

DISCIPLINE PROVISIONS REGARDING RECORDS

An attempt to collect the principal rules of discipline adopted by all bodies of Friends in North America regarding the obligation to maintain official records and the ownership of records or other personal or real property of the local congregation.

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BALTIMORE (PRE-SEPARATION)

Discipline of the Yearly Meeting held at West River for the Province of Maryland (1759)

(manuscript) p. 3:

That no Quarterly Meeting be set up, or Laid Down, without the Consent of the Yearly Meeting, No monthly meeting without the Consent of the Quarterly Meeting, nor any Preparative or other meeting of Business, or Worship without Application to, & Consent of the Monthly Meeting--

These Meetings are Subordinate & accountable to Each other in manner following; the Preparative to the monthly, the monthly to the Quarterly, And the Quarterly to the Yearly Meeting; so that if the Yearly meeting, at any time be dissatisfied with the proceedings of any of the aforesaid meetings, or the Quarterly meeting with the proceedings of any Monthly Meeting, or the Monthly with the preparative within their Limits, such meeting or meetings Respectively Ought with Readiness, & meekness, to Tender a Satisfactory Account Accordingly.

(manuscript) p. 4:

That Minutes or due Entries be Made in Every Monthly or Quarterly Meeting, of all matters as come before them, or are Determined by them, or that are or may be Removed to Quarterly or Yearly Meetings; & that all Marriages, Marriage Certificates, Births & Burials be Recorded in Each Monthly Meeting, also an Account of Friends Sufferings for their Testimony Against an hireling Ministry &c which ought to be Transmitted to the Quarterly, & from thence to the Yearly Meeting--

The Revised Discipline Approved by the Yearly Meeting of Friends, held in Baltimore, for the Western-shore of Maryland, and the Adjacent Parts of Pennsylvania and Virginia (1793)

p. 9:

CERTIFICATES.

It is further advised, that copies be kept of all certificates of removal.

p. 22:

MARRIAGES.

. . . and the monthly meeting is also to take the needful care that the certificate be properly recorded in a book to be kept for that purpose.

p. 24:

MEETINGS FOR DISCIPLINE.

AGREED, that no quarterly meeting be set up, or laid down without the consent of the yearly meeting; no monthly, preparative or other meeting of business, or worship, without application to, and consent of the quarterly meeting.

These meetings are subordinate, and accountable to each other in the following order, viz. The preparative to the monthly, the monthly to the quarterly, and the quarterly to the yearly meeting: So that if the yearly meeting is at any time dissatisfied with the proceedings of any of the said meetings, or the quarterly with that of the monthly, or the monthly with the preparative, within their limits, such meetings ought respectively, with readiness to render a satisfactory account.

* * *

Let minutes, or due entries be made in every monthly, or quarterly meeting, of all such matters as come before them, and are determined, or that

may be removed from the monthly to the quarterly, or from that to the yearly meeting.

Let all marriages, marriage-certificates, birth and burials, be recorded in each monthly meeting; also an account of friends sufferings, for their testimony against hireling ministers, and war, which ought to be transferred to the quarterly, and from thence to the yearly meeting.

If any monthly or quarterly meeting have occasion for, and request any of the records of another monthly or quarterly meeting, it is desired that the meeting so requesting may be furnished with such copies.

Discipline of the Yearly Meeting of Friends held in Baltimore (1806)

p. 17:

BIRTHS AND BURIALS.

As great inconveniency may arise from a want of due attention to keeping a regular record of births and burials, it is enjoined upon each Monthly Meeting, to appoint a careful Friend, whose duty it shall be, to keep in a book provided at the expense of the Monthly Meeting, for the purpose, a record of all births and burials of members, which occur within their respective limits, and which shall be offered him for that purpose. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined, that committees be appointed at least once in three years to examine the records.

p. 24:

Certificates.

Monthly meetings are to take due care, that certificates of removal be seasonably forwarded, by suitable conveyances, to the Monthly meetings to which they are directed; they being the exclusive property of such meetings.

p. 55:

MEETING HOUSES

Quarterly and Monthly meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, and burial grounds; and other estates which have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of those meetings; so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust; that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed, that Quarterly and Monthly meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom, the papers, minutes, and records belonging to our religious society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

pp. 34-35:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

The connexion and subordination of our Meetings for discipline are thus: Preparative Meetings are accountable to the Monthly; Monthly to the Quarterly; and Quarterly to the Yearly Meeting; so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a Quarterly Meeting, with the proceedings of either of its Monthly Meetings; or a Monthly Meeting with the proceedings of either of its Preparative Meetings; such meetings ought, with readiness and meekness, to render accounts thereof when required.

