



**CONSTITUTION
AND
BYLAWS**

**APPROVED
APRIL 7, 2011**

SECTION 1 – CONSTITUTION

Article 1: NAME OF ORGANIZATION

This organization shall be known as the EDINBURG VOLUNTEER FIRE DEPARTMENT of Edinburg, Texas and shall be composed of volunteer members and paid members employed by the City of Edinburg, Texas.

Article 2: PURPOSES

The purposes for which this organization is formed are charitable, benevolent and nonprofit for the establishment and maintenance of a volunteer fire department, to encourage and maintain fire protection and rescue for the City of Edinburg, Texas, Hidalgo County and its surrounding areas.

Article 3: MEMBERSHIP

A. MINIMUM QUALIFICATIONS

Any citizen who lives within five (5) miles of a fire station and not within another city's jurisdiction or is submitting a dorm application, may apply for membership. All applicants must have reached their eighteenth (18th) birthday before they may be voted on for membership. All applicants must hold a valid Texas Driver's License. Those applicants who can satisfactorily pass a background investigation in accordance with the City of Edinburg and consideration by the Chief's Cabinet, shall qualify to be voted for membership into the department by the members as a whole. If he or she is a high school student, the individual will not be allowed to apply for membership. Members shall attend 40% of drills and 25% of alarms. Career members shall attend 40% of drills, not to include drills while working.

B. TYPES OF MEMBERSHIP

1. MEMBER

- a) *REGULAR MEMBER* –After serving a probationary period, each member shall be considered a regular member with all the duties and rights associated with such membership. *PROBATIONAY MEMBER* – All newly elected volunteer members shall serve a probationary period of at least six (6) months and during that time submit to a fit for duty physical as outlined in NFPA 1582, prior to probation period ending. The Chief's Cabinet has the authority to dismiss Volunteer Probationary Members at any time. Members on probation do not have voting rights.

- a) *PROBATIONARY MEMBER* – All newly elected volunteer members shall serve a probationary period of twelve (12) months, during which time the

probationary member shall complete the introductory firefighter certification outlined by the SFFMA and meet the fire and drill requirements and during that time submit to a fit for duty physical as outlined in NFPA 1582, prior to probation period ending. The Chief's Cabinet has the authority to dismiss Volunteer Probationary Members at any time. In addition, to not meeting the certification, drill, and fire requirements during the year probation. A probationary member shall have voting rights as early as six (6) months if the certification, drill, and fire requirements are met.

- b) *REGULAR MEMBER* – After serving a probationary period, each member shall be considered a regular member with all the duties and rights associated with such membership.

2. DORM MEMBER

All applicants to the dorm program must be voted into the department before submitting a dorm application. All Dorm Members shall serve in the department in accordance with duties and responsibilities as set forth in the Dorm Program Rules and under the direction of the Dorm Committee. All new Dorm Members shall serve a probationary period in accordance to the probationary requirements for regular membership. Applicants must not be married, common law, or be able to provide documentation of legal separation. Career staff will not be eligible to participate in Dorm Program.

3. HONORARY LIFE MEMBER

A member who has met the State Firemen's Pension Retirement Plan Rules and received a retired status from the Edinburg Volunteer Fire Department, or a career member who retires from the City of Edinburg Fire Department. These members do not have voting rights.

4. CAREER MEMBERS

These are members employed by the City of Edinburg with a fire department commission appointment to support the volunteer organization. They are not members of the volunteer organization unless they have applied for and met the requirements of regular membership. Career staff will be granted voting rights, after satisfying their probationary period of 1) one year employed with the Edinburg Fire Department or 2) successfully completed their probationary period as an Edinburg Vol. Firefighter prior to becoming a Career Firefighter.

5. MEMBER BY MERIT

Members that have something to add to the department but do not meet the requirements of regular membership. An individual who possesses abilities

which are seen as invaluable to the department. These members maintain their status in the department and participate in organizational business.

- REQUIREMENTS:**
- Be a current or previous member of the department.
 - Have department approval by two thirds 2/3 of the members present.
 - Have knowledge, skills or abilities that are beneficial to the department.

