

Duplicate

THE
CONSTITUTION AND BY-LAWS
OF THE
MISSION
OF THE
American Board of Commissioners
FOR
FOREIGN MISSIONS
TO
WESTERN TURKEY

As amended and unanimously adopted, May 24, 1904

PRESS OF
H. MATTEOSIAN
Constantinople

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CONSTITUTION.

ARTICLE 1. The officers of the mission shall be a Chairman, Secretary, Treasurer, two Auditors, a Librarian, a Committee of Publication, Trustees of the Mission Theological Seminary, and a Committee *ad Interim*, who shall be chosen annually by ballot—the Chairman and Secretary at the commencement of the Annual Meeting, and the remaining officers toward its close.

ART. 2. The Secretary shall keep a record of all doings of the Annual Meeting, preserve on file all documents belonging to the Mission, conduct its official correspondence, prepare the annual Tabular View of the Mission, and forward it to the Missionary House, a copy being retained for examination at the succeeding Annual Meeting.

ART. 3. The Treasurer shall make an Annual Report to the Mission, and a semi-annual report to the Missionary House, concerning all funds intrusted to his care.

ART. 4. The Auditors shall carefully examine the semi-annual accounts of the Treasurer with vouchers, and shall endorse on said accounts their opinion respecting them.

ART. 5. It shall be the duty of the Committee of Publication to superintend the issuing from the press of works approved for publication and to present to the Mission an Annual Report.

ART. 6. The Trustees of the Mission Theological Seminary shall exercise a general superintendence over it, attending the examinations, and directing as to the course of study, rules of discipline, expenditure of funds, etc., and shall make an Annual Report to the Mission.

ART. 7. The Librarian shall keep a complete catalogue of all the books belonging to the Mission Library, and shall present an Annual Report to the Mission.

ART. 8. The Committee *ad Interim* shall have authority to act in behalf of the Mission in any case of emergency which may arise in the interval between the Annual Meetings. It shall be their duty to communicate to all the stations the measures adopted by them from time to time, and to report the same in full to the Mission at its Annual Meeting.

ART. 9. It shall be the duty of each station to present at the Annual Meeting a report in duplicate of the work within its bounds, and an estimate of the probable amount of funds needed for helpers, schools, etc., during the ensuing calendar year; also

to forward to the Secretary of the Mission, for the Tabular View, an annual schedule of its affairs, as soon as possible after the first of January.

ART. 10. The time and place for holding the Annual Meeting of the Mission shall be designated by the Committee *ad Interim*, after consultation with the stations as far as practicable.

ART. 11. Each station is entitled to be represented at the Annual Meeting by one delegate, and should the station consist of more than five members, it shall be entitled to an additional delegate. All members of the Mission, whether men or women, are eligible as delegates.

ART. 12. No newly appointed missionary shall have a vote at the Annual Meeting until after having been for one year a member of the Mission.

ART. 13. On questions as to the expenditure of funds and the location or retirement of missionaries, a two thirds vote shall be required; in all other cases a majority shall decide.

ART. 14. This Constitution may be amended at any Annual Meeting of the Mission by a vote of two thirds of the Delegates appointed to attend such meeting.

BY-LAWS.



CHAPTER I.

ANNUAL MEETINGS.

ART. 1. Every member of the Mission not a delegate, and also members of other Missions of the A. B. C. F. M., who may be present at the Annual Meeting, shall have a right to engage in discussion, and to act on Committees, and each Annual Meeting has the authority, should it so desire, to extend the right of voting, on any or all questions, to all members of the Mission present. The Mission may also invite other individuals to sit as corresponding members.

ART. 2. Near the commencement of the Meeting the following Standing Committees shall be appointed :

1. Committee on the Docket.
2. Committee on Religious Exercises.
3. Committee on the Press.
4. Committee on Education.
5. Committee on Finance.
6. Committee on Plans and Measures.
7. Committee to write a Letter to the Missionary House.
8. Committees to write to Bible, Tract, and other Societies.

ART. 3. The Committee on the Docket shall consist of the Secretary and another individual chosen by the Meeting, and shall nominate the other Standing Committees.

ART. 4. A majority of the number who have appeared as delegates at the Meeting must be present to form a quorum for daily business.

