

CONSTITUTION

AND

BY-LAWS

OF THE

Park Avenue M. E. Sunday-School.

NEW YORK :

Jones Printing Co., Printers.

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CONSTITUTION.

ARTICLE I.

This School shall be known as the
"SABBATH SCHOOL OF THE PARK AVENUE
METHODIST EPISCOPAL CHURCH."

ARTICLE II.

The object of this School shall be to provide moral and religious instruction for children, youth and adults; to impart to all its members that knowledge of the Word of God which is necessary to make them "wise unto salvation;" and by all kindly and Christian methods to persuade young and old to "taste and see that the Lord is good."

ARTICLE III.

Any child, youth, or adult, willing to participate in its object and obey its rules, is eligible to membership in this School.

ARTICLE IV.

The Board of Managers shall consist of such persons as are provided for by the Church Discipline.

ARTICLE V.

The officers of this School shall consist of a Superintendent and two assistants, one of whom shall be a lady; a Secretary; two Assistant Secretaries; a Treasurer; a Librarian; an Assistant Librarian; a Leader of Singing, and an Organist, all of whom shall be elected annually by ballot at the regular monthly meeting in December. The vote of a majority of members present shall be necessary for a choice. The officers shall take their places on the first Sunday in January. In case anything should occur to prevent the election at the time designated, a special meeting shall be called for that purpose as soon as practicable thereafter. Vacancies may be filled at any regular meeting. The casting of a single ballot for the election of an officer or officers is hereby prohibited.

ARTICLE VI.

Any person may, upon recommendation of the Superintendent, be elected a teacher on a vote of two-thirds of the teachers present at a monthly teachers' meeting.

Any officer or teacher who shall remain away from School for four successive Sab-

bath's, without sufficient reason, shall be considered as having left the School, and his or her name shall be erased from the Teachers' Roll by order of the Superintendent. Any officer or teacher who may be deemed inefficient or guilty of improper conduct, may, after a hearing, be expelled from the Board by a two-thirds ($\frac{2}{3}$) vote of members present.

ARTICLE VII.

There shall be a Library in connection with the School, composed of suitable books of a moral and religious character, to which all the members of the School shall have access. The officers of the School shall constitute a Library Committee. The Library shall be governed by rules made by the Librarian and Assistant, subject to the approval of the teachers' meeting.

ARTICLE VIII.

Meetings of the officers and teachers for the transaction of business shall be held on the second Tuesday of each month. Special meetings may be called by the Superintendent, or by any five officers or teachers.

At all meetings twelve members shall constitute a quorum.

ARTICLE IX.

Any scholar becoming ungovernable, or guilty of immoral conduct, may be dismissed from the School by a three-fourths ($\frac{3}{4}$) vote of the officers and teachers present at a regular meeting. Absence from School for six consecutive Sabbaths without sufficient cause shall forfeit membership.

ARTICLE X.

No alteration or amendment shall be made to this Constitution without one month's notice having been given in writing, and two-thirds of the members present voting therefor.

BY-LAWS.

ARTICLE I.

The School shall be opened promptly at 9 o'clock A. M., during June, July and August, and 2 P. M. during the balance of the year.

ARTICLE II.

The Superintendent shall preside at all meetings of the teachers; shall have general supervision and direction of the School in all its departments; see that in its workings its parts are in harmony; shall assign teachers to classes, and do such other things as may seem to him beneficial to the School, subject, however, to the action of the teachers' meeting. He shall be "ex-officio" member of all committees.

ARTICLE III.

The Assistant Superintendents shall see that classes are supplied with Bibles and hymn-books; receive new scholars and have their names entered upon the Secretary's book; introduce them to the Superintendent and assign them to classes; that

late members are allowed to enter at such times as shall least disturb the School, and that none leave their classes or the room without proper permission. They shall attend to such other details and duties as shall conduce to the best discipline of the School. They shall perform the duties of the Superintendent in his absence.

ARTICLE IV.

The Treasurer shall receive and pay over to the Treasurer of the Church all monies raised by the School; and shall audit all bills for payment by the Church Treasurer when so ordered by the Board of Officers and Teachers. He shall keep a detailed copy of all bills approved, and shall report monthly the state of the finances.

ARTICLE V.

The duties of the other officers shall be such as usually pertain to their respective places; subject, however, to the supervision of the Superintendent and the special orders of the teachers' meeting.

ARTICLE VI.

