

CONSTITUTION AND BY-LAWS

CONSTITUTION OF TRENTON FIRE DEPARTMENT

PREAMBLE

We the members of Trenton Fire Department, in order to form a more perfect fire fighting organization in the town of Trenton do ordain and establish this constitution.

Article I

Section 1. That the name of the department shall be Trenton Fire Department.

Section 2. The principal offices of this organization shall be in the town of Trenton, Jones County, State of North Carolina.

Article II

Section 1. That the complement of men and officers shall be in number as set forth in the By-Laws.

Section 2. The officers shall be elected and members selected as set forth in the By-Laws of this constitution.

Section 3. That committees shall be appointed as provided in By-Laws.

Article III

Section 1. That the duties and requirements of officers and members shall be as set forth in By-Laws.

Article IV

Section 1. That the duty of the company shall at all times be in readiness to answer fire alarms and to serve in the capacity of any regular organized fire department.

Article V

This Constitution may be amended by a three-fourths vote of all members present at any regular or special meeting. Notice of such proposed amendment(s) and an announcement of the date for their consideration having

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been mailed to all members two weeks prior to the meeting date at which they are to be considered.

Drafted by Committee: July 25, 1955

Adopted: August 8, 1955

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BY-LAWS OF TRENTON FIRE DEPARTMENT.

Article I

Section 1. The Department shall be composed of not exceeding twenty five members. The officers of the Department shall be a Chief, Assistant Chief, Captain, Lieutenant, Secretary-Treasurer, and such standing Committees as may hereinafter be provided for.

Section 2. There shall be five standing committees to be appointed by the Chief, namely, a Committee on Examinations, a Committee on Finance, a Committee on Grievances, and a Committee on Publicity. There shall also be a Fire Committee.

Article II

Section 1. The officers shall be elected by ballot at the regular annual meeting, which shall be on the second Tuesday of December of each year, at an hour to be named by the Chief, when regular notice of the meeting will be given. The majority of all the votes cast shall be sufficient to elect such officers.

Article III

Duties of Chief and Assistant Chief

Section 1. It shall be the duty of the Chief to call all regular and special meetings; to preside at all meetings to decide all points in the order as follows:

1. Roll call.
2. Reading of minutes of last meeting.
3. Report of Secretary and Treasurer.
4. Report of Committees.
5. Unfinished business.
6. New business.
7. Application for membership.
8. Adjournment.

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Section 2. To see that all fines and penalties are properly paid. He shall sign all orders drawn on the Treasurer, and in all affairs of the Department he shall exercise a general supervision.

Section 3. To see that each subordinate officer does his duty.

Section 4. To cast a deciding vote in case of a tie, and to carry out and enforce the By-Laws, Rules and Regulations of this Department to the best of his ability.

Section 5. It shall also be the duty of the Chief to call special meetings of the department at the written request of five members, such request stating the object of the call.

Section 6. It shall be the duty of the Chief, if and when necessary, collect revenue as prescribed by Proposal Committee, on fighting fires inside and outside of city limits.

Section 7. It shall be the duty of the Assistant Chief to perform the duties of the Chief in case of his absence and to assist the Chief in the discharge of his several duties.

Article IV

Duties of the Captain

Section 1. The Captain of the Department will obey all orders from the Chief.

Section 2. When the order take up is issued by the Chief, the Captain of the Company will see that the hose and equipment is properly placed at the station, and that the equipment is made ready for future alarms.

Section 3. The Captain will check the roll at the fire station and ascertain the number and names of the men present.

Section 4. When the Captain of the Racing or Practice Team has been appointed in due course by the Department, he shall pick his men and prepare them for such duties as are required of the Racing or Practice Team, and any others as are ordinarily assumed by an officer of his rank.

Article V

Duties of the Lieutenant

Section 1. It shall be the duty of the Lieutenant to assist the Captain in the discharge of his several duties.

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Section 2. In the absence of the Captain, the Lieutenant shall officiate in his capacity. In the absence of the Captain and the Lieutenant, the Chief shall appoint one of his men to be recognized as Capatin. This man shall be respected and obeyed as if he were the regular Captain, and shall be subject to the same penalties.

Article VI

Duties of the Secretary-Treasurer

Section 1. It shall be the duty of the Secretary-Treasurer to keep a record of all proceedings of the Company, to call the roll, to record all absences, and the imposing of all fines. He shall give each member at least one day's notice of any special meeting. He shall notify each person elected a member of the company of such election and furnish him a copy of these By-Laws. He shall keep the books and preserve the records of the company. He shall collect all fines, dues and all other moneys due the company, giving proper receipt therefor and shall deposit all moneys received by him in the regular bank account of the company and pay it out on the order of the company when such orders are properly signed by the Chief and countersigned by the Secretary-Treasurer. He shall give a monthly account to the company and make an annual report of the sums received and from what sources, whether from fines, dues or otherwise; of the sums paid out, and of the balance on hand, or the deficiency due the Treasurer, accompanied by the vouchers thereof. He shall submit his books and official documents to the examinations of the Finance Committee, to enable them to make a proper report.

Article VII

Duties of the Committees

Section 1. The application of any person to become a member of the company shall be directed to the Chief. Upon

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receipt of an application from a candidate, the Chief will appoint a committee of three(3) members of this company who will make whatever investigation is deemed necessary by this committee to determine whether the candidate will make a proper member of the company or not. Upon completion of their investigation, the committee will file a written report of their findings to the Chief. The Chief will report the findings of the Investigating Committee to the company at the next regular meeting. (See Section 2, Article IX)

Section 2. It shall be the duty of the Finance Committee to examine all accounts that may be referred to it by the company, and report on the same at the regular monthly meeting and to examine the account of the Treasurer.

