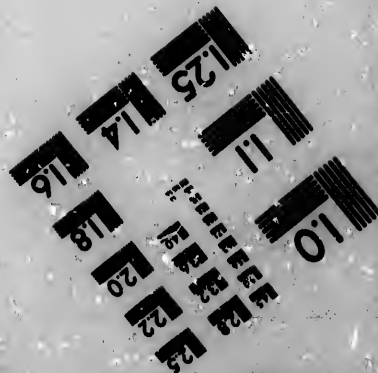
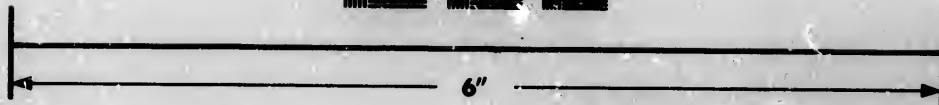
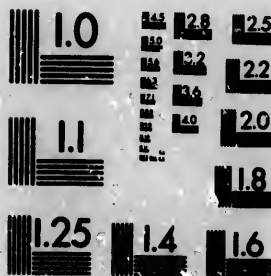


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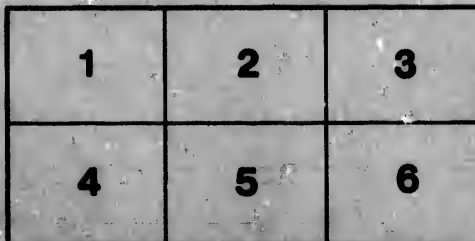
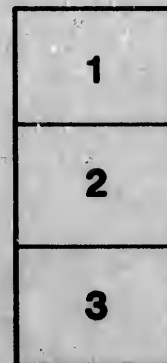
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Box 49

CONSTITUTION AND BYE-LAWS

OF

ATHENÆUM DIVISION,

No. 96,

SONS OF TEMPERANCE

INSTITUTED AT HALIFAX, N. S., MARCH 8, 1851.

1866

CONSTITUTION
AND
BYE-LAWS
OF
ATHENÆUM DIVISION,
No. 96,
Sons of Temperance
OF THE
PROVINCE OF NOVA SCOTIA.

INSTITUTED AT HALIFAX, MARCH 8, 1851.



LOVE, PURITY, AND FIDELITY.

HALIFAX, N. S.
PRINTED AT THE "ABSTAINER" OFFICE.
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PREAMBLE.

WE, whose names are annexed, desirous of forming an association to enable us more effectually to protect ourselves and others from the evils of intemperance, afford mutual assistance, and elevate our characters, do pledge ourselves to be governed by the following Constitution and Bye-Laws.

CONSTITUTION.

ARTICLE I.—NAME.

This Association shall be known as ATHENÆUM DIVISION, No. 96, of the Sons of Temperance of the Province of Nova Scotia.

ARTICLE II.—PLEDGE.

No brother shall make, buy, sell, or use as a beverage, any Spirituous or Malt Liquors, Wine or Cider.

ARTICLE III.—MEMBERSHIP.

SEC. 1.—Male persons, fourteen years of age, and upwards, possessing a character for integrity, and who have not been rejected by, or expelled from any other Division within six months, shall be eligible to membership; but no member shall be allowed to vote in the Division, who is under eighteen years of age;—provided, that females shall not be admitted to membership within the jurisdiction of any Grand Division, unless permission be first granted by a two-thirds vote of the Grand Division; nor in any Subordinate Division, unless the Division shall so decide by a two-thirds vote, after two weeks notice; *and provided further*, that members between the ages of 14 and 18 may be allowed to vote by Bye-Law of their Subordinate Division, permission having first been obtained from the Grand Division for the enactment of such Bye-Law.

VISITORS.

SEC. 2.—Divisions having decided so to do, by a two-third vote, after two weeks notice, may admit females fourteen years of age and upwards, as VISITORS, at such times, and under such regulations, as may be prescribed by law, subject to the same forms of proposition, investigation and ballot, as in the case of members.

ARTICLE IV.—OFFICERS.

SEC. 1.—The officers shall consist of a Worthy Patriarch, Worthy Associate, Recording Scribe, Assistant Recording Scribe, Financial Scribe, Treasurer, Chaplain, Conductor, Assistant Conductor, Inside Sentinel and Outside Sentinel, all of whom shall be elected by ballot every three months, viz.: last regular meetings in September, December, March, and June, and installed the first regular meetings in October, January, April and July. .

SEC. 2.—Subordinate Divisions admitting Lady Visitors may elect quarterly by ballot, at the time prescribed for the election of other officers, a Lady Sentinel, Lady Conductor, and three Lady Assistants. Lady Visitors shall be entitled to participate in the balloting.

SEC. 3.—No member shall be eligible to the offices of W. P., W. A., Treas. and Chaplain, who is under twenty-one years of age, except by dispensation from the Grand Division: *provided*, that no person elevated to the office of W. P. by such dispensation shall be elected a representative to a Grand Division until twenty-one years of age.

SEC. 4.—Each officer shall perform the duties laid down in his obligation and charge at installation, and such other duties as his Grand or Subordinate Division may require of him.

ARTICLE V.—FINANCE.

SEC. 1.—The minimum amount to be paid for initiation fees, and dues or assessments, *may* be regulated by each Grand Division.

SEC. 2.—The question of payment of weekly benefits in cases of sickness, or funeral benefits, and the amount to be paid, *shall* be regulated by each Division.

ARTICLE VI.—OFFENCES.

Any member offending against the Constitution, Code, or Bye-Laws, or who shall be convicted of crime by a judicial tribunal, or be guilty of any conduct unbecoming a Son of Temperance, shall be fined, reprimanded, suspended or expelled, as the law may prescribe, and the nature of the case require.

