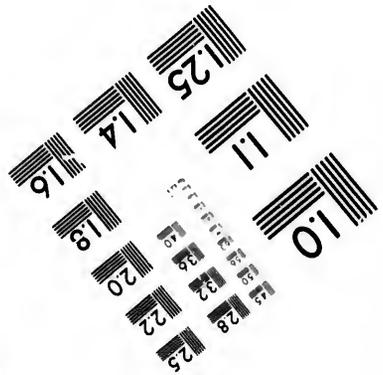
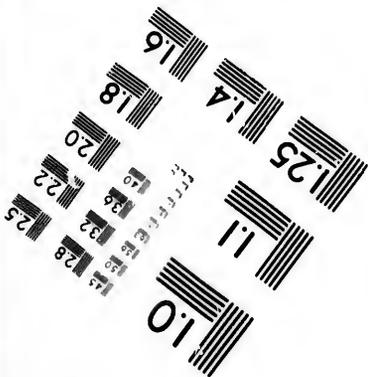
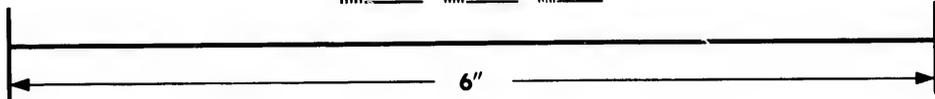
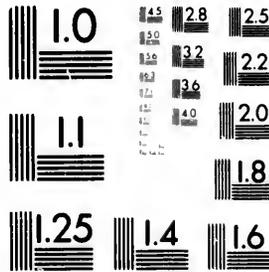


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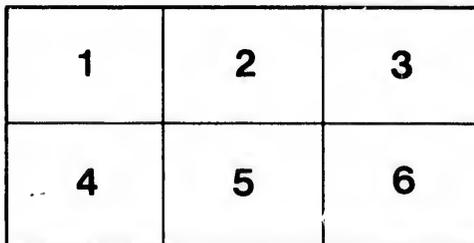
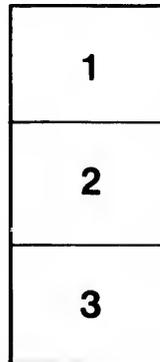
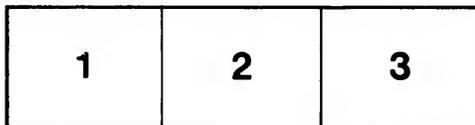
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CONSTITUTION AND BY-LAWS

OF THE

EARLY CLOSING

AND

Mutual Improvement Association

OF HALIFAX, NOVA SCOTIA.

Halifax, N. S.

PRINTED BY WILLIAM MACNAE, PRINCE STREET,
1869.

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CONSTITUTION.

ARTICLE I.—MEETINGS.

SECTION 1.—The Annual Meeting of the Early Closing and Young Men's Mutual Improvement Association of Halifax, shall be held on the fifth day of February of each year, at such time and place as the Committee of Management may appoint; and five days notice thereof shall be given by the Secretary, by publication in one or more newspapers in Halifax City, or by notice given to each member personally, or deposited in the Post Office, directed to his address, as appearing on the books of the Association. Such meetings may be adjourned from time to time without further notice; and in case there should in any year be a failure to give seasonable notice of the Annual Meeting the same may be held on the same day of the following week, after notice given as above prescribed.

SECTION 2.—The Regular Meeting of this Association shall be held on the first Monday of each month; but for sufficient cause the President may direct the same to be held at any time during the first ten days of each month.

SEC. 3.—Special Meetings of the Association may be called by the President, and shall be so called upon a requisition signed by at least ten per cent. of its members, stating the object of such meeting.

Public notice shall be given of all Special Meetings, and at such meetings no business shall be transacted except that specified in the requisition.

ARTICLE II.—QUORUM.

Quorum. At any meeting of the Association there shall be ten per cent. of its members present to constitute a quorum for business.

ARTICLE III.—MEMBERSHIP.

Memb'rsHIP SEC. 1.—Candidates for membership must be young men of good moral character.

Proposit'ns for. SEC. 2.—All propositions for membership shall be signed by the proposer, who shall be a member of the Association, and shall be submitted on printed forms at one of its meetings, stating the name, age and occupation of the candidate.

