

CONSTITUTION

OR

BOOK OF LAWS

Primrose

Benevolent Society



PANAMA, R. DE P.

1950

GENERAL LAWS

FOR THE
GOVERNMENT OF THE

Primrose
Benevolent Society

PANAMA, R. P.

P R E F A C E

The Primrose Benevolent Society organized on the 23rd day of November 1939 by mutual agreement of a Committee consisting of David T. Stewart, (Chairman), Alfred Barnes, George C. Brown, Stephen Bogle, Richard A. Richards, Elvira Stewart, and Josephine Wilson. And reorganize January 21, 1943. Its jurisdiction shall include an unlimited amount of members, male and female.

ments, interest on capital, and their other legitimate means as may be determined by a majority of the financial members.

GOVERNMENT

Article 3.—

The society shall be governed by a board of management which shall consist of the following officers: President, First and Second Vice-Presidents, Secretary, Assistant Secretary, Treasurer, Three Trustees, Chaplain, Guard and Conductor. Also five financial members elected from the membership who shall be called representatives.

DUTIES OF OFFICERS

Article 4.—

a) The President shall preside at all regular meetings, he shall exercise general supervision over the working of the Society, he shall countersign for payments all bills when properly presented by the Secretary, shall preserve due order and decorum during sessions of the society, shall inflict all fines for infraction of the rules according to the tables of fines, and as otherwise provided. Shall see justice done to all members, and that the rules of the Society are impartially administered. He shall if the necessity demands, suspend from office any officer for neglect of duty or misconduct pending the receipt of a report from a

committee appoint to investigate the matter. He shall not vote on any question submitted to the society for decision unless the vote is equally divided, when his vote shall decide the question. This prohibition shall not prevent him from balloting at a general election. He shall not nominate any candidate for office, neither shall he debate on any question before the membership while presiding as President.

b) The First Vice-President shall assist the President in the performance of his duties and in his absence officiate in full capacity.

c) The Second Vice-President shall assist the President and First Vice-President in all their duties and in their absence perform same with equal power.

d) The General Secretary shall receive all monies for the Society and keep correct account of the income and expenditures; he shall pay all monies received for the Society to the Treasurer, from whom he shall obtain a receipt; he shall take care of all communications, issue summons and warrants, make checks for payments and shall keep his books in a presentable manner at all times as will ensure a clear and proper inspection at audit. He shall also give a quarterly report of the financial status of the Society. He shall have general supervision of the work of the Assistant Secretary, and shall be the custodian of the seal and all records of the society. For his service he shall be remunerated.

e) The Assistant Secretary shall take the minutes of all meeting of the Society and Board of Manage-

ment and assist the Secretary, and also officiate for him in his absence. This office shall be remunerated.

f) The Treasurer shall receive from the Secretary all monies received by him for the Society, giving receipt for same. He shall keep not more than one hundred dollars (100.00) U.S. Cy. in hand to defray all weekly expenses of the Society and turn the balance over to the Trustees to be placed in a reputable bank operating in the Republic of Panama.

He shall pay all money orders duly signed and countersigned by the General Secretary and the President or any officer acting for either. He shall keep his books in proper order for auditing when called upon. He shall deliver all monies, books, and documents which he may have in his possession for the society to his successor forthwith, failing to comply he shall suffer any penalty the Board of Management deems fit to recommend, and for the just and faithful performance of his duties he shall be remunerated.

g) The trustees shall be responsible to the membership for the goods and chattles of the Society. They shall see that the funds not deemed for immediate use be deposited in the bank in the name of the Society, and report same at the following meeting. After each deposit the bank book must be immediately returned to the Treasurer. They shall make a half yearly report of the properties of the Society to the membership.

h) The Chaplain shall conduct the spiritual welfare of the Society, and also officiate at the burial of a deceased member.

i) The guard shall keep the door of the Society during the sessions and admit no one without first satisfying himself that the individual is a member of the Society after which he shall report to the presiding officer.

j) Committees may be appointed from time to time by the President to carry out any extra function of the Society.

k) The representatives shall represent the membership at all meetings of the Board of Management, on any reasonable question that may arise for discussion. They shall be elected by the membership.

SICK COMMITTEE

Article 5.—

Sick committee shall consist of not more than three members, male and female, who shall be appointed by the President. They shall visit the sick within twenty-four hours after receiving notice and at least once per week. They shall be entrusted with benefits for the sick, receiving same from the Treasurer. They shall also see that the sick books is properly signed by the sick members and the receipt of benefits. They must submit their report in writing to the Secretary.

