

BY-LAWS

Connellsville
Drivers Corps

Connellsville, Pa.



PREAMBLE

We, the members of the Connellsville Drivers Corps, do volunteer to perform, to the best of our ability, our duties arising in home-front emergencies, to work in harmony with other organizations, to cooperate in all disasters and through our accomplishments we shall be recognized and merited by our superiors.

ORDER OF BUSINESS MEETING

The order of regular business meetings must be as follows:

1. Opening. (Singing by members, of America.)
2. Roll call of all officers and members.
3. Reading Minutes of previous Meeting.
4. Sickness and Distress Reports.
5. Report of Community Contacts and Missions.
6. Reports of Committees.
7. Communications and Bills.
8. Unfinished Business.
9. New Business.
10. Suggestions for good of the Unit.
11. Treasurer's Report.
12. Closing. (Pledge of Allegiance.)

BY-LAWS

ARTICLE I.

Name

Section 1—This Unit under the provisions of the O. C. D. of Fayette County, state of Pennsylvania, shall be known as Connellsville Drivers Corps.

ARTICLE II. Membership

Section 1.—Members of this Unit shall be persons who have completed the required hours as follows:

GENERAL	HOURS
First Aid.....	10
Gas Defense	5
General Course.....	5
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	20
TECHNICAL	HOURS
Emergency Motor Maintenance	5
Map Reading.....	2
Night Driving	5
Blackout Driving	3
Tests and Optional Subjects.....	3
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	18
TOTAL	38

Section 2.—Any person desirous of membership shall make application in the manner provided by the O. C. D. requirements.

Section 3.—It shall be the duty of all the members to report any change of address as soon as possible.

ARTICLE III. Length of Membership

Section 1.—Life of Membership shall go on continually until written notices of resignation be presented to Unit.

ARTICLE IV. Meetings

Section 1.—Regular meetings of the Unit shall

be held once a month on the first Thursday of each month throughout the year.

Section 2.—The regular hour of meetings shall be 8:00 o'clock P. M., but any time, however, when convenience requires, the regular meeting may be held at an hour to be determined by vote of the Unit to that effect at the previous meeting; provided that written notices of such change of meeting hour shall be given to all the members not present.

Section 3.—All members in charge of any social gathering shall be responsible for the proper conduct of all members present.

Section 4.—All sick members should contact the Health Officer as soon as possible before meetings to be recognized as a legal absentee.

Section 5.—It shall be necessary for a member, when addressing the Chair or the group as a whole, to stand and be recognized, then proceed with the matter at hand, all the while standing.

ARTICLE V. Elective Officers and Duties

Section 1.—The Elective Officers of the Unit shall be:

1. President.
2. Vice-President.
3. Secretary.
4. Treasurer.
5. Publicity Secretary.
6. Health Officer (Appointative Officer).
7. Color Bearers (Appointative Officer).

Section 2.—It shall be the duty of the President to preside at all meetings of this Unit; call special meetings when necessary, appoint all

committees by appointment and vote of the Unit, have general supervision over all matters pertaining to the Unit, see that harmony is preserved and the law of the Unit enforced, and perform such other duties as shall be required of her by the laws of the Unit.

Section 3.—It shall be the duty of the Vice-President to assist the President in the performance of her duties as above stated and to officiate for her in her absence. In the absence of the Vice-President the next officer in order shall take charge of the meeting and also perform the duties of their own office.

Section 4.—It shall be the duty of the Secretary to keep correct minutes of all the meetings, to keep correct accounts between the Unit and members, to keep a correct mailing list of all members and to take care of changes of address of members, to keep a correct account of all members who are ill, attend to all correspondence subject to the approval of the President and promptly present all communications received by her to the Unit having first submitted same to the President; to see to all certificates and take care of all ratings, shall have to notify all Unit members of different affairs or of appointments or ratings, carry a detailed Treasurer's report in each month's meetings minutes.