ARTICLE VII.—CARDS, PASS-WORDS, CEREMONIES, AND REGALIA.

The Cards, Pass-words, Ceremonies and Regalia prescribed and established by the National Division shall be the only ones recognised, or used by the Division.

ARTICLE VIII.—RESIGNATIONS AND WITHDRAWALS.

Members can dissolve their connection with the Division, or the Order, only in such manner as may be prescribed by law.

ARTICLE IX.—CHARTERS.

A proposition to surrender the charter of a Division shall lie on the table at least four weeks, the members being duly notified, and the charter shall not be surrendered, as long as seven members will sustain the Division.

ARTICLE X.—PROTESTS AND APPEALS.

Every member shall have the right to respectfully protest against the action of the Division, or appeal from its decision to the Grand Division, and through the G. D. to the National Division; all decisions of the acting body shall, however, be and remain in force, until reversed by the superior body in the case.

ARTICLE XI.—TERMS.

Regular Quarterly Terms shall commence on the first of October, January, April and July. Members holding office at the close of the term shall be entitled to the full honors of the term.

ARTICLE XII.—AMENDMENT.

This Constitution may be altered or amended by a two-thirds vote of the National Division, to be taken by Grand Divisions, in regular annual session; but Bye-Laws which do not conflict with this Constitution, and the Code, or the established rules and usages of the Order, may be enacted by each Division.

CODE OF LAWS.

CHAPTER I.—NAME.

The name, number, and location of a Division shall be designated, and may be changed by the Grand Division.

CHAPTER II.—PLEDGE.

SEC. 1.—The manufacture, sale and use of either cider or wine, fermented or unfermented, or of any kind of spirituous or malt liquors, or any kind of intoxicating drinks, as a beverage, whether enumerated in the pledge or not, is a violation of the same; and the simple fact of the manufacture, sale or use, of such drinks, by a member, shall be *prima facie* evidence against such member on a trial for violation of the pledge, so as to devolve on the accused the necessity of proving that they were not manufactured, sold or used as a beverage.

SEC. 2.—A physician's certificate or prescription shall not necessarily relieve a member from a *charge* for violation of the pledge, as the internal use of the liquors prohibited by the pledge is in no way provided for by our laws; but the Subordinate Division in the case, shall be the judge of the wantonness or collusion which may appear in relation to the matter.

SEC. 3.—Any member who makes, buys, or sells any of the liquors prohibited by the pledge, to be used as a beverage for the accommodation of a customer or friend, although he may not design to make any profit thereon, or any member acting as salesman in such liquors, as a beverage, or any member buying or selling such liquors, in any manner as a beverage, or letting buildings for making, buying, or selling such liquors, as a beverage, except an agent or officer of the law, acting officially, or an auctioneer required to sell by the terms of his license, violates the pledge.

SEC. 4.—In a trial for violation of the pledge, or any other offence, it is the duty of the *Committee* to notify the accused of the time and place of meeting for the trial, and a notice by mail after a reasonable time, is a legal and sufficient notice.

SEC. 5.—A Division shall have no right to require its members to take any pledge other than that prescribed by the National Division; neither shall it inflict any penalty for a violation of the pledge, except that laid down in the Constitution, or Code.

SEC. 6.—An acknowledgment, personally or in writing, by a member, of a violation of the pledge, is in accordance with the spirit of the Constitution.

CHAPTER III.—MEMBERS.

SEC. 1.—The Constitution provides the terms of eligibility to membership, and no Division shall have the right to enlarge or prescribe those terms, except that Divisions paying benefits may require a *health* qualification, to defend them from imposition and loss.

SEC. 2.—The name of a candidate for admission must be proposed by a member, in writing, stating age, residence, and business, which must be entered on the record, and the subject referred to three members for investigation, who shall report in writing at the next succeeding regular meeting, unless granted further time by the Division, when the candidate shall be balloted for with ball ballots, and if a majority of white balls, and not more than *four* black balls appear, shall be declared elected; but if *five* or more black balls appear, shall be rejected, and so declared. In cases where there is not a majority of white balls, and less than five black balls, the Division, on motion, may proceed to another ballot.

SEC. 3.—A proposition for membership shall not be withdrawn, after it has been referred to a Committee for investigation, without the consent of a majority of the members present.

SEC. 4.—The name of a person constitutionally rejected, suspended or expelled, shall not be published in any other manner than by the usual notice to Divisions.

SEC. 5.—The character of a candidate for membership

may be discussed in the Division any time after the report of the committee of investigation, and previous to the ballot being taken; but the *ballot* is a secret vote, and it is improper to call on any member for the reasons of his vote. The name to be balloted for, should always be read openly to the Division.

SEC. 6.—Any action of a Division in reference to an individual proposed for membership therein, without his consent, is null and void; but any person having been proposed, after giving such consent, cannot, previous to election or rejection, be proposed in any other Division.

SEC. 7.—The name of any person applying for membership by deposit of card, shall be subject to the same proposition, investigation, and ballot, as a new applicant.

SEC. 8.—On the admission of any member to the Division by card, the Recording Scribe shall immediately notify the Division granting the Card, of the fact.

SEC. 9.—A candidate may be proposed, balloted for and initiated at any regular meeting by the unanimous consent of the members present.

SEC. 10.—A suspended member is under the control and jurisdiction of the Subordinate Division, and subject to their judgment, during such suspension.

VISITORS.

SEC. 11.—Visitors shall not be entitled to participate in the special business deliberations of the Order, or vote, except to ballot on the admission of Visitors.

