

**CONSTITUTION  
AND  
BY-LAWS**

OF THE

**Fire Fighters  
Association**

NO. 548

OF RALEIGH, N. C.



**IN EFFECT MAY 1, 1938**

**CONSTITUTION  
AND  
BY-LAWS**

OF THE

**Fire Fighters  
Association**

NO. 548

OF RALEIGH, N. C.



**IN EFFECT MAY 1, 1938**

# Fire Fighters Association No. 548 of Raleigh, N. C.

---

## ARTICLE I

### NAME

The name or title by which this organization shall be known is: Raleigh Fire Fighters Association, No. 548, of Raleigh, North Carolina, of the International Association of Fire Fighters.

## ARTICLE II

### OBJECTS

SECTION 1. The particular objects for which this Association is formed are: The cultivation of friendship and fellowship amongst the members, also the maintenance and proper remuneration for duty performed, and the elevation and improvement of the moral, intellectual, social and economic conditions of its members and fellow workers.

SEC. 2. We shall not strike or take active part in any sympathetic strikes as our position is peculiar to most organized workers, as we are formed to protect the lives and property of communities in case of fire or other serious hazards.

SEC. 3. This organization shall be non-partisan and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking a public office or preferment. Religious beliefs of all sects and denominations shall be equally respected in this organization, and no discussion, advocacy or attacking the creed, doctrines, or form of worship peculiar to anybody or believers shall be permitted at any meeting.

## ARTICLE III

### MEMBERSHIP

SECTION 1. No person shall be accepted for membership except active members of the Raleigh Fire Department.

SEC. 2. The membership of this Association is to be limited to any member of the Raleigh Fire Department that is not in a supervisory grade.

SEC. 3. Any person may be elected to honorary membership, subject to vote of members of this Association.

SEC. 4. Candidates for membership shall be proposed by two members of this Association who are in good standing, and it shall require a majority vote of all members present to elect such candidate to membership at its regular meeting.

SEC. 5. The newly elected members, before being admitted to full membership, shall subscribe to the following affirmation: I, \_\_\_\_\_, pledge my honor to faithfully observe the Constitution and Laws of this Association, to comply with all rules and regulations for the government thereof; not to divulge or make public any of the private proceedings of this Association; to faithfully perform all duties assigned to me to the best of my ability and skill; to so conduct myself at all times to bear true and faithful allegiance to the American Federation of Labor.

SEC. 6. Any new member of the Raleigh Fire Department is given thirty days grace to join this Association, the period of grace to commence from the first regular meeting of this Association. Any new member failing to join this Association within the specified date of grace, but decides to join at a later date, shall pay all back dues and assessments from date of

expiration of his grace period, plus \$3.00 charter fee and \$1.00 entry fee.

SEC. 7. The dues for this Association shall be \$1.00 per month for active members, payable to the Secretary-Treasurer at any regular meeting of this Association.

SEC. 8. Any member who shall fail to pay the dues required by this Constitution for a period of three months shall be expelled from membership.

SEC. 9. Any expelled member may be reinstated upon a two-thirds vote of the members present at a regular meeting and upon payment of \$3.00 reinstatement fee with all back dues and assessments.

## ARTICLE IV

### OFFICERS

SECTION 1. The elective officers of this Association shall consist of President, Vice-President, Recording Secretary, Secretary-Treasurer and Chaplain, each of whom shall hold office for one year, and three Trustees who shall hold office for a period of one year. These elective officers shall constitute the Executive Board.

SEC. 2. There shall be sufficient delegates elected sixty days prior to the date of convention of the International Association of Fire Fighters.

SEC. 3. There shall be five representatives elected to the Central Labor Union, for the term of one year.

SEC. 4. The office of Guard and Guide shall be appointed by the President for the term of one year.

SEC. 5. The officers shall be nominated at the first meeting in November and elected at the

first meeting in December, and shall hold office for a term of one year unless removed for cause or until their successors shall be elected and installed.

SEC. 6. Only active members of the Raleigh Fire Department who have been in good standing at least one year shall be eligible to hold office in this Association.

SEC. 7. It shall require a majority of votes cast to elect. When there are two or more candidates for office, neither of whom shall receive a majority on the first ballot, the one receiving the smallest number of votes shall be dropped, the ballot to continue in this manner until one has received a majority of the votes cast.

SEC. 8. The Australian Ballot System shall be used in all elections in this Association.

SEC. 9. Before an election it shall be the duty of the President to appoint an election board. The election board shall consist of three members made up of a Judge and two Clerks. Such board shall serve for one year unless removed for cause or until their successors are appointed. No member of this board shall be a candidate for any office during his term of appointment.

SEC. 10. Before entering on the duties of their respective offices, the newly elected officers shall subscribe to the following affirmation: I, \_\_\_\_\_, do hereby pledge my honor to perform the duties of my office as required by the Constitution of this Association; to bear true and faithful allegiance to the International Association of Fire Fighters; to deliver all books, papers, and other property to the Association that may be in my possession at the end of my term to my successor in office; and at all times to so conduct myself as becomes a member of the Association.