No Quarterly Meeting should be set up, or laid down, without the consent of the Yearly Meeting; no Monthly Meeting, without the consent of the

Quarterly Meeting; and no Preparative or other meeting for business or worship, until application to the Monthly Meeting be first made; and, when there approved, the consent of the Quarterly Meeting be also obtained. Also, no meeting for worship, intended to consist of Friends belonging to two or more Monthly Meetings, shall be established, until the proposal be offered to, and approved by, those Monthly Meetings, and the consent of their respective Quarterly Meeting or meetings be obtained; . . .

It is directed that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein, of all matters which shall come before and be determined by them. Monthly Meetings, particularly, are advised to attend to, and finish all such business with care and dispatch, that it may, at no time, suffer by improper delay: and if any case under consideration, prove too weighty or difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance; or, if the circumstances be such as to require it, refer it thereto by minute.

It is the conclusion of the Yearly Meeting, as a general rule in all cases, that where any Monthly or Quarterly Meeting has occasion for, and requests copies of any papers, minutes or records of another Monthly or Quarterly Meeting, the same should be accordingly granted.

Discipline of the Yearly Meeting of Friends, held in Baltimore, for the Western Shore of Maryland, and the Adjacent Parts of Pennsylvania and Virginia (1821)

p. 15:

BIRTHS AND BURIALS.

Record of births, deaths and burials. As great inconvenience may arise from a want of due attention to keeping a regular record of births, deaths and burials, it is enjoined upon each Monthly Meeting to appoint a careful friend, whose duty it shall be to keep such a record in a book provided at the expense of the Monthly Meeting for the purpose. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined, that committees be appointed at least once in three years to examine the records.

p. 20:

Certificates forwarded. Monthly Meetings are to take due care that certificates of removal be seasonably forwarded, direct to the Monthly Meetings to which they are addressed, they being the exclusive property of such meetings.

pp. 28-29:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

Order of meetings. The connexion and subordination of our meetings for Discipline are thus: Preparative Meetings are accountable to the Monthly;--Monthly to the Quarterly;--and Quarterly to the Yearly Meeting;--so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meetings; or a Quarterly Meeting, with the proceedings of any of its Monthly Meetings; or a Monthly Meeting with the proceedings of any of its Preparative Meetings; such meetings ought, with readiness and meekness, to render accounts thereof when required.

Setting up or laying down meetings. No Quarterly Meeting should be set up or laid down, without the consent of the Yearly Meeting; no Monthly Meeting without the consent of the Quarterly Meeting; nor any Preparative, or other meeting for business or worship, until application to the Monthly Meeting be first made, and, when there approved, the consent of the Quarterly Meeting be also obtained.

* * *

Record of proceedings. It is directed that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein of all their proceedings. Monthly Meetings particularly, are advised to attend to, and

finish all such business with care and despatch, that it may at no time suffer by improper delay, and if any case under consideration, prove too difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance, or, if the circumstances be such as to require it, refer it thereto by minute.

pp. 40-41:

MEETING HOUSES.

Trustees. Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses and burial grounds, and other estates, which have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of those meetings, so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint others to the trust; that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and also that a clear and regular account be kept by each respective meeting of the place where, and the persons with whom the papers, minutes, and records belonging to our religious society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

BALTIMORE YEARLY MEETING (HICKSITE/FGC)

Rules of Discipline of the Yearly Meeting of Friends, Held in Baltimore
[Hicksite] (1844)

p. 14:

BIRTHS AND BURIALS.

5. As great inconvenience may arise from a want of due attention to keeping a regular record of births, deaths and burials, it is enjoined upon each Monthly Meeting to appoint a careful Friend, whose duty it shall be to keep such a record, in a book provided at the expense of the Monthly Meeting for the purpose. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined that committees be appointed at least once in three years to examine and correct the records.

p. 19:

CERTIFICATES.

7. Monthly Meetings are to take due care that certificates of removal be seasonably forwarded, direct to the Monthly Meetings to which they are addressed, they being the exclusive property of such meetings.

pp. 30-31:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

3. The connexion and subordination of our meetings for Discipline are thus: Preparative Meetings are accountable to the Monthly;--Monthly to the Quarterly;--and Quarterly to the Yearly Meeting;--so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a Quarterly Meeting with the proceedings of either of its Monthly Meetings; or a Monthly Meeting with the proceedings of either of its Preparative Meetings; such meetings ought, with readiness and meekness, render accounts thereof when required.

