

CONSTITUTION

AND

BY-LAWS

OF THE

Trappe Volunteer Fire
Company, Inc.

TRAPPE, MARYLAND

Adopted January 18, 1935

Articles of Incorporation

of the

TRAPPE FIRE COMPANY

INCORPORATED

TRAPPE, Md.

THIS IS TO CERTIFY:

FIRST: That we, the subscribers — Levin Morris, Harvey L. Slaughter, Douglas Sullivan, Charles N. Sheridan and Silas Edward Simpson — all of whom are residents of Trappe and vicinity, Talbot County, Maryland, and all of whose post office address is Trappe, Maryland, all being of full legal age, do, under and by virtue of the General Laws of the State of Maryland, authorizing the formation of corporations, associate ourselves with the intention of forming a corporation.

SECOND: That the name of the said Corporation is, **THE TRAPPE FIRE COMPANY, INCORPORATED.**

THIRD: That the purpose for which the Corporation is formed is to perfect an organization for the protection of life and property in Trappe and vicinity from fire.

FOURTH: That the post office address of the place at which the principal office of the Corporation will be located in Trappe, Maryland. The resident agent of the said Corporation is Silas Edward Simpson, whose post office address is Trappe, Maryland. Said resident agent is a citizen of the State of Maryland and actually resides therein.

FIFTH: The Corporation shall have five directors and Levin Morris, Chief; Harvey L. Slaughter, Captain; Douglas Sullivan, Assistant Chief; Charles Sheridan, Engineer; and Silas Edward Simpson, Secretary and Treasurer, all of whose post office address is Trappe, Maryland, shall act as such until the First annual meeting, or until their successors are duly chosen and qualified.

SIXTH: That the said Corporation is formed without capital stock for mutual purposes and any person eligible under the Constitution and By-Laws of the department shall become a member thereof upon payment of such sum as such time as may be set forth in the said Constitution and By-Laws.

IN WITNESS WHEREOF we have this 18th day of January, 1935, hereunto set our hands.

LEVIN MORRIS,	(Seal)
HARVEY L. SLAUGHTER,	(Seal)
DOUGLAS SULLIVAN,	(Seal)
CHARLES N. SHERIDAN,	(Seal)
SILAS EDWARD SIMPSON,	(Seal)

STATE OF MARYLAND,
TALBOT COUNTY

SS:

THIS IS TO CERTIFY, that on the 18th day of January, 1935, before me, the subscriber, a Notary Public of the State of Maryland, in and for the County aforesaid, personally appeared Levin Morris, Harvey L. Slaughter, Douglas Sullivan, Charles N. Sheridan and Silas Edward Simpson and they severally acknowledged the foregoing Certificate of Incorporation to be their act.

WITNESS My Hand and Seal

D. L. CORKRAN,

Notary Public.

STATE OF MARYLAND
STATE TAX COMMISSION
OF MARYLAND
Baltimore, Maryland
CERTIFICATION

State Tax Commission of Maryland

Does hereby certify that "The Trappe Fire Company, Incorporated," has filed on the 18th day of January 1935, in this office its certificate of incorporation, which is in conformity with law, together with a copy thereof; and has paid all fees required by law to be paid; and according to the purposes, conditions, and provisions contained in such certificate of incorporation, is a body corporate by the name above set forth.

Amount of authorized capital, none.

In testimony whereof, we have hereunto set our hands and caused to be affixed the seal of the State Tax Commission of Maryland, this 18th day of January, 1935.

(Seal State Tax Commission of Maryland)

JESSE D. PRICE,
A. LeROY McCARDELL,
State Tax Commission of Maryland

Test:

ALBERT W. WARD, Secretary.

BY-LAWS
of the
TRAPPE VOLUNTEER FIRE COMPANY
Incorporated
Trappe, Maryland

PREAMBLE

WHEREAS the preservation of good order and the equalization and defining of duties are essential to the well-being of all associations: Therefore be it

RESOLVED, That we, the members of the Trappe Volunteer Fire Company, Inc., of Trappe, Maryland, do hereby adopt and agree to support for our government the By-Laws herein, and hold ourselves bound to each to the other in laws and order, as gentlemen, for their faithful observance.

BY-LAWS

ARTICLE I

Name

SECTION 1. This organization shall be known and styled as the "Trappe Volunteer Fire Company, Inc., of Trappe, Maryland."

ARTICLE II

Officers

Section 1. The officers shall be known as President, Vice-President, Secretary, Treas-

urer, who by virtue of their office shall be and act as Trustees, Five other trustees, Chaplain and Surgeon.