ART. 5. If a quorum be assembled at the appointed hour, and the Chairman be absent, the Meeting shall appoint a Chairman *pro tempore*.

ART. 6. If a quorum be not assembled at the appointed hour, any two members shall be competent to adjourn, from time to time.

ART. 7. The business of each Annual Meeting shall be conducted in the following order:

Calling the Meeting to order by the Secretary of the Station.

Opening of Meeting by prayer.

Receiving the names of the delegates appointed.

Choice of the Chairman and Secretary.

Reading of the Minutes of the last Meeting.

Reading of letters from the Mission House.

Report of the Committee *ad Interim*.

Choice of the Committee on the Docket.

Appointment of the Standing Committees.

Reports of the Stations and of the Mission Theological Seminary.

Report of the Committee of Publication.

Report of the Treasurer.

Reading of the annual Tabular View.

Reading of the annual Estimates.

Business laid over from the preceding Meeting.

Miscellaneous business.

Reports of the Standing and other Committees.

Choice of the Treasurer, Auditors, Librarian, Trustees of the Mission Theological Seminary, Committee of Publication, Committee *ad Interim*, and of a Preacher for the succeeding Annual Meeting, with his substitute.

Reading and amendment of the Minutes.

Adjournment with singing and prayer.

ART. 8. Members desirous of leaving before the adjournment of the Meeting must apply to the Meeting for permission.

ART. 9. At the final adjournment, after singing and prayer, the Chairman shall pronounce the Apostolic Benediction.

CHAPTER II.

PARLIAMENTARY RULES.

All questions of parliamentary procedure shall be determined by Robert's Rules of Order, of which the following is a brief summary.

ART. 1. The Chairman shall decide questions of order ; but if any member thinks the decision of the Chair to be incorrect, he can appeal to the Meeting.

ART. 2. When the Chairman has declared a vote, any member who thinks there has been a mistake, may demand that the votes be counted.

ART. 3. As a general rule, the speaking of a member must be either in the way of introduction to a distinct motion, or upon some definite proposition already submitted and under consideration.

ART. 4. No discussion shall take place on a motion, until it has been seconded, and repeated aloud by the Chairman.

ART. 5. Any motion must be reduced to writing, if the Chairman or any member request it.

ART. 6. A motion made and seconded cannot be withdrawn after debate has taken place without the leave of the Meeting.

ART. 7. When a proposition is under debate no motion can be received, except a motion to amend, to commit, to postpone, to take the previous question, or to adjourn.

ART. 8. The motion last made is the only one under consideration, and is the first to be voted upon, so that, when several motions are before the Meeting, the order in which they are to be voted upon shall usually be the reverse of the order in which they were made.

ART. 9. A motion to adjourn is always in order, except that, when a member is speaking, it cannot be made but with his consent.

ART. 10. Amendments may be moved on any motion, and an amendment may also be proposed to a motion of amendment.

ART. 11. When a motion under debate contains several parts, any member may call for a division of the question, and then the vote shall be taken on each part separately.

ART. 12. The Previous Question shall be in this form—Shall the main question be now put? and until it is decided, it shall preclude all amendment and debate on the main question.

ART. 13. A question cannot be again called up or reconsidered at the same session of the Meeting in which it has been decided, unless the motion to reconsider be made by a person who voted with the majority. If the motion to reconsider is passed, the original proposition is before the Meeting, just as if no action had been taken upon it.

ART. 14. The Chairman, in putting a motion to vote, must first clearly state the question, and while the vote is being taken, there can be no debate or new proposition made.

ART. 15. The first named on any Committee shall be considered Chairman thereof.

ART. 16. When the report of a Committee has been read, it is before the Meeting for discussion, and motions may be made for its postponement, or for its amendment, or for its recommittal. A motion to "accept", or "adopt", the report, when carried, makes the action of the Committee the action of the Meeting.

ART. 17. When a vote is taken by ballot, the Chairman may vote with the other members, but not in other cases, unless the Meeting be equally divided, when, if he does not choose to vote, the motion is lost.

ART. 18. The yeas and nays on any question shall be recorded, when required by one third of the members present.

ART. 19. No member can be interrupted in speaking, unless on a question of order, or to correct mistakes.



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