4. No Quarterly Meeting should be set up, or laid down, without the consent of the Yearly Meeting; no Monthly Meeting without the consent of the Quarterly Meeting; and no Preparative, or other meeting for business or worship, until application to the Monthly Meeting be first made; and, when there approved, the consent of the Quarterly Meeting should be also obtained.

* * *

6. It is directed, that book be provided by every Monthly and Quarterly Meeting, and fair records kept therein of all their proceedings. Monthly Meetings particularly, are advised to attend to, and finish all such business with care and despatch, that it may at no time suffer by improper delay. And if any case under consideration, prove too difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance, or, if the circumstances be such as to require it, refer it thereto by minute.

pp. 34-35:

MEETING HOUSES.

Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses and burial grounds, and other estates, which have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of these meetings, so that if it should appear needful, by the death of any such trustees or otherwise; due and seasonable care may be taken to appoint others to the trust; that future difficulties, and the risk of being deprived of such estates may be avoided. And, it is further directed, that Quarterly and Monthly Meetings respectively, as the case may require, keep exact record of all such trusts and conveyances; and also that a clear and regular account be kept by each respective meeting of the place where, and the persons with whom, the papers, minutes and records belonging to our religious society, are from time to time deposited; and that due care should also be taken to lodge them

with suitable Friends. And when the Meeting for Sufferings requests information of any Monthly or Quarterly Meeting, in relation to the titles of any of our meeting house lands, the same should be furnished accordingly.

Rules of Discipline of the Yearly Meeting of Friends, Held in Baltimore
[Hicksite] (1860)

pp. 18-19:

BIRTHS AND BURIALS.

5. As great inconvenience may arise from a want of due attention to keeping a regular record of births, deaths, and burials, it is enjoined upon each Monthly Meeting, to appoint a careful Friend, whose duty it shall be to keep such a record, in a book provided at the expense of the Monthly Meeting for the purpose. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined, that committees be appointed, at least once in three years, to examine and correct the records.

pp. 24-25:

CERTIFICATES.

7. Monthly Meetings are to take due care, that certificates of removal be seasonably forwarded, direct to the Monthly Meetings to which they are addressed, they being the exclusive property of such meetings.

pp. 38-40:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

3. The connection and subordination of our meetings for Discipline, are thus: Preparative Meetings, are accountable to the Monthly;--Monthly, to the Quarterly;--and Quarterly, to the Yearly Meeting;--so that, if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a Quarterly Meeting, with the proceedings of either of its Monthly Meetings; or a Monthly Meeting, with the proceedings of either of its Preparative Meetings; such meetings ought, with readiness and meekness, to render accounts thereof, when required.

4. No Quarterly Meeting, should be set up, or laid down, without the consent of the Yearly Meeting; no Monthly Meeting, without the consent of the Quarterly Meeting; and no Preparative, or other meeting, for business or worship, until application to the Monthly Meeting be first made, and, when there approved, the consent of the Quarterly Meeting also obtained.

* * *

6. It is directed, that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein, of all their proceedings. Monthly Meetings particularly, are advised to attend to, and finish, all such business, with care and dispatch, that it may at no time suffer by improper delay. And if any case under consideration, prove too difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance, or, if the circumstances be such as to require it, refer it thereto by minute.

pp. 60-61:

MEETING HOUSES.

Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, and burial grounds, and other estates, which have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of these meetings; so that, if it should appear needful, by the death of any such trustees or otherwise, due and seasonable care may be taken to appoint others to the trust; that future difficulties, and the risk of being deprived of such estates, may be avoided. And, it is further directed, that Quarterly and Monthly Meetings respectively, as the case may require, keep exact record of

all such trusts and conveyances; and also, that a clear and regular account be kept, by each respective meeting, of the place where, and the persons with whom, the papers, minutes, and records, belonging to our religious society, are from time to time deposited; and that due care should also be taken, to lodge them with suitable Friends. And when the Meeting for Sufferings requests information of any Monthly or Quarterly Meeting, in relation to the titles of any of our meeting house lands, the same should be furnished accordingly.

Rules of Discipline and Advices of the Baltimore Yearly Meeting of Friends,
Held on Lombard Street [Hicksite] (1881)

p. 24:

BIRTHS AND BURIALS.

5. As great inconvenience may arise from a want of due attention to keeping a regular record of births, deaths and burials, it is enjoined upon each Monthly Meeting, to appoint a careful Friend, whose duty it shall be to keep such a record, in a book provided for the purpose. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined, that committees be appointed, at least once in three years, to examine and correct the records.

p. 31:

CERTIFICATES.

