

Citizen's Guard

Fox Lake, Wis.

By-Laws

Of

Citizen's Guard

March 8, 1860

By-Laws

Article 1

This company shall be organized and disciplined as near as practicable, according to the regulations of the Army of the United States, for the same description of troops. The officers shall consist of a Captain, a First, Second, and Third Lieutenant.

Article 2

Membership

Sec. 1 Any person desirous of becoming a member of the company, must be proposed by a member thereof and vouched for as a person of good moral character at least 18 years of age, and a citizen of the United States, at any regular business, or drill meeting of the company, which must be entered upon the record & the subject referred to the Directors for investigation, who shall report at the next regular business meeting of the company, when a ballot shall be ordered! Then, if not more than three black balls appear against the applicant, he shall be declared elected-

Sec. 2 No person shall be permitted to enjoy any of the privileges of membership, until he shall have signed the company roll and by-laws, thereby agreeing to support the same.

Sec. 3 Any recruit who shall not report for his duty at drill, and signed the roll and by-laws within one month after his election shall forfeit his right to membership, and shall not be reinstated except by re-election as prescribed in Sec. 1 of this Article.

Sec. 4 Honorary members may be admitted to the company whose yearly fines may be \$5 per-annum payable in advance,

but no such member shall be allowed to discuss or vote upon any question coming before the company: in case any honorary member should desire to do active duty: his application shall be made and presented in Sec. 1 of this Article.

- Sec. 5 No resignation of a member shall be accepted, unless accompanied by a certificate from the directors for his knapsack, musket, and other State and Company property and a receipt from the treasurer for his dues.

Article 3

Election of civil and non-commissioned Officers and Committees

- Sec. 1 These shall be elected by ballot, as the annual meeting in January of each year, (and a majority of the votes of all the members present shall be necessary for a choice.) four Sergeants, four Corporals, a Secretary, Treasurer and three Directors.
- Sec. 2 All other Committees, may be nominated and elected as prescribed in Section 1st of this Article, or appointed by the presiding officers, at the discretion of the Company.
- Sec. 3 All candidates for commissioned or non-commissioned officers, shall be nominated by some regular members or by a committee appointed for that purpose and elected as prescribed Section 1st of this Article.
- Sec. 4 In case of a vacancy occurring in any civil office: standing, or other Committee, the Commandant shall appoint some person to fill said vacancy until an election can be had as prescribed in Section 1st in this Article.

Sec. 5 Members elected, or appointed on any Committee, shall be excused from serving on such Committee, except for a good and satisfactory reason, and then by a vote of the Company.

Article 4

Duties of Civil Officers, standing and other Committees.

Sec. 1 The Secretary shall keep correct minutes of the proceeding of all meetings of the Company, in books provided for that purpose and the same shall be read at the regular meetings thereof for confirmation.

 He shall notify every newly elected members of his election, immediately thereafter, and shall perform all such other duties as ordinarily pertains to his office, and shall bring or send his books and papers to every regular meeting.

Sec. 2 He shall keep a correct roll of the Company, which he shall call at each meeting. He shall open an account with each member thereof, and shall collect all fines and dues, and pay the same over to the Treasurer and taking his receipt therefore, He shall also report all delinquent accounts to the Directors when required by them so to do.

Sec. 3 The Treasurer shall receive all monies due to the Company from the Secretary, giving his receipt therefore, and shall pay none out, except by orders of the Directors. He shall render a report of the financial state of the Company, with the vouchers therefore, at the regular meetings in April, July, October, and January.

Sec. 4 The Directors shall from time to time examine the books of the Company, and vouchers for monies paid : as certain to condition of the receipts and expenditures of the Company: the balance that may be due by members: and make a detailed report, quarterly of the respected amounts due by each member and to examine all bills due by the Company before the payment thereof.

And shall examine into the qualifications of all applicants for membership: enquire into their ability to perform duties required of them, and as certain their character for morality and gentlemanly conduct, and make a detailed report to the Company on every application.

And Shall have entire control of the Company rooms and property, and shall make such rules as they may deem proper: which, on being confirmed by vote of the Company, shall have all the force of a by-law: and they shall cause at least one copy of all such rules to be constantly posted in a conspicuous place in the armory.

They shall cause the armory, at all times, to be kept in order and ready for immediate use, and when not in use shall see that it is securely fastened.