SEC. 11. Should any officer absent himself from three consecutive meetings, without a reasonable and lawful excuse, his office shall be declared vacant, and it shall be the duty of the President to order an election to fill such vacancy, the President to appoint an officer during the interim.

SEC. 12. Upon the death, resignation, or removal for cause of any officer it shall be the duty of the President, at the next regular meeting after such death, removal or resignation to order an election to fill such vacancy.

## ARTICLE V DUTIES OF OFFICERS

SECTION 1. It shall be the duty of the President to preside at all meetings of this Association; to preserve order during its deliberations; to sign all orders on the Treasurer when ordered by the Association; to appoint all committees not otherwise ordered; to hold the secret work in his possession and not divulge it to any but members. It shall also be his duty to issue the password to members in good standing and to transact such other business as may be right pertaining to his office.

SEC. 2. The Vice President shall perform the duties of President in the absence of that officer, and in the case of the resignation, death or removal for cause of the President shall perform the duties of President until such vacancy is filled by an election as provided by the Constitution. He shall also preside when called upon by the President and at all times when the President may be temporarily unable to discharge his duties.

SEC. 3. The Recording Secretary shall take charge of all books, papers, and effects other than the books of the Financial Secretary and Treasurer. He shall keep a correct record of all amendments to this Constitution in books

specially provided for that purpose. He shall also conduct all correspondence appertaining to his office; compile North Carolina laws pertaining to municipal firemen, keeping same up to date; and perform such other duties as the Association may from time to time designate. He shall turn over his books to the Trustees for their audit and approval when called upon to do so. That communications sent by the Recording Secretary shall be submitted to the majority of the Executive Board and approved by it before they are sent out.

SEC. 4. The Secretary-Treasurer shall keep a correct account between the Association and its members. He shall collect all dues and assessments and give receipt for same; announce receipts at the close of each meeting, notify all members sixty days in arrears of the amount of their dues; he shall deposit all money in the bank recommended by the Trustees; keep a correct record of all money received and expended. Make financial statements quarterly, pay all bills ordered by the Association when signed by the President and Recording Secretary; he shall hold not more than \$15.00 in his possession to meet immediate demands of the Association; he shall submit his books and receipts to the Trustees for their audit and approval when called upon to do so, and at the expiration of his official term shall turn over to his successor all money and property of the Association that may be in his possession.

SEC. 5. The Secretary-Treasurer shall not accept dues from any member whose assessments have not been paid.

SEC. 6. All funds shall be deposited in a bank subject to an order signed by the President and Treasurer.

SEC. 7. The Guide shall introduce all new members and visitors and assist the President

in preserving order when called upon to do so. He shall also take charge of all property of this Association not otherwise provided for, and perform such other duties as may be required from time to time that may be assigned him. Guardian duties: He shall have charge of the door, and shall assist the President in preserving order when called upon to do so, take the password from members before permitting them to enter, and prevent them from leaving without permission from the Chair.

SEC. 8. The Trustees shall audit the books of the Secretary and Treasurer quarterly and report their findings on the same to the Association, and they shall attend to the bonding of the Secretary-Treasurer in a surety company through the American Federation of Labor.

## ARTICLE VI COMMITTEES

SECTION 1. All committees shall be appointed by the Chair, and shall be composed of not less than three members. There shall be a sick committee appointed in alphabetical order, to serve one year. It shall be the duty of this committee to visit all sick and injured members, and report their condition to this Association.

SEC. 2. There shall be three members appointed by the President on the Welfare Committee, for a term of one year. This committee may, at its discretion, call three citizens, who shall have no vote, to assist this committee in its duties.

## ARTICLE VII REVENUE

SECTION 1. The revenues of this Association shall be derived from initiation fees, monthly dues, fines, regular assessments, special assessments, and special assessments sanctioned by the International Association of Fire Fighters.

## ARTICLE VIII

### EXPENDITURES

SECTION 1. The funds of this Association shall be used in defraying necessary expenses and benefits hereinafter provided for.

## ARTICLE IX

### SUSPENSIONS AND PUNISHMENTS

SECTION 1. This Association shall have power to suspend or fine members for violation of the Constitution or By-Laws or for unbecoming conduct.

SEC. 2. No member shall be fined, punished, or suspended until he has been given a fair and impartial trial and found guilty of charges that may have been preferred against him.

## ARTICLE X

### TRIALS

SECTION 1. When a member has been charged with violation of any provision of this Constitution, or any conduct unbecoming any member of this Union, such member shall be notified of such charges by the Recording Secretary and shall be given two weeks to prepare and make defense. All charges must be made in writing.

SEC. 2. On the trial of any member on any charge, the members of the Association shall sit as a jury, the President having no vote unless in case of a tie. They shall hear all evidence and render judgment in accordance therewith. Members on trial shall have at all times the right to appeal to the President of the American Federation of Labor.