SEC. 12.—Visitors may propose persons for visitors, assist in the ceremonies of introduction and initiation of visitors, and take part in exercises and discussions under the head of the good of the order.

SEC. 13.—The privileges of any or all visitors may be withdrawn or suspended for the time, or permanently, by a two-thirds vote of the Division.

SEC. 14.—No formal trial of a Visitor shall be had unless demanded by herself, and the demand sustained by a majority vote of the members present, and in case of trial, the mode for the trial of members shall be conformed to as near as may be.

CHAPTER IV.—OFFICERS AND HONORS

SEC. 1.—If a Division fails to elect or install its officers at the time named in Article IV., Section 1, of the Constitution, such election or installation may be had subsequently, by leave of the G. W. P., or his Deputy.

SEC. 2.—If a Division has no member constitutionally qualified or willing to accept the office of W. P., it shall be taken charge of by the G. W. P., or his Deputy, who shall preside over the same until the disability is removed.

SEC. 3.—In case of the absence of the W. P. and W. A. of a Division, the senior P. W. P. present shall preside, which seniority shall be governed by the date of service as W. P.

SEC. 4.—A vacancy, occurring during the term, may be filled at any time by election and installation.

SEC. 5.—The seat of any officer may be declared vacant for neglect of duty three successive meetings, by a majority vote, provided one week's notice is given in the Division, and three days' notice given him personally or by mail, by the R. S.

SEC. 6.—A member joining a Division by Card, carries with him, and is entitled to all his unforfeited honors.

SEC. 7.—A member losing his connection with the Order, by suspension, expulsion, or voluntary resignation, cannot claim any honors when he *again* connects himself with the Order; and any member acknowledging or convicted of a violation of the pledge shall forfeit all honors previously earned.

CHAPTER V.—FINANCE.

SEC. 1.—The initiation fee, quarterly dues, assessments or fines of any member may be remitted by a vote of the Division.

SEC. 2.—When a member is six months in arrears for dues, and the F. S. shall have duly notified the delinquent, and he fails to pay his dues for one month thereafter, the Division may, without charge or trial, suspend or expel him. Any member who has been suspended for more than six months may be admitted as a new member.

CHAPTER VI.—OFFENCES.

SEC. 1.—Any member convicted of a crime by any judicial

tribunal *may* be suspended or expelled by a vote of the Division, without any formal charge, notice or trial.

SEC. 2.—If a member acknowledges a violation of the pledge, the W. P. shall declare forfeited all honors previously earned by such member, and then proceed immediately to call for a ballot on the question of expulsion. If a majority ballot in favor, the W. P. shall declare the member expelled, and order the F. S. to erase the name from the books. If a majority do not ballot in favor of expulsion, the membership of the offender shall be retained, and no further action shall be taken, except that the Division may by vote require the offender to be re-obligated.

SEC. 3.—Any member who has good reason to believe that a member has violated the Pledge, proved false to any of the obligations of a Son of Temperance, or been guilty of conduct unbecoming a member of the Order, shall prefer a charge in writing, stating the nature of the offence, the time, place, and circumstances as near as may be of its commission.

SEC. 4.—When such charge shall have been preferred, the W. P. shall appoint a committee of five members, who shall, as soon as practicable, summon the accused and witnesses, *pro* and *con*, and investigate the matter.

SEC. 5.—The Committee shall organize by appointing a Chairman and Secretary, and they may receive the testimony of those who are not members. The Secretary shall keep a correct record of the proceedings, with such testimony as may be presented; which record shall be produced to the Division on the call of any member after the Committee have reported.

SEC. 6.—The committee shall report the charge "*sustained*," or "*not sustained*," as in their opinion is warranted by the evidence before them.

SEC. 7.—If the committee report the charge "*not sustained*," and the Division adopt the Report, all further proceedings shall be stayed. If they report the charge "*sustained*," or if there is a majority and a minority report, the subject shall be laid upon the table until the next meeting, and the accused notified to be present.

SEC. 8.—Upon a final hearing of the case by the Division, a ballot shall be had, when, if a majority vote against sustaining the charge, the case shall be dismissed; if a majority vote in favor of sustaining the charge, the penalty shall be

fixed by a vote of the Division, unless the law prescribes the penalty, in which case it shall be enforced by order of the W.P.

SEC. 9.—If the accused is found guilty of violating the pledge, the W. P., after declaring forfeited all honors previously earned by such member, shall proceed to ballot as in section 2d of this chapter.

SEC. 10.—In cases of expulsion, the vote shall always be taken by ballot; and in no case shall a member be present when a vote or ballot is taken on his case, under this chapter, either by the committee or the Division.

CHAPTER VII.—CARDS, PASS-WORDS, CEREMONIES AND REGALIA.

SEC. 1.—Travelling, Withdrawal and Clearance Cards, shall not be granted for a longer period than one year.

SEC. 2.—Before a member shall be entitled to a Travelling Card, he must pay all dues in advance for the full time such Card is desired, not exceeding one year, and the fee for the Card.

SEC. 3.—A member with a Travelling Card shall be allowed to visit Divisions on his giving the Travelling Password which was in use at the date of its issue.

SEC. 4.—A member shall not be entitled to a Withdrawal Card, until the Division has voted the same, after payment of all dues and the fee for the Card; *but after a vote has been passed, granting a Card*, the membership of the applicant shall be severed, and the Division shall have no right to reconsider such vote, or to withhold the Card from such member. The Division shall have jurisdiction over the conduct of a member to whom such Card is granted, until he shall have become a member of another Division, and for sufficient cause may revoke the Card.