Article 4: BUSINESS ORGANIZATION

The business organization shall be composed of a President, Vice-President, Secretary, Treasurer, Chaplain and Sergeant-At-Arms. All officers shall be elected at the first business meeting in May of every year. The Chief, all Assistant Chiefs, Captains, Lieutenants, President, Vice-President, Secretary, Treasurer, Chaplain, Sergeant-At-Arms and mascot shall be elected by secret ballot by the department's membership.

Article 5: MEETINGS

Regular meeting will be held once each week, with the first meeting in each month to be a business meeting, special and/or called meetings may be held at any time providing:

1. Both the President and Chief agree to call the meeting.
2. All members of the Department are notified, if possible.
3. Any holiday falling on a Monday will be voted on by the membership, whether to leave it on the Monday or change it to another day of the same week.

Article 6: RULES FOR AMENDING

The Constitution and By-Laws may be amended by submitting a written copy of the amendment at three (3) regular or special business meetings, which shall be read at each meeting and at the third meeting shall be voted upon and if carried by two-thirds (2/3) of the members present, it shall become a part of the Constitution and By-Laws and duly recorded in the minutes.

SECTION 2 – BY-LAWS

Article 1: PREFERRED QUALIFICATIONS AND DUTIES OF OFFICERS

Career and volunteer members will be eligible to hold an Administrative Office; only volunteer firefighters are eligible for Line Officer Positions.

Paragraph A: CHIEF (1)

The City of Edinburg Fire Chief will assume the responsibilities of the Volunteer Chief of the Edinburg Volunteer Fire Department.

1. DUTIES: The Chief shall have full and complete charge of the Edinburg Volunteer Fire Department at all times, taking charge at all fires and any other emergencies involving the Edinburg Volunteer Fire Department. Additionally, the Chief shall take charge at all practice drills and direct the volunteers and their labors through the Assistant Chiefs, Captains and Lieutenants of each company or as otherwise directed by the Chief.
2. MINIMUM QUALIFICATIONS: Mirror City of Edinburg job requirements.

Paragraph B: (4) VOLUNTEER ASSISTANT CHIEFS

1. DUTIES: The Assistant Chief shall assume all the duties of the Chief in the Chief's absence; taking charge at all fires and any other emergencies involving the Edinburg Volunteer Fire Department. Additionally, the Assistant Chief shall take charge at all practice drills and direct personnel and their labors through the Captains and Lieutenants of each company or as otherwise directed by the Chief.
2. PREFERRED QUALIFICATIONS: The ASSISTANT CHIEF shall have a minimum of eight (8) accredited years in the Edinburg Volunteer Fire Department. The Assistant Chief shall hold a certification to at least the level of Advanced Fire Fighter by the State Firemen's and Fire Marshals' Association of Texas or equivalent certification. The Assistant Chief shall hold a valid Class B Exempt Texas Driver's License. Must have served as a Lieutenant and Captain in the Edinburg Volunteer Fire Department organization meeting qualifications for each.

Paragraph C: (3) PAID DEPUTY CHIEFS:

Paid Deputy Chiefs will have the same level of authority as the Volunteer Assistant Chiefs in the Volunteer Fire Department.

1. DUTIES: The Deputy Chief shall assume all the duties of the Chief in the Chief's absence; taking charge at all fires and any other emergencies involving the Edinburg Volunteer Fire Department. Additionally, the Deputy Chief shall take charge at all practice drills and direct personnel and their

labors through the Captains and Lieutenants of each company or as otherwise directed by the Chief.

2. MINIMUM QUALIFICATIONS: Mirror City of Edinburg job requirements.

Paragraph D: CAPTAIN (4)

1. DUTIES: The Captain of each Company will have charge of firefighters and direct them at the orders of the Chief or Assistant Chiefs. The first Captain on the scene of any scene of any incident shall be in command until released by a Chief Officer.
2. PREFERRED QUALIFICATIONS: Each Captain shall have a minimum of five (5) accredited years in the Edinburg Volunteer Fire Department and shall hold a certification to at least the level of Intermediate Fire Fighter by the State Firemen's and Fire Marshals' Association of Texas or equivalent certification. Captain will hold a valid Class B Exempt Texas Driver's License. Must have served as a lieutenant in the Edinburg Volunteer Fire Department Organization meeting the qualifications.

