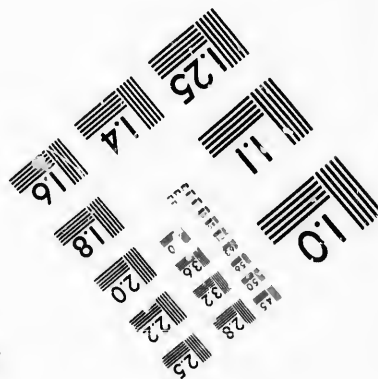
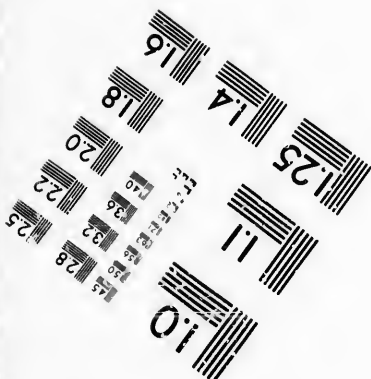
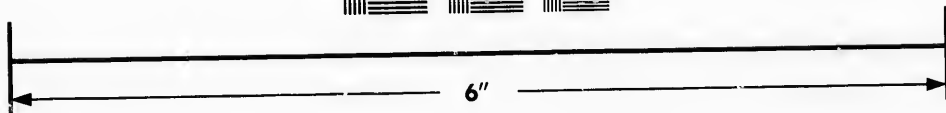
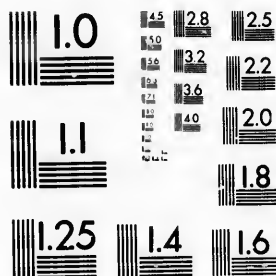


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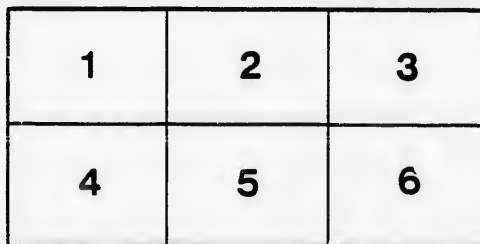
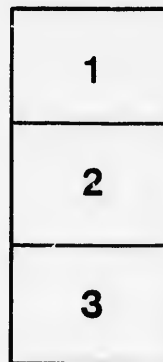
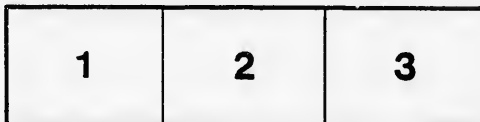
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*Serge C. Lawrence April 11 1881*



ACT OF INCORPORATION,  
*electus a directores.*



CONSTITUTION, BY LAWS,

RULES TO BE OBSERVED AT MEETINGS,

AND

REGULATIONS OF THE READING ROOM AND LIBRARY

OF

THE MECHANICS' INSTITUTE OF ST. JOHN.

(As revised and amended to date.)

30th MARCH, 1881.



SAINT JOHN, N. B.:

J. & A. McMILLAN, STEAM PRINTERS.

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## INTRODUCTORY NOTE.

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THE Mechanics' Institute of St. John was organized in the latter part of the year 1838 by an Association of Gentlemen who desired to found an Institution for the intellectual advancement of Mechanics and others.

The Institute was incorporated by an Act of the Provincial Legislature, and the present building erected in 1840. The Building contains a spacious Lecture Hall, a Museum, a Library, Reading Room, Committee Room, and other apartments.

A course comprising Lectures upon Literary and Scientific subjects is held every year, usually commencing in November and ending in March. The first Lectures were delivered before the Institute in the winter of 1838-9; and the Annual Course has been continued since that time. The first Lectures in the present Hall were delivered in December, 1840.

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2nd Victoria—Chapter 18.

### **AN ACT TO INCORPORATE THE SAINT JOHN MECHANICS' INSTITUTE.**

Section 1.—Incorporation of Institute.

Passed 23rd March, 1839.

Be it enacted, &c.—1. There shall be established and located in the City of Saint John, an Association by the name of "The Mechanics' Institute of Saint John," for the purpose of instructing Mechanics and others in popular and useful Science, and Beverley Robinson, John Duncan, George D. Robinson, M. H. Perley, John G. Sharp, William Jack, Alexander Lawrence, and such other persons as are or may become members of the said Institute, shall be and they are hereby constituted a body corporate for that and no other purpose, by the name aforesaid, with all the general powers and privileges incident to Corporations by Act of Assembly in this Province; provided always that the real estate which the said Corporation may at any time hold shall not exceed five thousand pounds.