SEC. 5.—If a Subordinate Division surrenders or forfeits its Charter, or is suspended, the Grand Division having jurisdiction shall have the right to grant a Clearance Card to each of the members of said Division making written application for the same, within one year, who may be deemed worthy by said Grand Division, and said Card shall be of the same value as a Withdrawal Card.

SEC. 6.—If a member in possession of a Clearance Card shall be guilty of an offence, a charge shall be made to the

G. W. P., or his Deputy, who shall transfer the same to a Subordinate Division in the vicinity of the accused, for trial in the usual form; and in case of a conviction, the G. D. granting such Card shall be notified of the action.

SEC. 7.—A member who has taken a Withdrawal or Clearance Card is not entitled to the Pass-word, nor can he claim a right to enter a Division.

SEC. 8.—Visiting members not being able to give the Quarterly Pass-word may be admitted if vouched for, as prescribed in the B. B.; but a Division shall have the right to refuse admission to a visiting member who can work his way, upon being satisfied that he has lost his membership, or been irregularly admitted, or has previously deported himself improperly in the Division.

SEC. 9.—The Pass-word may be withheld from a member against whom a charge has been preferred.

SEC. 10.—A W. P. may communicate the Quarterly or Travelling Pass-word to a travelling brother, when requested so to do by the W. P. of his Division, in writing under the seal of the Division.

SEC. 11.—Every member, during the session of the Division shall be clothed in appropriate regalia, unless excused by a vote of the Division. The Representatives to the G. D. and N. D. present, may wear the regalia of their respective bodies, unless they are serving in some office, in which case they must be clothed in the proper official regalia.

SEC. 12.—The mourning badge shall be black crape, and worn on the left arm. The official badges and emblems and staffs of office may be draped in mourning.

SEC. 13.—Portions of the ceremonies of initiation may be omitted by a two-thirds vote of the Division; provided, that in no one case shall the obligations be dispensed with.

CHAPTER VIII.—RESIGNATIONS.

SEC. 1.—A member may dissolve his connection with the Order by paying all demands against him on the books of the Division, and tendering his written resignation; such resignation shall lie upon the table one week, when, if not withdrawn, the request shall be granted, unless there be a charge preferred against him, or notice given that such will be done at that or the following meeting.

SEC. 2.—A member who has resigned may be restored to membership, by the usual ballot, without initiation, within three months, by re-signing the Constitution, and paying the initiation fee.

CHAPTER IX.—CHARTERS.

SEC. 1.—If applicants for a charter fail to present themselves for initiation within three months after the organization of the Division, their names shall be erased from the Charter, and the first names signed to the Constitution after the Charter members shall be inserted in place thereof, in case the constitutional number is deficient.

SEC. 2.—The name of a regularly admitted member shall in no event be erased from the Charter.

SEC. 3.—At the opening of a new Division, the officiating brother shall be authorized to add to the number of the Charter members, at the request of the applicants, returning the names so added in his Report.

CHAPTER X.—AMENDMENTS.

This Code of Laws shall not be repealed or amended, nor any part thereof, except by a two-third vote of the National Division.

BYE-LAWS.

ARTICLE I.—MEETINGS.

SEC. 1.—The regular weekly meetings of this Division shall take place every Friday evening; but for special reasons they may be adjourned to some other evening. The W. P. or in his absence the W. A. or if neither be present the senior P. W. P. in attendance shall take the chair at half-past 7 o'clock precisely, from the 1st October to the 1st of April; and at 8 o'clock precisely, during the remainder of the year.

SEC. 2.—Ten members shall form a quorum.

SEC. 3.—The Division shall close its meetings at or before ten o'clock, unless a resolution shall pass prior to that hour for extension of time.

ARTICLE II.—FEES AND DUES.

SEC. 1.—The initiation fee for this Division shall be the sum of one dollar.

SEC.—2.—At the last regular meeting in each month every brother shall pay twenty (20) cents.

SEC. 3.—No brother shall receive the quarterly password who is three months in arrears.

ARTICLE III.—DUTIES OF OFFICERS.

SEC. 1.—The duties of the P. W. P. shall be discharged by the junior P. W. P. of the Division.

SEC. 2.—It shall be the duty of the W. P. to preside at the Division, enforce a due observance of the Constitution and Bye-Laws, and exact a compliance to the rules and usages of the Order, to see that all officers perform their respective duties; appoint all committees, and officers not otherwise provided for; give the casting vote on all matters before the Division, when a tie may occur; inspect and announce the result of all balloting or other votes; direct

the R. S. to call special meetings whenever application shall be made in writing by five members of the Division ; draw upon the T. for all sums necessary to pay any appropriations made by the Division. On the night of Installation he shall appoint Investigating, Visiting, Auditing, and Financial Committees for the quarter, naming the chairman of each. In cases of sickness, he shall appoint for each night, watchers ; he shall uniformly and impartially enforce the penalties demanded by the Bye-Laws, unless the offender be excused by a two-third vote of the Division. He shall on the night he vacates the chair, see that the Quarterly Returns are prepared for the Grand Division, the per centage appropriated, and forward the same in time for the Quarterly Session, certified by him, with the Seal of the Division. He shall perform such other duties as the Division or his charge shall require. The W. P. shall take no part in any discussion on any matter or question arising in the Division, except it be to give his reason for a casting vote or an opinion on the rules. By a vote of a majority of the Division he may vacate the chair to speak to a question.

SEC. 3.—It shall be the duty of the W. A. to render the W. P. such assistance as he may require of him, and in the absence of the W. P. the W. A. shall perform his duties. He shall receive from candidates at their examination, the amount of their initiation fee and hand the same over to the F. S.