Paragraph E: LIEUTENANT (4)

1. DUTIES: The Lieutenant shall work under the direction of the Captain in directing firefighters, and in case of the absence of the Captain, shall assume the responsibility along these lines. In the absence of a Chief Officer or Captain, the first Lieutenant on the scene of any incident shall be in command until relieved by a Chief Officer or Captain.
2. PREFERRED QUALIFICATIONS. Each Lieutenant shall have a minimum of three (3) accredited years in the Edinburg Volunteer Fire Department and shall hold a certification to at least the level of Basic Fire Fighter by the State Firemen's and Fire Marshals' Association of Texas or equivalent certification. Lieutenants will hold a valid Class B Texas Exempt Driver's License.

Paragraph F: PRESIDENT

1. DUTIES: The President shall preside at all business meetings and Chief of the organization. The President shall appoint committees and do all duties generally incumbent upon by the presiding officer of such organization.
2. PREFERRED QUALIFICATIONS: The President shall be a regular member and have a minimum of three (3) accredited years in the Edinburg Volunteer Fire Department.

Paragraph G: VICE PRESIDENT ELECT

1. DUTIES: The Vice President shall act in the absence of the President or take the chair at the wish of the President when that officer is attending to other duties or making recommendations to the department.
2. PREFERRED QUALIFICATIONS: The Vice President shall be a regular member and have a minimum of three (3) accredited years in the Edinburg Volunteer Fire Department or three (3) years as a career member of the volunteer department.

Paragraph H: SECRETARY

1. DUTIES: The Secretary shall be responsible for minutes of all business meetings, and shall make permanent record of all transactions. The Secretary shall be responsible for all correspondence and attendance records in a timely manner.
2. PREFERRED QUALIFICATIONS: The Secretary shall have a minimum of two (2) accredited years in the Edinburg Volunteer Fire Department or two (2) years as a career member of the volunteer department. The Secretary shall have basic clerical and business abilities.

Paragraph I: TREASURER

1. DUTIES: The Treasurer shall receive and disburse all monies of this organization by check, countersigned by the Chief of the Department, on the Department funds, taking an itemized receipted bill for all monies expended. It shall be the Treasurer's duties to have a report and present it at each and every regular business meeting and at any Chief's Cabinet Meeting when requested. The Treasurer shall furnish a security bond in favor of the Edinburg Volunteer Fire Department, in the sum of one hundred thousand dollars (\$100,000). The cost of this bond shall be paid by the Edinburg Volunteer Fire Department.
2. MINIMUM QUALIFICATIONS: The Treasurer shall have a minimum of two (2) accredited years in the Edinburg Volunteer Fire Department or two (2) years as a career member of the volunteer department. The Treasurer shall possess sound fiscal management abilities.

Paragraph J: SERGEANT-AT-ARMS (1) – The Sergeant-At-Arms duties shall be to keep order at all meetings and has the authority to excuse any member from any meeting for just cause.

Paragraph K: CHAPLAIN – The Chaplain of the Department shall give the invocation and benediction for all business meetings and shall be in charge of all memorial services of a religious nature in which the Department might participate. The Chaplain is not required to be a member of the Department.

Paragraph L: MASCOT - The Mascot shall be elected at the first regular business meeting in May of each year in accordance with the By-Laws. The Mascot shall be elected by secret ballot. The Mascot shall be the son, daughter, grandson, granddaughter, stepson, stepdaughter, brother, sister, niece or nephew of a regular member volunteer or career staff of the department and must be between the ages of 6 years and 15 years of age. The Mascot must maintain passing grades in school while in office.

Article 2: CHIEF'S CABINET

Paragraph A: MEMBERS - The Chief's Cabinet shall be composed of the Chief of the Department, the Assistant Chiefs, the Deputy Chiefs, all Captains, all Lieutenants, the President of the organization, the Vice President and the Secretary.

Paragraph B: MEETING - The Cabinet shall meet upon the instruction of the Chief or the Assistant Chief in command during the Chief's absence, or may be called by any three (3) members of the cabinet. The Chief's Cabinet will meet each month prior to the Business Meeting for whatever business is necessary.

Paragraph C: DUTIES - The duties of the Cabinet, are to handle any emergency business that might come up that could not be held over to a regular meeting of the department. The action and discussion of all fire department business will be with all Chief's Cabinet. Any operational incident shall, be decided by line officers in the Chief's Cabinet all decisions being final and binding, subject to appeal include appeal upon the entire department. This Cabinet shall not have the privilege, however, of creating debts.

