



Accepted 3/17/08
Amended 5/1/08
Amended
Amended 2/10/09

I. NAME

- a. The name of the organization shall be **Ingleside Fire Corps**. It shall be a non-profit organization

II. PURPOSE STATEMENT

- a. The organization is organized exclusively for charitable and educational purposes to educate the community in safety concerning fire and assist the group of citizens referred to as “special needs” during either natural disasters or terrorism under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

III. MISSION STATEMENT

- a. The mission of the Fire Corps is to harness the power of every individual through education; training and volunteer service to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds.

IV. DEFINITIONS

- a. Quorum – 2/3 of members present at any meeting.
- b. Majority – 1 more than half the members present at any meeting.

V. BY-LAWS

- a. All members shall read and make themselves familiar with these rules and by-laws. Ignorance of these rules shall not be considered an excuse for violation of same. [In order that all members shall be familiar with the contents of these by-laws, they shall be read aloud at 2 consecutive meetings. They shall be voted into being at the 2nd meeting and in force immediately upon the adoption by a Quorum of members – 2/3 majority vote of the members present at the regular business meeting]
- b. In order that all members shall be familiar with the contents of these by-laws, they shall be read aloud at 2 consecutive meetings. They shall be voted into being at the 2nd meeting and in force immediately upon the adoption by a Quorum of members.

VI. AMENDMENTS

- a. These by-laws may be amended by a quorum. A copy of the proposed amendment(s) will be provided to each member at least one week prior to said meeting.
- b. Rescinding of any former actions shall require a quorum of the members voting.

VII. MEMBERSHIP

- a. The membership will be open to all citizens, with no regard to race, color, or creed or ability.
- b. All members shall maintain a reasonable attendance record for training and compliance with any certifications which may need renewal on a regular basis. If any member fails to attend 3 consecutive training sessions or misses more than 6 meetings without being excused, they will be placed inactive and procedures will be initiated to reclaim any equipment or training materials. After an additional 3 months with no contact, any officer may make a motion for removal of said member. Equipment not returned will be billed to member in an effort to reclaim funds.
- c. Any and all absences should be reported to the president or vice-president prior to the regular meeting and/or training sessions via e-mail or phone contact.
- d. Applications for new members will be presented to the membership at the first business meeting attended. A license check and check with Ingleside PD will be initiated during the month after presentation. Any member having adverse knowledge of applicant MUST inform one of the officers as soon after the Business meeting as possible and the president and one other officer will investigate the information.
- e. Any negative information gathered by the president will result in the new member being notified BEFORE the next Business meeting what their background check turned up. If no good explanation can be given, they will be denied membership and their application removed at the next Business meeting to avoid humiliating the applicant.
- f. New members will receive one Fire Corps T-shirt at the 2nd Business meeting they attend.
- g. All members will represent the Fire Corps and uphold all values and standards set forth. Dress will not be vulgar, inappropriate, or otherwise distracting. Certain events will require members to wear assigned Fire Corps shirt(s), otherwise you will be asked to dress in casual or business casual attire. No torn clothing, no baggy clothing, short skirts, short shorts or the like. We are not only representing the Ingleside Fire Corps, but also the Ingleside Volunteer Fire Department and the City of Ingleside.
- h. If a training meeting is missed and the subject can be redone, the member must make arrangements with the Training officer to reschedule such training even on a "one on one" basis, so the subject can be taught to the entire Corps.
- i. It shall be the duty of each member to support the officers in the discharge of their duties.
- j. No member shall be permitted to enter the building, meeting, fundraising event, or attend fire calls while under the influence of alcohol or performance inhibiting medications. The fitness of a member to enter and remain in the meeting shall be at the discretion of the President, or Vice-president in the absence of the President, and strictly enforced by the Sergeant -at-Arms. Any officer of this organization entering a meeting while under the influence shall be subject to an immediate review board established from members present. **The Fire Corps,**

supporting the Fire Department, adopt their Policy of ZERO TOLERANCE concerning being under the influence. Any corps member responding to a scene under the influence shall be reported to the Incident Commander and the senior Fire Corps member on scene. If the report comes from a Fire Fighter, both persons will still be notified and the senior Fire Corps member will make arrangements to have the member returned to the station. For this type incident, whoever witnesses the person under the influence is required to write a report and present it to the President the next day and a review board will be called within 48 hours and a decision made as to whether or not it was unfounded.