SEC. 4.—The R. S. shall keep a fair and impartial record of the proceedings of the Division ; write communications ; notify all Subordinate Divisions not more than ten miles from its place of meeting, within four weeks after, of the name, occupation, and residence of every person suspended, rejected or expelled from this Division. He shall fill up certificates ; notify meetings when ordered by the W. P. ; attest to all monies ordered to be paid at a regular meeting, and none other. He shall make out at the end of his term, for the Division, a full report of the proceedings during his term ; and also the Quarterly Returns to the Grand Division, which shall embrace the number of members initiated, admitted by card, suspended, reinstated, and who have withdrawn during the term—together with the names and occupation of those suspended, expelled, and re-

jected, with the dates, and causes of expulsion, the number who violate the pledge, and how many violate it the second time, the number of deaths, and the whole number of actual contributing members—the amount of receipts for initiation fees and dues, with the per capita tax due to the Grand Division—the amount expended for benefits, with the amount on hand—and with the W. P. certify the samé. He shall perform such other duties as may be required of him by the Division or his charge, and deliver up to his successor, within one week, from the expiration of his term, all books, papers or other property in his possession, be longing to his office.

SEC. 5.—The A. R. S. shall be an aid to the R. S. under whose direction he shall act. He shall render such assistance to the R. S. in the performance of his duty, as he or the Division may require of him.

SEC. 6.—It shall be the duty of the F. S. to keep just and true accounts between the Division and its members, credit the amounts paid, and pay the same over to the Treasurer immediately, taking his receipt. He shall, just previous to the close of his term, notify every member who is three months or more in arrears, of the amount due by him to the Division, adding ten cents to each notice. At the end of his term he shall make out for the Division, a full report; and furnish the R. S. with the amount of receipts for initiation fees and dues during his term, with any other information connected with his office, necessary to enable the R. S. to prepare correct returns for the Grand Division. He shall perform such other duties as the Division or his charge may require of him. He shall deliver up to his successor all matters appertaining to his office in his possession.

SEC. 7.—It shall be the duty of the T. to pay all orders drawn on him by the W. P. attested by the R. S. and none others. He shall receive all monies of the Division, keep a full and correct account of all monies received and expended, and give the Division a monthly statement of the funds. At the end of every month he shall pay over to the Trustees, any sums above \$20 then in his hands, and at the close of his period of office, he shall pay over to them all the money in his possession, receiving a receipt from them for every payment. He shall deliver up, when legally called upon,

all monies, books, papers, and other property of the Division, to his successor in office, or to whom the Division may specially appoint; and he shall perform such other duties as may be required of him by the Division or his charge.

SEC. 8.—The Chaplain shall deliver the charges assigned him at initiation of members and visitors, and perform such other duties as the Division may require of him.

SEC. 9.—It shall be the duty of the Conductor to introduce for initiation, persons who have been previously elected. He shall also introduce visitors, and furnish them with suitable regalia. He shall, with the aid of the A. C. examine all those present at the opening of the Division. He shall see that the officers' regalia are in their proper places at the opening of the Division, and take charge of the same at the close. He shall have charge of such property of the Division, as may not be otherwise provided for, and render a full report to the Division at the end of his term.

SEC. 10.—It shall be the duty of the A. C. to render such services as the C. or the Division shall require of him.

SEC. 11.—It shall be the duty of the I. S. to attend the door; to admit none but members of the Order, and candidates for initiation.

SEC. 12.—The O. S. shall guard the outside door, and keep off intruders.

SEC. 13.—The officers shall attend every regular meeting of the Division, and when duly notified, every special meeting; they shall be present when the Division is opened.

ARTICLE IV.—DUTIES OF COMMITTEES, WATCHERS AND TRUSTEES.

SEC. 1.—The *Investigating Committee*, consisting of three members, shall examine the Black Book; carefully ascertain the age, health, profession, and general character of the candidates for membership; and make a faithful report.

SEC. 2.—The *Visiting Committee*, shall consist of three members, together with the W. P., W. A., R. S., and T.; at least three of whom, when directed by the W. P. shall visit every sick brother who does not reside more than three miles from the Division Room, within twenty-four hours after notice is given of his illness. Where circumstances

require it, they shall apply to the W. P. to call upon the members as they stand upon the roll to attend such brother during the night, either by themselves or competent substitutes, and administer to his comfort:—provided always, the disease, is not contagious, in which case the Committee shall apply to the W. P. to procure competent nurses to be paid for from the funds.

SEC. 3.—The *Auditing Committee*, consisting of three members, shall examine the accounts of the F. S., and T. for the previous quarter, and report at next regular meeting.

SEC. 4.—The *Financial Committee*, consisting of three members, shall superintend the necessary purchases and expenditures, examine the bills against the Division, which may from time to time be submitted, and report concerning them at next regular meeting.

SEC. 5.—No person shall be appointed Chairman of a Committee who is absent at the time of appointment; and if any vacancy occur in the committee, it shall be filled up by the W. P., at the next meeting.

SEC. 6.—Every report shall be written, and shall be signed by a majority of the Committee. Minority reports shall also be receivable.

SEC. 7.—The *Trustees* who shall be three in number, and who shall be elected annually at the first meeting in October, shall invest or pay over, as the Division may decide at any regular meeting, by a vote of two-thirds of the members present, the money which they may have received from the Treasurer.

SEC. 8.—For neglect of duty, a Trustee may be removed from office, by a motion which shall have been laid on the table one week, and which shall have been sanctioned by a vote of two-thirds of the members present at a regular meeting.

ARTICLE V—DUTIES OF MEMBERS.

SEC. 1.—Every brother at his initiation shall pledge himself to support the Constitution and Bye-Laws, by subscribing his name to them, and shall at the same time, state to the F. S. his place of residence.