CONDUCTOR

Article 6.—

The conductor shall attend and prepare the hall for the reception of members at all meetings, carry

summons and notices to members and all books and official letters to and from the Office of the Secretary.

AUDITORS

Article 7.—

a) Three financial members shall be appointed half yearly at a general meeting to audit the books, vouchers, accounts and contributions of the Society and report the results at the first regular meeting, after they have completed their work.

b) Should there be any doubt as to their truthfulness a second audit may be authorized.

c) No member of the Board of Management shall be appointed auditor.

NOMINATION AND ELECTION OF OFFICERS

Article 8.—

Nomination and election of officers shall be June and December, respectively, of each year, due notice of same to be given to all financial members; no officer shall continue in office for more than six months, unless he is re-elected, except in the case of the Trustee whose office shall be one year.

INSTALLATION

Article 9.—

The installation of officers-elect shall be conducted during the second meeting in the month of January and July of each year.

BOARD OF MANAGEMENT

Article 10.—

a) The board of management shall meet at intervals to discuss plans for the general improvement of the Society, and shall submit recommendations to the Society for its disposition. They shall see that the rules of the Society are properly adhered to; they shall investigate all disputes referred to them and look into the general affairs of the Society and submit the findings to the memberships for disposition.

b) The organizer of the Primrose Benevolent Society, Brother David Stewart, shall hold the honorary title as founder; he shall be exempted from the payment of monthly dues, taxes, and levies; he shall be entitled to all benefits as any other financial member of the Society. He shall not accept any elected office, but his advice may be asked by the Presiding Officer.

c) Officers and members performing duties on behalf of the Society shall be provided with travelling expenses as the necessity warrants.

d) Remuneration may be paid to officers for work performed for the Society and on its order. Such payments should be recommended by the Board of Management and passed on by the membership.

FORM AND PROCEDURE OF VOTING

Article 11.—

The form of balloting at the election of officers or where a secret ballot is required, shall be done in

writing on paper provided by the Secretary; for any other purpose it shall be by raising of the right hand. All financial members will be entitled to vote.

MEMBERSHIP

Article 12.—

Membership in the Society shall be eligible to persons in good physical condition, and moral character, who have attained the age of 16 and not more than 55 at the date of application.

APPLICATION

Article 13.—

Application for membership in the Society shall be made on the official form, provided for that purpose and should be properly filled according to the requirements, and a fee of one dollar (\$1.00) must accompany each application.

MONTHLY CONTRIBUTION

Article 14.—

The monthly contribution shall be one dollar and ten cent (\$1.10), payable as from the night of admittance.

FINANCIAL MEMBERS

Article 15.—

a) No member shall be considered financial in the Society until he shall have paid up six calendar months' dues, fines and levies.

b) On a financial member falling sick he shall notify the Secretary in writing within fortyeight (48) hours thereafter, and at the same time forward his contribution card and present address, requesting that he be placed on the sick funds of the Society. A Doctor's certificate must accompany the stated notification unless he is confined to a recognized hospital. Failing to report the sickness within the time specified, the sick member will be carried as such only from the date of notification received by the Secretary.

c) The Society shall not pay any benefits for less than four days. Any member falling sick and receiving such benefits must forward to the Society once per month a doctor's certificate.

d) Any member having received sick benefits for a period between one to ten weeks and declared off the sick benefits funds and falls sick before the expiration of three months, the sickness shall be considered as one continued sickness, should it be of the same nature. But if the member suffers from another complain which is verified by a medical practitioner, he shall begin to draw sick benefits commencing from the first stage.

e) Should any member of the Society, whilst receiving sick allowance is found to be doing any manner of work, getting intoxicated or in any way imposing on the funds of the Society or absenting himself from his home without the written consent of the doctor attending him, he shall be deemed to have committed an offense punishable as the Society may determine.

f) Should a sick member without just cause be seen out in the streets between the hours of 6 p.m. and 6 a.m. his benefits shall be stopped.

SICK AND DEATH BENEFITS

Article 16.—

a) Any financial member of the Society shall receive during sickness which actually prevents him from attending his daily vocation, six dollars, for the first six weeks, three dollars for the second six weeks, and one dollar and fifty cents per week, until recovery or death.

b) On the death of a financial member, the Secretary shall upon satisfactory proof pay to the registered beneficiary of the deceased member the sum of ninety dollars (\$90.00).

c) On the death of a financial member's wife or husband, the sum of twenty-five dollars (\$25.00) shall be paid.

d) On the death of a financial member's child up to nine years, ten dollars (\$10.00); from nine to sixteen fifteen dollars (\$15.00). Natural dependents are also included.

e) No two members shall have the same dependent and no dependent can be register in the place of another dependent for whom benefits have already been paid. The age limit of dependents shall not be more than fifty-five years, at date of registration, except in

the case of natural dependents, and should be residing in the Republic.

f) Payment on the death of a financial member's wife, husband or child, shall only be made for those who have been registered in the books of the Society. The cost for registration in each case: adults, fifty cents (\$0.50); children, twenty-five cents (\$0.25).