VIII. ELECTED OFFICERS

- a. The officers shall serve without pay and consist of:
 - i. **President** – shall preside over all meetings and conduct the same in conformity with Robert’s Rules of Order. He/She shall have a general supervisory control over all matters pertaining to the welfare of the Fire Corps. The president shall be ex-official over all committees. The president shall enforce the rules and regulations and shall be responsible for the morale and general efficiency of the department.
 - ii. **Vice-President** – shall assist the president in keeping order during the meeting and in the absence of the president, he/she shall assume the chair.
 - iii. **Secretary** – shall have charge of and keep a full and correct record of all minutes of all meetings. He/She shall render reports of attendance annually in January or when called upon at a meeting. He/She shall also be custodian of the membership roster for meetings, fund raisers, and fire attendance, and keep same up to date.
 - iv. **Treasurer** – shall have charge of all finances and see that they are safely deposited in Fire Corps account. He/She shall report once a month at the Business meeting, the status of all accounts. He/She shall countersign all checks after the President has signed them.

IX. APPOINTED OFFICERS

- a. The officers shall serve without pay and shall be appointed by the President with suggestions submitted by the other elected officers. The officers shall serve at the will of the President and be replaced upon mutual agreement with the officer and the President.
 - i. **Training Coordinator** – shall have supervision over all Fire Corps equipment. He/She shall check all equipment regularly or appoint a competent assistant to check the same. In the event that faulty or dangerous equipment is detected, he/she shall report same at a regular meeting, or if sooner action is required he/she shall contact the president. He/She shall have supervision over all training and/or drills and shall attend training with the Fire Department and establish a training schedule for the Fire Corps. The Training Coordinator shall, once a month, conduct drills or instruction in the operation and handling of the equipment. The training coordinator shall see that complete training records are kept for all

personnel; equipment issued and scheduled training sessions. Training will take place on the fourth Monday of each month.

- ii. **SAFETY OFFICER** – he/she shall be observant of all members when gathered together. The Safety officer shall be sure that members are rotated out during outside summer fundraisers to insure they are not subjected to heat exhaustion. The Safety officer should try to make fire calls that the Fire Corps is requested on. While at a fire scene the safety officer shall observe Fire Corps members who are outside and assist the Fire Department Safety officer in observing Fire Fighters needing to rehab. The Safety officer, while on a fire scene, shall report to the Incident Commander if anyone needing rehab refuses to follow instructions.
- iii. **SERGEANT AT ARMS** – is charged with maintaining order at all meetings. Any member who by language or conduct, shall offend another member, shall be reprimanded by the President for the first offense. If the offense is repeated, the offending member shall be escorted from the building by the Sergeant at Arms for the remainder of the meeting. Any member who misbehaves in any meeting of this organization or disturbs the order of harmony by the abusive, profane or disorderly language or shall refuse obedience to the presiding officer when advised of his/her offense, shall be removed from the meeting by the Sergeant At Arms.
- iv. **LIAISON OFFICER** – serves as primary point of contact for the Fire Corps in working communication efforts with the Fire Department. He/She coordinates with the Fire Corps and the Fire Department on all media requests that address issues or involve community awareness. Escorts media personnel while on scene or during an emergency response as needed. Coordinates with Officers on scene to ensure that all releasable information, products, and/or recent accomplishments are summarized and distributed to the appropriate targeted audiences. Liaison officer will maintain vital organizational connectivity to insure unity of effort.
- v. **CHAPLAIN** – will serve as a source of comfort to Fire Corps personnel, their families and on the scene of an incident to any party. The chaplain does not replace a person's pastor or spiritual leader. If the person has a spiritual leader the chaplain will try to make contact. If person is in need of a professional counselor then a referral will be made.