Teachers are expected to be promptly in their places; to be responsible for proper

order in their classes; not to leave their classes, nor allow their scholars to do so while the School is in session, without good reason and the permission of the Superintendent or his Assistants; to visit their scholars and to faithfully perform such duties as may be assigned them by the Officers or by the Teachers' Board; to report to the Superintendent any scholar who shall prove unmanageable or persist in disobeying the rules of the School; to collect the books and place them at the end of their seat at the close of each session.

ARTICLE VII.

No person shall attach themselves to any class without first having their names entered on the Secretary's books, and being properly assigned by one of the Superintendents. Scholars are expected to obey the rules of the School and orders of the Superintendent; to give attention to their teacher, and not to leave the class without his or her permission or the proper dismissal; shall not use any unseemly language, nor in any way disturb their class nor infringe on the discipline of the

School. Members of the Bible classes will be expected to fill the places of absent teachers, when requested so to do by the Superintendents or their teacher.

ARTICLE VIII.

All the classes shall be under the same general rules of the School, and shall obey any request made by the Superintendents. Individual classes shall not undertake to raise monies, nor give entertainments, nor make special rules for their government, without permission from the Teachers' Board, and all monies raised in any way by them as classes shall be considered as part of the general School fund, and be paid by them to the Treasurer or to such other person as may be appointed by the Teachers' Board to receive such funds.

ARTICLE IX.

A standing committee of three (3), to be a Committee upon Finance and Supply, shall be elected by ballot annually at the regular election of officers. It shall be the duty of this Committee to advise the Board of Officers and Teachers upon the economical disbursement of the funds of

the School, and, upon approval by the Board, to see the carrying of their plan into execution. They shall attend to the purchasing of all supplies ordered by the Board for School purposes. All bills for supplies must be vouched for by the Chairman of the Committee previous to being passed upon by the Teachers' Board.

ARTICLE X.

There shall be a committee of three (3) upon Marks and Credits, whose duty it shall be to carry out such plans as may be adopted by the School for the marking of the attendance and behavior of its members. They shall give due credit and see that all are supplied with the proper cards, tickets and such certificates, rewards, banners, etc., as may have been ordered by the Teachers' Board.

ARTICLE XI.

There shall be a Committee on Statistics, composed of the two Assistant Superintendents, whose duty it shall be to count the attendance at each session of the School, inform the Teachers' Meeting monthly thereof, and also place it upon the bulletin of the School each session.

ARTICLE XII.

All committees not specially provided for shall be appointed by the Superintendent.

ARTICLE XIII.

At the opening exercises of the School all the officers are expected to be present and join in with the School.

ARTICLE XIV.

The following order of business shall be observed at the meetings of the teachers :