These rules applies to natural dependent also.

ARREARS

Article 17.—

a) No member shall be entitled to sick benefits who is over thirteen (13) weeks in arrears. No member shall be entitled to death benefits who is over six (6) months in arrears.

b) Any member who is in arrears shall not receive sick benefits until thirty days after such indebtedness has been paid.

c) Any member who dies owing the Society, all indebtedness shall be deducted from his death grant.

CECEEDING

Article 18.—

a) Any financial member leaving the country ceceeding shall receive one-half of his monthly contribution, exclusive of fines, taxes, etc., after all sick benefits have been deducted.

b) Any member who desires to leave the country temporarily for a period of not to exceed four months shall clear the books of his indebtedness to the Society before leaving. In the event of falling sick while away from the country he shall submit a monthly medical certificate from the country where he resides. The Society will not be responsible for the payment of sick benefits to members who are away for a period exceeding four months. The Society will pay funeral benefits if said member die within the six months given and was not more than six months in arrears at the time of death.

REINSTATEMENT

Article 19.—

Any member falling in arrears for more than six months must reinstate by making application in writing accompanied with fifty cents (\$0.50) but shall not be entitled to any benefits until six months after he has been reinstated.

PAYMENT OF DUES

Article 20.—

Each member of the Society is required to produce his contribution card at the time of paying dues and see the amount paid entered on the card with the initial of the Secretary attached. Cards will be supplied free of charge, but should a member lose his card he shall be charged ten cents (\$0.10) to obtain another.

DISTRIBUTION OF FUNDS

Article 21.—

a) The funds of the Society shall be raised as is stated in the aims and objects of the constitution and shall be used to defray legitimate expenses for operation and maintenance of the Society.

b) Other expenditures can only be made by the consent of the majority of financial members present at a regular meeting, except in the case of emergency when the President, Secretary, Treasurer, and one Trustee who will be known as the emergency committee, will act and report to the membership at the next meeting.

c) Surplus funds shall be placed in the bank designated by the Society, withdrawal of which shall be made only by the majority vote of the members present with the signature of the Secretary, two Trustees and countersigned by the President with seal of the Society affixed.

d) Any officer or member misappropriating the funds of the Society shall be made to repay the same or suffer any punishment that the Board of Management orders.

PRIVILEGES

Article 22.—

a) Every member of the Society has the right to ask questions relative to finances, industrial or any

other business of the Society, providing such be done in parliamentary order.

b) No member of the Society shall rise more than two consecutive times on the same question, except in the case of clarification or by special permission from the presiding officer.

ASSISTANCE TO MEMBERS

Article 23.—

Any member of the Society whose membership is over four years and has not received any financial aid, becoming delinquent on account of disability or lack of employment, may be compensated by the recommendation from the Board of Management to any amount weekly providing such amount does not exceed the amount stated in Article 13 of the Constitution.

LOANS

Article 24.—

a) Any member applying for temporary assistance, the case shall be investigated and dealt with according to the discretion of the members present, but in extraordinary cases the matter will be referred to the Board of Management.

b) Members applying for loans shall be required to furnish security of gold or silver value, one and one-half ($1\frac{1}{2}$) times the value of the amount of loan required; no interest shall be charged.

BONUS

Article 25.—

The Board of Management may declare a bonus in the month of November of each year for members, provided there are sufficient funds in the treasury. Bonus will be given to members whose cards are clear of dues, taxes, and levies up to the month mentioned and who did not receive sick benefits or any financial aid during that year. Members entitled to bonus must not have less than nine month's membership in the Society.

ANNIVERSARY

Article 26.—

The Society may conduct its anniversary any year during the month of November as a majority of the financial members may deem fit. Each member shall be required to pay a tax of fifty cents (\$0.50) for the occasion. Any member failing to pay this tax within three months from the date of anniversary, the Secretary shall deduct same from his monthly contribution.

INSPECTION OF BOOKS

Article 27.—

Any financial member who may be desirous of having an inspection of the books and records of the Society shall make a request at a general meeting in writing provided there are sufficient reasons to warrant

same; in such cases the President shall instruct the Secretary, Treasurer and other officers who may be in charge of these books to deliver same within twenty-four (24) hours to a committee appointed by him for such inspection.