SECTION 2. The fire fighting units shall be known as Chief, Assistant Chief, Captain, First Lieutenant, Second Lieutenant, Chief Engineer, Assistant Chief Engineer, Eight (8) or more Associate Engineers, Hook and Ladder Men, Hose Men, Fire Policemen, and Light Engineers.

SECTION 3. The men and the number thereof assigned by the Chief, to the various units shall be confirmed by the Company in meeting.

SECTION 4. The duties of each will be given in these By-Laws.

ARTICLE III

Duties of Officers

SECTION 1. The President shall preside at all meetings of the Company, preserve order therein, take the question on all motions made and recorded, convene special meetings at the written request of five members, or whenever in his judgment the interest of the company may demand it, and appoint all committees not otherwise provided for. He shall have charge of the men at all times except at fires and fire drills, and discharge all other duties pertaining to his office.

SECTION 2. He shall enforce the By-Laws strictly and impartially.

SECTION 3. It shall be the duty of the Vice-President to perform all the duties of the President in his absence.

SECTION 4. It shall be the duty of the Secretary to keep in duplicate, one copy in a fireproof safe, a correct roll of the Company, of absentees, and record all fires and alarms of fires; to keep a true record of the proceedings of all meetings in a suitable book to be provided by the Company for that purpose, and to keep on file all documents relating to the business of the Company until same have been released by a committee appointed for that purpose. In case of the absence of the President and Vice-President at any meeting he shall call the same to order at the appointed time and preside until a chairman shall be chosen. He shall certify all bills passed by the Company.

SECTION 5. It shall be the duty of the Treasurer to collect all fines, dues and assessments, receive all monies collected and give his receipts for the same, to pay all bills passed by the Board of 'Trustees' vote, to keep a correct account on all receipts and disbursements, and submit his accounts to the Company when called on, and be prepared to render a true and faithful account of monies received and disbursed by him at each meeting and whenever he may be required by the Company, and, at the expiration of his term of office, pay over to his successor all monies belonging to the Company, and deliver to him all books and documents of the Company that may be in his possession. He shall be bonded for such sum as may be determined by the Trustees.

SECTION 6. The Trustees shall have full charge of all money, property or apparatus, which is now or may hereafter be placed in the custody of the Fire Company. No bills

shall be paid nor contract entered into without their approval at a regular meeting or special meeting by notifying all members of the business to be taken up. They shall perform such other duties as may be hereinafter prescribed in the By-Laws.

SECTION 7. The Chaplain shall perform the duties of a Chaplain and shall be exempt from Article XII.

SECTION 8. The Surgeon shall perform the duties of a Surgeon and shall be exempt from Article XII.

ARTICLE IV

The Duties of Fire Fighting Units

SECTION 1. It shall be the duty of the Chief to have full control of the Fire Company at all fires and Fire Drills. In the absence of the Chief it shall be the duty of the Assistants to take his place according to rank; also to see that the apparatus, and every article appertaining thereto, be kept in good order, and in order to do so they shall have authority to direct any of the assigned members of the several departments to assist them; to take command of their respective departments of every alarm of fire or at Fire Drills, and to see that every assigned member under their command performs his duty; to grant leave of absence to any member when in command of their departments if they shall think proper; to enforce the By-Laws rigidly and impartially, and for disobedience of orders or for contempt of the By-Laws on the part of any assigned member they shall report the same in writing at the next business meeting. It shall be the duty of the Chief to make a written report to the Trustees and the Fire

Board the needs, repair, or neglect of the fire equipment.

SECTION 2. The Trustees shall present same to the Fire Company, assembled. A copy of the same to be spread upon the minutes of the company.

ARTICLE V

SECTION 1. The Chief Engineer and Assistants shall drive the motors and operate the pumps and keep same in good running condition and when in need of repairs shall immediately report same in writing to the Chief, who shall report same to the meeting and Board of Trustees, except in cases of emergency they shall have powers to make repairs not exceeding \$50.00.

SECTION 2. They shall be under the direction of the Chief or Assistants at fires and fire drills.

SECTION 3. No person other than duly appointed engineers may start or operate an engine unless he be a competent engineer assigned for the occasion by the chief or officer in charge—any person violating the foregoing shall be reported for unauthorized use and if he be a member and found guilty by two-thirds vote shall be immediately dismissed from membership in the Company.

SECTION 4. The duties of Hose Men, Ladder Men, Fire Policemen, Light Engineers are as their assignment would signify or such other duties as they may be directed to do by the Chief or Assistants.

