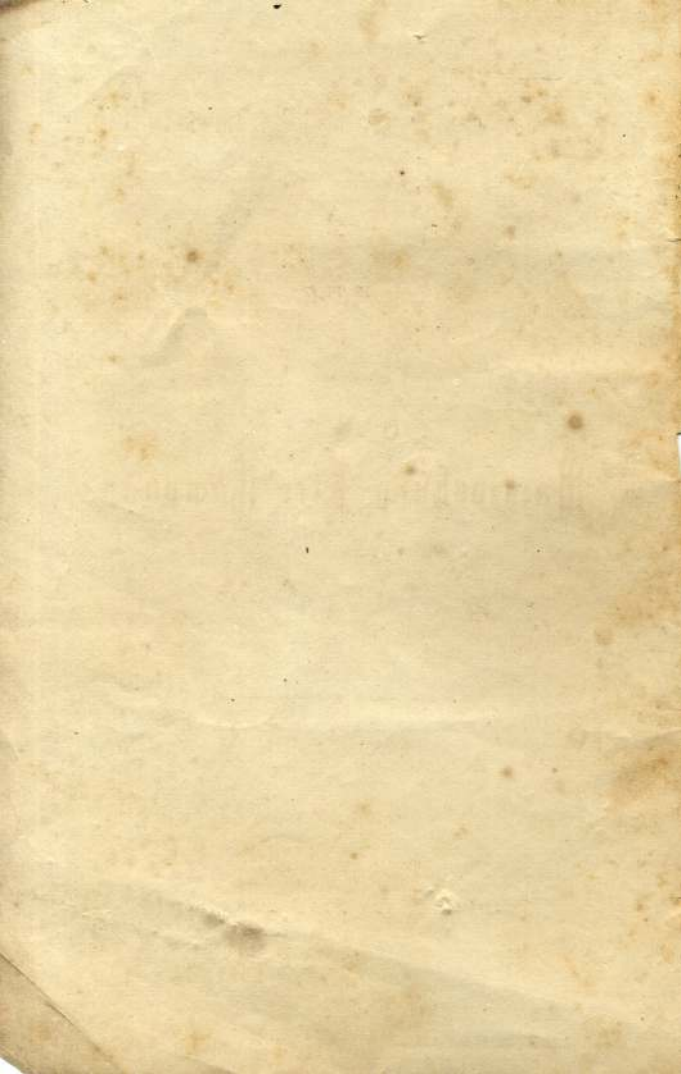


P348

Richard [unclear]  
[unclear] [unclear]  
[unclear] [unclear]  
[unclear] [unclear]  
[unclear] [unclear]  
[unclear] [unclear]



Constitution and By-Laws

OF THE

Martinsburg Fire Company.



MARTINSBURG, W. VA.

PRINTED AT THE STATESMAN OFFICE.

1871.

NOTICE

# CONSTITUTION.

---

## ARTICLE I.

The Company shall be styled, **THE MARTINSBURG FIRE COMPANY**, and shall consist of all the present members under that name, and such other members as shall hereafter be duly chosen, agreeably to the By-Laws of the said Company.

## ARTICLE II.

The members of the said Company shall be citizens of this Commonwealth, not under eighteen years of age.

## ARTICLE III.

The officers of the Company shall consist of a Marshal, first, second, third and fourth Assistant Marshals, a Secretary and Treasurer; all of whom shall be chosen by ballot, at such times and for such periods, respectively, as the By-Laws of this Company shall ordain; and the qualifications and duties of the said officers, respectively, shall be such as the By-Laws do, or shall, prescribe or ordain.

## ARTICLE IV.

The Company shall convene statedly at least once in every month, and specially whenever the Marshal shall so order.

## ARTICLE V.

The object of the Company shall be the promotion of the public good, by the extinguishment of fire, and the protection of property endangered thereby.

## ARTICLE VI.

The said Company shall have power to ordain, establish and put in execution such by-laws, ordinances and regulations as shall appear to be necessary and convenient for the government of the same.

## ARTICLE VII.

This Constitution shall not be altered or amended, unless the same be proposed at a stated meeting, and agreed to at a succeeding stated meeting by four-fifths of the members present.