7. Monthly Meetings are to take due care, that certificates of removal be seasonably forwarded, directly to the Monthly Meeting to which they are addressed, they being the exclusive property of such meetings.

pp. 44-47:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

2. The connection and subordination of our meetings for Discipline, are thus: Preparative Meetings are accountable to the Monthly;--Monthly, to the Quarterly;--and Quarterly, to the Yearly Meeting;--so that, if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a Quarterly Meeting, with the proceedings of any of its Monthly Meetings; or a Monthly Meeting, with the proceedings of any of its Preparative Meetings; such meetings ought, with readiness and meekness, to render accounts thereof, when required.

3. No Quarterly Meeting, should be set up, or laid down, without the consent of the Yearly Meeting; no Monthly Meeting, without the consent of the Quarterly Meeting; and no Preparative, or other meeting, for business or worship, until application to the Monthly Meeting be first made, and, when there approved, the consent of the Quarterly Meeting also obtained.

* * *

6. It is directed, that a book be provided by every Monthly and Quarterly Meeting, and full and correct records kept therein, of all their proceedings. Monthly Meetings particularly, are advised to attend to, and finish, all such business, with care and dispatch, that it may at no time suffer by improper delay. And if any case under consideration, prove too difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance, or, if the circumstances be such as to require it, refer it thereto by minute.

pp. 107-108:

PROPERTY AND CASH FUNDS.

3. Quarterly, Monthly and other meetings are directed to make proper examinations into the titles of meeting houses, burial grounds and other real or personal property, the possession or custody of which has been vested in Trustees, or otherwise, for the use of said meetings or of our members; so

that in the event of the death or disability of such Trustee, or from any other cause vacancies may occur, the same may be filled by the appointment of others, so that all difficulties in the future possession or custody of any property may be avoided.

It is also directed that all Quarterly or other meetings of record keep accurate accounts of all trusts and conveyances of property, and deposit the evidences of the same in some safe place.

We believe there is no place so suitable to deposit these valuable records as in the fire-proof vault provided by the Yearly Meeting for that purpose, and Friends are advised to place all such books, title papers, and other documents of interest as are not in use, under the care of the custodian appointed by the Representative Committee.

Principles, Advices and Rules of Discipline of the Baltimore Yearly Meeting of Friends, Held on Park Avenue [FGC] (1902, revised 1913)

1902@pp. 16-18; 1913@pp. 16-17:

MEMBERSHIP.

Records kept of certificates of removal. All certificates of removal, brought by Friends intending to become residents, shall be lodged in the Monthly Meeting where the same are accepted; and also, every meeting shall keep a record of all certificates issued by it.

Record of membership. Also, each Monthly Meeting shall have entered in a book, to be furnished by the Representative Committee, a list of all its members, alphabetically arranged, entering therein, from time to time, all additions, and showing whether they were by birth, certificate, conviction, or application by parents, and if the latter, their ages; also the loss of membership, stating whether by death, disownment, resignation, or if by removal, to what place.

* * *

Care in forwarding certificates. Monthly Meetings are to take due care, that certificates of removal be seasonably forwarded, directly to the Monthly Meeting to which they are addressed, they being the exclusive property of such meetings.

1902& 1913@pp. 21-25:

MEETINGS FOR BUSINESS AND THE ADMINISTRATION OF DISCIPLINE.

Accountability of various meetings. The connection and subordination of our meetings for business and Discipline, are thus: Preparative Meetings are accountable to the Monthly;--Monthly, to the Quarterly;--and Quarterly, to the Yearly Meeting;--so that, if the Yearly Meeting be at any time dissatisfied with the proceedings of any subordinate meeting; or a Quarterly Meeting, with the proceedings of any of its Monthly Meetings; or a Monthly Meeting with the proceedings of any of its Preparative Meetings; such meetings ought, with readiness and meekness, to render accounts thereof, when required.

Powers of various meetings. No Quarterly Meeting should be established, or discontinued, without the consent of the Yearly Meeting; no Monthly Meeting, without the consent of the Quarterly Meeting; and no Preparative, or other meeting, for business or worship, until application to the Monthly Meeting be first made, and, when there approved, the consent of the Quarterly Meeting also obtained.

* * *

Duty of meetings to keep records. It is directed, that a book be provided by every Monthly and Quarterly Meeting, and full and correct records of all their proceedings kept therein. Monthly Meetings particularly, are advised to attend to, and finish, all business, with care and dispatch, that it may at no time suffer by improper delay.