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# MECHANICS' INSTITUTE OF SAINT JOHN.

## CONSTITUTION.

1. This Society shall be denominated the "MECHANICS' INSTITUTE OF SAINT JOHN," and shall be provided with a Common Seal, having thereon the device usually adopted by Mechanics' Institutes in general, viz., a hand uplifted, holding a hammer.

2. Its object shall be the instruction of Mechanics and others in popular and useful Science, and in its application to the Arts and Manufactures, by means of Lectures, Apparatus, Models of Machinery, a Museum, a Library, and a School.

3. This Society shall consist of an unlimited number of Members, who shall be divided into two classes, viz., Regular and Life Members; Honorary and Corresponding Members.

4. Any person paying Forty Dollars may become a Life Member, provided he is recommended and chosen in the same way as Regular Members; and such Life Members shall not be called upon for any annual payments.

5. The officers of this Institute shall be a President, two Vice Presidents, a Recording Secretary, a Corresponding Secretary, a Treasurer and twelve Directors, to be chosen annually by six separate ballotings, the first for President, the second for two Vice Presidents, the third for Recording Secretary, the fourth for Corresponding Secretary, the fifth for Treasurer, and the sixth for twelve Directors. The member or members receiving the largest number of votes shall be declared duly elected, provided however that no member whose dues are unpaid, at the time of such election, unless he shall have been exempted from payment of the same by a vote of the Board of Directors, shall be eligible to office or allowed to vote at such election.

6. The President, Vice Presidents, Secretaries, Treasurer and Directors shall constitute a Board of Directors, with full powers to appropriate funds, elect Members, and conduct the affairs of the Institute. Not less than two-thirds of this Board must be operative Mechanics or Manufacturers, or persons directly engaged or interested in Mechanical or Manufacturing pursuits.

7. The Recording Secretary shall engross in a book, to be kept for that purpose, the minutes of all the transactions of the Institute, the names of Members, of donors, and all other matters requiring to be recorded. He shall also receive all dues and donations in money, and pay the same over to the Treasurer, and take his receipt for the same.

8. The Treasurer shall receive all dues and donations in money from the Secretary, and give a receipt therefor; pay all amounts ordered to be paid by the Board; keep a regular account of the financial concerns of the Institute, an abstract of which, accompanied with satisfactory vouchers, he shall exhibit to the Board of Directors, monthly, and at such other times as shall be required.

9. The Treasurer shall give bonds to the Institute, with two good sureties, to be approved of by the Directors, in the sum of Two Thousand Dollars, or in such further sum as to them may seem meet, for the just rendering of his accounts, and paying over any balance remaining in his hands when required.

10. Every person, on becoming a member, shall subscribe this Constitution, and pay the sum of Two Dollars; and every Member shall be subject to an annual payment of Five Dollars, which shall be paid before he receives his ticket of admission to the Lectures. Three tickets of admission to the course of Lectures shall be issued to each Member on the payment of his annual dues, which tickets shall be shown at the door on entering.

11. The admission fee may be increased in proportion to the increased value of the property belonging to the Institute; but this cannot be done except by a resolution passed at a General Meeting.

12. The Institute will gratefully receive donations of Money, Books, Apparatus, Models of Machinery, Drawings, or Natural and Artificial Curiosities, which donations, together with the names of the donors, shall be registered in the books of the Society, kept for that purpose.

13. The Annual Meeting of this Society shall be held on the second Monday in April, to audit accounts, elect officers, and transact other business connected with the Institute.

14. The annual Tickets of Regular and Life Members may be transferred; but persons to whom they are transferred shall not be admissible to any office, or vote. The management of the Institute shall be vested solely in the Life Members and such of the Regular Members as shall be eligible to any office, and entitled to vote on all questions connected with the Institute.

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15. In order to preserve the harmony of the Institute, nothing of an irreligious tendency, or which may involve religious or political controversy, shall be admissible, on any account, at any meeting of the Institute.

16. In order to make the Institution as generally useful as possible, any person shall be entitled to the privilege of reading from the Library and attending the Lectures, or any other course of Instruction that may be given in the Institution, for one year, on paying such a sum as the Board of Directors shall determine; but such person shall not be entitled to any share in the management of the Institute, nor eligible to office, nor entitled to vote at any meeting whatever.

17. This Society shall be permanent, and its property unalienable, but each Member shall have power to transfer his share, provided such transfer is approved of by the Board of Directors, in the same manner as the admission of new Members.