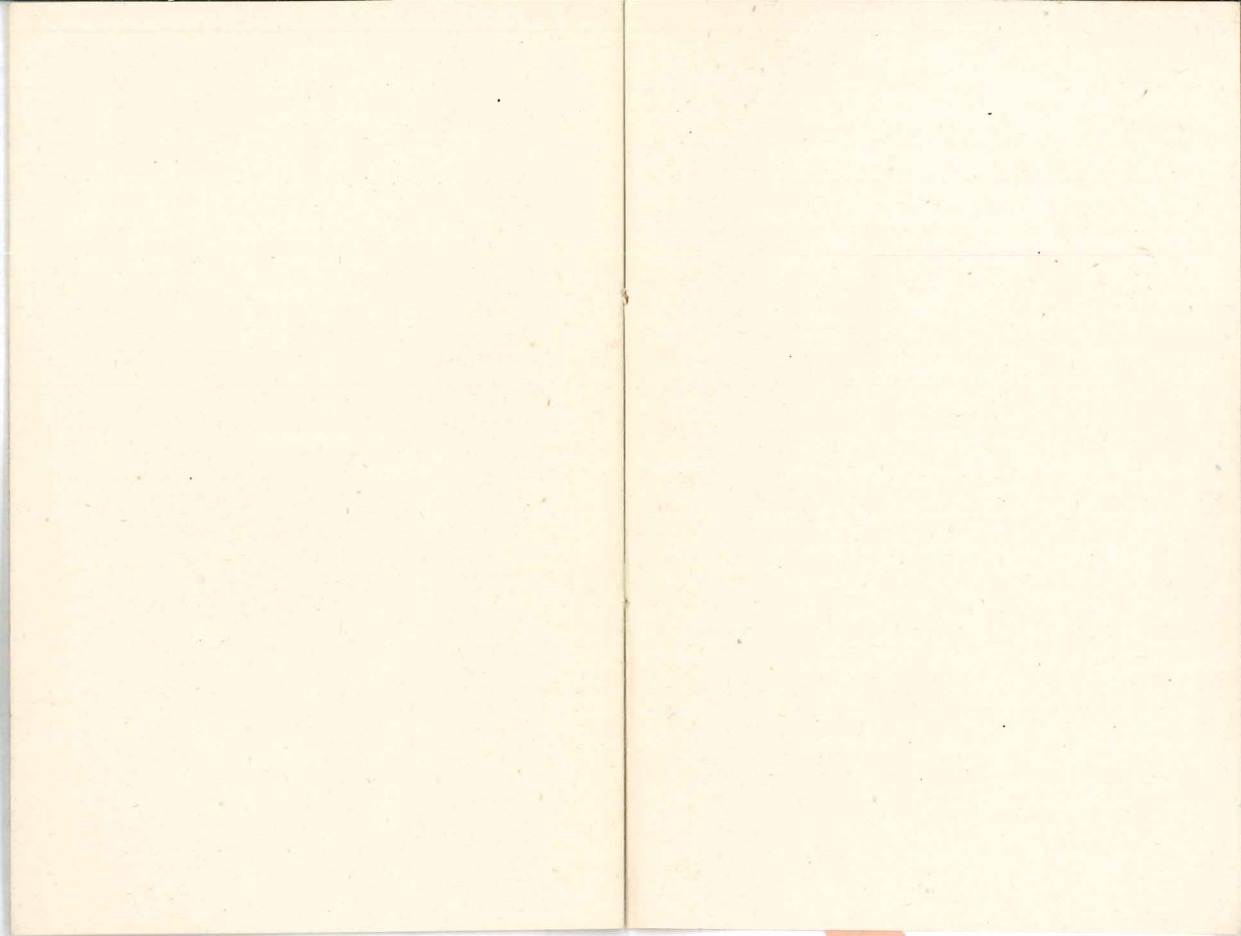
1. Prayer.
2. Roll call.
3. Reading and disposing of the minutes of last meeting.
4. Resignations.
5. Appointment of new members.
6. Examination of attendance of officers and teachers.
7. Reports of teachers.
8. Secretary's report.
9. Treasurer's report.
10. Librarian's report (quarterly.)
11. Reports of committees.
12. Unfinished business.
13. Miscellaneous business.

ARTICLE XV.

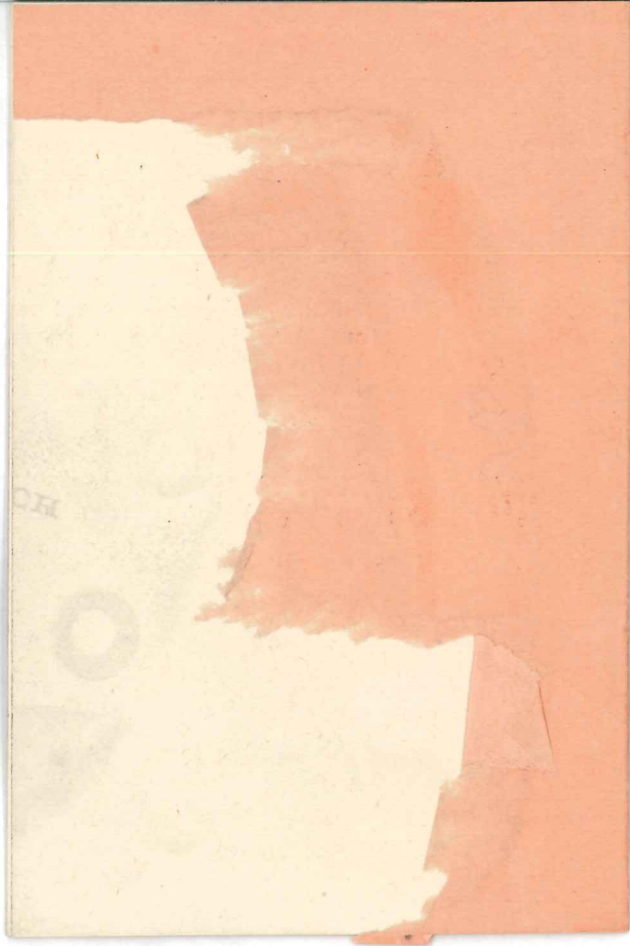
Such portions of this Constitution and By-Laws as refer to the general government of the School shall be read by the Superintendent before the School quarterly.

ARTICLE XVI.

These By-Laws may be altered, amended or suspended at any regular meeting by a two-thirds vote of the teachers present.







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