* * *

Preparative Meetings to be prompt in forwarding business. As the design of Preparative Meetings, is, in general, to digest and prepare business, as occasion may require, which may be proper to be laid before

Monthly Meetings, Friends ought to be careful therein, not to cause unnecessary delay, or undertake to decide on any business which properly belongs to Monthly Meetings.

1902@pp. 84-85; 1913@pp. 81-82:

BURIALS.

Burial records. As great inconvenience may arise from a want of due attention to keeping a regular record of deaths and burials, it is enjoined upon the Burial Ground Committee in each Monthly Meeting, to keep such a record, in a book provided for the purpose. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined, that committees be appointed, at least once in three years, to examine and correct the records.

1902@pp. 85-87; 1913@pp. 83-84:

PROPERTY AND CASH FUNDS.

Examination of titles to property. Quarterly, Monthly and other meetings are directed to make proper examinations into the titles of meeting houses, burial grounds and other real or personal property, the possession or custody of which has been vested in trustees, or otherwise, for the use of said meetings or of our members; so that in the event of the death or disability of such trustee, or from any other cause, vacancies may occur, the same may be filled by the appointment of others, so that all difficulties in the future possession or custody of any property may be avoided.

It is also directed that all meetings of record keep accurate accounts of all trusts and conveyances of property, and deposit the evidences of the same in some safe place.

Deposit of records in vault at Park Avenue recommended. We believe there is no place so suitable to deposit these valuable records as in the fire-proof vault provided by the Yearly Meeting for that purpose, at Park Avenue, Baltimore, and Friends are advised to place all such books, title papers, and other documents of interest as are not in use, under the care of the custodians appointed by the Representative Committee.

The Book of Discipline of the Religious Society of Friends, Baltimore Yearly Meeting, Stony Run [FGC] (1928, reprinted 1950)

pp. 67-68:

ESTABLISHMENT AND RELATION OF MEETINGS

Meetings and their relation to one another are as follows: first, Monthly (meeting once a month), or Executive Meetings, in which membership is recorded and which report to Quarterly (sitting four times a year) or Half-Yearly Meetings [Monthly Meetings may be sub-divided into Preparative Meetings, comprising the members of a particular Meeting for Worship, and certain business may be referred to them if this course seems best adapted for effective work]; second, Quarterly and Half-Yearly Meetings, consisting of one or more Monthly Meetings, which report to the Yearly Meeting (sitting annually); third, the Yearly Meeting, comprising all the above Meetings.

pp. 72-73:

DISCONTINUANCE OF MEETINGS:

If it becomes desirable, in the judgment of the constituent members of any meeting, to discontinue it, or to unite with another, the request should be laid before the meeting to which it reports. The request should be considered and, if approved, a committee should be appointed to assist in making necessary business arrangements, and in the case of the closing of a Monthly Meeting, to arrange for the proper transfer of individual memberships to another meeting. Information of such action should be forwarded promptly through the proper channels to the Yearly Meeting. For example:

A Preparative Meeting should not be discontinued, nor suspended, without first consulting the Monthly Meeting of which it forms a part; a Monthly Meeting should, in like manner, obtain the approval of the Quarterly Meeting, and a Quarterly Meeting should refer a similar request to the Yearly Meeting.

For the proper disposition of meeting property when a meeting is discontinued, see section Reversion of Property, page 108.

pp. 75-76:

THE MONTHLY MEETING FUNCTIONS

The Monthly Meeting is the fundamental working unit of the Society. It receives and records members, extends spiritual care and, if necessary, material aid to its membership. It provides for the oversight of marriages and funerals; for treating, in a spirit of restoring love, with those who fail to live in accordance with our principles and testimonies; for removing names from the membership list, if this course seems necessary; for the collection of funds required to carry on the work of the meetings, and for holding titles to property and the suitable administration of trust funds. The concern of any member for extending the work of the Society of Friends into any new field, or for taking up specific work under the care of a particular meeting, may be suitably introduced into a Monthly Meeting. A Monthly Meeting is free to undertake any work and to assume any function consistent with our profession, and not specifically referred to some other meeting.

pp. 77-78:

ORGANIZATION

Each Monthly Meeting shall annually name a suitable person to serve the meeting as Clerk. The duty of the clerk shall be to conduct all business sessions of the meeting, to see that a full and correct record of all proceedings is kept, and to carry out the instructions of the meeting on all matters pertaining to the complete accomplishment of its business.