SEC. 3. It shall require a two-thirds vote of all members to suspend or fine.

## ARTICLE XI

SECTION 1. Any member fined or punished by this Association shall stand suspended from all rights and privileges until the fines are paid

or the requirements of the sentence of punishment complied with.

## ARTICLE XII

### STEWARDS

SECTION 1. The President shall appoint one man in each station to act as Steward. His duties shall be as hereinafter provided.

## ARTICLE XIII

### LEGAL REMEDIES

SECTION 1. This organization retains no counsel for the benefit of its members to adjudicate differences arising through infractions of the rules of the Fire Department of Raleigh, North Carolina, nor differences arising between officers of such department and members, or between individual members of said Fire Department. Counsel retained for such purpose must be retained by the individual member himself in his private capacity as citizen, and in no manner shall this organization be chargeable with such services, it being the purpose of this Association to in no wise interfere with discipline, organization, or good order of the Fire Department of the City of Raleigh, North Carolina, or its accredited officials, and any member using the name of this Association for any other purpose shall be tried in open meeting of said Association and may be disciplined or expelled from membership as the members shall decide. A two-thirds vote of the members shall be necessary to expulsion.

SEC. 2. There shall be no discussion in any meeting of this Association as to the supposed demerits of any member of the Fire Department of the City of Raleigh, North Carolina.

SEC. 3. The Stewards may take up questions involving the private rights of members, when such members may request them to do so, or any such member be financially unable to re-

tain counsel and in such difficulty be deprived of his right, also to aid and foster harmony and welfare in this Association.

SEC. 4. Any member of this Association against whom any charges may be laid for gross infraction of the existing rules of the Fire Department of the City of Raleigh, North Carolina, may be amenable to charges of a like offense before this Association and may be disciplined if found guilty.

#### ARTICLE XIV

##### AMENDMENTS

SECTION 1. The Constitution may be amended by a two-thirds vote at any regular meeting of the Association, provided the amendment to be voted on has been presented in writing and filed with the Secretary two meetings prior to the meeting at which the vote is taken.

#### BY-LAWS

##### ARTICLE I

SECTION 1. This Association shall hold one regular meeting a month, this meeting to be held on the second day of each month in the morning, unless the second is on Sunday, then the following Monday shall be the regular meeting date.

SEC. 2. Special meetings shall be called by the President at the written request of seven members in good standing, and no business except that for which it was called can be transacted.

SEC. 3. The Recording Secretary shall notify all members of a special meeting at least twelve hours before it convenes.

#### ARTICLE II

SECTION 1. Fifteen members shall constitute a quorum at any session of a regular or special meeting.

#### ARTICLE III

SECTION 1. The dues of this Association shall be \$1.00 per month for active members.

#### ARTICLE IV

SECTION 1. The funds of this Association shall be derived from initiative fees, monthly dues, fines and assessments.

#### ARTICLE V

SECTION 1. Any member of this Association leaving the department and is in good standing, wishing to withdraw, can do so by applying in person or otherwise in open meeting for his final card, which shall be granted upon application for same; *Provided*, there are no charges against him on the books.

#### ARTICLE VI

SECTION 1. Any member using abusive, profane or indecent language or starting any religious or personal attack on a member shall be fined or dismissed as the body may direct.

#### ARTICLE VII

SECTION 1. No special assessment or other method of raising money shall be mandatory upon any member of the Association unless such assessment or other method of raising money is first sanctioned by the International Association of Fire Fighters.

#### ARTICLE VIII

SECTION 1. The charter of this Association shall be closed thirty days after the adoption of this Constitution and By-Laws.

#### RULES AND ORDER

RULE 1. The use of profane and ungentlemanly language during the meeting is pro-



hibited as being against the decorum and dignity of the meeting.

RULE 2. No member shall be allowed in the meeting in an intoxicated state.

RULE 3. No member shall interrupt a debate, except on a question of personal privilege, or of information.

RULE 4. No member shall leave the room without first obtaining consent of the chair.

RULE 5. No member shall engage in conversation during the process of the meeting without first obtaining consent of the chair.

RULE 6. The Association shall have power to declare further rules of the order which will tend to increase the decorum and dignity of the meetings.

RULE 7. Any member violating any of the Rules of Order of this Association shall be deemed guilty of disorder, and no fine imposed can be remitted except upon a two-thirds vote of the members present.

#### ORDER OF BUSINESS

1. Opening.
2. Prayer.
3. Reading of previous minutes.
4. Application for membership.
5. Report of membership committee.
6. Voting on applications for membership.
7. Initiation of candidates.
8. Receipt of dues and assessments.
9. Reports of officers and committees.
10. Unfinished business.
11. Communications and bills.
12. Good and welfare.
13. Financial secretary's report of the evening's receipts and expenditures.
14. New business.
15. Closing.