18. Any proposal to alter or amend the Constitution or any of the By Laws of the Institute, must be made in writing and delivered to the Secretary, at least thirty days before the meeting of the Institute at which it is proposed to discuss the same; and the Secretary shall read the same at such meeting, and the proposed amendment or alteration shall be adopted or rejected by a majority of the Members voting, provided however that a brief statement of the substance of such proposed amendment must be published in a newspaper published in the City of Saint John at least six times before the time of such meeting.

19. Any person having been once elected a member of the Institute, and having paid his initiation fee, and having allowed his annual subscription to lapse, may be restored to membership without the repayment of his initiation fee.

## BY - LAWS.

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1. Special Meetings of the Institute may be called by the President, or in his absence, by either of the Vice Presidents, whenever he may deem them necessary, or when requested in writing by twenty Members.

2. Twenty-five Members shall constitute a quorum for the transaction of business.

3. The Recording Secretary shall give public notice in one or more of the city papers, not less than three days previous to every Annual and Special Meeting of the Institute.

### DIRECTION.

1. The Regular Meetings of the Board of Directors shall be held on the first Thursday in every month.

2. Special Meetings of the Board of Directors may be called by order of the President, or in his absence, by either of the Vice Presidents.

3. The Board of Directors shall keep full and accurate minutes of the transactions of the Board, and at the Annual Meetings of the Institute report their proceedings, together with a general statement of the affairs of the Institute.

4. Any vacancy which may occur in the Board of Directors by death, resignation, or otherwise, may be filled up by the Board of Directors at any meeting thereof.

### MEMBERS.

1. Every Member, on payment of the admission fee, shall receive a Certificate of Membership, which he shall produce as proof of his membership when requested; but no member shall be entitled to any of the privileges of the Institute whose dues shall be in arrear.

2. The Board of Directors may erase from the roll of Members the name of any Member whose dues have remained in arrear for a longer period than one year, or who shall be guilty of any improper conduct as a Member of the Institute, and the stock of any person so expelled shall be considered as forfeited to the Institute unless otherwise ordered.

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3. In case any Member wishes to withdraw from the Institute and transfer his membership, he shall give notice thereof in writing to the Board of Directors, and shall state the name of the person to whom the share is to be transferred, and such transfer shall be made in writing, and in the following form :

FORM of TRANSFER.—“I do hereby transfer my stock, privilege, and interest in the Mechanics’ Institute of St. John, to . . . . .”  
(Signed) . . . . .”

And when such transfer shall be approved by the Board of Directors, and endorsed thus— “Approved,  
. . . . ., President (or Chairman),”

and shall have been entered in the records of the Institute, it shall be considered as complete.

4. Honorary Members shall be elected in the same manner as Regular and Life Members.

5. Persons who shall have rendered some signal service in Science or the Arts, or the Institute, may be candidates for Honorary Membership.

6. Corresponding Members shall be such as do not reside in the City of St. John, nor its immediate vicinity.

7. Corresponding Members shall be elected in the same manner as Regular and Honorary Members, and shall not be subject to any charge for yearly dues. It shall be their duty to communicate from time to time such information as may be in their possession relative to improvements and discoveries in the Arts and Sciences.

8. All Regular and Life Members, in removing from the City and County of St. John, may become Corresponding Members, subject to the same regulation as regularly elected Corresponding Members.

9. Whenever a Corresponding Member moves to the City and County of St. John, he may become a Regular Member by paying the annual dues.

10. A Member’s Ticket shall admit the Member and two others to the Museum. Any Member may introduce a stranger to the Lectures and Museum by writing his or her name on a card, together with the signature of the Member introducing, which card shall in all cases be left with the door keeper.

11. A Committee of three Members, not being office bearers, shall be appointed at each Annual Meeting, whose duty it shall be to examine and audit the Reports and Accounts of the Secretary and Treasurer, and to report thereon ; and it shall be the duty of the Board of Directors to cause the Reports and Accounts of the

Secretary and Treasurer, a list of the Members eligible to office and entitled to vote, and all such other matters as they may deem advisable to be printed and ready for distribution before the Annual Meeting.

### RULES TO BE OBSERVED AT MEETINGS.

1. Any Member wishing to speak, must rise in his place and address the presiding officer. When two or more rise at the same time, the Chairman shall decide who has the preference.

2. No motions shall be considered before the meeting unless it has been seconded, when the Chairman shall declare whether it is in order.

3. A motion to adjourn shall always be in order, except while any Member is addressing the meeting.

4. An amendment, except to a motion to adjourn, is at all times in order; and if it be accepted by the mover of the resolution, the question shall be on the motion as amended; if not, the question on the amendment shall be first taken; except that in filling blanks, the largest sum, and longest time shall be put first. An amendment to a motion to adjourn, as to time and place, shall also be in order.

