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(Monographs)**

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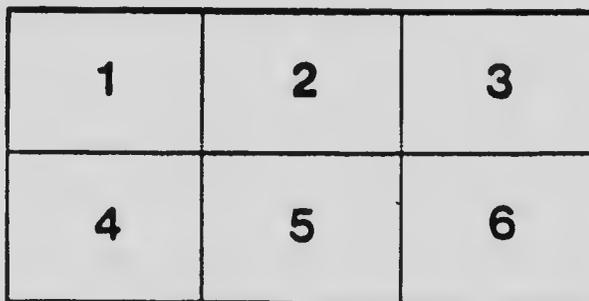
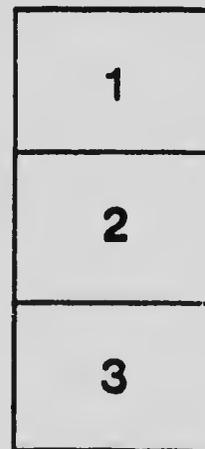
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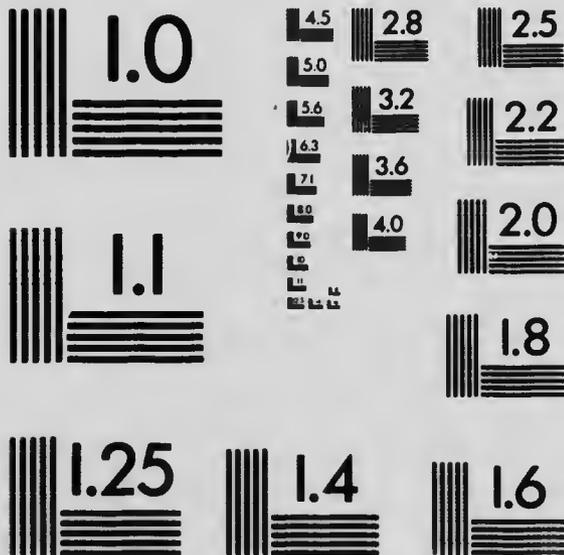
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# BYE-LAWS