Section 5.—It shall be the duty of the Treasurer to receive all the Unit money, giving a receipt thereof, to pay all the bills against the Unit as approved by the President and by vote of the members, keep the correct amounts received under their proper dates and amount and source of receipts, and the amount and purposes

of disbursements, and shall at such times as the Unit may direct, or the President require, present for examination all books of accounts, and shall present a report at each meeting showing the condition of the books.

Section 6.—It shall be the duty of the Publicity Secretary to provide reports of all social activities for publication to the local newspapers, to take care of all printed matters, as needed by the Unit, see that a notice of each meeting is printed, keep a Scrap Book showing all publicity received by the Unit of all social affairs, meetings, notices of activities to be held, etc.

Section 7.—The Health Officer, appointed by the President, will take care of sending cards to the sick and convalescent at the proper times, see to sending flowers in cases of death of a member, or in her immediately family, report to the President all members having missed meetings without a legal recognition.

Section 8.—The Color Bearers, appointed by the President, will place the flag in it's proper place before opening of meetings, and retire same at close of meetings.

Section 9.—In addition to above stated duties all officers will form a Cabinet, having separate meetings when necessary to transact such matters as cannot be handled by one officer. Meetings will be presided over by the President.

ARTICLE VI.

Nomination and Election of Officers

Section 1.—Nominations for office to be filled at the annual election may be made at any regular meeting of the Unit on or after the first day of October of each year with the election to

be held at the next regular meeting in November and officers installed on or after the first of January, but no nomination shall be made upon the date of the annual election unless there be no candidate previously nominated, or unless such candidate previously nominated has declined the nomination for a particular office in which case nominations may be made on the date of election. No member, unless nominated in accordance with this Section, shall be eligible to election at an annual election.

Section 2.—All officers are to be elected by ballot. The President is to appoint two members who are not acting officers or nominated officers to read and count ballots, and act as tellers.

Section 3.—An officer must present his resignation in writing at a regular meeting, and should the resignation be accepted, election to fill the vacancy shall be announced by the President to take place at the next regular meeting in the same manner in which officers are elected as previously stated.

Section 4.—Should any elective officer fail without good cause to present herself for installation at the regular meeting time the President shall declare the office, to which the party so failing to appear for installation has been elected, vacant.

Section 5.—The installation of officers shall consist of Income Officers standing at attention and saluting the Outgoing Officers with due respect.

ARTICLE VII.

Committees

Section 1.—Chairmen and entire committees

shall be appointed by the President at a regular meeting, when necessary for special work to be carried on by a Committee.

ARTICLE VIII.

Room

Section 1.—Room to be rented with access to a Recreation Room and a Kitchen.

ARTICLE IX.

Fees and Dues

Section 1.—The regular Unit dues shall be \$1.20 for a year; payable annually, semi-annually, monthly. They may not be delinquent for more than six months.

Section 2.—A Penalty fee of \$.50 will be assessed each member who has missed three consecutive meetings, or more than five meetings throughout the year.

Section 3.—Penalty fees of members who are sick or in distress may be remitted by the Health Officer and acknowledgment of such remittance to members by the President.

Section 4.—All dues and fees from Unit members shall be paid to the Treasurer before meetings are in session.

ARTICLE X.

Payment of Bills

Section 1.—No order for bills to be paid against the Unit shall be signed by the President until such bills have been approved by a majority vote at a regular meeting of the Unit.

Section 2.—Any bills against the Unit which result from a transaction of a Committee must

be approved by said committee and endorsed as correct before being accepted by the Unit.

ARTICLE XI.

Amendments

Section 1.—All Amendments to, substitutes for, or alterations of these by-laws must be proposed at a regular meeting, in writing, read before the Unit and laid over until the next regular meeting before a vote of this Unit be taken upon its adoption. Two-thirds vote of the members present shall be necessary for final adoption of such by-laws.

Section 2.—These Amendments to, substitutes for, or alterations are to be added to the Charter at the final meeting of the fiscal year.