# BY-LAWS.

---

## I.

SECTION 1. The officers of this Company shall consist of a Marshal, first, second, third and fourth Assistant Marshals, Secretary and Treasurer, Surgeon and Assistant Surgeon; all of whom shall be elected by ballot, annually, at the stated meeting in December, a majority of those present being necessary to a choice.

## II.

SECTION 1. The Marshal shall preside at all meetings of the Company, and maintain order and decorum therein; when a motion is made and seconded, take the question; and in debate he shall prevent any personal reflection, and confine members to the question under discussion.

SEC. 2. His conduct as presiding officer in the chair shall be governed by the rules adopted by the United States House of Representatives.

SEC. 3. He shall sign all orders on the Treasurer when ordered by the Company and attested by the Secretary.

SEC. 4. He shall have power to fine a member for improper conduct at a meeting of the Company, and deliver to the Secretary a list of the fines imposed by him within forty-eight hours after every meeting.

SEC. 5. In the absence of the Marshal the officer next in rank present shall preside.

SEC. 6. At all meetings of the Company for actual service or practice, the Marshal shall have full command, and in his absence, the officer next in rank who may be present, shall take command.

SEC. 7. The first Assistant Marshal shall take command of the Engine, promptly conduct it to the place designated by the Marshal, and under the direction of the Marshal, superintend its working.

SEC. 8. The second Assistant Marshal shall take command of the Hose-Reels and Hose, promptly conduct them to the point designated by the Marshal, attach and connect the Hose and see them properly guarded and protected.

SEC. 9. The third Assistant Marshal shall take command of the Hook and Ladder department, and promptly conduct the apparatus to the point designated by the Marshal, and under his direction, perform the duties assigned him.

SEC. 10. The fourth Assistant Marshal shall take command of the Property Guard, and under the direction of the Marshal, perform the duties assigned him.

SEC. 11. There shall be one Chief and five Assistant Engineers, and one Chief and five Assistant Firemen. There shall be four Nozzlemen; two assigned to each Hose-Reel.

SEC. 12. The Engineer and his Assistants, the Fireman and his Assistants, the Nozzlemen and all subordinates shall be appointed by their respective Assistant Marshals, subject to the approval of the Marshal.

SEC. 13. The Marshal shall appoint four aids, whose duties shall be assigned by him.



## III.

## DUTIES OF THE SECRETARY.

SECTION 1. The Secretary shall keep a true and correct record of the proceedings at every meeting, in a book provided for that purpose, which shall be subject to the inspection of any member at a meeting.

SEC. 2. He shall at every stated meeting, read the minutes of the preceding stated meeting, and those of special meetings, if any have been held; he shall keep a correct roll of the members' names, and fine the active members and officers for non-attendance at a stated meeting.

SEC. 3. In case the Marshal and his Assistants are absent from the city, he shall call a special meeting of the Company at the request of ten members in writing.

SEC. 4. He shall, in case he cannot attend, send the roll-book and book of minutes in time for the meeting of the Company.

SEC. 5. He shall preserve all books, papers, &c., belonging to the Company, which may be committed to his charge, and on retiring from office shall immediately hand them, clear of all encumbrance, to his successor.

SEC. 6. He shall notify, in writing, all members of their election to office, and the respective chairmen of committees of their appointments, with the names of the members composing the same, together with a copy of the resolutions under which they were appointed, within forty-eight hours after their appointment.

SEC. 7. He shall attest all orders drawn upon the Treasurer that may be ordered by the Company.

## IV.

## DUTIES OF THE TREASURER.

SECTION 1. The Treasurer shall keep a book containing a fair account of all monies received and paid out by him, subject to the inspection of the Company at any time when a majority shall require it, and when required give an account of the balance in his hands, at any stated meeting of the Company.

SEC. 2. He shall receive all monies belonging to the Company, and hold the same subject to its orders; he shall pay no orders unless signed by the Marshal and attested by the Secretary.

SEC. 3. He shall, with the assistance of the Secretary, present in writing, at the stated meeting in December in each and every year, the sums total of the receipts and expenses of the Company for the preceding year.

SEC. 4. His accounts shall be audited in December of each year, by a Committee appointed by the Company.

