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CONSTITUTION AND BY-LAWS OF
Monroe Fire Company No. 1



MONROE, - NORTH CAROLINA

Dec 11

CONSTITUTION.

PREAMBLE.

We, the members of Monroe Fire Company No. 1, in order to maintain a more perfect union among ourselves, establish discipline, define duty, insure tranquility, and promote the objects for which we are associated, do ordain and adopt the following Code of Laws for the government of this Company; and we do hereby solemnly and sincerely pledge ourselves to sustain our officers in the discharge of their duties, and hold ourselves bound in law and honor, as gentlemen, to conform to, and abide by, the Constitution and By-Laws in every respect.

NAME.

ARTICLE I.

This Company shall be known and designated as the 'Monroe Fire Company No. 1.

OFFICERS.

ARTICLE II.

Sec. 1. The *elective* officers of this Company shall consist of a Chief, Assistant Chief, Foreman, First Assistant Foreman, Second Assistant Foreman, Secretary, Treasurer, Surgeon, Chaplain, Engineer, and Assistant Engineer.

Sec. 2. The *appointive* officers of this Company shall consist of a Janitor, and three Marshals to prevent the congregating of crowds at fires.

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DUTIES OF OFFICERS.

ARTICLE III.

Sec. 1. It shall be the duty of the Chief to take entire command of the Company at all fires, and each and every member shall obey the orders issued by said Chief.

Sec. 2. It shall be the duties of the Assistant Chief to perform the duties of the Chief in the absence of the latter.

Sec. 3. The Foreman shall preside at all meetings of the Company, organize and maintain order therein, appoint all officers and committees not otherwise provided for, give the casting vote on any question where there may be a tie, *except in the election of officers*. He shall observe that all officers, members of committee and members of Company perform their respective duties as prescribed in the charge, the Constitution and By-Laws. And in case of failure or neglect to perform those duties by any officer, members of committees or members of this Company, he shall direct the Secretary to note such failure or neglect on the minutes and make proper charges for the prescribed fine therefor. He shall inspect all ballots and report the result. He shall decide all questions of orders, subject to an appeal to the Company, which appeal shall be decided without debate, reserving to the Foreman the right to make his explanation and the appealing member the reason for his appeal; to have charge of the charter. He shall, when notified of the sickness of a member of the Company, cause him to be

visited forthwith; and should assistance be required through the night, inform the Secretary thereof immediately and shall cause him to be visited regularly, provided such sickness is not of contagious character. He shall be authorized to issue his warrant to the Secretary to notify special meetings, when in his opinion necessary, and shall also call meetings, when applied to by at least five members of the Company; he shall also draw orders on Treasurer in payment of accounts, provided the same shall have been passed by the Company.

Sec. 4. It shall be the duty of the first and second Assistant Foreman to perform the duties of the Foreman in the absence of the latter.

Sec. 5. It shall be the duty of the Secretary to keep accurate minutes of the transactions of the Company and have his books at all meetings of the Company. He shall enroll the names of all members of the Company, their age, occupation, date of reception, also the date and manner of leaving the Company, in a book kept for that purpose. He shall furnish any member arraigned for trial with a certified copy of the charges preferred against him with the seal of the Company attached, and cite him to appear at a meeting of the Company on the night the committee reports or when the Company determines to act. He shall, when required, act as secretary of all committees, and serve all notices required by the Company or Committees. He shall through the post-office or otherwise no-

tify all members of this Company, who are in arrears for dues for three months. His compensation shall be ten per centum on all fines collected. He shall receive all moneys belonging to the Company and keep a correct account thereof. He shall pay all orders drawn on him by the Foreman. He shall make a report of all receipts and disbursements. He shall have his accounts in readiness and attend all meetings of the Company.

Sec. 6. He shall also note any misconduct on part of members and shall read the same before the Company at its next meeting.

Sec. 7. In the event of the Secretary finding that he will from any cause be absent from a meeting he shall appoint a substitute to act in his place.

Sec. 8. Persons desiring to become members of this Company must call upon the Secretary for application blanks, which shall be presented by said official to the Company in monthly meeting assembled, considered and adjourned for final action at next such meeting, the Secretary to notify applicant of Company's action.

Sec. 9. It shall be the duty of the Secretary to notify the City Tax Collector of any member or members' dismissal or withdrawal from the Company.

Sec. 10. All money collected by the Secretary for fines and dues will be subject to the use of the Fire Company as a majority may see fit, and in case of disbandment the amount so collected on hand to be pro rated among members.

Sec. 11. Any officer who shall absent himself for three consecutive meetings his office shall be declared vacant by the Company on the 4th meeting, unless he shall render an excuse that shall be accepted by a two-thirds vote of the members present.

Sec. 12. Vacancies occurring in the committee must be filled by election.