Paragraph D: FURTHER DUTIES - It shall further be the duty of this cabinet to bring before it any member of the Volunteer Fire Department for trial for insubordination to their superior officer, for failure to attend practice and meetings, for conduct unbecoming a member or for the disgrace of the Department. The action of this Cabinet in dismissing any member from the Department shall be final subject to appeal. The Chief's Cabinet shall consider applications by potential members to the department. The Cabinet shall recommend to the department their consideration of the application either favorably or unfavorably.

Paragraph E: CABINET QUORUM - It shall take one-half (1/2) of the members of the Cabinet to constitute a quorum and the majority vote in any meeting shall be the rule.

Article 3: PARLIAMENTARY PROCEDURE

Paragraph A: AUTHORITY – The rules contained in “Robert’s Rules of Order, Revised Edition” shall govern the department in all cases to which they are applicable, and in which they are consistent with the By-Laws or the special rules of the department.

Paragraph B: ORDER OF BUSINESS – During Business Meetings all business before the Department shall be taken up in the following sequence of order:

1. Invocation
2. Pledge of allegiance
3. Roll Call
4. Readings of minutes of previous meetings not read
5. Treasurer’s Report and acceptance
6. Presentation of bills for disposal will be posted
7. Reports
8. Election of officers and/or applications for membership
9. Unfinished or miscellaneous business
10. New business
11. Benediction
12. Adjournment

May voting stretch meeting over two Mondays

Paragraph C: STANDING PARLIAMENTARY RULES

1. QUORUM – A quorum shall consist of a majority of the members on the roll of the department.
2. ENTITLED TO THE FLOOR – Only one member shall be entitled to the floor during same period of time.
3. PRIVILEGE OF THE FLOOR – Any member desiring the privilege of the floor shall rise and address the chair.
4. ADDRESSING THE MEMBERSHIP- Members must approach podium to address the membership.
5. RECOGNITION – No member shall be allowed to speak until properly recognized by the chair.
6. RECOGNITION OF THE QUESTION - No question can come before the Department unless properly moved, seconded, and declared open for discussion by the chair.
7. YEAS AND NAYS – Any member may call for the Yeas and Nays on any motion, and each member shall be required to answer to his name on the roll call unless excused by the chair.
8. MAJORITY VOTE – All motions, unless otherwise decided by the By-Laws, shall be settled by a majority of the votes cast.

9. SPEAKING TIME – No member shall speak more than five (5) minutes on any subject at any time, or more than twice on the same subject, except by permission of the chair.
10. POINT OF ORDER -When a point of order is raised by a member that is not covered in the Parliamentary Authority, the person having the floor shall take their seat until the point is decided by the chairman, and if proper, he may resume.
11. DISPOSAL AND/OR AMENDING OF MOTIONS – When a motion is on the floor before the Department it must be disposed of before another can be entertained, and a motion cannot be made subject to more than two amendments.
12. HANDLING TABELLED MOTIONS - No subject laid on the table shall be taken up again during the same meeting unless it was understood when thus disposed of.
13. RECONSIDERING A MOTION - A motion reconsider must come from a member who voted with the majority when the question considered was voted upon.
14. APPEALING A DECISION OF THE CHAIR – Any member may appeal to the Department of the decision of the Chair when the question is thusly stated: “Shall the decision of the Chair be sustained?” The decision shall be decided by a majority to two-thirds (2/3) of the members voting.
15. LEAVING THE ROOM - No member shall leave the room during the meeting unless permission is given by the Chair.

SECTION 3 – STANDING RULES

Article 1: MEMBERSHIP

Paragraph A:

- 1) SCREENING – All applications will be submitted by the Fire Chief to the City of Edinburg Personnel Department for background check. Applicants must meet the minimal City of Edinburg requirements as a volunteer employee. Upon approval the application will be forwarded to the Chief's Cabinet for consideration.
- 2) APPLICATIONS – Applications for membership shall be read at a regular business meeting, at which time the applicant will be placed on a thirty (30) day department familiarization and evaluation period. Any applicant not meeting the requirements set forth by the department during the twelve (12) month probationary period will be given a two (2) week notice to move out of the dorms and will be immediately dropped from the roll. See Reapplying; paragraph D of this section.
- 3) All new applicants must have their membership applications signed by two (2) current voting members prior to the second reading.