ARTICLE VI

Duties of Members

SECTION 1. It shall be the duty of every assigned member of this Company immediately upon hearing an alarm to hasten to the Engine House unless he shall know that the Apparatus has left the house, in which case he shall join them as soon as possible and use his best efforts in working the same, and in the discharge of other duties as may be assigned him by those in command, to obey all orders and not leave scene of action until discharged by the Chief.

SECTION 2. It is the duty of all active members not to allow anyone but active members to ride on or handle any fire equipment except upon a dated written permission signed by the President, such permission not to be valid longer than 24 hours. sion not to be valid longer than 24 hours, on verbal permission by the Chief, and he the permission.

The Fire Alarm

SECTION 3. The fire alarm shall be sounded immediately and adequately upon notice of fire and before the apparatus is taken out. The fire alarm shall also be sounded for a continuous blast 30 minutes before any meeting.

ARTICLE VII

Membership

SECTION 1. All applicants for active membership shall be (white) male not less than 16 years of age and shall reside 6 months

within Trappe District. Applications shall be signed by the applicant and accompanied by the calendar year's dues. All applications shall be held over until the next meeting and then voted on. Voting shall be by using white and black balls, two-thirds white balls necessary to elect to membership. Any applicant under 18 years of age must also present a signed permission from parents or guardian with application, and upon entrance to company shall remain active unassigned until they have reached the age of 18.

SECTION 2. The active membership shall consist of not more than 100 assigned or elected members to the fire fighting unit and as many more members as may from time to time take advantage of Article XIV, Section 1 and 2. The combined membership is unlimited.

Honorary Members

SECTION 3. A candidate for honorary membership may be of any age (white) and shall be proposed and elected in the same manner as is provided for the election of active members, and shall, upon the payment of not less than \$5.00 per annum, be entitled to all privileges of active members, except at fires, holding offices, voting and using the rooms after 12 P. M., and shall be subject to all rules except for non-attendance at fires and meetings.

SECTION 4. The dues of all active members shall be \$2.00 per year starting January 1958, excepting active members, who the previous year have either attended one-half of alarms and drills or one-half of regular

meetings, may continue membership upon payment of \$1.00 only.

SECTION 5. All active members must attend 25% of alarms and drills or three regular meetings per year. Any member failing to do so shall be transferred to Honorary membership after 30 days written notice that such action is pending. Any member aggrieved by such action may appear in person or by representative before those present at any regular meeting and show just causes for an appeal. If the appeal is accepted by majority of those present (by white and black balls) such member shall be reinstated. Nothing in this section shall include members in the armed services.

SECTION 6. All dues must be paid in advance of January 1 of each year. Delinquent members will lose all rights and privileges 15 days after dues are delinquent. If dues lapse more than 3 months, the member shall 90 days after proper written notice, be dropped from rolls, pending a new application for membership.

ARTICLE VIII

Quorum

SECTION 1. Ten members of the Company shall constitute a quorum for the transaction of business.

Order of Meetings

SECTION 2. Order of business at regular meetings:

1. Roll call—or those present noted.
2. Appointment of chairman, if both the president and vice-president are absent.

3. Reading of proceedings of last meeting and approval.
4. Proposals for membership.
5. Election of members.
6. Report of officers. Report of fire, etc. by Chief or others.
7. Report of committees.
8. Unfinished business.
9. Collection of fines, dues, and assessments.
10. New business.
11. Election of officers.
12. For the good of the Company.

SECTION 3. The regular meeting nights shall be the second Tuesday each month at 7:30 o'clock P. M. During the months that Daylight Saving Time is in effect, the time shall be 8 o'clock.

ARTICLE IX

Meetings of Trustees

Quorum

SECTION 1. Five Trustees shall constitute a quorum for the transaction of business.

SECTION 2. Regular meeting nights shall be same as prescribed for the Fire Company, Inc., immediately upon their adjournment; or special meetings at any time by notifying all members.

ARTICLE X

Fire Station Rules

1. No games played after 12 P. M.
2. No games played on Sunday.
3. No profane or boisterous language allowed.
4. No alcoholic liquors allowed in rooms at any time.
5. No language defaming any person allowed.
6. No gambling allowed at any time.
7. No book, periodical, newspaper or any other article allowed to be removed from the building.
8. No person to have exclusive use of the pool table for more than three consecutive games, if other members desire to play thereon.
9. Gentlemanly conduct is expected at all times while in the building.
10. No honorary member allowed in room after 12 P. M.

ARTICLE XI

House Committee

SECTION 1. The House Committee shall consist of three active members, one to be appointed by the President at the first meeting of each month, to serve for a period of three months, the senior member to be chairman of same.