Sec. 13. It shall be the duty of the Treasurer to receive and keep the funds of the Company, and pay all bills approved by the officer in charge, to keep a correct account of all receipts and disbursements of the Company, to submit his books and accounts to the Company when called on, and to render a statement of funds, finances and liabilities of the Company when called for; he shall also render an annual report.

ELECTIONS AND VACANCIES.

ARTICLE IV.

Sec. 1. The election of officers shall take place at the annual meeting by ballot. They shall be balloted for separately and shall be determined by a majority of the ballots cast by the members present. Nominations for candidates to fill any of the elective officers shall be made on the night of the election.

Sec. 2. An election of members may be held at any regular monthly meeting of the Company. All candidates for membership must be white males, between the ages of eighteen and fifty, of sound health and good moral character. Propositions for membership must be made in

writing, on printed blanks properly signed, at a regular stated meeting, by a member in good standing, stating the name, age, residence and occupation of the applicant, which proposition shall be entered on the records of the company and referred to a committee of three members appointed by the foreman, who shall enquire into the character and physical condition of the applicant, and make a report at the next regular monthly meeting, when it shall be the duty of the foreman to order a ballot forthwith, with ball ballots; and if, after the ballot is closed, there appear no black balls in the ballot box, the foreman shall declare the candidate elected; but if there should appear more black balls in the ballot box than white balls, the foreman shall declare the candidate rejected; and no new application from the rejected candidate shall be considered until the expiration of twelve months. An unfavorable ballot can only be reconsidered when all those who voted black balls voluntarily move a reconsideration, at which time a ballot must be taken; and if no black balls appear in this ballot, the reconsideration is carried, and the ballot lies over until the next regular meeting, when if the majority of black balls do not appear, the candidate is elected; but if the majority of black balls appear upon the reconsideration, the candidate is rejected.

Sec. 3. Every member upon being admitted shall sign the constitution and by-laws of this company, thereby agreeing to support and abide by the same.

Sec. 4. No person shall be admitted into this company under the age of eighteen or over the age of fifty, and the membership shall not exceed forty active and able-bodied members.

Sec. 5. Any vacancy occurring among the officers or on committees, shall be filled either at the meeting then convened or at the first monthly meeting thereafter, or at a special meeting called for that purpose.

Sec. 6. There shall be kept three rolls of membership of the company, to-wit: an officers' roll, a roll of active members, and a roll of honorary members. The roll of honorary members shall include the attorneys for the company and all who are fifty years old or upward and those who shall hereafter attain the age of fifty years; those who from disease or otherwise are now or may hereafter become physically disabled to perform the duties of an active fireman. The names of all other members shall be kept on the officers' roll and the roll of active members. The active membership shall at no time exceed forty, but the honorary members shall not be limited, and the elective officers' roll shall not exceed eleven members, denominated as follows: Chief, assistant chief, foreman, first assistant foreman, second assistant foreman, secretary, treasurer, surgeon, chaplain, engineer, assistant engineer.

DUTIES OF MEMBERS.

ARTICLE V.

Sec. 1. It shall be the duty of each and

writing, on printed blanks properly signed, at a regular stated meeting, by a member in good standing, stating the name, age, residence and occupation of the applicant, which proposition shall be entered on the records of the company and referred to a committee of three members appointed by the foreman, who shall enquire into the character and physical condition of the applicant, and make a report at the next regular monthly meeting, when it shall be the duty of the foreman to order a ballot forthwith, with ball ballots; and if, after the ballot is closed, there appear no black balls in the ballot box, the foreman shall declare the candidate elected; but if there should appear more black balls in the ballot box than white balls, the foreman shall declare the candidate rejected; and no new application from the rejected candidate shall be considered until the expiration of twelve months. An unfavorable ballot can only be reconsidered when all those who voted black balls voluntarily move a reconsideration, at which time a ballot must be taken; and if no black balls appear in this ballot, the reconsideration is carried, and the ballot lies over until the next regular meeting, when if the majority of black balls do not appear, the candidate is elected; but if the majority of black balls appear upon the reconsideration, the candidate is rejected.

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DUTIES OF MEMBERS.

ARTICLE V.

Sec. 1. It shall be the duty of each and

every member of the company, at an alarm of fire, to repair to the reel house, to obey all orders from the commanding officer, and not leave the fire without permission from the secretary. They shall settle their accounts with the secretary monthly.

ROLL CALL.

ARTICLE VI.

Sec. 1. At every annual and monthly meeting, also special and adjourned meetings, the roll shall be called twice: first, ten minutes after the hour appointed, and second, at the close of the meeting. After all fire alarms, false or otherwise, the roll shall be called as soon as the reels are housed.

MEETINGS.

ARTICLE VII.