They shall cause all repairs to be made to the arms and armory, whenever required and shall assign a musket to each member and keep a register of the same, and shall report to the Company, for any member for using any other musket than the one assigned to him, unless by their permission.

At least one of said Directors shall be present at all parades, drills and meetings of the Company, and cause the armory to be opened previous to the time specified in orders, and for the non-performance of any duty revolving upon them, they shall each be fined as herein afterward provided for.

Article 5

Meetings and Orders of Business

Sec. 1 There shall be a regular business meeting of the Company in the first week of each month, and if it shall be found necessary to call extra meetings, the Commandant shall have power to do so at his own discretion: but the request of 5 members, in writing shall render it imperative for him so to do.

Sec. 2 Ten members, one of whom shall be a commissioned or non-commissioned officer, shall constitute a quorum for the transaction of business: the senior officer present presiding chair.

In case a quorum shall not assemble within half an hour after the time appointed for the meeting, the absentees being noted those present may adjourn.

Sec. 3 No person who is not a member or honorary member shall be admitted to any business meeting of the Company, without the permission of the presiding officer.

Sec. 4 Each any every member present at a meeting of the Corps, entitled to vote, except the chairman, who in case of a tie shall give the Casting vote: shall vote on all questions, unless he is directly or personally interested.

Sec. 5 The time of meeting, for regular meetings, and drills, from October to March, inclusion, shall be 7 o'clock P.M. and from April to September inclusion, at 8 o'clock P.M. All special meetings or drills, shall be at the times specified in orders.

Sec. 6 All transactions and discussions at the meeting of the Corps, shall be considered strictly confidential, and any member divulging the same shall be subject to such penalty as the Company may inflict.

Sec. 7 The proceedings of the meetings shall be as follows-

1st - Roll call by the Secretary.

2nd – Proceedings of the last meeting read by Secretary.

3rd – Report of Committee on Recruits.

4th – Balloting for Candidates for Membership.

5th – Collection of fines and dues.

6th – Unfinished Business.

7th – Reports of special Committees by Seniority.

8th – New Business.

Rules of Order and Debate.

Rule 1st no question on a motion shall be debated or put, unless the same be seconded, when a motion is seconded, it shall be stated by the chair before debate, and every such motion shall be reduced to writing if any member desires it is.

2. After a motion is stated by the chair it shall be deemed to be in possession of the Company: but it may be withdrawn by consent of a majority, at any time before the question has been taken on it, or before it has been amended.

3. When a question is under debate, no motion shall be received, unless-

To amend it.

To substitute another.

To refer it to.

To postpone it.

To lie on the table

For the previous question.

To adjourn.

4. A motion to adjourn shall always be in order, except when a member has the floor, and together with a motion to lie on the table, shall be decided without a debate.
5. The previous question, until it is decided, shall preclude all amendments, and shall be in this form- Shall the main question now be put?
6. In cases of amendments or substitution, the question shall be first taken, and last offered.
7. Every member, previous to speaking, shall rise and address himself to the chair.
8. When more than one member shall rise at once, the chair shall designate who is to speak first.
9. No member shall speak more than twice on any question, without permission of the Company.
10. A member called to order, shall wait the decision of the Chair in question of order, from which he may appeal to the Company, who shall decide on the case without debate.
11. A motion to re-consider a vote shall not be in order, unless made at the same, or the next meeting after that which it passed. If at the next meeting, it must be in pursuance of a notice given on the evening of it's adoption.
12. The ayes and nays upon any subject, shall be at the request of three members and in all cases, entered upon the minutes.

Article 6

Duties of the Commissioned Officers.

- Sec. 1 It shall be the duty of the orderly Sergeant to return to the Secretary, all delinquents at each parade or drill of the Company at least three days previous to each regular meeting.
- Sec. 2 It shall be the duty of each non-commissioned officer to serve any notices sent to him by order of the Commandant said notices to be served by himself and not through a third person! and all notices are to be served upon the number for whom they are intended, personally, or left at their last place of abode, with some person of suitable age to secure them.
- Sec. 3 It shall be the duty of officers, non-commissioned officers and privates, to report to the Commandant, in writing, any unsoldierlike deportment or act of any member, within their knowledge, at any parade, Company meeting or drill, or whenever in uniform! calculated to bring the Company into disrepute, or subversive of discipline.
- Sec. 4 Any non-commissioned officer or private, who may appear in parade uniform, or any part thereof, at any place of public amusement, without special permission, shall be subjected to such penalty as the Company may inflict.