Paragraph B: VOTING – Election to membership in this department shall be held upon completion of the department familiarization of the applicant and evaluation period, consideration by the chief's cabinet and the chief's cabinet shall render a favorable or unfavorable recommendation. The election will be conducted by secret ballot. Applicant must be approved by 2/3 voting members present.

Paragraph C: INSPECTING BALLOT – Any member desiring to inspect a ballot may do so upon making his request known to the Chair before the ballot is destroyed. The ballots shall be kept on file one (1) year following the election.

Paragraph D: REAPPLYING – After an application for membership to this department has been rejected the applicant may again make an application after a period of six (6) months.

Paragraph E: REINSTATEMENT

1. AUTOMATIC REINSTATEMENT - Any member who has resigned from the department in good standing, due to a legitimate reason will automatically be placed on the membership roll upon returning within 6 months of the resignation date.

2. REINSTATEMENT – (After 6 Months) Any member who has resigned from the department in good standing may reapply for membership. The former member will have to complete the thirty (30) day department familiarization, evaluation period and six (6) month probationary period. Member is not eligible for officer position until the above has successfully been completed.

Paragraph F: COMPANY ASSIGNMENT – When a new member is voted into the department, the member will be assigned to the company nearest to the members residence. The members of each company are under the direction of Captains and Lieutenants and shall obey any legitimate order given by the officer during any fire department related business, emergency and non emergency.

Paragraph G: SUSPENSION - Any member who has been suspended for any action brought by the member will be allowed to come back into the department at the end of the suspension period.

Paragraph H: PROBATION – All new members shall serve at least a twelve (12) month probationary period. This time shall serve as a trial and evaluation period of the probationary member. At the end of the probation period the probationary member may be granted regular membership or dismissed. The Chief's Cabinet shall make the decision. Members on probation do not have voting rights. *See Section 3, Paragraph D for reapplying.*—When responding to call in privately owned vehicles, probationary members will drive in a non-emergency manner (no emergency lights, no siren).

Article 2: ELECTIONS

Paragraph A: ELIGIBILITY FOR OFFICE

1. Members shall be eligible for office only if they have met the preferred qualifications set for in the by-laws under each office position.
2. It is preferred that only members that have made twenty-five percent (25%) of the alarms and forty percent (40%) of the drills for the previous calendar year shall be eligible for office.

Paragraph B: NOMINATING COMMITTEE

1. The President shall appoint a nominating committee annually.
2. The Nominating Committee will present its list of recommended candidates at the business meeting held in April. Nominations from the floor will also be accepted at this meeting.
3. The nomination committee shall only provide a list of candidates that meet the qualifications for office and eligibility for office as listed in the bylaws.

Paragraph C: BALLOTS

1. Elections will be by secret ballot at the regular business meeting held in May.
2. The two categories of officers shall be administrative and fire line officers. Any regular volunteer member is eligible to hold multiple offices (1) Administrative Officer Position and (1) Line Officer Position, but shall not be eligible to hold multiple offices with a category or the office of Fire Chief and President at the same time. Career members are only eligible for administrative officer positions.
3. Ballots shall be printed before the May business meeting.
4. There will be four ballot sheets. Each Candidate for fire line officer shall be eligible for the positions lower than that originally nominated. Those candidates not elected to the higher positions may then be voted on for the lower positions along with the candidates for those positions. Candidates names successfully elected to office will then be removed from the nominees. This automatic nomination may be declined by the candidate or may be unnecessary if the candidate is unopposed. Fire Line and Administrative Officers shall be elected each year.
 - A. Administrative Office's Ballot:
It will contain the names of all nominees for each respective office. The member shall choose (by circling) the proper number of names from the list of candidates.
 - B. Assistant Chief's Ballot:
It will contain the names of all the nominees for Assistant Chief. The member shall choose (by circling) the proper number of names from the list of candidates.
 - C. Captain's Ballot:
It will contain the names of all the nominees for Captain. The member shall choose (by circling) the proper number of names from the list of candidates.
 - D. Lieutenant's Ballot:
It will contain the names of all the nominees for Lieutenant. The member shall choose (by circling) the proper number of names from the list of candidates.
5. Every eligible regular member shall be entitled to vote for his/her choice of one candidate for each position. If a member votes for more than one candidate, his/her ballot for that office shall not count. Any ballot that has

been filled out incorrectly will not count. Members must be present to vote on any fire department business.