5. A Member shall not speak more than twice on any question, without permission from the Chairman.

6. When a question is under debate, no motion can be received, unless to amend, to postpone, for the previous question, or to adjourn.

7. Questions of order shall be decided by the Chairman without debate. Any Member may appeal from the decision of the Chairman to the meeting, which shall confirm or reverse his decision without discussion.

8. Committees shall be appointed by the Chairman, unless nominated by a majority of the meeting.

9. Any motion, proposition, or resolution offered by any Member shall be delivered in writing, and signed by the mover, when required by the Chairman.

10. The following shall be the Order of Business to be observed at meetings:

1. Reading the Minutes.
2. Reports from Officers.
3. Reports from Board of Directors.
4. Reports from Committees.
5. Essays and Communications.
6. Resolutions.

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## REGULATIONS.

The Library and Reading Room shall be under the direction of the Board of Directors. The Library shall be kept open regularly on the evenings of every Monday and Friday (holidays excepted), from seven to eight o'clock during the months of November, December, January, February, March, and April, and from eight to nine during the remainder of the year.

The Reading Room shall be kept open every evening (Saturday and Sunday excepted,) from seven to half-past nine o'clock.

### THE READING ROOM.

1. No conversation shall be allowed in the Reading Room.
2. No person shall be permitted to smoke in the Rooms, or injure the furniture, or conduct himself in any way inconsistent with decorum.
3. Any Member mutilating any of the periodicals or papers, shall be liable to a fine equal to twice the cost thereof.
4. No periodical shall be removed from the Reading Room until one month shall have elapsed from the time of its being received; nor then unless the next succeeding number shall have been received.

### LIBRARY.

1. The Board of Directors shall appoint a Librarian, to continue in office during good behaviour.
2. No persons, except Members of the Board, shall be suffered to move a book from its place in the Library, without permission of the Librarian.
3. No Member shall be entitled to receive a book from the Library until he shall have paid all sums due from him to the Institute.
4. Each Member shall have the privilege of using any of the books from the Library in the Reading Room, though at the same time in possession of a book belonging to the Institute; yet it will be considered as an invariable rule that such book must be resigned to any Member drawing it from the Library.
5. Deposited books and those marked in the Catalogue with an asterisk, together with such other works as the Board shall from time to time designate as Books of Reference, shall not be taken from the Rooms, except by special permission of the Board.
6. A Member applying for books shall receive but one volume at a time, except when the plates belonging to the works are bound in a separate volume, when that also shall be delivered if required.

7. A folio or quarto may be kept three weeks ; any other sized work, two weeks. Any person detaining a book longer, shall pay a fine of five cents for each night the Library is open after the same should have been returned, and shall be debarred from the use of the Library until such fine be paid.

8. If any book be lost or defaced, the person who took the same out of the Library shall pay the original value of it, (or of the set, if it belongs to one, and in that case he shall have the remaining volumes as his own property,) and shall not be allowed to take any other books from the Library until the loss has been made good.

9. Every Member requiring a book for use in the Reading Room, shall enter the title of the same, with his signature, in a Register to be kept for that purpose ; the Librarian shall counter-sign the entry when the book is returned into his possession.

10. No Member shall be allowed to write in any of the books belonging to the Library ; he shall also be responsible for its loss if not returned agreeably to the preceding regulation.

11. All works on Party Politics and Controversial Theology shall be excluded from the Library, as inconsistent with the objects of the Institution.

12. In order to guard against the possible introduction of immoral works, all books presented to the Institution shall be subject to the approval of the Board of Directors, before they are placed in the Library.

13. A stamp shall be procured, having on it "MECHANICS' INSTITUTE, ST. JOHN," with which distinct impressions shall be stamped in various places in and upon each book, and upon plates, maps, &c.

14. There shall be a printed Catalogue of the books with a number affixed to each volume, so that when a person wants a book he may mention the number. The books shall be delivered in the order of application, and if a particular book shall be required, and it be already engaged, the party applying may enter the name of it with the Librarian, who shall detain it for him when it is returned into the Library. A written Catalogue of such books as may from time to time be added to the Library, shall be hung up in the Library Room till printed Catalogues can be prepared.

15. In order that the Directors may be enabled to report the state of the Library at the Annual Meeting, all the books must be in on the first Monday in April, under the penalty of ten cents for a duodecimo, twenty cents for an octavo, and forty cents for a quarto, per volume, for every day they may be detained beyond the period. The Library at this time shall be closed for a week.

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