SEC. 2.—Any member who shall make public any business which should be known only to the Division, or who

shall divulge the name of a brother who may have spoken or voted against a candidate for membership, or who shall mention to any person not a member of the Order, any application for membership before it shall have been favorably received, shall be subject to a fine not exceeding one dollar.

SEC. 3.—When a member wishes a Card of Withdrawal, he shall state his desire at a regular meeting, and when all dues are paid, shall receive his card from the F. S., after it has been so voted by the Division.

SEC. 4.—Brethren applying for admission by Card, if elected, shall pay half the regular initiation fee.

SEC. 5.—It shall be the duty of each and every member, to report the sickness of any brother to the W. P., or some other member of the Visiting Committee, as soon as possible after receiving knowledge thereof.

ARTICLE VI.—ELECTIONS.

SEC. 1.—In balloting for members, the ballot box shall be placed before the W. P., and shall be examined by him and the W. A.

SEC. 2.—Every successful candidate shall receive from the R. S. as soon as possible, a written notice of his election, and a request to come forward for initiation. If the candidate do not so come forward within six weeks, the election shall be considered void, unless he be sick or absent from the city.

ARTICLE VII.—FUNERALS.

In the event of the death of a brother, unless his relatives object, the W. P. shall direct the R. S. to invite the brethren of this and other Divisions to meet at the Room, and attend the funeral in a body.

ARTICLE VIII.—ORDER OF BUSINESS.

The business of the Division shall be transacted in the following order :

1. The Division shall be opened in the manner prescribed in the Blue Book.
2. Services of Chaplain.
3. The F. S. shall call the roll of officers, and note absentees.

4. The R. S. shall read the minutes of the previous meeting.

5. Has any one a friend to propose as a proper person to become a Son of Temperance or Lady Visitor.

6. Reports of Investigating Committee.

7. Persons previously proposed shall be balloted for.

8. Persons previously elected, and in waiting, shall be initiated.

9. Reception of Communications.

10. Recess and collection of dues.

11. Are any of the brothers sick ?

12. Has any brother or visitor violated the Pledge ?

13. Does any one know of any having violated the Pledge ?

14. Report of Visiting Committee.

15. Report of Standing Committee.

16. Report of Special and Financial Committees.

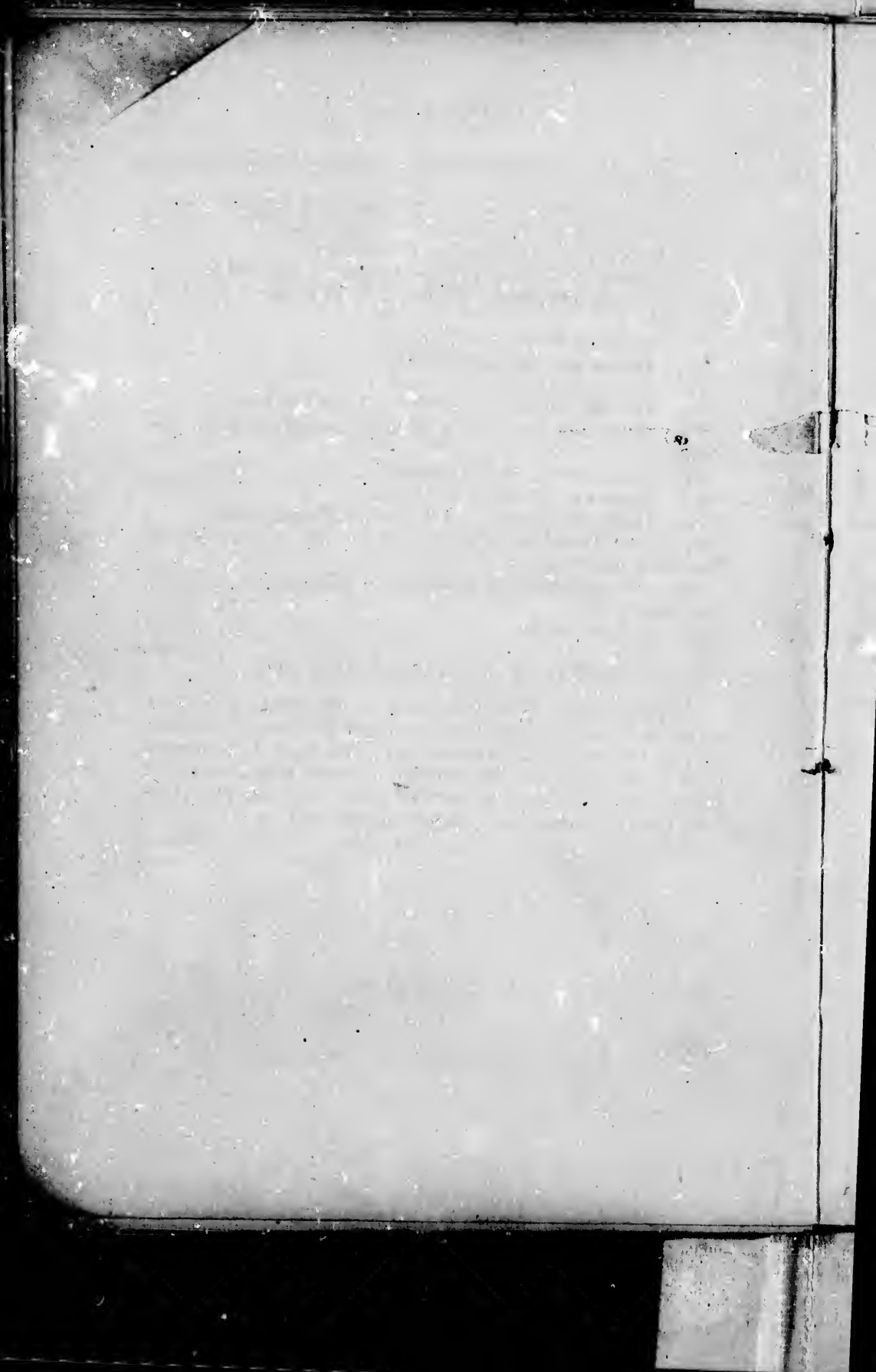
17. The Division is now open for the transaction of Miscellaneous business.