6. Each position(s) shall be elected by a majority vote of the members present. If position(s) can not be filled by a majority, then the vacant position(s) shall be open for re-nomination. The re-nomination can only occur twice, if unfilled, the position(s) shall remain vacant.
7. A copy of each of the four ballot sheets will be issued to each voting member present at the annual election. The Assistant Chief's ballot will be filled out by the voters and then will be turned into the election committee. After all the voters have turned in their ballots (The Assistant Chief's ballot) to the committee, the ballots will be counted. The Captain's ballot will not be filled out until the committee announces the results of the Assistant Chief's ballot. Fire line Candidates' that have successfully achieved a fire line position will have their names crossed off the other sheets and will no longer be considered for a lower fire line position. This process will repeated for Captain's and Lieutenant's ballot.
8. The election committee will present all outcomes of the election to the membership. The number of votes each candidate received in each position will be made available for the membership during the meeting. In the event of a tie, members involved in the tie will be voted on again. All ballot sheets will be kept on file until next election year, creating an eligibility list in case of a vacancy or other circumstance. In the event there is not an eligibility list, the Chiefs Cabinet shall meet and decide on eligible candidate or candidates and the Chief shall appoint at the next business or special called meeting.

Article 3: ATTENDANCE AT MEETINGS AND DRILLS

Paragraph A: REQUIRED ATTENDANCE – All members and officers of this department shall attend 40% of the regular meetings and drills on an annual basis. Failure to attend any six (6) consecutive regular meetings or drills will automatically cause that member to be administered a 3 consecutive month voting suspension. The suspended member will be required to make 40% of the drills for the 3 month period. Career members must attend 40% of drills not to include drills while working.

Paragraph B: LEAVE OF ABSENCE – Any member may get a leave of absence not exceeding ninety (90) days in any calendar year period and if at the expiration of leave of absence the member has not reported for duty, the member shall automatically be dropped from the roll: the exceptions are pregnancy and military duty.

1. PREGNANCY – Upon discovering the fact of pregnancy, the member will automatically be placed on pregnancy leave of absence. The member will be allowed to return to duty upon the completion of pregnancy and a release from the doctor.
2. MILITARY DUTY – The member will be granted an indefinite leave of absence in accordance with the member’s military orders and laws governing such matters. The member will furnish a copy of their military orders to be placed in the member’s permanent department file.

Paragraph C: REINSTATEMENT FOR NON-ATTENDANCES - Any member dropped from the roll for non-attendance cannot be reinstated in to the department for a period of six (6) months. The member must be voted on by ballot the same as a new member, the person will need to fill out an application.

Paragraph D: INCENTIVES

1. ATTENDANCE BADGE AWARDS

- a. ALL MEMBERS – Any member who attends all regular meetings and drills in one calendar year (January 1 – December 31) will receive a Gold Attendance Badge. Any member who does not miss more than three (3) regular meetings and drills in one calendar shall receive a Silver Attendance Badge. Any member who is attending any business for the department on regular meetings or drill nights shall be counted present.
- b. SHIFT MEMBERS - Members who are shift workers employed by entities and perform shift work may be eligible to receive a special attendance award. A shift worker with eighteen (18) absences or less in one calendar year will be eligible for a Bronze Attendance Badge. A shift worker with twenty (20) absences or less in one calendar year will be eligible for a Pewter

Attendance Badge. These situations will be handled according to the Fire Chief’s discretion.

2. TRADITIONAL STYLE HELMETS

The helmet will be issued after three years of required attendance and participation with the Edinburg Volunteer Fire Department, after five years with continued required service with the department and after proper paperwork is completed and approved by the City of Edinburg, the helmet will become the property of the individual to whom it was issued.

Article 4: CONDUCT

Paragraph A: FAILURE TO OBEY COMMAND- (Volunteer/Career)

Any volunteer firefighter or officer failing to obey the command of his superior officer during any fire department related business, emergency and non

emergency shall be guilty of insubordination. Any career firefighter or officer failing to obey the command of his superior officer during any fire department related business, emergency and non-emergency shall be accused of insubordination in accordance to city policy. Any volunteer firefighter or officer who, in the opinion of the presiding officer at a business meeting, does not conduct himself in an orderly manner shall be guilty of insubordination. Any career firefighter or officer who, in the opinion of the presiding officer at a business meeting, does not conduct himself in an orderly manner shall be accused of insubordination in accordance to city policy.