Election. SEC. 3.—Such propositions shall be submitted to the Committee of Management, by which Committee the candidate shall be balloted for, by ball ballot, not longer than two weeks after the date of the proposition, and after due enquiry by the Investigating Committee, a two-thirds majority of the votes legally cast being necessary for election.

Reconsideration. SEC. 4.—If rejected, no re-consideration of the ballot shall be had except at the same meeting at which the ballot is taken, and in no case shall there be more than two ballotings on the same proposition.

Result. Certifiers. SEC. 5.—All propositions, with the result of the ballot certified thereon by the Chairman and Secretary of Committee, shall be returned to the Recording Secretary of the Association.

Re-proposal SEC. 6.—No candidate for membership, who has been rejected, shall be eligible for re-proposal for three months after such rejection.

Date of memb'rsHIP Election null. SEC. 7.—No person shall be considered a member, or entitled to any of the privileges of the Association, until he has paid the entrance fee, and subscribed to the Constitution and By-

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Laws, and failing to comply with this article of the Constitution within one month after date of his notice of election, such election shall be null and void.

ARTICLE IV.—OFFICERS.

SEC. 1.—The officers of the Association shall consist of a President, Vice-President, Recording Secretary, Treasurer, Financial Secretary, Assistant Recording Secretary, and Sergeant-at-Arms; all of whom shall be elected by ballot at the annual meeting.

Officers.
Summary of
Election of.

SEC. 2.—If only one candidate is nominated for any office, such candidate shall be declared elected by acclamation.

Only one nomination.

SEC. 3.—No nomination shall be accepted unless the person nominated shall have signified his willingness to accept the office for which he is named, and no nomination shall be held to be in force on proceeding to election, unless the candidate be present or has sent a sufficient excuse in writing.

Nominati'n.

SEC. 4.—A majority of the legal votes cast shall be necessary for election; the balloting being continued until such result is obtained in favor of one candidate, and after each ballot the name of the candidate having the lowest number of votes shall be withdrawn.

Mode of election.

SEC. 5.—All vacancies in office shall be immediately filled in the manner provided for the annual elections; such elections to hold good until the next general election of officers.

Vacancies.

ARTICLE V.—DUTIES OF OFFICERS.

SEC. 1.—It shall be the duty of the President to direct the calling of all meetings of the Association, and preside thereat; to execute all docu-

Duty of President.

ments on behalf of the Association which shall also be signed by the Recording Secretary; to represent the Association on all public occasions, to enforce a strict observance of its Constitution, By-Laws, and Rules; and exercise a general supervision over its affairs in conjunction with the Committee of Management. He shall present to the Association a full report of its affairs during his term of office, together with the report of the Committee of Management.

Vice-
President.

Sec. 2.—The duties, powers and privileges of the Vice-President shall be the same as those of the President in his absence.

Recording
Secretary.

Sec. 3.—The Recording Secretary shall give notice of all meetings of the Association, attend all meetings, and keep a correct record of the proceedings thereat; keep a register of all propositions for membership, with all necessary dates, and read a summary of the same for the preceding year at each annual meeting, and also keep a roll signed by, and showing the age and residence of each member of the Association. He shall, immediately after each meeting of the Association, refer all propositions for membership to the Secretary of the Committee of Management, and within one week after the return of such notices shall notify all elected candidates of their election, directing their attention to such parts of the Constitution and By-Laws as may be necessary. It shall be his duty to furnish to the conveners of all committees the names of his associates on committee, together with a copy of the resolution or subject confided to them by the Association; to file lists of the names of members of all special Committees, with date of appointment, and to furnish the Cashier of the Bank at which the account of the Association is kept,

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with a copy of the Constitution, and the names of the President, Recording Secretary and Treasurer, immediately after every election of those officers; also to give public notice of all proposed amendments to the Constitution immediately on receipt of the same in writing, and to perform such other duties as may be necessary.

SEC. 4.—The Assistant Recording Secretary shall, in the absence of the Recording Secretary, perform all the duties of the office, and shall at all times render him such assistance as may be necessary. Assistant R.
Secretary.