18. Has any brother anything to offer for the good of the Order

19. Adjournment.

ARTICLE IX.—AMENDMENTS.

No part of these Bye-Laws shall be materially altered or repealed, unless the proposed alteration be stated in writing at least two weeks before discussion ; nor shall it be adopted unless two-thirds of the members present vote in favor of the change. To meet a peculiar case, however, any Bye-Law may be suspended by a unanimous vote.



RULES OF ORDER.

DUTIES AND PRIVILEGES OF W. P.

RULE 1.—It shall be the duty of the W. P. to preserve order, and to endeavor to conduct all business before the Division, to a speedy and proper result.

RULE 2.—He shall state every question properly presented to the Division, and before putting it to vote, shall ask, "Is the Division ready for the question?" Should no member offer to speak, he shall rise to put it; and after he has risen no member shall be permitted to speak upon it.

RULE 3.—The W. P. shall have a casting vote in case of a tie, but in ordinary cases shall not vote. He shall announce all votes and decisions. His decision upon points of order shall not be debateable, unless entertaining doubts on the subject he shall invite discussion.

RULE 4.—He may speak to points of order in preference to other members of the Division, rising from his seat for that purpose, and shall decide questions of order, subject to an appeal to the Division by any two members, which appeal shall always be in writing. On such an appeal no brother shall speak more than once.

RULE 5.—When an appeal is made from the decision of the W. P., he shall put the question thus—"Shall the decision of the Chair be sustained?"

RULE 6.—It shall be the duty of the presiding officer and the privilege of any member of the Division, to call a member to order who violates an established Rule of Order.

MOTIONS.

RULE 7.—A motion must be seconded, and afterwards repeated from the chair, or read aloud before it is debated. A motion shall be reduced to writing if any brother require it.

RULE 8.—All resolutions shall be submitted in writing.

RULE 9.—Any brother having made a motion may withdraw it with leave of his second, before it is debated, but not afterwards without leave of the Division.

RULE 10.—A motion to amend an amendment shall be in order, but to amend an amendment to an amendment shall not be entertained.

RULE 11.—An amendment destroying or altering the intention of a motion, shall be in order; but an amendment relating to a different subject shall not be in order.

RULE 12.—On an amendment to “strike out and insert,” the paragraph to be amended shall first be read as it stands, then the words proposed to be struck out and those to be inserted, and finally the paragraph as it would stand if so amended.

RULE 13.—On a call for a division of the question, the majority shall decide. The call can only be granted when the division called for will leave distinct and entire propositions.

DEBATE.

RULE 14.—When a member speaks or offers a motion, he shall rise in his place, and respectfully addressing the W. P. confine himself to the question under consideration, and avoid personality or unbecoming language,

RULE 15.—When a member is called to order, he shall take his seat until the point is determined.

RULE 16.—When two or more members rise to speak at the same time, the presiding officer shall decide who is entitled to the floor.

RULE 17.—No brother shall speak more than twice nor longer than ten minutes each time, on any question without leave of the Division, which leave shall be granted or refused without debate.

RULE 18.—While a brother is speaking, no one shall interrupt him, except for the purpose of calling him to order, or asking of the presiding officer leave to explain or to call the previous question. A brother allowed “to explain” shall only have the right to explain an actual misunderstanding of language, and shall be strictly prohibited from going into debate on the merits of the case.

RULE 19.—For any brother in speaking to impeach the motives of a fellow member, or treat him with personal disrespect, or pass between him and the chair while he is speaking, shall be deemed a violation of order, which may incur the censure of the presiding officer, or the Division.

RULE 20.—If any brother shall deem himself personally aggrieved by a decision of the chair, he may appeal from such decision.

RULE 21.—Any conversation, by whispering or otherwise, which is calculated to disturb a brother while speaking, or hinder the transaction of business, shall be deemed a violation of order, and if persisted in, shall incur censure

PRIVILEGED QUESTIONS.

RULE 22.—When a question is before the Division, the only motions in order shall be,—1st, to adjourn; 2nd, the previous question; 3rd, to lay on the table; 4th, to postpone indefinitely; 5th, to postpone to a definite period; 6th, to refer; 7th, to divide, if the sense will admit of it; or 8th, to amend. To take precedence as herein arranged, and the first three to be decided without debate.

RULE 23.—When the previous question is moved and seconded, it shall be put in this form: "Shall the main question now be put?" If this is carried, all further motions, amendments, and debates shall be excluded, and the question put without delay. If the question has been amended the question shall be taken on the amendment first. If more than one amendment has been made, the last made amendment in order shall take precedence in the vote. It shall not be considered in order to re-consider the agreement to take the "previous question."

RULE 24.—When a motion is postponed indefinitely, it shall not come up again during the session.

ADJOURNMENT.

RULE 25.—A motion to adjourn shall always be in order except 1st, when a member is in possession of the floor; 2nd, when the yeas and nays are being called; 3rd, when the members are voting; 4th, when adjournment was the last preceding motion; or, 5th, when it has been decided that the previous question shall be decided.