X. ALL OFFICERS

- a. All officers in the discharge of their duties shall abide by the by-laws. Any officer guilty of not fulfilling the requirements of office shall be removed by a vote of members and another elected officer.
- b. All officers should attend all meetings unless sick or working. In the event an officer has a required report, it shall be relayed to the President or Vice-President to be presented by one of them at the meeting.
- c. The nomination of officers shall take place on the 1st Thursday of November of each year. The election of officers shall take place the 1st Thursday of December following the November nomination. Absentee ballots will be available at the

Fire Station for 1 week prior to election from Monday through Friday. The ballot will be turned in to the President or Vice-president in a sealed envelop with the member's signature across the sealed flap. Newly elected officers will take office at the January meeting.

- d. No member will be eligible to hold office unless he/she shall have been a member for 3 months prior to the election. No member shall hold more than one office in this organization at one time unless the offices need to be combined.

XI. COMMITTEES

- a. The president may appoint all committees as needed.
 - i. Training Committee
 - ii. By-Laws Committee
 - iii. Outreach Committee
 - iv. Fundraisers/Special Events Committee
 - v. Audit Committee
 - vi. 5K Committee
 - vii. Relay for Life Committee
 - viii. Birthday/Anniversary Committee
 - ix. EXPO/Fire Prevention/ Haunted House Committee
- b. The President will be ex-official over all committees

XII. AUDIT

- a. The Fire Corps' financial standing shall be made by the treasurer during the business meeting of each month to include previous and current funds balances, payment of outstanding invoices or reimbursements and deposits made. These records shall be audited annually in January with a full report of the financial activities and standing for the year previous to be made in February and be filed for permanent record.
- b. In the event the office is vacated during the year, an audit will be done within 2 weeks with the new Treasurer and the old Treasurer present if he/she is available.

XIII. MEETINGS

- a. Business meetings shall be held on the 1st Thursday of the month unless, for the benefit of the organization, it shall be necessary to change the date.
- b. Fundraising meetings shall be held on the 3rd Thursday of the month.
- c. Special meetings may be called by the president and/or Vice President, if business should arise that can not be held over to a regular meeting night.
- d. All meetings, both regular and special, shall be started on time. Regular meetings shall be called to order at 6:00 PM.
- e. No minutes of a regular or special meeting shall be approved unless they have been read at the regular meeting and signed by the president and vice-president.
- f. Agendas shall be available the day before the regular business meeting. Items to be put on the agenda must be given to the President as soon as possible.
- g. When discussion of a sensitive nature or matters pertaining to personnel, the meeting shall go into Executive Session and minutes will be suspended during the

session. Time will be noted in the minutes when entering Executive Session and time when reconvening the regular meeting and minutes again being taken.

- i. Sample agenda:
 1. Call to order
 2. Prayer
 3. Pledge of allegiance
 4. Roll call
 5. Reading and approval of minutes
 6. Treasurer's report
 7. Committee report
 8. Form of New committees
 9. Accept new applications
 10. Resignation
 11. Statements from floor
 12. Adjourn

XIV. VOTING

- a. In the absence of a quorum, no formal action to the by-laws shall be taken.
- b. In the absence of a simple majority, the meeting shall be adjourned to a subsequent date.

XV. CONFLICT OF INTEREST

- a. Any member of the board who has a financial, personal or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Fire Corps, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the membership to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

XVI. FISCAL POLICIES

- a. The fiscal year of the board shall be from January 1 through December 31.

XVII. DISSOLUTION

- a. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed of by the court having proper jurisdiction in the county where the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.
- b. If the organization dissolves, the balance in the treasury is to be either added to a scholarship fund to Bob Richardson's name, or used to establish a scholarship fund in Bob Richardson's name if none exists.

Signatures:

President

Vice- President

Date