section 3. Members with more than 10 years of service to the Department may, upon retirement from the Department while in good standing, keep their T-shirt, cap, stick-on emblem, patches, name bar, member badge, uniform shirt, coveralls, bolt-on emblem, and any other property as decided by the membership of the Department.

Section 4. Persons expelled from the Department shall return all Department property, even if they have 10 or more years of service to the Department.

Article 11

Duties of Fire Command Officers

Section 1. Fire Chief. The Fire Chief shall be responsible for managing the entire operation of the Department. The Fire Chief shall see that all rules and regulations of the Department are properly and impartially executed. The Fire Chief shall take command at alarms and oversee the training of the members. The Fire Chief shall be responsible for maintaining order in the Department and for fairly and impartially reprimanding members when necessary. The Fire Chief shall perform any other duties as are compatible with this office.

Section 2. Assistant Chief. The Assistant Chief shall, in the absence of the Fire Chief, be responsible for the duties of the Fire Chief. The Assistant Chief shall also be responsible for any duties of managing the Department as are delegated to him/her by the Fire Chief. In the absence of the Fire Chief, the Assistant Chief shall command at alarms and oversee the training of members.

Section 3. Captain. The Captain shall follow the Fire Chief and Assistant Chief in the chain of command and shall in the absence of the Fire Chief and Assistant Chief be responsible for carrying out the duties of managing the Department and commanding at alarms.

Section 4. Lieutenant. The Lieutenant shall follow the Fire Chief, Assistant Chief and Captain in the chain of command and shall, in the absence of the Fire Chief, Assistant Chief and Captain, be responsible for carrying out the duties of managing the Department and commanding at alarms.

Article 12

Duties of Corporate Officers

Section 1. President. The President shall preside at all meetings, see that all laws are properly and impartially executed, appoint all Committees and perform any other duties compatible with this office. The President shall see that all orders and resolutions of the Corporation are carried into effect. In all elections the President shall have the casting vote.

Section 2. Vice-President. The Vice- President shall be responsible for any duties delegated to him/her by the President, and shall, in the absence of the President, preside at meetings and assume the responsibilities of the President.

Section 3. Secretary. It shall be the duty of the Secretary to keep accurate minutes of all meetings, to call the roll when requested and to record all delinquencies. He/she shall keep all books and correspondence, and shall keep on file and preserve all papers, documents, letters, etc. addressed to or laid before the Department, as the President may from time to time direct. He/she shall notify the Chairman of each special Committee of their appointment as well as the members of the Committee. He/she shall keep a just and true account between the Department and its members and shall also submit information and articles to the news media as necessary or as the President may from time to time direct. It is the duty of the Secretary in his/her absence to see that the minutes and records are available and that a member be assigned to fulfill the duties of the Secretary.

Section 4. Treasurer. It shall be the duty of the Treasurer to have the custody of the corporate funds and shall keep or cause to be kept, a full and accurate account of receipts and disbursements in books belonging to the Corporation, and shall deposit all funds and other valuable effects in the same depositories as shall be designated by the membership. The Treasurer shall render at each meeting, and such other times as may be required, a report on the financial condition of the Corporation. The treasurer shall preserve all bills, bank statements and financial documents of this Corporation and shall see that all bills are promptly paid. At the end of each term of office, a complete and accurate audit of receipts and disbursements shall be performed by a committee appointed by the President.

Article 13
Duties of the Fire Marshal

Section 1. The Fire Marshal shall be responsible for fire prevention and fire prevention activities, fire safety programs, inspections, investigation of all structure fires, major loss fires, suspicious fires, and/or any incident as needed and appropriate for the Office of Fire Marshal. The Fire Marshal shall maintain written documentation of each incident for a minimum of 5 years, prepare an annual budget for this office, coordinate all fire scene investigations, and do any other extra duties required of a person in this office. The Fire Marshal shall teach classes to the membership that are specific to his office and as needed and/or requested by the Fire Chief or Certification Coordinator.

Section 2. The person holding the office of Fire Marshal shall hold a basic structural firefighter certification and a basic investigator certification through the Texas Commission of Fire Protection. The person holding the office of Fire Marshal shall complete all required continuing education specific to this office and as required to maintain current certification levels, as required by the Texas Commission on Fire Protection.