SEC. 5.—The Financial Secretary shall keep the accounts between the Association and its members, receive all monies due the Association and immediately pay the same over to the Treasurer, taking his receipt therefor; promptly notify all members three months in arrears for non-payment of dues, and if at the next succeeding regular meeting the amount be not paid, report the same and move for their expulsion, and such motion may be put to the meeting without being seconded. He shall procure all books and stationery necessary for the use of the officers, and of the Association at its meetings; file and carefully preserve all receipts and other documents connected with his office, and at the regular meetings in May, August and November present a quarterly, and at the annual meeting a yearly statement of all monies received and paid by him to the Treasurer, and of the aggregate amount due the Association by its members. Financial
Secretary.

SEC. 6.—The Treasurer shall receive from the Financial Secretary all funds of the Association, shall open an account in the name of the Association with such Bank as the Committee of Management may appoint, in which Bank he Treasurer.

shall deposit all monies of the Association, except the sum of Fifty Dollars, which he shall keep on hand to meet current expenses; pay all bills authorized by the Committee of Management and none other; and at the regular meetings in May, August and November, present a quarterly, and at the annual meeting a yearly return of the financial condition of the Association, including a statement of receipts and expenditures.

Sergeant-at-Arms.

Sec. 7.—The Sergeant-at-Arms shall punctually attend all meetings of the Association, answer to the names of Officers absent at the call of the roll; preserve order when called on by the presiding officer; attend the door and admit no persons save members of the Association, except by order from the chair.

ARTICLE VI.—STANDING COMMITTEES.

Standing Committees. Summary of.

Sec. 1.—The Standing Committees of this Association shall be a Committee of Management, a Committee of Finance, an Investigating Committee, and such other committees as may be found necessary to take control of any property of the Association.

Committee of Management. Election of.

Sec. 2.—The Committee of Management shall consist of fifteen members, to be elected by ballot at the annual meeting, five of whom shall retire annually by rotation, but shall be eligible for reelection; and the officers of the Association, who shall be members (*ex officio*). The Committee shall decide upon all applications for

Duties of.

membership in the manner prescribed by the Constitution, appoint an Investigating Committee and such other standing committees not provided for in the Constitution, as may be found necessary for the proper working of the Association; such standing committees to be appointed at the

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first meeting of the Managing Committee after their election in each year. Incur all necessary expenses in adding to and keeping in order all property, buildings or rooms belonging to, or being in connection with the Association; making the requisite rules, which rules shall be considered part of the By-Laws and Rules of the Association, and shall be binding on all its members. Its meetings shall be held on the second ^{Meetings of.} and fourth Mondays of each month. Special ^{Special.} meetings may be called by the chairman, and it shall be his duty to call such meetings upon re-^{Requisition}quisition signed by five members, stating the ob-^{for.}ject of such meeting. A majority of the mem-^{Quorum of.}bers shall be present at any meeting to form a quorum. The chairman of Committee shall fur-^{Chairman's}nish the President with a report of its proceed-^{report.}ings, including all reports of standing committees appointed by it, except those of the Investigating Committee, at least one week previous to the annual meeting.

Sec. 3.—The Finance Committee shall consist ^{Finance}of three members, to be elected by ballot at the ^{Committee.}Annual Meeting. It shall be the duty of that ^{Duties of.}Committee to superintend the financial concerns of the Association, to inspect and audit quarterly the accounts of the Financial Secretary and Treasurer, or other officers and Committees charged with the receipt and expenditure of the monies of the Association.

They shall be authorized to examine the books ^{Powers of.}and accounts of any Officer or Committee when-^{Reports of}ever they think proper, and shall report to the Association quarterly, or as often as may be necessary or required by the Association. No officer of the Association shall be a member of this Committee.

Investigating and other Committees. Appointment of

Sec. 4.—The Investigating Committee and such other Standing Committees as may from time to time be found necessary, shall be appointed by and form part of the Committee of Management, and shall report to that Committee.

Investigating Committee. Duties of.

Sec. 5.—The Investigating Committee shall consist of three or more members. Their duty shall be to examine all proposals for membership submitted to them; carefully ascertain the correctness of the statements contained in them, and the general character of the candidate, and report in writing to the Committee of Management at its next meeting, "favorably" or "unfavorably," without giving reasons, unless called for, when they shall be given verbally before that Committee; such report to be signed by each member of the Committee.

