

C. M. B. A.

GUIDE FOR DEPUTIES ORGANIZING NEW BRANCHES.

Wherever it is desired to form a new Branch of this Association it will require, that 12 or more practical Catholics, all above the age of 21 years, and under 50 years of age, with the knowledge, consent, and approbation of the parish priest, or the bishop of the diocese, in whose jurisdiction such Branch is sought to be established, said Catholics being persons of good moral character and in good health, join in a petition for a charter to have such Branch established. Those signing such petition thus become "charter members," this petition must have attached to it the certificate of the parish priest that such signers are practical Catholics. They then select one of their number as secretary, pro. tem., who forwards the petition to the Supreme or Grand Recorder, according as the petitioners reside or not within a Grand Council jurisdiction. Upon the receipt of such petition the Supreme or Grand Recorder will at once forward to such Secretary pro. tem., a sufficient number of medical examination blanks. Each petitioner will without delay submit to a medical examination by a Catholic physician if possible. The examining M. D. must carefully fill every space in the blank requiring an answer, and forward immediately to the properly appointed supervising medical examiner of the jurisdiction. When 12 or more of these have been approved by him, the Grand or Supreme Recorder will immediately notify the Secretary pro. tem., of the fact, and furnish him with a certified list of the names of the signers that have been approved, together with the supplies, consisting of the printed blank forms and books required to conduct the business of the Branch. He will at the same time notify a Deputy to proceed to the locality to institute such Branch. The Deputy upon receiving such notification will at once correspond with the Secretary pro. tem. of the petitioners, and arrange a date and other preliminaries for the opening of the new Branch.

The petitioners now become candidates for admission into the C. M. B. A., and their Secretary pro. tem. will provide a suitable hall or room for the opening of the new Branch.

All things being in order and not less than twelve candidates present, who have complied with all the requirements laid down in the constitution and regulations. The Deputy will call the meeting to order, taking a seat at the President's table, the candidates occupying seats on the floor, leaving the officers' positions vacant.

He will proceed to business in the following order:

1st. He will produce, and read his authority to institute the Branch, (letter from Grand or Supreme President or Recorder.)

2nd. He will then call upon the secretary pro. tem. to produce the certified list of candidates. He will then call the roll of them from said list, and require that each one be identified as the candidate whose name is called.

If no secretary pro. tem. has been selected, he must appoint one, and take down minutes of the proceedings to be afterwards recorded. In this case the deputy will have the list of candidates. He will also appoint a marshal pro. tem. to assist in conducting the ceremonies, or if accompanied by one or more members of other branches, they will assist in performing these duties.

3rd. He will then invite those present to kneel, and will recite the usual opening prayers.

4th. He will next explain the duties of members of the association, and to each other; the fees and assessments; times for their payment, &c. He will also read to them the obligation, and put to them the usual questions as to their willingness to perform these obligations and duties.

5th. He will then invite the candidates to stand. He will select one of their number to read the obligation in the name of all, each one following in spirit. At the close of the reading he will inquire, "Do you all promise to keep this obligation?" The answer will be "We do."

6th. The candidates will next be invited to approach the table of the Secretary pro. tem., where, under the direction of the Deputy, each candidate will sign the branch roll book, and will also fill out, or cause to be filled out and sign a blank form for "Application for a Beneficiary Certificate." The Deputy will countersign these applications in lieu of their being impressed with the branch seal.

To save time when convenient these may be prepared in advance.

Each candidate must state clearly therein his full name and the particular amount each person is to have assigned, except when assigned to one's children, then it is better to write, to all my children who survive me, equally or a certain sum equally, as the case may be.

7. He will next direct the nomination and then the election of officers, according to his discretion. But if selections for the officers have already been made, he will require to be furnished with a written list of the same, which he will read over to the members initiated, and will inquire if there are any objections to any of the nominees; if no objection is made, it will be taken for granted that the nominations are correct, and that the nominees will accept. Should any objection be made it is in the discretion of the Deputy to order a new nomination and election for one or more, or all of the said offices.

Any office that may have been omitted should be filled before proceeding further.

The officers to be chosen at this stage of the proceedings are a President, First Vice-President, Second Vice-President, Recording Secretary, Assistant Recording Secretary, Financial Secretary, Treasurer, Marshal, and three Trustees who hold office only during the current year; and two Trustees who

hold office for one year after the next annual election.

The trustees elected at the first annual election of a new Branch, and at every annual election thereafter are elected to hold office for two years.