FOR THE MANAGEMENT OF  
THE SECULAR AFFAIRS OF

**St. Andrew's  
Presbyterian Church**

SYDNEY MINES

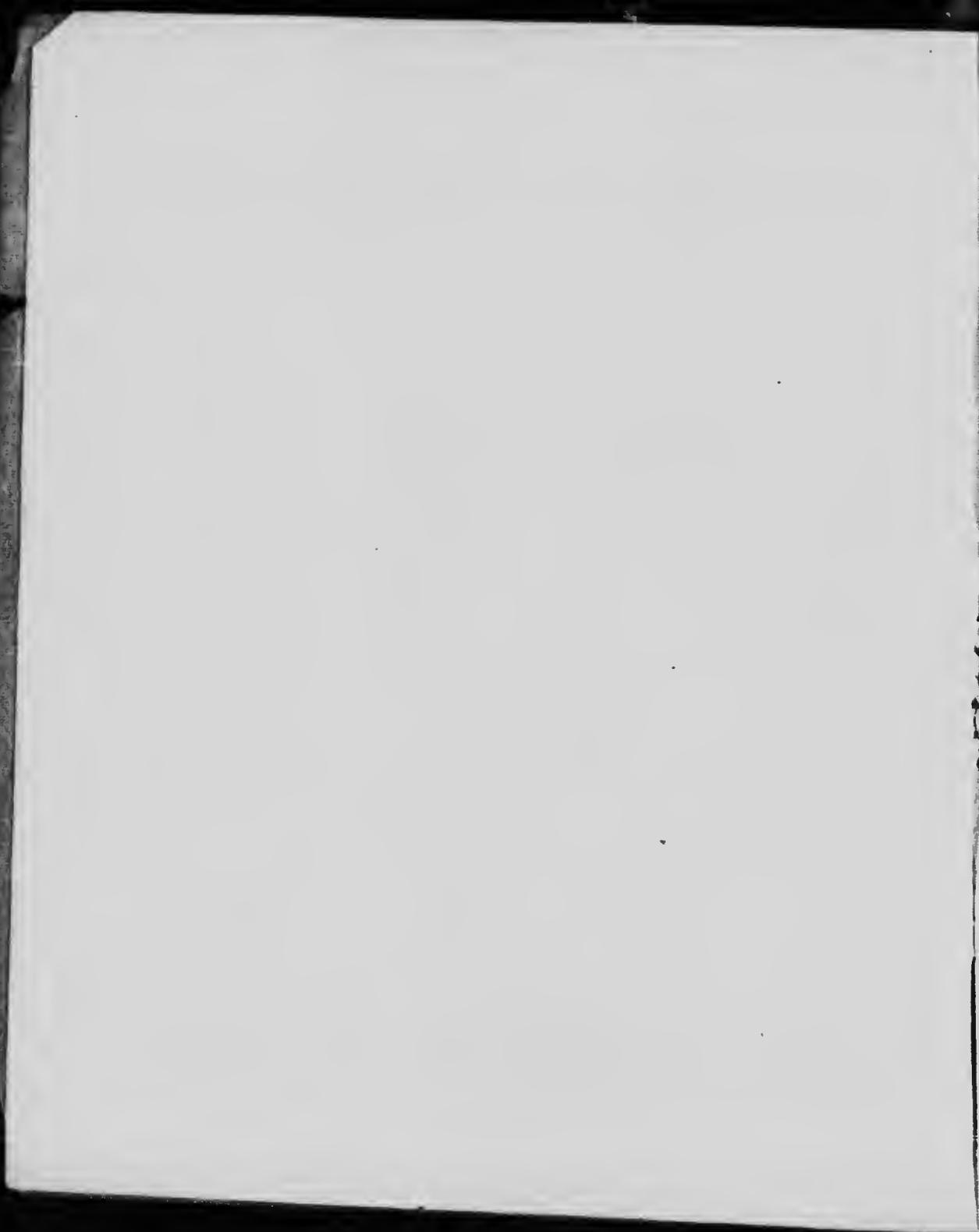
NOVA SCOTIA





By-laws for the management of the secular affairs of St. Andrew's Presbyterian Church, Sydney Mines, made in conformity with the provisions of Chapter 209, Acts of 1906, and passed at the annual meeting of the congregation held on January 19th, 1909.







NAME

1. This congregation shall be called St. Andrew's Presbyterian Church.

PROPERTY, HOW VESTED.

2. All property, real and personal, now belonging to or which may hereafter be acquired by said congregation is vested in a Board of Trustees of ten members, who are authorized to hold property to the value of one hundred thousand dollars.

BOARD, HOW APPOINTED.

3. At each annual meeting, the four first mentioned names of the Board shall retire, and their places shall be filled by a majority vote of the qualified members and adherents present at the meeting, and in case of a vacancy from any cause the remaining members shall carry on the work until the next





annual meeting, when a successor shall be elected for the unexpired portion of his time.

#### ANNUAL MEETING.

4. The annual meeting of the congregation shall be held on the third Tuesday of January in each year. The notice of the meeting shall be given during Divine service on the two immediately preceding Sundays. The vote of the persons present shall be given by a show of hands, unless a vote by ballot be demanded, previous to the putting of the motion, by ten persons qualified to vote on the question, in which case a ballot shall be taken. All officers elected, shall first be put in nomination by a committee of five appointed by the chairman, who should be members in full communion. All matters shall be decided by a majority vote, except purchase or disposal of property, or authorization of legal proceedings by the Board of Trustees, which shall require a two-third vote. The chairman shall only vote in case of a tie.





## ORDER OF BUSINESS.

5. Election of chairman.  
Praise and prayer.  
Reading minutes of annual and special meetings.  
Appointment of nominating committee.  
Reading and disposing of reports, beginning with session.  
Election of officers.  
Unfinished business.  
New business.  
Adjournment.