Sec. 1. The annual meeting for election of officers of this company shall be the first Friday night in May, and the monthly meetings the first Friday night in each and every month, and also such parades as the foreman may order. Thirteen members, including an officer, shall constitute a quorum for the transaction of business. The time of day for holding meetings shall be fixed by a vote of the company from time to time.

MISCELLANEOUS.

ARTICLE VIII.

Sec. 1. Any elected or appointed officer who shall have absented himself from

the company for more than three successive meeting nights, shall thereby vacate his seat, unless excused by the company, and another officer elected or appointed as the case may require, who shall fill the position for the remainder of the term and shall receive all the honors of the station as though he had served the whole full term. An officer cannot be excused by the company a majority of the meeting nights of a term, unless caused by sickness of himself or immediate family.

Sec. 2. Fines and assessments imposed according to law must be charged up as dues, and if any member should become as much as three months in arrears, the secretary must notify him that such is the case, and that if he becomes in arrears for six months he will be suspended.

Sec. 3. Any member who has been suspended for the non-payment of dues, may be reinstated within one year after said suspension by the payment of all back dues; after one year's suspension, the application for reinstatement shall be referred to a committee and shall lie open until the next regular meeting, and shall be subject to a ballot.

Sec. 4. Any member may be placed upon trial for an offense against the rules and regulations of the company, when charges duly specifying the offense have been presented to the company; and upon conviction shall be subject to be fined, reprimanded or expelled, and any disputes or grievances arising between members may be arbitrated and settled by a

committee of three specially appointed for such purpose.

Sec. 5. That this company shall elect its representative to the State Firemen's Association that is held annually in the State of North Carolina. That it shall be the duty of the secretary of this company to forward to the secretary of the State Firemen's Association a certificate of the election of the representative from this company and also furnish said representative a duplicate copy.

Sec. 6. The company shall not be subject to the orders of the officers of the fire department elected by the town, except at fires.

Sec. 7. There shall be no division of funds belonging to the company except by a majority vote.



CERTIFICATE OF MEMBERSHIP.

MONROE FIRE COMPANY NO 1.

Monroe, N. C., 190

This is to certify that

was regularly admitted to membership in this Company on the
..... day of 190

Witness my hand and the Seal of the Company, this the
..... day of 190

..... Foreman.

Attest: Secretary.

BY - LAWS.

ARTICLE I.

Sec. 1. The order of proceeding at regular meetings shall be as follows: (1) Roll call; (2) reading of minutes; (3) collection of fines, dues and excuses; (4) treasurer's report of state of finance; (5) report of committees; (6) propositions for membership; (7) presentation of bills and action on same; (8) election of officers and members; (9) miscellaneous business; (10) roll call.

Sec. 2. The order of proceeding at special meetings shall be as follows: (1) Roll call; (2) transaction of special business; (3) roll call.

Sec. 3. The presiding officer shall pronounce the decision of the company on all subjects, decide questions of order, subject to an appeal to the company. When an appeal is made to the company, the question shall be, "Do you sustain the chair?" and it shall be decided by a majority.

Sec. 4. Every member shall, when he offers a motion, rise and respectfully address the presiding officer. While speaking he shall confine himself to the subject in discussion, avoid all personalities, and shall not speak more than once upon the same question, until all the members present have had an opportunity to do so, or more than twice without permission from the company; nor shall any member occupy more than ten minutes at a time without the consent of the company. And should two members rise at the same

time the chair shall decide which is entitled to the floor.

Sec. 5. No motion shall be subject to debate until it shall have been seconded and stated by the presiding officer, and it shall be reduced to writing if any member so desires.

Sec. 6. When a question is put, every member shall vote, unless interested or excused by the meeting.

Sec. 7. No person shall call for a reconsideration of any question that has been passed, unless he was one of a majority when the question was decided.

Sec. 8. When a question is put before the company no motion shall be in order except for a previous question, to lay on the table, to postpone indefinitely or to a certain time, to divide, to correct or amend, which motions shall severally have precedence in the order herein designated, and none but the last shall be debatable.

Sec. 9. All reports and resolutions shall be in writing and shall be signed by a majority of the committee. A minority may also present its opinion in writing if it so desires.

Sec. 10. When five members are in favor of taking a question by the "yeas" and "nays," it shall be ordered and recorded.

Sec. 11. If any member, while speaking, shall be called to order he shall, at the request of the presiding officer, take his seat until the question of order is decided, when, if permitted, he may proceed again.

Sec. 12. No committee can be finally discharged until all the debts contracted by it shall have been presented to the company.

Sec. 13. A motion to adjourn shall always be in order, unless there be a previous question before the meeting.

Sec. 14. Cushion's Manual of Parliamentary Practice shall be the guide on all questions which the company has no rule to meet.