CONDUCT

Article 28.—

a) Members shall be expected to conduct themselves in an orderly manner in all meetings; should a member conduct himself otherwise, he shall be subject to a fine not exceeding 25 cents for the first offense, and if continued shall be asked to leave.

b) No member shall be admitted who is in a state of intoxication. If he has been already admitted, he shall be suspended from the meeting for the night.

c) Should any member act in a manner calculating to bring the Society into disrepute either in meetings or elsewhere, he shall be charged and be liable to pay a fine, suspended or expelled.

d) Any member neglecting to address the officers by their titles when in the Society or leaving the Society without permission from the President, shall be fined 25 cents for each offense.

e) If any officer or member fails to attend a special meeting after being duly summoned or notified without a reasonable excuse, he shall be fined 25 cents.

f) Any member who introduces an unfit candidate shall be liable to a penalty at the discretion of the membership.

g) Any member whilst on the funds of the Society found intoxicated, fighting, quarrelling, or doing anything, that retards his recovery, shall be fined on the first offense the sum of \$2.50, and for the second offense, \$5.00; for the third offense shall be suspended from the Society, according to the decision of the Board of Management.

h) If any member of the Society is convicted of felony he shall be expelled and shall forfeit all claims upon the funds thereof.

RULING OF THE CHAIR

Article 29.—

a) At the sound of the President's gavel, every member shall preserve silence, any, member failing to comply shall be fined for misconduct.

b) No presiding officer shall put to vote any question that may be decided by the law.

c) When a member is called to order, he shall take his seat and the chair shall decide whether or not such a point is sustained.

d) Any member who interrupts a speaker and is called to order, refuses to obey shall be fined a sum not exceeding \$0.25.

e) Any conversation made by whispering or otherwise disturbing the business of the meeting shall be deemed a violation of the order, and if persisted shall render those taking part liable to a fine.

f) When two members rise to speak at the same time the chair shall decide who will be the first speaker.

g) The Presiding Officer shall call the meeting to order by two raps of the gavel; shall raise the house by three raps and shall seat the house with one rap.

PAYMENTS OF FINES

Article 30.—

All fines are liable to be paid within two months from date of such fines: failing to comply the Society gives the Secretary the right to deduct such fines from the member's contribution.

BRIBERY

Article 31.—

Should any officer or member of this society be detected bribing another member, canvassing or distributing any printed or written matter with a view of obtaining office or other privilege either for himself or another member of the Society, he shall be fined the sum of \$2.50 and if for himself he shall be disqualified from such office for a period of one year.

ALTERATION OF LAWS

Article 32

These laws herein stated shall not be added to or altered, rescinded or repealed unless a summoned meeting is convened for that purpose, in pursuance of a request for such change, which said request shall be read at a regular meeting prior to the convening of the said special meeting. The consent and affirmation of two-thirds of the members present shall be necessary.

In conformity with these acts, we sign our names hereto:

The President

David Theophilus Stewart

Cédula 8-5627

The Secretary

Charles Herbert McLaughlin

Cédula 8-5198

NOTE: The masculine pronouns, he, his and him that are being used in this Constitution, are applicable to male and female members alike.

SUPPLEMENT TO CONSTITUTION OF PRIMROSE BENEVOLENT SOCIETY

Form of Application for Sick Relief

Room No.

House No.

Street No.

City

Date

Officers and members,
Primrose Benevolent Society.

Being by illness, unable to attend my daily occupation, and which condition causes me to seek medical aid, I respectfully ask to be placed on the sick Benefit Fund of the Society, effective (date) as per Medical Certificate.

NOTE All applications for sick relief must be accompanied with a Medical Certificate, except in the case of the sick member being confined or attending a recognized Hospital, when the name of such Hospital, ward No. and Bed No. should be stated in the application. Articles 15 Section B.

**Form for Declaration off the Sick Benefit
Fund of the Society**

Room No.
House No.
Street No.
City
Date

Officers and members,
Primrose Benevolent Society.

Having sufficiently recovered for my recent illness, and again able to attend my daily occupation, I hereby ask to be taken off the Sick Benefit Found of the Society, effective (date) as per Medical Certificate.

NOTE All Declarations off the Sick Benefit Fund of the Society must be accompanied with a Medical Certificate or Hospital Discharge Certi-

ificate. Failure to produce this document at the time of declaring off, benefits will be suspended until the necessary adjustments are made.

OPENING ODE

Fight the good fight with all thy might.
Christ is thy strenght, and Christ thy right
Lay hold on life, and it shall be
Thy joy and crown eternally.