Article 7

Miscellaneous

- Sec. 1 The Commandant shall grant no certificate unless the member asking it be fully equipped, and shall not give a discharge or transfer to any member until the member applying for the same has paid all demands for dues and fines the Company may have against him.
- Sec. 2 No furlough shall be granted to any members of the Company, for a longer period than two months, and it shall be the duty of the Commandant, to notify the Secretary or the orderly Sergeant of the grant, date and time of any furlough granted-

- Sec. 3 No substitutes or volunteers shall be allowed except by the permission of the Commandant-
- Sec. 4 No disrespect shall be shown by one member toward another at any Company meeting, parade or drill, under the penalty hereinafter prescribed.
- Sec. 5 No member shall leave the ranks while at any parade or drill, or leave the room at any meeting, without the permission of the Commandant, or presiding officer, under the penalty hereinafter prescribed-
- Sec. 6 Any member whose account shall exceed the sum of five dollars shall be notified by the Secretary to pay the same within one month from the date of notice; and failing to do so or to give a satisfactory reason for his delinquency, he shall be expelled from the Company.
- Sec. 7 Any member refusing to comply with these By-Laws or who shall be guilty of any act calculated to bring the Company into disrepute shall be considered as having dishonored himself as a member of this command, and shall be expelled from this company-
- Sec. 8 Any member who shall habitually absent himself from Company duties, such as parades, meetings and drills, without a lawful and reasonable excuse, shall be expelled from the Company-
- Sec. 9 Any member who shall become liable to expulsion under these By-Laws, shall be notified of the same by the Secretary of the Company and the cause in writing and shall be directed by said Secretary, to appear before the Company at such time or command and give his reasons, if any he may have, why his expulsion should not take place, he shall be permitted to produce and examine such witnesses as may be necessary for his defense, but in case of his failure to appear, as heretofore mentioned, the investigation shall be proceeded with as if he were present.

- Sec. 10 The resignation of any non-commissioned officer, shall be made to the Commandant in writing, and may be accepted by him, or referred to the Company, but a resignation of any civil officer, shall in all cases be referred to the Company for acceptance.
- Sec. 11 All nominations for Commissioned or Non-Commissioned officers, shall be made on the ground of actual merit, without regard to the principle of rotation in office.
- Sec. 12 Any member shall be deemed late at parade or drill, who is not in line and in Uniform at roll call-
- Sec. 13 In case of the death of a member, it shall be the duty of any member, having knowledge of the same, to report immediately to the Commandant, who shall wait upon the friends of the deceased, and if desired he shall order a parade of the Company in full uniform, or in citizen's dress, as may be requested by them-

Article 8

Fines and Dues

- Sec. 1 Regular dues of the active members of the Company, shall be ~~ten cents~~ twenty-five cents per month, payable to the Secretary at each regular business meeting of the Company, in advance- those of the honorary members five dollars per year, also in advance-
- Sec. 2 Any non-commissioned or civil officer for gross neglect of duty or improper conduct, may be fined or reduced to the ranks, or both, at the discretion of the Company-
- Sec. 3 Musicians for the faithful performance of the duties shall be exempt from fines and dues.
- Sec. 3 The following fines shall be imposed.

Officers	NCO's	Privts
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In absence from drills	25	15	10
In absence from Regular Business Meetings	15	15	15
In absence from Special Business Meetings	15	15	15
In being late at drill or parade	5	5	5
In absence from parade	1.00	50	50
In refusing to serve on a Committee when elected or appointed			
	10	10	10
For appearing at parade or drill with uniform or equipment not in order			
	25	25	25
For leaving the room at any meeting without permission			
	50	50	50
For disrespectful language or conduct, not less than 25 cts; nor more than \$5.00, or expulsion, at the discession of the company.			

Sec. 4 5 Infractions of these By-Laws, for which no penalty is provided, a fine shall be imposed of not less than 25 cts nor more than \$3.00, at the discretion of the company.

Article 9

Sec. 1 No alteration or amendment of the By-Laws shall have effect unless proposed at a regular meeting in writing, to lie over for consideration until the next regular meeting, when if two thirds of the members present concur therein, it shall have all the effect and obligation of an original.