* * *

One or more Recorders shall be appointed to keep a record of membership and transfers thereof, births, marriages and deaths, according to the forms furnished by the Representative or Executive Committee of the Yearly Meeting.

p. 105:

MARRIAGE PROCEDURE

Report of Committee of Oversight

The Committee of Oversight shall report to the next Monthly Meeting whether the advice concerning good order and moderation has been observed, that the duplicate marriage certificate, or if a duplicate has not been made, the certificate itself, has been delivered to the Recorder of the Monthly Meeting, that the legal requirements have been complied with and the name assumed by the wife.

pp. 107-110:

MEETING TRUSTS AND PROPERTY TITLES

Yearly, Quarterly, Monthly and Preparative Meetings are advised to require annual reports of the income and disbursements of all trusts and of the investments of the principal thereof, including the status of titles of meeting properties and burial grounds vested in the trustees who are to keep in their records accurate statements of the terms of the trusts held by them for the benefit of the meeting or of the Society at large.

Business meetings are cautioned to see that timely care is taken for the renewal of trusts. * * *

REVERSION OF PROPERTY

If a Preparative Meeting ceases to exist, all its property shall be transferred and conveyed to the Monthly Meeting of which it is a part. If a

Monthly Meeting ceases to exist, without merging or consolidating with another Monthly Meeting, all its property shall be transferred and conveyed to the Quarterly Meeting of which it is a part. If a Quarterly Meeting ceases to exist, without merging or consolidating with another Quarterly Meeting, all its property shall be transferred and conveyed to the Yearly Meeting of which it is a part. If two Monthly Meetings, or if two Quarterly Meetings, merge or consolidate, all the property of both shall be held by the merged meeting. Such transfer and conveyance shall be authorized by an appropriate minute, duly recorded, and the assignment, transfer and deed of conveyance shall be executed and delivered by such meetings before such meetings shall be formally laid down or disbanded, or, in case of merged or consolidated meetings, at the time thereof. In the event that such action is not taken by such meetings before they are laid down, merged or consolidated, the Monthly Meeting, the Quarterly Meeting or the Yearly Meeting entitled to receive any such property shall be the equitable owner thereof, and shall be entitled forthwith to require the assignment or conveyance of the legal title thereto, to be held by such Monthly, Quarterly or Yearly Meeting under and upon the same trusts as the property has been theretofore held, if it is practicable that such trusts be carried out; otherwise, upon trusts similar thereto as the successor meeting may determine. No meeting property shall be distributed or partitioned among the individual members of a meeting.

All moneys invested in the properties referred to having been contributed for the purpose of maintaining meetings and/or burial grounds under the care of Friends, a moral obligation is laid upon us to see that this purpose is served, even though particular meetings may no longer exist. Upon the meetings receiving such property the obligation rests to receive and provide care for burial grounds conveyed to them.

* * *

MEETING RECORDS

All meetings for business should keep full and correct records of their transactions in convenient form for reference. An accurate record of the membership of each Monthly Meeting should be kept which should include all births, marriages, removals and deaths occurring among the members. For these purposes, the meeting should furnish suitable books and provide proper places in which to preserve them.

The Book of Discipline of Baltimore Yearly Meeting of the Religious Society of Friends, Stony Run [FGC] (1962)

pp. 58-60:

ESTABLISHMENT AND RELATION OF MEETINGS

Monthly Meetings are the basic business units of the Society of Friends. Membership is recorded in the Monthly Meeting. Monthly Meetings report to Quarterly Meetings (which consist of several Monthly Meetings sitting together, usually four times a year) and to the Yearly Meeting. A Monthly Meeting may include one or more Preparative Meetings, each comprising the members of a particular Meeting for Worship, and certain business may be handled by a Preparative Meeting.

(1) A MONTHLY MEETING may be established, either upon the initiative of the Quarterly Meeting, or by its concurrence in a request made by a group of persons desiring to organize such a meeting. In either case the Quarterly Meeting should appoint a suitable number of Friends to be present at the organization and to render assistance or advice as long as needed.

* * *

(a) If the membership of any Monthly Meeting should consider it advantageous to separate into two Monthly Meetings, or to establish a new meeting, they should bring the matter before the Quarterly Meeting for approval. If the plan seems suitable to the Quarterly Meeting, it should direct that an approved list of members be set off to constitute the new Monthly Meeting and appoint a committee to be present at the organization and to assist in making necessary property adjustments between the two Meetings.

(b) If a group of Friends, members of various Monthly Meetings, desire to organize a Monthly Meeting, they should bring their request before the Quarterly Meeting with which they wish to be associated, and if the request be approved, these members may proceed to select officers in accordance with our Discipline. The Quarterly Meeting which approved the request is directed to appoint a committee to be present and assist, if necessary, in the organization of the new meeting. Each member of the meeting shall request his certificate of membership from his Monthly Meeting to be forwarded to the newly appointed Clerk.