## WHO MAY VOTE.

6. All members and adherents who contribute regularly for the support of the church; except in choosing a minister, electing elders, disposing of property or any question affecting the order of worship or discipline of the church, then only members in full communion may vote.

## DUTIES AND POWERS OF BOARD

7. As soon as convenient after the annual



meeting. the Board shall meet and appoint one of their number chairman, and a secretary who shall also be the secretary of the congregation, they may also appoint a treasurer and name a Bank in which he shall deposit all moneys belonging to the congregation; and shall meet for the dispatch of business once each month, or oftener if necessary, at the call of the chairman, secretary, or three members of the Board. All questions coming before the Board shall be decided by a majority vote. The chairman shall only vote in case of a tie, and five members shall form a quorum.

They may also with the consent of the Session call a special meeting of the congregation whenever deemed necessary upon giving notice during Divine service on the two Sundays prior to the date of such meeting, stating the special business for which such meeting is called.

They shall select a suitable man to act as janitor of the church buildings and make rules for his guidance; his selections, as well as all other expenditure for repairs or addi-

tiona estimates to cost upwards of twenty dollars shall be by tender. They shall keep the buildings in repair and insured; have charge of and allot all pews; exercise supervision over all church property, the collection of all contributions for the support of the congregation, the payment of all salaries and other expenditures made on behalf of the congregation; cause all acts authorized by the annual or any special meeting of the congregation to be duly performed; present at each annual meeting a report of the business of the congregation during the preceding year, and an estimate of the financial requirements of the congregation for the current year, and also a report of the condition of the property, and shall have the annual report printed and distributed to members of the congregation; and in case of a vacancy from any cause in the collectors, ushers, or auditors, may appoint a suitable person to fill such vacancy for the balance of the year.

They shall also have power to take by deed, devise, bequest or otherwise, real or personal property, and invest the same for

the use and benefit of the congregation; and may, when authorized by a two-thirds vote of persons entitled to vote at the annual or any special meeting regularly called, purchase any property necessary for the better carrying on of the work of the congregation; or sell, lease mortgage, convey or otherwise dispose of any church property; or sue for, recover and receive all moneys due the congregation in any way whatsoever, or may commence any suit or action, or take any legal proceedings when they deem it necessary in the interests of the congregation to commence such suit or action immediately, but such action shall be submitted to a meeting of the congregation called as soon as convenient after the commencement of such proceedings; and all deeds, mortgages, releases, contracts, or other legal documents shall be signed by the chairman and secretary of the Board and sealed with their corporate seal.

#### DUTIES OF SECRETARY.

8. It shall be the duty of the secretary to take down in writing a full minute of the

proceedings of each meeting of the Board, and all annual and special meetings of the congregation, and to enter the same in a book provided for that purpose; to keep a correct account of all the real and personal property belonging to the congregation; to act as general correspondent of the congregation under the direction of the Board, and to keep copies of all correspondence written or received by him, and to prepare for the annual meeting a report of the transaction and business of the congregation for the year past, and the condition of the property at the time of reporting.

#### DUTIES OF TREASURER

9. It shall be the duty of the treasurer to receive all moneys paid in for the purpose of the congregation and deposit the same in a bank named by the Board, to the credit of an account to be kept in the name of the "Trustees of St. Andrew's Church," Sydney Mines, and to draw therefore by cheque, signed by himself and chairman of the Board, such amounts as may be necessary to pay all

salaries, gratuities, premiums, interest, or other accounts ordered by the Board to be paid; to keep an account of all moneys received and paid by him, and to enter the same in a book provided for that purpose; to prepare a detailed statement of receipts and expenditures for the annual meeting, and to hand over to his successor in office all moneys, books of account, and other property of the congregation in his hands or under his control.

#### DUTIES OF AUDITORS.

10. It shall be the duty of the auditors to examine the books and accounts of the treasurer of the Board, and also of the treasurers of all societies connected with the congregation, and report at the annual meeting the result of such examination

Approved by the Lieutenant Governor of Nova Scotia in Council on the 22nd day of March 1909.

FRED F. MATHERS

Clerk of Executive Council



