

Constitution and By-Laws

OF THE

HARTSTOWN VOLUNTEER

FIRE DEPARTMENT AND

RELIEF ASSOCIATION

ADOPTED

JANUARY 17th, 1947



AMENDMENTS

CHANGES AND REPEAL

ADOPTED

FEBRUARY 10th, 1948

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CONSTITUTION AND BY-LAWS
of the Hartstown Volunteer Fire Depart-
ment and Relief Association

Officers of the Department

Burnell Henegan President
Kenneth B. Baker Vice President
D. B. Matteson Secretary
Robert West Financial Secretary
Russell A. Hart Treasurer
V. T. New Chief
B. T. Calvert 1st Asst. Chief
Wm. Winkle 2nd Asst. Chief
C. A. Patton Rescue Squad Capt.
Wm. West, Sr. Trustee
C. A. Patton Trustee
Archer Clark Trustee
James Sefert Auditor
R. G. Reichard Auditor
Dr. Wm. Ittel Auditor

Sec. 1. This organization shall be known and designated as the Hartstown Volunteer Fire Department and Relief Association, and officers shall consist of members who shall be elected by the said Department from time to time as hereinafter specified.

Sec. 2. The word MEMBER wherever occurring in this Constitution and By-Laws shall be taken to mean only those in good standing in the Hartstown Volunteer Fire Department and Relief Association.

Sec. 3. Elections held for the purpose of electing Officers, Auditors and Delegates to the State Firemen's Convention shall be by written ballot.

Sec. 4. For all other purposes voting shall be by word of mouth, the members using the word AYE when in favor, and the word NO when not in favor of the motion, providing, however, that upon demand of any member, a standing vote shall be called for by the President.

Sec. 5. The Officers of said Department shall consist of a President, Vice President, Secretary, Financial Secretary, Treasurer, three Trustees, three Auditors and a Rescue Squad Captain.

Sec. 6. The Board of Trustees shall be elected by majority vote of the members

present at the regular meeting in January, and they shall serve as follows: The one receiving the largest number of votes shall serve for a term of (3) years, the one receiving the next largest number of votes shall serve for a term of (2) years, and the one receiving the next largest number of votes shall serve for a term of (1) year, or until their successors are duly elected.

Sec. 7. At the regular meeting in January 1948, and annually thereafter, (1) Trustee shall be elected. He shall serve for (3) years or until his successor shall have been duly elected.

Sec. 8. Three-fourths ($\frac{3}{4}$) vote of the entire membership shall be necessary to remove an Officer from office for any cause whatsoever, other than at the time his term shall have expired.

Sec. 9. The Chief of the Hartstown Volunteer Fire Department and Relief Association shall at all times act as an advisory member of the Board of Trustees.

Sec. 10. There shall be elected at the regular meeting in January in addition to the Trustees, a Board of (3) Auditors, whose term shall be (1) year or until their successors have been duly elected. The Board of Auditors shall carefully examine each item of expenditure and all receipts of the Department Funds. They

shall make an annual audit on October 15th (or when called upon to do so by the President), of their findings to the Department, said report to be made not later than the regular meeting in January.

Sec. 11. Any member of the Department who may resign or may leave the Department for any reason whatsoever, shall turn over to the proper Officer, all money, books, papers or property of the Department which he may have in his possession.

Sec. 12. The Hartstown Volunteer Fire Department and Relief Association shall not be disbanded so long as seven (7) members are willing to continue service.

Sec. 13. The regular meetings of the Department shall be held at 8:00 P.M., E.S.T., in the Firemen's building on the first and third Wednesdays of each month. If a regular meeting falls on a holiday, the meeting shall be held on the following day. Special meetings may be called by the President, or upon written request of two (2) members of the Department. No business except the particular business or transaction for which the meeting was called shall be transacted at any special meeting. Written notice of such special meeting shall be served to each member of the Department at least twenty-four (24) hours in advance of such meeting, said notice to contain

the purpose for which the meeting is called. This notice is to be served by the Secretary of the Department by mail or by personal service.