Reports of.

ARTICLE VII.—SPECIAL COMMITTEES.

Special Committees. Appointment of. Reports of.

All special committees of the Association shall be appointed by the President, and shall report at the next regular meeting after their appointment, and at each successive regular meeting until they are discharged.

ARTICLE VIII.—BANK ACCOUNT.

Bank acc't.

No money shall be withdrawn from the Bank account of the Association except by Draft or Check drawn on the Treasurer, and signed by the President and Recording Secretary.

ARTICLE IX.—FEES AND DUES.

Fees and Dues.

Every person joining the Association shall, before subscribing to the Constitution, pay an entrance fee of one Dollar; and every member shall pay a monthly subscription of twenty-five cents, payable in advance.

ARTICLE X.—RESIGNATION.

Any member desiring to leave the Association shall notify the Recording Secretary in writing, and shall be liable to all dues till the date of such notice.

ARTICLE XI.—ARREARS.

No member shall be eligible to office, or entitled to vote at any election of officers, who is three months in arrears for monthly dues.

ARTICLE XII.—HONORARY MEMBERS.

Any gentleman subscribing Twenty Dollars or over to the funds of the Association, shall be entitled to the privilege of honorary membership. The Association may at any time elect honorary members by a two-thirds majority of the votes cast at any regular meeting, such members to be free from any payment to the funds.

Honorary members shall be entitled to all the privileges of the Association, except the franchise.

ARTICLE XIII.—CARDS AND LIQUORS.

Playing Cards and intoxicating liquors shall not be used in any buildings or rooms under the control of the Association, and it shall be the duty of the member of the Committee in charge to see that this article is rigidly enforced; and in case any member persist in violating it, after being notified, he shall move for his expulsion at the next regular meeting of the Association, which motion may be put to the meeting without being seconded.

Any member having been expelled for this cause, shall not be re-admitted within two years from the date of his expulsion.

ARTICLE XIV.—GAMBLING.

Gambli. g. No gambling of any nature whatsoever shall be allowed in the rooms of the Association, or with any games which are the property of the Association, and no smoking shall be allowed about the premises of the Association, except in the apartment provided for that purpose.

ARTICLE XV.—PENALTIES.

Penalties. The Committee of Management shall have the power to suspend or expel any member who shall persist in violating the Rules of the Association, (except in the case of the violation of Article 15 of this Constitution) or shall make use of any vulgar, profane or indecent language at the meetings or in the rooms of the Association, or whose general conduct shall be found derogatory to the character of this Institution; and any member so expelled shall not be re-admitted within six months from the date of his expulsion.

ARTICLE XVI.—AMENDMENT.

Amendment. This Constitution may be altered or amended only at the annual meeting of the Association, nor shall any amendment be allowed unless the same has been proposed in writing at least one regular meeting previous, public notice whereof shall be given by the Recording Secretary.

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BY-LAWS.

I.—In the absence of the President and Vice-Chairman of Meeting, President from any meeting a chairman shall be elected by the majority of those present.

II.—In all cases of ties in voting the chairman shall have the casting vote.

III.—No member under 21 years of age shall be eligible for the office of President, Vice-President or Treasurer.

IV.—All officers shall continue in office until their successors have been duly installed, which shall be done as soon as convenient after their election.

V.—If any officer absent himself from three successive regular meetings, his office may be declared vacant by a vote of the Association.

VI.—If, upon reconsideration, a candidate for membership that has been rejected be admitted, no notice shall be taken of such rejection.

VII.—A proposition for membership cannot be withdrawn except at the meeting at which it was submitted.

VIII.—If any member change his place of residence he shall notify the Recording Secretary of the same within two weeks, otherwise notices directed to his address as appearing in the books shall be considered valid.

Suspension,
term of.

IX.—No member shall be suspended from membership for a longer period than three months for any one offence.

Refresh-
ments.

X.—No refreshments except such as may be provided by the Association, shall be allowed in any buildings or rooms in connection with the Association.

Alteration.

XI.—These By-Laws may be amended at any regular meeting by a two-thirds majority of the vote legally cast, provided that written notice shall have been given at least one regular meeting previous.

