

MACHIASPORT VOLUNTEER FIRE DEPARTMENT
Machiasport Volunteer Fire Company, Inc.
Incorporated March 12, 1987

CONSTITUTION AND BY-LAWS

Article I:

- Section 1. This organization shall be known as the Machiasport Volunteer Fire Company.
- Section 2. Its object shall be the protection of the property of the citizens of Machiasport from and such fires as may occur.
- Section 3. The Machiasport Volunteer Fire Company may assist in the controlling of fires in neighboring communities.
- Section 4. Meetings shall be held at least once a month unless the Fire Company shall vote to suspend a meeting.
- Section 5. A quorum for the legal transaction of business shall consist of not less than one third of the entire membership of the Fire Company.
- Section 6. The senior officer shall preside. In the absence of all officers the Secretary shall conduct the meeting.
- Section 7. The order of business shall be as follows:
1. Roll call of members present.
 2. Reading of minutes of previous meeting.
 3. Correspondence read and noted upon.
 4. Bills read and dispose of.
 5. Treasurer's report.
 6. Reports of committees.
 7. Unfinished business.
 8. New business.
 9. For the good of the Fire Company or service.
 10. Adjourns.

ORGANIZATION:

Article II.

- Section 1. The Machiasport Volunteer Fire Company shall be composed of one engine company, and one base company and hook and ladder company, each company shall consist of each man as the members shall, from time to time count necessary for the proper controlling of fires.
- Section 2. The officers shall consist of Chief, First and Second Assistant Chief, and Captain of each active company, Secretary, Treasurer, Three Trustees, and such standing committees as shall deem necessary for the proper transaction of business.
- Section 3. Standing Committee shall consist of three members each shall be as follows:

1. Membership Committee
2. Finance Committee
3. Grievance Committee
4. Refreshment Committee

Section 4. The annual meeting shall be held on the first Friday in January of each year at 8 o'clock P.M.

Section 5. The officers excepting the first and second assistant Chiefs and Trustees shall be elected by ballot at the annual meeting.

Section 6. The first and second Assistant Chief shall be appointed by the newly elected Chief at the annual meeting and shall serve concurrently with him.

MEMBERSHIP:

Article III.

Section 1. To gain membership in the Machiasport Volunteer Fire Company it shall be necessary to make application in writing to the company. This request shall be recorded in the minutes of the meeting, which it is read and shall be turned over to the membership committee for investigation. After proper investigation the committee members shall note on the application the result of their investigation. The application shall be voted on at the next regular meeting, after the Secretary had read to the members the results of the investigation.

Section 2. Vote on application for membership shall be secret ballot. Approval by majority of members present shall qualify applicant for membership.

Section 3. Resignation shall be in writing, and shall be voted on by Fire Company, to see if the resignation will be accepted.

Section 4. The Chief or acting Chief of the Fire Company shall make arrangements for swearing in of all members and officers of the Company.

Section 5. Any members or officers who fail to appear at the time and place as arranged or refuses to take the oath outlined in Article IV, Section 2, shall be considered as not interested and automatically dropped from membership.

Section 6. A member or officer so dropped shall be notified in writing by the Secretary that his name has been stricken from the membership roll.

Section 7. A member so dropped can rejoin the Fire Company only by making a new application and being voted on in the same manner as a new member.

OBLIGATIONS:

Article IV.

Section 1. All persons elected to membership, and all persons elected or appointed as officers in the Machiasport Fire Company shall, upon such election or appointment, or as soon thereafter as is possible, subscribe to Section 2, Article IV.

Section 2. I hereby agree that I will at all times during my service in the Machiasport Fire Company support the Constitution of the United States of America and the laws of the State of Maine. That I will obey the rules and regulations and orders issued by the officers of the Machiasport Fire Company, and will discharge my duties as a member of the Fire Company to the best of my ability, so help me God.

Section 3. Section 2, Article IV shall be administered by the Chairman or Acting Chairman of the Board of Selectmen, at a regular or special meeting of the selectmen and shall be recorded in the town records of said regular or special meeting. Record shall include names and titles of all persons taking the obligation.

DUTIES:

Article V.

Section 1. It shall be the duty of the Fire Chief to call all meetings, regular and special, to preside at meetings, to preserve order, to decide all points of order that may arise, subject to an appeal from his decision to the members of the Fire Company, but on such an appeal the majority of all members present shall be necessary to override his decision. He shall sign all orders drawn on the Treasurer and shall exercise a general supervision over the affairs of the Fire Company. He shall see that all subordinate officers and members do their duty.

Section 2. It shall be the duty of the First Assistant Chief to assist the Chief in all his duties. He shall assume directions of the Fire Company in the absence of the Chief.

Section 3. It shall be the duty of the Second Assistant Chief to assist his superior officers to the best of his ability. He shall assume direction of the Fire Company in the absence of the Chief and First Assistant Chief.

Section 4. It shall be the duty of the Captains to have command of their companies while on duty. All orders received from their superiors shall be obeyed with dispatch and accuracy.

(a) Captain of Engine Company shall be responsible for keeping apparatus in workable condition at all times. He is to be sure that the water tank and all extinguishers are filled, that there is sufficient oil and gas in the engine.

(b) Captain of Hose Company shall be responsible for condition of hose, both on the truck and in reserve. He is responsible for all tools, coats and fire fighting equipment and shall keep them in working condition.

(c) Captain of Hook and Ladder Company shall be responsible for conditions of ladders, axes, and plaster hooks. He shall keep them in workable condition.

Section 5. It shall be the duty of the Secretary to keep a true account of all proceedings of the Company, to call the roll at each meeting, to keep the books and preserve the records of the Company, he shall collect all fines and dues and all other money due to the Company, giving a receipt therefore and shall pay the same to the Treasurer taking his receipt therefore. He shall cause each member to be notified one week prior of the time and date of regular and special meetings.

Section 6. It shall be the duty of the Treasurer to receive all money collected by the Secretary. To keep a true and accurate account of all money received and pay it out by vote of the Company, when such orders are properly signed by the Chief. He shall make a report of the money on hand at each regular meeting and shall make an annual itemized report of the sums received and from

what source, whether from fires, dues or otherwise, also an account of sums paid out and the balance on hand. He shall submit his books, bills, and vouchers to the Finance Committee at such time and place as the Finance Committee shall decide.

- Section 7. It shall be the duties of the Trustees to keep account of the tools, apparatus, and equipment of the town and see that such equipment is kept in workable condition, recommending replacement of any equipment or tools that in their judgment should be replaced. They shall keep a general supervision over the operations of officers and men and shall make such recommendations that will increase the fire fighting efficiency of the Company.
- Section 8. It shall be the duty of the Finance Committee to examine the accounts of the Secretary and Treasurer, reporting to the Company the conditions of the records.
- Section 9. It shall be the duty of the Grievance Committee to examine into such complaints and petitions as may be reported to it by members of the Company, and report thereon at the next regular or special meeting. Reports to the Grievance Committee must be in writing and signed by the members making the complaint.
- Section 10. It shall be the duty of the Membership Committee to receive all applications from the Secretary, after the application has been read at a regular meeting. The committee shall make an investigation of the applicant to determine his character, probable ability as a fireman, sobriety and shall make such recommendations as the committee shall see fit regarding the applicant. Each member of the committee shall note on the application his signature under recommendation or rejection.

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