Paragraph B: INSUBORDINATION - Any firefighter or Officer accused of insubordination shall be called before the Chief's Cabinet and shall be given a fair and impartial trial. If found guilty, the member shall be subject to the disciplinary actions set forth by the Chiefs Cabinet or city policy.

Paragraph C: INTOXICATION – Refer to City Policy

Paragraph D: CRIMINAL OFFENSE – Any member convicted of a felonious offense shall be considered a disgrace to the department. If at any time a member has a felony or misdemeanor complaint against him or her, the Fire Chief shall review the basis of the complaint and determine if the member shall be terminated or placed on restricted duty until the disposition of such complaint. Any action by the Fire Chief shall not be construed as being guilty of such complaint.

Paragraph E: DISGRACING THE DEPARTMENT – Any member found guilty of disgracing the department by the Chief's Cabinet will be automatically dropped from the roll of the department and his badges and all other properties of the department shall be taken from the member.

Article 5: ALARMS

Paragraph A: ATTENDANCE AT FIRES - Every member shall endeavor to answer every alarm possible and remain at the scene of the alarm until dismissed by the officer-in-charge, unless excused by the officer-in-charge. Because of the large area the department covers and the indiscriminate nature of emergencies, the department may be requested to respond to alarms while others are still being mitigated; to assist in maintaining readiness, members not on the scene of an alarm shall endeavor to “stand-by” for other alarms whenever possible. All probationary firefighters must report to the station and not the scene.

Paragraph B: EDINBURG FIRE DEPARTMENT OPERATING GUIDELINES AND RELATED CITY ORDINANCES - The Edinburg Volunteer Fire Department has standard operating guidelines in which are used in management of incidents, equipment and personnel. The City of Edinburg has

ordinances in which establish, authorize and cover all operations of the Edinburg Volunteer Fire Department. All members and non-members associated with the fire department, whether paid or volunteer, shall conduct themselves in accordance with the established rules, ordinances, policies and procedures in an effort to operate the business, the organization, the emergency and non-emergency incidents as safe and effectively as possible.

Article 6: UNIFORMS

Paragraph A: DESCRIPTION - The Edinburg Volunteer Fire Department uniform shall consist of the following: Blue shirt, dark blue trousers, badges, nameplate, department patch, black socks, plain black shoes or boots well blackened and a black belt. The complete uniform shall be worn as designated and no part shall be worn separately. The uniform shall be kept clean and neatly pressed at all times. This uniform will be known as the Class B Uniform. Probationary members and dorm members will not be issued nor shall wear a Class B Uniform. No member shall loan his/her Class A or B Uniform components to a probationary or dorm member. Members with ten (10) or more years of accredited service shall qualify to be issued the "Class A" Uniform.

Paragraph B: REPLACEMENT - If any or all of this uniform is damaged during actual firefighting, or on fire department business, it will be replaced by the department. Should this uniform be damaged by any other use than the above, the individual to whom the uniform was issued will replace any or all of member's uniform. Any uniform apparel issued by the EVFD will be used only by fire personnel.

Paragraph C #1: CLASS A UNIFORMS DESIGNATED DRESS CODE - Navy blue fire service jacket, navy blue pants, white shirt with black tie and black shoes. Class A uniforms shall only be issued after ten (10) years of accredited service in the EVFD.

Paragraph C #2: CLASS B FORMAL UNIFORMS DESIGNATED DRESS CODE - The long sleeve shirt, with black tie, black boots, black belt, and uniform pants is to be worn as Class B formal. Class B formal uniforms shall not be issued until probationary period has been completed.

Paragraph C #3: CLASS B INFORMAL UNIFORMS DESIGNATED DRESS CODE - The short or long sleeve shirt, without tie, is to be worn as Class B. Class B uniforms shall not be issued until probationary period has been completed.

Paragraph C #4: CLASS C UNIFORMS – Department issued T-shirt, polo style shirt or red coverall to be worn as designated by the Chief, President or officer-in-charge. Class C uniforms shall not be issued until probationary period has been completed.