Section 3. The Fire Marshal shall provide a written copy of each inspection report to the person responsible for the premises of each commercial and/or residential structure inspected and shall maintain written documentation for a minimum of 5 years. The report shall show any violations and/or unsafe items that need to be corrected, and a time frame for correction, and the Fire Marshal shall do a follow up inspection of the premises to see that all corrections have been made within the time frame previously set.

Section 4. The Fire Marshal is responsible for fulfilling any other duties appropriate for the office of Fire Marshal and is responsible for carrying out any other assignments as deemed necessary by the Fire Chief, Mayor, and/or City Council.

Section 5. If a person is appointed to the office of Fire Marshal prior to obtaining all of the certifications listed in Section 2, then the Fire Marshal shall complete the necessary training within the time frame established at the time of appointment. Until the Fire Marshal achieves the necessary certifications, he/she shall coordinate with other certified Fire Marshals for assistance in completing local inspections and investigations.

Article 14
Duties of Other Officers, Members, and Committees

Section 1. Foreman. It shall be the duty of the Foreman to attend to the safekeeping and repairs of the hose, equipment and apparatus and to exercise a general supervision over all the effects of the Department and to suggest and recommend such improvements, as he/she may deem necessary. The foreman shall perform monthly maintenance inspections and shall update monthly maintenance records accordingly.

Section 2. Assistant Foreman. The Assistant Foreman shall aid the Foreman in the discharge of his/her duties and in his/her absence act as Foreman. He/she shall also be responsible to perform any duties delegated to him/her by the Foreman.

Section 3. Certification Coordinator. The Certification Coordinator shall be responsible for the recording all training hours and filing all certification forms and application with the State Firefighter's and Fire Marshal's Association Certification Board. He/she shall also be responsible for the coordination of training programs and activities and for performing any other duties as needed and appropriate for the office of Certification Coordinator.

Section 4. Assistant Certification Coordinator. The Assistant Certification Coordinator shall aid the Certification Coordinator in the discharge of his/her duties. He/she shall also be responsible to perform any duties delegated to him/her by the Certification Coordinator.

Section 5. Members. Every member of the Department shall perform the duties of a member/firefighter faithfully, and to use their utmost endeavor to promote the interest and welfare of the Department.

Section 6. Committees. The President may, as necessary, appoint one or more Committees. Each Committee shall have, and exercise the powers of the Corporation in the business and affairs of the Corporation, when the Corporate meeting is not in session. One member shall be appointed as Chairperson of the Committee. The Chairperson shall be responsible for calling meetings of the Committee, and such Committees shall keep regular minutes of their proceedings and report the same to the members when required. The Committee shall, after completing the task that they were assigned to do, make a final report to the members.

Article 15
Neglect of Duty

Any member determined to be neglectful of their duty or guilty of improper conduct not specified in this Constitution, or for accepting an appointment on a Committee and neglecting its duties or for refusing to act when appointed shall be dealt with as the majority of the Department may determine necessary.

Article 16
Order of Business

1. Call to Order.
2. Reading of the Minutes.
3. Approval of the Minutes.
4. Treasurers Report.
5. Old Business.
6. Chief's Announcements.
7. New Business.
8. Balloting for Members.
9. Comments/Announcements.
10. Adjourning the Meeting.

Article 17
Parliamentary Authority

In the absence of rules to the contrary, Robert's Rules of Order shall prevail at all meetings, and they will be conducted as deemed proper following Robert's Rules of Order. No standing rule, resolution or motion in conflict with the Constitution or By-Laws of this Department will be in order.

Article 18
Changes to the Constitution

Section 1. No part of the foregoing Constitution may be altered or amended, unless a written resolution to that effect has been introduced at a regular monthly meeting at least one month prior to the annual meeting in February.

Section 2. It shall require the concurrence of two-thirds of the members present at the annual meeting to make any changes or alterations to the Constitution.

Section 3. Voting on changes or alterations to the Constitution shall be done by secret ballot.

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