RULE 26.—A motion to adjourn simply, cannot be amended, but a motion to adjourn to a given time may be and is open to debate.

QUESTIONS NOT DEBATEABLE.

RULE 27.—1st. A motion to adjourn, when to adjourn simply; 2nd, a motion to lay on the table when claiming privilege over another motion; 3rd, a motion for the previous question; 4th, a motion to re-consider; 5th, a motion to read a paper; 6th, a motion to take up particular items of business; 7th, questions of order whilst the previous questions are pending; 8th, questions of order when not appealed from the decision of the W. P., or not submitted by him to the Division.

READING OF PAPERS.

RULE 28.—The reading of any paper called for, relating to the subject under debate, shall always be in order.

TAKING THE VOTE.

RULE 29.—When the presiding officer has commenced taking the vote, no further debate or remark shall be admitted, unless a mistake has been made; in which case the mistake shall be rectified, and the presiding officer shall recommence taking the vote.

RULE 30.—When the decision of any question is doubted, the presiding officer shall direct the Conductor to count the votes in the affirmative and negative and report the same to him.

RULE 31.—The yeas and nays upon any question before the Division may be called for by two members, and upon the assent of one-third of the members present, shall be so taken. They may be called for at any time before a peremptory decision of the vote by the chair.

RULE 32.—In taking the yeas and nays, the R. S. shall call the roll and record the yeas and nays; after the roll is called the result shall be read aloud to rectify mistakes, if any, after which the R. S. shall hand the vote to the W. P. who shall announce the same.

RULE 33.—In voting by yeas and nays all present in regular standing in the Division must vote, unless excused.

by the Division, but no member shall vote who was not in the room at the time the question was put. A motion to excuse shall be decided without debate.

FILLING BLANKS.

RULE 34.—When any blank is to be filled by the names of persons, a vote shall be taken on the names in the order of their nomination ; but when a blank is to be filled by any sums of money or time proposed, the question shall be first put on the largest sum of money and the most remote time.

RECONSIDERATION AND REPEAL

RULE 35.—A question may be reconsidered any time during the session, or at the first regular session held thereafter, but a motion for re-consideration being once made and decided in the negative, shall not be renewed before the next regular session.

RULE 36.—A motion to reconsider must be made and seconded by members who voted in the majority, except in the case of the rejection of a candidate by the Black Balls, when it shall be competent for any member to move a reconsideration. No question shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered. To reconsider any resolution, &c., the decision of which has officially passed out of the Division shall not be in order.

RULE 37.—A motion to repeal or rescind a resolution shall be offered in writing, and announced at a regular session one week before action shall be taken on the same, and shall only be in order when the motion to reconsider is no longer available.

COMMITTEES AND THEIR REPORTS.

RULE 38.—The brother first named in the appointment of a committee shall be the chairman of the same, and shall call the committee together at such time and place as he may select ; but when thus convened, any committee may elect its own chairman and scribe.

RULE 39.—All reports of committees, except reports of progress, shall be made in writing and signed by a majority,

RULE 40.—When a majority report is followed by a report from the minority of a committee, the former after being read, shall lie on the table until the latter is presented ; after which, on motion, either may be considered.

RULE 41.—When a report has been read, it shall be considered as properly before the Division without a motion to accept.

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BYE-LAWS FOR LADY VISITORS.

SEC. 1.—Females sixteen years old and over shall be admitted as Visitors of this Division, subject to the same rules which regulate the admission, withdrawal, and resignation of members.

SEC. 2.—Every Visitor shall pay an admission fee of Twenty-five cents at the time of her initiation, and Twelve and-a-half cents quarterly in January, April, July and October ; any Visitor in arrears for four quarters shall be notified of the same, when, if not paid in two weeks after, her name shall be erased from the roll.

SEC. 3.—Visitors shall have the privilege to propose persons for visitors ; vote on the admission of candidates proposed for Visitors, and for the election of Lady Officers.

SEC. 4.—On the night of the election of officers the members and Visitors shall elect in the usual manner from among the visitors, a Lady Sentinel, Lady Conductor, Lady Secretary, Lady Treasurer, and three Lady Assistants, who shall be installed with the Officers of the Division.

SEC. 5.—The Lady Secretary shall keep a register of the Visitors, and their residences, receive the admission fees and dues, and pay the same to the Treasurer ; taking her receipt therefor ; notify Visitors in arrears and under charge ; keep a record of all meetings held by the Visitors, and certify all orders on the Treasurer when properly voted.

SEC. 6.—The Lady Treasurer shall receive and hold funds raised by the Visitors from whatever source derived ; she shall pay therefrom all orders drawn on her by the W. P. of the Division, and attested by the Lady Secretary, and none others. She shall furnish the Division at the close of her term with a statement of the monies received and paid by her, and the amount in hand, and on the night of installation, deliver to her successor all monies and vouchers in her possession.

SEC. 7.—The Lady Visitors shall dispose for Temperance purposes, of all funds (raised by themselves) in such manner as shall be decided upon by a majority of Visitors present at any meeting of which notice has been given by the W. P. in open Division at least one week previously. They shall choose at each meeting one of their number present to preside.

SEC. 8.—Any Visitor charged with violation of the pledge, or other improper conduct shall be made officially acquainted with such charge, when if she requests it, a Committee consisting of three members and two visitors shall be appointed to try the matter in the usual manner—otherwise her name shall be erased upon the order of a two-third vote of the Division.

SEC. 9.—Any Lady Visitor found guilty of having violated her pledge, and who may wish to be re-admitted, shall after the usual ballot, if in the affirmative, be re-obligated in the ante-room by the W. P. and Lady Conductor.

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