Paragraph D: PROHIBITED INSIGNIAS

1. No insignia or other articles will be worn on department uniforms without the permission of the membership.
2. No insignia or other articles will be worn or attached to firefighting gear or equipment without the permission of the Chief.
3. No Faddish jewelry, haircuts, hairstyles or hair colors that are extreme or distracting shall be allowed while wearing a Class A,B, or C uniform. Body piercing must not be visible when wearing a uniform.
4. The following items will be allowed while in uniform:
 - 1 ring per hand
 - 1 bracelet and 1 watch in opposite hands
 - 1 set of earrings for females
 - 1 necklace/chain not visible while wearing uniform
 - No earrings for males

Paragraph E: UNIFORMITY - Refer to *Appendix I* for illustrated examples.

Paragraph F: RETURN OF UNIFORM – All badges, insignias, uniforms and any other property belonging to the Edinburg Volunteer Fire Department or the City of Edinburg must be turned over to the department at the time of dismissal or resignation, or at the time any member leaves for an indefinite period.

Article 7: RETIREMENT

Paragraph A: STATE REGULATIONS – Any member asking for retirement or working towards retirement from the Edinburg Volunteer Fire Department must comply with the State Firemen’s Pension Retirement Plan Rules.

Paragraph B: ELIGIBILITY - Any member who has served for a period of twenty (20) accredited years and reached the age of fifty-five (55) or has served twenty (20) accredited years and has not reached the age of fifty-five (55) but asks for voluntary retirement may retire and shall be given an Honorary Life Membership in the Edinburg Volunteer Fire Department (providing the member complies with Paragraph A of this article). The member shall be allowed to attend all meetings, drills, fires and social events at the member’s pleasure. A member may also be allowed to retire with fifteen (15) accredited and receive a reduced pension in accordance with the EVFD retirement plan. A transferee will be allowed to transfer into our department’s pension five (5) accredited years from any other department and must have served fifteen (15) accredited

years in this department in order to qualify for pension benefits from the Edinburg Volunteer Fire Department Pension Fund.

Article 8: DORMITORY PROGRAM

Paragraph A: HOUSE RULES – The Edinburg Volunteer Fire Department will make available to any male or female to join the fire department dormitory program. Occupant agrees to a duty roster (to be worked out by the dorm committee) which will include housekeeping duties. Dorm members must make 30% of the alarms.

Paragraph B: DORM COMMITTEE –The Dorm Committee will be composed of Assistant Chiefs unless otherwise directed by Fire Chief.

Article 8: ANNUAL BARBECUE

Paragraph A: ANNUAL AFFAIR - The Department will hold an annual barbecue the third (3rd) Sunday of September of each year, providing this date does not conflict with any other city-wide event (exception – the city announces the event after the barbecue tickets have gone on sale).

Paragraph B: PARTICIPATION OF ENTIRE DEPARTMENT – The entire membership of the Department shall participate in this annual function and shall not be excused except for just cause.

Article 9: PLAQUES

Paragraph A: ISSUANCE - A plaque shall be issued to each member (or honorary firefighter) for each vehicle registered in his name, not to exceed two (2). A current list of vehicles equipped with a plaque shall be posted with the Edinburg Police Department. Plaques shall fall under the return policy stated in Art. 5 Para. D.

Paragraph B: ABUSE OF PRIVILEGE – Any plaque displayed on a vehicle not listed will be removed by the Edinburg Police Department. This privilege of making firefighter's vehicles with an identifying plaque for free parking is a courtesy extended to the Fire Department members by the City of Edinburg. All members are urged to respect this privilege by not using the plaque promiscuously.

Article 10: AMENDING STANDING RULES

Any part of this section (Section 3) shall be amended by two-thirds (2/3) vote at any regular or special business meeting.

Article 11: COPIES OF THIS PUBLICATION

Paragraph A: Available to each member and each member elected into the Department in the future shall be given a copy of the Constitution By-Laws and Standing Rules as revised on April 7, 2011.

Paragraph B: PRINTING – These governing rules for the operation of the Edinburg Volunteer Fire Department will be offered in printed form for insertion in a ring binder. They will also be available as an Adobe Acrobat (PDF) computer file, if the member so chooses.