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AN ACT

To Incorporate the Early Closing and Young Men's Mutual Improvement Association of Halifax.

(Passed the 10th day of May, A. D., 1869.)

Be it enacted by the Governor, Council, and Assembly as follows :—

SEC. 1.—John Flynn, Edward Forbes, George McElwaine, J. G. Eagleson, and C. S. Curran, their associates, successors, and assigns, are hereby incorporated by the name of the **EARLY CLOSING AND YOUNG MEN'S MUTUAL IMPROVEMENT ASSOCIATION OF HALIFAX.**

SEC. 2.—The object of the Corporation hereby created is to abridge the hours of labour of the clerks of the city of Halifax, and to furnish to the members of the Association hereby incorporated the means of social intercourse, and physical and mental improvement.

SEC. 3.—The Corporation shall have power to make and adopt a Constitution and By-Laws, not inconsistent with the Laws of the Province, providing for the admission, suspension, expulsion and government of its members, the collection of fees and dues, and the safe-keeping of its property and funds, with power to amend or repeal the same.

SEC. 4.—An annual meeting of all the members of the Association shall be called by the officers in such manner and at such time as the Constitution may direct, of which due notice shall be given by publication in one or more newspapers in the city of Halifax, and at which the officers shall present to the Association a full and correct Report of the affairs of the Association for the previous year, including a statement of its receipts and expenditures.

SEC. 5.—No member of the Corporation who is not in arrears for fees and dues shall be liable in his person or separate estate for the liabilities of the Corporation, unless he shall have rendered himself so liable by becoming surety for the debts of the Association, or by any action with regard to the incurring of debts at variance with the Constitution and By-Laws.

SEC 6.—No officer or other member of the Association shall apply any of the property of the Association, or any money or monies which may be given in aid of the Association, or subscribed by its members, or which may in any way become the property of the Association, for any purposes other than those set forth in the preceding sections of this Act.

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RULES OF ORDER.

I.

1. Roll of Officers.
2. Minutes of previous meeting.
3. Propositions for membership.
4. Communications.
5. Reports, Special Committees.
6. Reports, Standing Committees.
7. Unfinished business.
8. Miscellaneous business.

Order of
business.

II.

Before any motion is debateable it must be re-^{Motion.}
duced to writing, moved, seconded, and stated
from the Chair.

III.

A motion cannot be withdrawn after it has^{Motion}
been stated from the Chair, except by leave of^{withdrawn}
the meeting.

IV.

When a question is before the meeting the^{Privileged}
only motions in order shall be :—^{questions.}

1. To adjourn.
2. To lay on the table.
3. The previous question.
4. To postpone.
5. To refer.
6. To amend.

To take precedence as herein arranged ;—the first^{Order of}
three to be decided without debate.^{questions.}

V.

Previous questions.

When the previous question is moved and seconded it shall be put in the following form—
 " Shall the main question now be put." If this is decided in the affirmative all further debate shall be excluded, and the original motion put without delay.

VI.

Duties and privileges of Chairman.

The Chairman shall preserve order, shall speak to all points of order in preference to other members, and shall decide all questions of order subject to an appeal to the meeting.

VII.

The Chairman not to speak.

The Chairman shall not take part in any debate.

VIII.

Members stand while speaking.

Every member taking part in debate shall do so standing, shall always address the Chair, and resume his seat when done speaking.

IX.

If two members rise to speak.

If two or more members rise at the same time the Chairman shall decide who is entitled to the floor, and no speaker shall be interrupted while in order.

X.

Discussion of question

No discussion shall be allowed except on the question under debate.

XI.

Members called to order.

Any member called to order by the Chair shall sit down at once, but may rise to explain on permission from the Chair.

XII.

No member shall be allowed to speak more ^{How often to speak} than twice to the same question, except to explain, on permission from the Chair.

XIII.

Any member may call for the reading of the ^{Reading the question.} question under debate at any time, provided he does not interrupt another speaking.

XIV.

Before any question is put to vote the Chair ^{Before a question is put to vote.} man should state it, and ask, "Is the Association ready for the question."

XV.

These Rules may be amended at any regular ^{Rules amended.} meeting of the Association by a two-thirds vote of members present.