Duties of House Committee

SECTION 2. They shall see that the House Rules are properly enforced. They shall see that the building, fixtures and furniture are

properly maintained, reporting the needs in open meeting, which shall be acted on by the Board of Trustees. They shall perform any other duties pertaining to the good of the order.

Penalties

SECTION 3. Any member found guilty of violating any of the above rules, by a two-thirds vote, (by secret ballot, using white and black balls) at any regular meeting, shall be fined one dollar (\$1.00) for the first offense. For the second offense for violating any of the above rules, he shall be suspended for a period of no less than thirty days. Any member found guilty on the third offense shall be permanently dismissed. Members found guilty and fined must pay same within thirty days or shall be dismissed.

SECTION 4. The rooms are to be used exclusively for the promotion and advancement of the purposes for which the Trappe Volunteer Fire Company, Inc., was organized, as well as other municipal affairs.

ARTICLE XII

Nominations and Election of Officers

SECTION 1. All officers shall be nominated the first regular meeting in December and the Annual Election shall be held the first regular meeting in January. All nominees must be active members in good standing.* Nominations shall be by signed written lists submitted in person at the regular December meeting. At that time the nominations shall be polled in open session by a committee appointed by the president and the three candidates receiving the most votes for the various

offices and agreeing to accept the nomination when questioned by the president, shall be declared nominated and their names will appear on the official ballot.

Any candidate may be nominated for any or all offices but if his name appears on the official ballot more than once, and in the event he has a majority vote in more than one office, he shall be declared elected to the office appearing first on the official ballot.

The candidate receiving the largest number of votes by ballots returned in person at the January meeting shall be declared elected. A list of the nominations shall be mailed to all active members two weeks prior to the January meeting.

* Good standing defined as having attended one half of all fires and drills or one half of regular meetings.

Term of Office

SECTION 2. All offices are for the period of one year only from January meeting date. The newly elected Chief shall notify all his appointments by February first each year and list of same to be made public in a suitable manner.

SECTION 3. All positions in the fire fighting unit to be filled by the Chief are subject to the approval of the members of the department in meeting assembled, by a majority standing vote.

SECTION 4. Any and all vacancies in elective offices shall be filled by the President and approved by the members.

SECTION 5. All vacancies in the appointive positions shall be filled by the Chief,

subject to the approval of the department, as above.

SECTION 6. All active members have the right to vote on any or all of the foregoing.

ARTICLE XIII

Neglect of Duty

SECTION 1. Any flagrant violation of the By-Laws or neglect of the duties as active members is to be reported by the Chief or President in writing at the next regular meeting. It is then the duty of the members present to vote whether a letter of censure and warning to the offender should be sent. It is also their privilege to vote whether to retain the offender as a member and if carried by a $\frac{2}{3}$ vote unfavorable to the offender, ask him to resign. A member can be dropped only by an unanimous vote of all members present. Voting shall be by using white and black balls. Ample time must be given the accused in order to prepare defense if he so desires.

SECTION 2. Any member found guilty of knowingly sending a false alarm of fire, or aiding in any way to cause a false alarm shall be permanently dismissed from membership.

ARTICLE XIV

SECTION 1. Any active member who has served five years and reaches the age of forty may be released from assignment at his request.

SECTION 2. Any active member who has served at least fifteen years as such and has reached the age of fifty shall be entitled to life membership without dues. The Secretary

who with the President shall issue a certificate of same guaranteeing all the privileges of an active member for life—exempt from assignment in the fire fighting unit except at his own request.

SECTION 3. All members who were elected to positions named herein, at the last annual election, shall hold same until the next annual election unless death, resignation or removal, for cause shall sooner take place.

ARTICLE XV

Resignations

SECTION 1. All resignations must be offered in writing, and no resignation shall be accepted or acted upon unless all fines have been paid or remitted, and all property belonging to the Company in possession of the member resigning shall have been returned.

Change in By-Laws

SECTION 2. No change to be made in the By-Laws unless the proposed change shall have been submitted in writing and laid on the table until next regular meeting, when, if carried by majority present, shall be adopted.

SECTION 3. All By-Laws or parts of By-Laws inconsistent with the intent and purpose of these By-Laws are hereby repealed as approved by the meeting of the Company on December 10, 1957.

We agree to and endorse the foregoing By-Laws.

IRA C. NELSON
Chairman

J. FRANKLIN BAKER, JR.,
CLARENCE W. PARROTT,
EDWARD J. ORNETT, JR.,
GEORGE N. FAIRBANKS,
By-Laws Committee