The list as selected being approved, or the electing being completed, he will declare the member so chosen duly elected to said offices.

8th. The Acting Marshal under instructions from the Deputy, will present the officers elect for installation.

All the officers having been installed and taken their positions, the officers acting pro. tem. are discharged from duty.

The deputy will then make the following official declaration which should be recorded in the minutes of the new Branch:

"By virtue of the authority in me vested, I now declare this Branch duly instituted as a Branch Number _____ of the Grand Council of _____ as the case may be; and that its members having been duly initiated, and having paid into the beneficiary fund of this branch the initiation assessment, I do officially declare them, and each of them to be entitled to all the rights and privileges accruing to a membership in the Catholic Mutual Benefit Association.

9th. He will then instruct the new President to open the Branch and conduct its first meeting in regular order, during which time he will instruct the branch and its officers on the following important duties:

All Branches must pay an annual per capita tax of 50 cents per member for all members in good standing on the roll book on the 31st day of December each year.

That no Branch is entitled to representation in the Grand Council, (when in a Grand Council jurisdiction) unless said per capita tax has been paid; not even Branches newly organized a few days or weeks previously to the date of the meeting of the Grand Council.

That the new Branch President is, by the fact of his election to that position, created a Chancellor, which only takes place in the case of a first President of a new Branch; but as he cannot fill both positions he may appoint a Chancellor pro. tem., who, however, gains no privileges by that position.

That he must at his earliest opportunity appoint the standing committees required by the constitution and announce them to the Branch.

That if the date of organizing a Branch is on or after the date of the annual election immediately preceding the meeting of the Grand Council, (in a Grand Council jurisdiction) the Branch is entitled to elect a Representative to said Grand Council, also an Alternate. Representatives to Grand Council must be Chancellors, but in new Branches the alternate may be selected among the officers, and if he serves in place of the Representative elected, who is usually the President, in new Branches he is entitled to the honors of the Chancellor's chair, after having served as the Branch's Representative.

That the seal must not contain any emblems not sanctioned by the Supreme Council.

He should also show how the ballot box and gavel are to be used, and explain the duties of the Marshal and the four principal officers when balloting for new candidates.

Explain the time and method of making examinations and conducting elections of officers, both regular and to fill vacancies.

That the books of ceremonial should not be taken from the hall, but remain there to be used by substitutes when the proper officers are temporarily absent.

To fix a day and hour for the regular meetings of the Branch, and to provide a suitable hall.

To fix the amount of the bond to be given by the Treasurer and other officers required to give bonds.

That if the Parish Priest is not himself a member or is not present, a committee should be appointed to inform him of the establishment of the Branch, and to invite him to act as its spiritual adviser. Instruct the Financial Secretary how to call the roll of members for payment of dues and assessments and to read the sums paid at each meeting.

The Branch medical examiner is appointed by the President and Trustees.

12th. If necessary instruct privately after the meeting or the next day, if convenient, the Recording Secretary in the best method of writing and keeping the minutes.

That he must keep accurate minutes of all applications, reports of Trustees on candidates, elections of candidates, rejections, suspensions, re-instatements, resignations, expulsions and deaths, and make immediate report of same to Grand or Supreme Recorder.

To be particularly careful to take the application of new members for beneficiary certificates, and forward them promptly to the Grand or Supreme Recorder.

To retain all membership applications and not allow them to be sent with the medical certificate to the Supervising Medical Examiner.

The Financial Secretary to keep an account with each member, and to make quarterly and annual reports of the amounts received.

The Treasurer to keep the Beneficiary Fund separate and apart from the general fund.

That no moneys can be paid out of the general fund unless upon the warrant of the President, countersigned by the Recording Secretary, after a vote of the branch, but that the beneficiary fund can be drawn upon by the call of Grand or Supreme Recorder, which operates as a draft upon said fund, and the said call is the authority of the branch President and Secretary to draw a warrant for the same; but no call can be paid from a surplus on hand in the general fund without a vote of the branch.

13th. The Deputy concludes his duties to a new branch by immediately making a report to the Grand or Supreme Recorder, as the case may be, of the institution of such branch, with a list of its officers, the application for the Beneficiary Certificates, and the Recording Secretary's Report of membership, which

the Deputy should countersign, on account of the branch not yet having a seal.

14th. Deputies are allowed \$2.50 per day for their time actually spent in organizing a branch, and instructing its officers, including the time spent in traveling to and from; in all not to exceed fifty dollars.

H. W. DEARB, C. M. B. A. Deputy.

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