Section 3. It shall be the duty of the Committee on Grievances to examine into such complaints and petitions as may be referred to it by the Chief of company and report thereon at the next regular or special meeting.

Section 4. It shall be the duty of the Publicity Committee to furnish the City Paper weekly any information pertaining to the welfare of the Department.

Section 5. The duties of the Fire Committee shall be to make proposals to the city Commissioners for the Fire Department, on matters arising relating to fighting fires inside and or outside City limits.

Article VIII

Impeachment of Officers

Section 1. Any officer of the department, for the abuse of his authority or misconduct in his office, may be impeached therefor and removed from his office by a petition vote signed by a majority of the total membership of the company, and vote in a meeting of a majority of the total present provided that the charge against him be made in writing at least one month before any vote shall be taken upon it, and a copy of the said charges shall be served upon him by the Secretary-Treasurer

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least two weeks before such vote shall be taken.

Article IX

Election of Members

Section 1. Any male person of good character and standing shall be eligible for membership in the company provided that he can meet with the requirements set up in the application.

Section 2. Any member shall have the privilege of presenting the name or names of candidates for election, and when, on the report of the Investigating Committee, if favorable, he shall be balloted for, and if not more than three black balls appear against him, he shall be elected.

Section 3. Any member shall have the privilege of presenting a name or names for another ballot after sixty days have elapsed. An applicant may be voted on as many times as he desires provided he meets with the above requirements.

Article X

Duties of Members

Section 1. It shall be the first duty of all members of this company to obey all commands of their officers while on duty.

Section 2. No member shall be excused from attending any regular meeting except on the grounds of absence from town, sickness or absolute necessity. All excuses will have to be approved by the Chief.

Section 3. No member shall appear at the meetings of the company or on duty in a state of intoxication, or shall be guilty of conduct unbecoming to a gentlemen, or otherwise bring a disgrace upon his company, under a penalty of a fine or expulsion as hereinafter provided for.

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Section 4. It shall be the privilege of the member first reaching the engine house to assume command of the company, which he shall retain until the arrival of the proper officer and shall be subject to the same penalties that such officer would be liable to for any neglect of duty or for any other offense.

Article XI

Amendments

Section 1. No alterations or amendments shall be made to these By-Laws unless proposed in writing at a regular meeting, which amendment shall be referred to a special committee who shall report at the next regular meeting, when it may be acted upon and adopted by three-fourths of the members present, and approved by the members present.

Section 2. Should the committee fail to report at the proper time, the matter may be considered in committee of the whole, and immediate action had thereon.

Article XII

Fines, Expulsions and Miscellaneous

Section 1. A member who without excuse as provided for in Article X, Section 2, shall be absent from any regular or special meeting shall for the first absence be fined twenty-five cents; for the second consecutive absence fifty cents; for the third consecutive absence one dollar. For the fourth consecutive absence two dollars. Any member without excuse as herein before provided for who shall be absent from any regular or special meeting for five consecutive times shall forfeit his membership in the Department. Should his resignation not be handed in voluntarily, the Chief shall order his name stricken from the Record.

Section 2. All fines shall be paid within a period of thirty days after being notified by the Secretary.

Section 3. Any member absenting himself from a fire without permission from the Chief shall be fined fifty cents.

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Section 4. Any member violating any of the provisions of Article X, Section 3, of these By-Laws shall for the first offense pay a fine of \$1.00; for the second offense a fine of \$2.00; and for the third offense such a member may be expelled by the Chief. Provided, however, that in case of expulsion the expelled member may have the privilege to refer the complaint to the Committee on Grievances. If the Committee after investigation of the charges against the expelled member is of the opinion, and so reports that the matter should be brought before the membership as a body, then the matter shall be referred to the body at the next regular meeting upon the question of expulsion or no expulsion. Secret ballots shall be cast, and the majority vote shall prevail. If, however, the Committee on Grievances should sustain the action of the Chief then such action shall stand approved.

Section 5. A majority of the members shall be a quorum, and the least number by or through whom business may be transacted in any regular or special meeting.

Section 6. Regular meetings shall be held on the second and fourth Tuesday nights of each month at the designated meeting place. Special meetings may be held at any time by order of the Chief upon giving at least one days notice and the time and place of meeting.

Article XIII

Honorary Members

Section 1. Members to the Honorary list shall:

1st. Serve five years of faithful service consecutively, and upon applicant on may be placed on the honorary list.

2nd. Any member may be placed on the honorary list by a regular vote of the members, the majority prevailing,

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if his services are no longer satisfactory. In case a member does not desire to be placed on the Honorary list he may proceed with his complaint to the Committee on Grievances. If the Committee agrees with the Department in the matter then the member shall be placed on the list. If the committee does not agree with the Department then the member shall be reinstated.

Section 2. Honorary members shall be entitled to the privileges of the house, but shall have no voice in the affairs of the Department.

It is suggested that a copy of the foregoing By-Laws be furnished by the Secretary of the Trenton Fire Department, each and every member of the company as now organized, with the notice to him that if he is to retain his membership in said Fire Department he is to follow these laws to the letter.

Article XLV

Section 1. These By-Laws may be amended by a two-thirds vote of all members present at any regular or special meeting. Notice of such proposed amendment(s) and an announcement of the date for their consideration having been mailed to all members two weeks prior to the meeting date at which they are to be considered.