Run the straight race through God's good grace.
Lift up thine eyes, and seek his grace
Life with its ways before us lies,
Christ is the path, and Christ the prize.

Faint not, nor fear, his arms are near,
He changeth not, and thou art dear;
Only beleive and thou shalt see,
That Christ is all in all to thee. Amen.

CLOSING ODE

Ye servants of God, Your Master proclaim,
And publish abroad, His wonderful name,
The name all-victorious, of Jesus extol,
His kingdom is glorious, And rules over all.

God ruleth on high, Almighty to save,
And still He is nigh, His presence we have;
The great congregation His triumph shall sing.
Ascribing salvation To Jesus our King.

Then let us adore, And give Him His right,
All glory and power, All wisdom and might;
All honour and blessing, With angels above;
And thanks never-ceasing, And infinite love. Amen.

HYMNS FOR GENERAL USE

Onward christian soldiers, Marching as to war,
With the Cross of Jesus, Going on before,
Christ the royal Master, Leads against the foe,
Forward into battle, See His banners go.

Chorus. Onward Christian soldiers, Marching on to
(war,

With the cross of Jesus, going on before.

Like a mighty army, Moves the Church of God,
Brothers, we are treading, Where the saints have
(trod.

We are not divided, All one body we,
One in hope and doctrine, One in charity. Chorus

Onward, then ye people, Join our happy throng,
Join with hearts and voices, In the triumph song,
Glory, land and honour, Unto Christ our King,
This through countless agos, Men and angels sing.
Cho. Amen.

Sowing in the morning, Sowing seeds of kindness,
Sowing in the moontide And the dewy eve,
Waiting for the harvest, And the time of reaping,
We shall come rejoicing, Bringing in the sheaves,
Chor.

Bringing in the sheaves, Bringing in the sheaves.
We shall come rejoicing, Bringing in the sheaves.

Sowing in the sunshine, sowing in the shadows,
Fearing neither clouds, nor winter's chilling breeze,
By-and-by the harvest, and the labor ended,
We shall come rejoicing, bringing in the sheaves.

Chorus.

Go then ever weeping, sowing for the Master,
Though the loss sustained, our spirits often grieves,
When our weeping's over, He will bid us welcome,
We shall come rejoicing, bringing in the sheaves.

Chorus. Amen.

1. Ho, my comrades, see the signal,
Waving in the sky.
Reinforcements now appearing,
Victory is nigh.

Hold the forth for I am coming,
Jesus signals still,
Wave the answer back to heaven,
By thy grace we will.

2. See the mighty banner waving,
We are moving on,
Mighty men around us gath'ring,
Victory is won.

3. Fierce and long the battle rages,
But our help is nigh,
Onward comes our great Commander,
Cheer my comrades, cheer.

1. To the work, to the work we are servants of God,
Let us follow the path that our Master has trod.
With the balm of His counsel, our strength to renew,

Chorus. Toiling on, toiling on, Toiling on, toiling on.
Let us hope, let us watch, and labour till the Master
(comes.)

To the work, to the work, let the hungry be fed,
To the fountain of Life, let the weary be led,
In the cross and its banner, our glory shall be,
While we herald the tidings, Salvation is free.

Chorus.

Chorus.

PRIMROSE BENEVOLENT SOCIETY

Meeting place....Sojourners' Building No 1 P Street
Panama City

Postal Address.....Box 3421 Ancon P. O. Canal Zone

Staff of Officers.....

John A. Williams.—*President*

Burchell A. Codner.—*1st. Vice-President.*

Vincent G. Biggs.—*2nd. Vice-President*

Charles H. Mc Laughin.—*Secretary*

Violet A. Witter.—*Assistant-Secretary*

Egbert T. King.—*Treasurer*

Ellen Green.—*Trustee*

Walter J. Blackburn
Alma M. Downie.—*Representatives*
William Collins
Beatrice Mondasey

ORDER OF BUSINESS

The Primrose Benevolent Society shall conduct two or more General meetings monthly for the purpose of adjusting matters to the interest of the Society.

The hours of meeting shall be from 7:30 p.m. to 10:30 p.m.

The order of business shall be as follows:

1. Open Ode
2. Scripture Lesson
3. Prayer
4. Roll Call of Officers
5. Absentees
6. Reading of Minutes
7. Business from Minutes
8. Sick Report and Application for Sick Relief
9. Communications and Bills
10. General Report
11. Application for Membership
12. Scrutinizers' Report
13. Reception of Candidates
14. Payment of Dues
15. Unfinished Business
16. New Business
17. Good and Welfare
18. Receipts of the Evening
19. Adjournment
20. Declaration.