CONTRACTS AND EXPENSES.

ARTICLE II.

Sec. 1. No expenditure of money nor contract of any kind shall be made unless a majority of members present shall be in favor of same, and the company will not be liable for any contract made otherwise.

FUNERAL OF MEMBERS.

ARTICLE III.

Sec. 1. When a member of the company dies (it being as certain that it is not contrary to the wishes of his family) it shall be the duty of the foreman to call a meeting of the company to be held one hour prior to the time fixed for the funeral of the deceased member, and, when the company is assembled, he shall appoint a marshal for the company, who shall direct the company to form in proper order and to proceed to the place where the deceased member's body lies, and after the close of the burial services of the deceased member at which the

company has attended, the members shall return to their hall, where they shall come to order and the secretary shall call the roll, note the absentees and report the names to the company at the next meeting.

FINES AND PENALTIES.

ARTICLE IV.

Sec. 1. Any member of this Company who shall be declared by the Company guilty of grossly immoral conduct of any kind, of defrauding, or attempting to defraud this Company or any one, or withholding any money or any other property belonging to this Company when properly demanded of him, of drunkenness, of gambling, of abandoning his family or any felonious offense against the laws of the land, of the promotion or encouragement of any of these vices shall be expelled.

Sec. 2. If any member of this Company shall be declared by this Company guilty of having divulged the name of any committee or member who voted against the candidate for membership, or having divulged any private business transaction of the Company that was ordered to be kept secretly, the said member shall be expelled from the Company.

Sec. 3. Any member guilty of disorderly conduct in the Hall, of making use of any disrespectful or insulting language towards another member shall be fined \$1.00. If he persists he shall be required

to leave the Hall for the night and fined a sum not exceeding five dollars. Any member refusing to take his seat when called to order by the Foreman shall be fined fifty cents. And if he persists in his refusal he shall be fined the sum of one dollar.

Sec. 4. A member failing to attend the funeral of a member of this company, upon notice having been given him as required in such cases, shall pay a fine of one dollar. For refusing to set up with a sick member of this company when duly notified to do so, he shall pay a fine of one dollar.

Sec. 5. For neglecting any prescribed duty the foreman shall be fined one dollar, and the first assistant foreman, the secretary and treasurer and members of any committee shall be fined fifty cents. Members of committees for not attending to their prescribed duties shall be fined fifty cents.

Sec. 6. Each and every member shall be subject to the following fines: For not answering to his name at roll call, after alarm of fire, fifty cents; for leaving the drag rope without permission or for refusing assistance of the same, twenty-five cents; for leaving the company while on duty at fire, without permission of secretary, one dollar; for non-attendance at a monthly or special meeting, twenty-five cents; for leaving hall without permission of chair or meeting, one dollar; for making known to any person not a member of the company any remarks made at a meeting that were ordered to

be kept secret, one dollar. Any member of this company who shall be guilty of any act in or about the reel house or hall or while on duty, whereby the reputation of the company may suffer, shall be considered unfit to retain membership and shall be expelled from the company. Any member loaning his uniform to any person, other than a member of the company, shall be fined one dollar. Each and every member shall be held responsible for his uniform, and should it be damaged unnecessarily or lost he shall pay for the same. Any member loaning his key to any person not a member of the company, except for purposes of repair to the apparatus or house, shall be fined one dollar. Provided, The company may return any and all fines imposed for good excuse rendered.

Sec. 7. All excuses for neglect of duty must be made in person at the first regular meeting after such neglect, and no excuse shall be valid except in case of sickness or death in the family, or absence from the city.

RESIGNATION.

ARTICLE V.

Sec. 1. No resignation will be accepted until all fines and dues have been paid and all property of the company in the possession of said member shall have been returned.

EXPULSION.

ARTICLE VI.

Sec. 1. If a member neglect three reg-

ular monthly meetings in succession, or three successive fires, or fails to pay fines or dues for six months, or if he be known to give an incorrect excuse of any delinquency, or if he be guilty of any conduct which in the opinion of the company renders him an improper member or associate, he shall be expelled. Any member of the company who shall willfully refuse to obey the orders of any official of authority to give said orders, shall be expelled.

Sec. 2. These by-laws may be revised, altered or amended at any regular meeting of the company by a vote of two-thirds of the members present.

AMENDMENTS.

ARTICLE VII.

Sec. 1. Any one or more of these by-laws may be amended or repealed by a motion made and sustained by a three-fourths vote of the members present; but a motion for that purpose must be read and proposed for reception at one meeting night, and if received by a majority of the company it shall then lie open for discussion and final action until the next meeting night.

Sec. 2. No part of these By-laws shall be suspended except for urgent necessity, and then only on a vote of three-fourths of the members present.