(c) If a group of persons--not Friends nor resident in the neighborhood of any Friends' Meeting--becomes interested in the principles of Friends and believes it would benefit their religious life to be organized as a Friends' Meeting, and affiliated officially with the body, the following procedure is advised:

They should lay their request before the most convenient Quarterly Meeting for advice and counsel. The Quarterly Meeting should appoint a Committee to examine into the feasibility of this move, and, if found suitable, to assist in forming an organization according to our Discipline. The Committee should assure itself that the group has studied the Book of Discipline fully, and is familiar with our regular procedure and in agreement with Friends' principles. After the officers of the new Monthly Meeting are chosen, the new clerk shall record the names of those desiring to be members.

(2) A PREPARATIVE MEETING may be established by a Monthly Meeting if sufficient reason seems to exist for so doing. A definite list of Monthly Meeting members should be selected to assume the responsibility of organizing the Preparative Meeting and reporting frequently to the Monthly Meeting.

p. 61:

Discontinuance of Meetings

If it becomes desirable, in the judgment of the constituent members of any meeting, to discontinue it, or to unite with another, the request should be laid before the meeting to which it reports. The request should be considered and, if approved, a committee should be appointed to assist in making necessary business arrangements, and in the case of the closing of a Monthly Meeting, to arrange for the proper transfer of individual memberships to another meeting. Information of such action should be forwarded promptly through the proper channels to the Yearly Meeting. For example:

A Preparative Meeting should not be discontinued, nor suspended, without first consulting the Monthly Meeting of which it forms a part; a Monthly Meeting should, in like manner, obtain the approval of the Quarterly Meeting, and a Quarterly Meeting should refer a similar request to the Yearly Meeting.

For the proper disposition of meeting property when a meeting is discontinued, see section Reversion of Property, page 85.

pp. 63-64:

THE MONTHLY MEETING

Functions

The Monthly Meeting is the fundamental working unit of the Society. It receives and records members. It extends spiritual care, and, if necessary, material aid to its membership. It provides for the oversight of marriages and funerals; for treating, in a spirit of restoring love, with those who fail to live in accordance with our principles and testimonies; for removing names from the membership list, if this course seems necessary; for the collection of funds required to carry on the work of the meetings; and for holding titles to property and the suitable administration of trust funds. The concern of any member for extending the work of the Society of Friends into any new field, or for taking up specific work under the care of a particular meeting, may be suitably introduced into a Monthly Meeting. A Monthly Meeting is free to undertake any work and to assume any function consistent with our profession and not specifically referred to some other meeting.

pp. 64-65:

Organization

Each Monthly Meeting shall annually name a suitable person to serve the meeting as Clerk. The duty of the clerk shall be to conduct all business sessions of the meeting, to see that a full and correct record of all proceedings is kept, and to carry out the instructions of the meeting on all matters pertaining to the complete accomplishment of its business.

* * *

One or more Recorders shall be appointed to keep a record of membership and transfers thereof, births, marriages and deaths, according to the forms furnished by the Representative or Executive Committee of the Yearly Meeting.

p. 82:

Marriage Procedure

Report of Committee of Oversight

The Committee of Oversight shall report to the next Monthly Meeting whether the advice concerning good order and moderation has been observed; that the duplicate marriage certificate, or if a duplicate has not been made, the certificate itself, has been delivered to the Recorder of the Monthly Meeting; that the legal requirements have been complied with and the name assumed by the wife.

pp. 84-87:

Meeting Trusts and Property Titles

Yearly, Quarterly, Monthly and Preparative Meetings are advised to require annual reports of the income and disbursements of all trusts and of the investments of the principal thereof, including the status of titles of meeting properties and burial grounds vested in the Trustees, who are to keep in their records accurate statements of the terms of the trusts held by them for the benefit of the meeting or of the Society at large.