Sec. 14. It shall be the duty of the President to preside at all meetings of the Department, preserve order and due observance of all laws of the Department, decide subject to appeal all preliminary questions which may arise in a meeting of the Department, inspect with the Vice President all ballots cast, cast the deciding vote upon all questions before the Department upon which there may be an equal division of the members, act as ex-officio chairman of all committees, appoint all committees unless otherwise provided for and perform all other duties which may pertain to his office.

Sec. 15. It shall be the duty of the Vice President to perform all duties of the President in his absence as prescribed in Sec. 14. He shall also in conjunction with the President inspect all ballots cast.

Sec. 16. It shall be the duty of the Secretary to call the roll at the opening of each meeting, announce if a quorum is present, to keep accurate minutes of the proceedings of each meeting and to perform all other duties which may pertain to his office.

Sec. 17. It shall be the duty of the Financial Secretary to receive all money due the General Fund of the Department from any source whatsoever, and keep a record thereof, and turn all money so received over to the Treasurer of the General Fund and shall take a receipt for all money so turned over, and shall have on hand at all times a complete report on all receipts and disbursements to date. He shall also sign all checks in conjunction with the Treasurer.

Sec. 18. It shall be the duty of the Treasurer of the Department to keep a proper record of all money in the General Fund, and of all money received from the Financial Secretary, giving said Financial Secretary a receipt for all money so received, sign, in conjunction with the Financial Secretary, all checks payable against the Department, and on no account or for any purpose whatsoever, pay out any money except on order of the Department. He shall perform all other duties which may pertain to his office.

Sec. 19. The Board of Trustees shall have charge of all rooms and all property of the Department and shall make all purchases needed by the Department unless otherwise provided for.

Sec. 20. The Chief shall be the Executive Officer of the Department and as such shall have sole command of the Department at all fires, parades and excursions. He shall enforce such rules as the Township Authorities may prescribe for the government of the Department, provided however that such rules have first been approved by the Department.

Sec. 21. It shall be the duty of the First Assistant Chief to assist the Chief at all fires and in the absence of the Chief, the First Assistant Chief shall assume all the duties of the Chief.

Sec. 22. It shall be the duty of the Second Assistant Chief to assist the Chief and First Assistant Chief, and in the absence of the Chief and First Assistant Chief, shall assume all the duties of the Chief.

Sec. 23. None but active members of the Department shall be eligible for the offices of Chief and First and Second Assistant Chief.

Sec. 24. The order of business at all regular meetings shall be as follows:

Call to Order.

Roll Call of Officers.

Quorum Announced.

Minutes of Previous Meeting.

New Members and Dues.

Financial Secretary's Report.

Treasurer's Report.

Trustees' Report.

Chief's Report.

Standing Committees' Report.

Special Committees' Report.

Old Business.

New Business.

Bills.

Sickness or Accidents.

Claims

Communications.

Good of Department.

Anything Been Forgotten.

Sec. 25. Five members (5) shall constitute a quorum for the transaction of business at any meeting of the Department.

Sec. 26. The siren shall be sounded at 7:30 P.M., E.S.T. on regular meeting nights and shall not be sounded when a meeting is postponed as per Sec. 13.

Sec. 27. Fees for new members shall be two dollars (\$2.00) payable with application, and dues for old members shall be two dollars (\$2.00) payable on or before October 15th in order to retain membership in good standing. All applications for new membership shall be voted upon at regular meetings.

Sec. 28. This Constitution and By-Laws of the Hartstown Volunteer Fire Department and Relief Association shall not be amended, changed or repealed without the consent of three-fourths ($\frac{3}{4}$) of the members present at a regular or special meeting, and after ten (10) days notice to each member of the Department.

This Constitution and By-Laws of the Hartstown Volunteer Fire Department shall be effective as of FRIDAY, JANUARY 17th, 1947.

All amendments, changes and repeals shall be effective as of MONDAY, FEBRUARY 16th, 1948.

Adopted by the Hartstown Volunteer Fire Department and Relief Association this 16th day of January, 1947.

All amendments, changes and repeals adopted by the Hartstown Volunteer Fire Department and Relief Association this 16th day of February, 1948.

W. P. WEST, Trustee 3 Years

C. A. PATTON, Trustee 2 Years

ARCHER CLARK, Trustee 1 Year