## V.

## ORDER OF BUSINESS.

SECTION 1. Except at special meetings, (when the business for which the Company was convened, shall be determined upon,) if a quorum, to consist of fifteen members, shall be present, the presiding officer shall call the meeting to order and proceed as follows:

1. Roll call.
2. Minutes of preceding meeting read.
3. Report of Committees received.
4. Deferred business.
5. Collection of fines and dues.
6. Election of members.
7. New business.

## VI.

## MEMBERS' DUTIES.

SECTION 1. Every member, on alarm of fire, shall repair immediately to the Engine House and assist in conveying the apparatus to the fire.

SEC. 2. If, on the arrival of any member at the Engine House, the apparatus be already removed, he shall then repair immediately to the fire and assist the Company in the performance of duty.

SEC. 3. After a fire is extinguished or the alarm proved to be false, every member present shall assist in conveying the apparatus to the Engine House, unless such member shall have obtained leave of absence from the Marshal, who shall report it to the member calling the roll.

SEC. 4. Any member who shall appear visibly intoxicated at a meeting, or with the equipments of the Company on a fire ground, in or about the premises of the Company, or going to or returning from a fire with the Company, shall be fined as hereinafter stated, from which no appeal shall be granted, and for the third offence shall be expelled.

SEC. 5. Any member feeling himself aggrieved by the decision of the Marshal, fining him for disorder or other breach of the By-Laws, may appeal to the Company at the next stated meeting.

SEC. 6. No member shall have a right to vote at a general annual election for officers who is more than twenty-five cents in arrears to the Company.

SEC. 7. No member shall be eligible to office unless entitled to vote.

SEC. 8. If any member neglect, or shall refuse to pay his indebtedness, or fines, or dues, exceeding three dollars, after receiving notice thereof in writing from the Secretary, the Marshal shall erase his name

from the roll, unless a satisfactory reason be given to that officer for such forbearance.

SEC. 9. Each member shall furnish himself with a copy of the Constitution and By-Laws of the Company, and upon refusal or neglect so to do, shall not be permitted to plead ignorance in excuse.

SEC. 10. No member shall retire from a meeting without permission from the presiding officer, nor from a fire without permission from the Marshal.

SEC. 11. Any member may be expelled for any breach of the Constitution and By-Laws, for any act tending to bring the Company into disgrace or disrepute, or being convicted of an offence in a Criminal Court, or for embezzling the funds of the Company in any way.

SEC. 12. Any member entering the Engine House at any time than in a time of fire, and removing or causing to be removed, or taking therefrom any of the hose or apparatus, or any other property of the Company, without permission of the Marshal, shall be fined as hereinafter specified.

SEC. 13. Proposals for membership shall be made at a stated meeting of the Company, and candidates voted for at the same meeting, *viva voce*, unless a ballot be demanded by five (5) members present. In all elections a majority of members present shall be necessary to elect.

SEC. 14. No resignation shall be received from a member unless it be in writing, nor while such member be in arrears to the Company.

## VII.

### TIME OF MEETING.

SECTION 1. The regular stated meetings of this Company shall be held on the second Tuesday night in each month.

SEC 2. The annual election of officers for this Company shall be held at the stated meeting in December in each year.

## VIII.

## ALTERATIONS AND AMENDMENTS.

SECTION 1. No alteration or amendment shall be made to the By-Laws, unless the same be proposed in writing at a stated meeting, and agreed to at a succeeding stated meeting by two-thirds of the members present.

## IX.

## OF FINES.

SECTION 1. The Marshal, for absence from a stated meeting.....	\$ 50
SEC. 2. The Secretary, Treasurer or Assistant Marshals, for absence from a stated meeting...	25
SEC. 3. The chairmen of committees, for neglecting to report in writing as specified.....	25
Each member of committees, for neglecting the duties of their appointments.....	25
SEC. 4. The Treasurer, for neglecting to report as specified.....	50
SEC. 5. Active members, for absence from a stated meeting.....	10
SEC. 6. Active members, absent from a finable fire.....	50
For refusing to assist in conveying the apparatus to or from a fire or alarm of fire.....	50
For disobeying the orders of the Marshal, not less than 25 cents, nor more than.....	5 00
For intoxication at a fire.....	1 00
For wantonly injuring or destroying any property of the Company, or for removing or causing to be removed any property of the Company without authority (besides making the damage good).....	5 00

B. 43



