

ECCA VOLUNTEER FIRE DEPARTMENT BYLAWS

ARTICLE I NAME

The name of this association is ECCA Volunteer Fire Department.

ARTICLE II MISSION STATEMENT

The purpose of this association is to promote programs and provide fire and medical response teams that will promote safety and benefit the Elm Creek community.

ARTICLE III MEMBERS

SECTION 1

The membership shall be composed of family units who reside or own property within the boundaries of ECCA, as defined by the Taylor County 9-1-1 District in accordance with Article III, Sections 2 and 3.

SECTION 2

Membership dues shall be determined by the executive board and approved by the members present at that meeting. Members will be billed for each year's dues during March or April of that year. Voting rights will be suspended if dues are not paid by July 1 and will remain suspended until dues are paid.

SECTION 3

New members will pay their first year's dues in advance, on a prorated basis. Proration will be on the months remaining in the year.

ARTICLE IV OFFICERS

SECTION 1

The elected officers of ECCA shall be President, Fire Chief, Medical Officer, Secretary and Treasurer. All officers must live within ECCA's primary service area as defined by the Taylor County 9-1-1 District.

SECTION 2

The officers shall be elected to serve for two years or until their successors are elected. Their term of office shall begin at the close of the meeting at which they are elected. The President, Treasurer, and Medical Officer shall be elected on even years, and the Fire Chief and Secretary shall be elected on odd years.

SECTION 3

Nominations of candidates for officers of ECCA will be accepted at the regular meeting in July of each respective year.

SECTION 4

The officers of ECCA shall be elected by a majority of the members present at the regular meeting in August of each respective year. Additional nominations shall be permitted during the above meeting.

SECTION 5

Upon written petition signed by 25% of the membership and delivered to the floor at a meeting, a special recall election of an officer or officers shall be held at the next regular meeting. The recall election shall be the first order of business at that meeting. If the officer or officers are recalled, the next order of business will be the election of an officer or officers to serve out the unexpired term of the recalled officer or officers.

SECTION 6

If the office of President becomes vacant, except by recall, the Fire Chief shall succeed him and serve until an election is held. If any other office becomes vacant, except by recall, the Executive Committee shall appoint a member to serve out the unexpired term of the office.

ARTICLE V DUTIES OF ELECTED OFFICIALS

PRESIDENT

1. Preside over regular monthly meetings and Executive Committee meetings
2. Act as Ex Officio of all committees
3. Serve on Executive Committee
4. Seek grant opportunities and prepare grants
5. Be responsible for public and community relations

FIRE CHIEF

1. Head of all personnel and equipment functions
2. Safety officer
3. Training officer
4. Incident commander
5. Head of safety review board
6. Serve on Executive Committee

MEDICAL OFFICER

1. Oversees all medical personnel
2. To see to patient care
3. To monitor the safety and physical condition of all personnel that respond to the incident.

4. Member of the Safety Review Board
5. Attend area meetings of medical interest, as appropriate
6. Write medical grants
7. Serve on Executive Committee
8. Medical Officer must possess a current and active Texas state license with the Texas Department of State Health Services

SECRETARY

1. Take minutes at each regular monthly meeting
2. Responsible for all correspondence
3. Write and mail newsletters and dues statements
4. Be responsible for maintaining the official copy of the bylaws and amendments
5. Serve on Executive Committee

TREASURER

1. Maintain the monies of ECCA
2. Keep accounting and bank records
3. Present a report at each regular monthly meeting
4. Send out yearly dues notices
5. Serve on Executive Committee

ARTICLE VI MEETINGS

SECTION 1

The regular meetings of ECCA shall be held monthly as directed by the membership or by the Executive Committee.

SECTION 2

Special meetings may be called by the President or by the Executive Committee and shall be called upon request of 10 members. Except in cases of emergency, at least three days' notice shall be given.

SECTION 3

Ten family unit members shall constitute a quorum at a meeting. A family unit will constitute a single vote.

ARTICLE VII EXECUTIVE COMMITTEE

SECTION 1

The Executive Committee shall consist of the elected officers, the past president, and the committee chairpersons.

SECTION 2

The Executive Committee shall have full power and authority of the affairs of ECCA between meetings, except for the expenditure of funds in excess of \$5000.00 per purchase, provided those funds are in the treasury, or entering into binding agreements. The committee shall be subject to the orders of ECCA and none of its acts shall conflict with action taken by ECCA. Emergency expenditures (for example) truck repairs, facility repairs, etc. above \$5,000.00 must be approved by 2/3 (two thirds) of the executive committee.

SECTION 3

The Fire Chief and the Medical Officer shall each have authority to purchase operating supplies of up to \$3000.00 per year. Receipts must be presented to the Executive Committee for verification.

SECTION 4

The Executive Committee will be at the call of the President or at the request of three members of the Executive Committee. Two-thirds of the members of the Executive Committee shall constitute a quorum.

ARTICLE VIII STANDING COMMITTEES

SECTION 1

Safety and Training Committee: Responsible for the overall safety and training of ECCA. The Fire Chief and Medical Officer shall be members.

SECTION 2

Fire Committee: Monitor operation of the fire department and recommend procedures and operational policy. The Fire Chief serves as chairperson.

SECTION 3

Medical Committee: Monitor operation of the medical department and recommend procedures and operational policy. The Medical Officer serves as chairperson.

SECTION 4

Membership Committee: Responsible for soliciting new members from within the boundaries of ECCA, notifying membership of special meetings and proposed changes to the bylaws and other functions as ECCA may direct.

SECTION 5

Other committees may be appointed by the President as the membership or Executive Committee may deem necessary. The President shall be Ex Officio member of all committees. The President may appoint all members of committees except as provided in Sections 1, 2, and 3.

ARTICLE IX PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern ECCA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any rules of order ECCA may adopt.

ARTICLE X AMENDMENT OF BYLAWS

These bylaws can be amended at any regular meeting by a two-thirds vote, provided that the amendment was submitted in writing at the previous meeting.

ARTICLE XI NONPROFIT OPERATION

The department is organized and operated primarily for the purpose set fourth under Article One And Two of these bylaws. It is to be operated in such a way that it does not result in the accrual of distributable profits, realization of private gain resulting from payment of compensation in excess of a reasonable allowance for salary or other compensation for services rendered, or realization of any other form of private gain.

ARTICLE XII DISTRIBUTION OF ASSETS

The department pledges its assets for use in performing the departments functions. In the event the department is dissolved, after all liabilities and obligations of the department are paid or provision is made therefore, the Department's Executive Board shall distribute the remaining assets of the department as they shall determine but only for tax-exempt purposes to such organization or organizations organized and operated exclusively for emergency fire or medical assistance which are exempt under section 501 of the code. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the department is then located, to one or more organizations exempt under Section 501 of the code in a manner which best accomplished the purpose of the department. No director or officer of the department and no private individual will be entitled to share in the distribution of any assets of the department in the event of dissolution.

The undersigned, being the duly elected and qualified Officers of the Department hereby certify that the foregoing Bylaws of the Department were duly adopted by the Members of the department effective the _____ day of _____, 20____.

President

Printed name: _____

Fire Chief

Printed name: _____

Treasurer
Printed name: _____

Medical Officer
Printed name: _____

Secretary
Printed name: _____