Business meetings are cautioned to see that timely care is taken for the renewal of trusts. * * *

Reversion of Property

If a Preparative Meeting ceases to exist, all its property shall be transferred and conveyed to the Monthly Meeting of which it is a part. If a Monthly Meeting ceases to exist, without merging or consolidating with another Monthly Meeting, all its property shall be transferred and conveyed to the Quarterly Meeting of which it is a part. If a Quarterly Meeting ceases to exist, without merging or consolidating with another Quarterly Meeting, all its property shall be transferred and conveyed to the Yearly Meeting of which it is a part. If two Monthly Meetings, or if two Quarterly Meetings, merge or consolidate, all the property of both shall be held by the merged meeting. Such transfer and conveyance shall be authorized by an appropriate minute, duly recorded, and the assignment, transfer and deed of conveyance shall be executed and delivered by such meetings before such meetings shall be formally laid down or disbanded, or, in case of merged or consolidated meetings, at the time thereof. In the event that such action is not taken by such meetings before they are laid down, merged or consolidated, the Monthly Meeting, the Quarterly Meeting or the Yearly Meeting entitled to receive any such property shall be the equitable owner thereof, and shall be entitled forthwith to require the assignment or conveyance of the legal title thereto, to be held by such Monthly, Quarterly or Yearly Meeting under and upon the same trusts as the property has been theretofore held, if it is practicable that such trusts be carried out; otherwise, upon trusts similar thereto as the successor meeting may determine. No meeting property shall be distributed or partitioned among the individual members of a meeting.

All moneys invested in the properties referred to having been contributed for the purpose of maintaining meetings and/or burial grounds under the care of Friends, a moral obligation is laid upon us to see that this purpose is served, even though particular meetings may no longer exist. Upon

the meetings receiving such property the obligation rests to receive and provide care for burial grounds conveyed to them.

* * *

Meeting Records

All meetings for business should keep full and correct records of their transactions in convenient form for reference. An accurate record of the membership of each Monthly Meeting should be kept which should include all births, marriages, removals and deaths occurring among the members. For these purposes, the meeting should furnish suitable books and provide proper places in which to preserve them.

BALTIMORE YEARLY MEETING (GURNEYITE/FUM)

Discipline of the Yearly Meeting of Friends held in Baltimore, for the Western shore of Maryland, Virginia, and the Adjacent Parts of Pennsylvania [Orthodox/Gurneyite] (1865)

p. 38:

Record of births, deaths and burials.

As great inconvenience may arise from a want of due attention to keeping a regular record of births, deaths and burials, it is enjoined upon each Monthly Meeting to appoint a careful friend, whose duty it shall be to keep such a record, in a book provided at the expense of the Monthly Meeting for the purpose. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined that committees be appointed at least once in three years to examine and correct the records.

p. 43:

Certificates forwarded.

Monthly meetings are to take due care that certificates of removal be seasonably forwarded, direct to the Monthly Meetings to which they are addressed, they being the exclusive property of such meetings.

pp. 53-55:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

Order of meetings. The connection and subordination of our meetings for Discipline are thus: Preparative meetings are accountable to the Monthly;-- Monthly to the Quarterly;--and Quarterly to the Yearly Meeting;--so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a Quarterly Meeting, with the proceedings of any of its Monthly Meetings; or a Monthly Meeting with the proceedings of any of its Preparative Meetings; such meetings ought, with readiness and meekness, to render accounts thereof when required. . . .

Setting up or laying down meetings. No Quarterly Meeting should be set up or laid down, without the consent of the Yearly Meeting; no Monthly Meeting without the consent of the Quarterly Meeting; nor any Preparative, or other meeting for business or worship, until application to the Monthly Meeting be first made; and when there approved, the consent of the Quarterly Meeting be also obtained.

* * *

Record of proceedings. It is directed that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein of their proceedings. Monthly Meetings, particularly, are advised to attend to, and finish, all business with care and dispatch, that it may at no time suffer by improper delay; and if any case under consideration, prove too weighty or difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance; or, if the circumstances be such as to require it, refer it thereto by minute.

p. 72:

MEETING HOUSES.

Trustees. Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses and burial grounds, and other estates, which have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of those meetings, so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint others to the trust; that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and also that a clear and regular account be kept by

each respective meeting, of the place where, and the persons with whom the papers, minutes, and records belonging to our religious society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

Discipline of the Yearly Meeting of Friends held in Baltimore, for the Western shore of Maryland, Virginia, and the Adjacent Parts of Pennsylvania [Orthodox/Gurneyite] (1876)

pp. 40-42:

Preparative Meeting. The Preparative Meeting consists of the members of one or more established Meetings for worship--and is subordinate to the Monthly Meeting. It has no disciplinary control, but is simply a medium for preparing and forwarding business to the Monthly Meeting to which a written report is to be sent by representatives . . .

Monthly Meeting. The Monthly Meeting consists of one or more Preparative Meetings, and holds its sittings monthly, and is subordinate to the Quarterly Meeting--to which written reports are to be sent by representatives.

Quarterly Meeting. The Quarterly Meeting consists of one or more Monthly Meetings, is held Quarterly, and is subordinate to the Yearly Meeting, to which written reports are to be sent by representatives.

The Monthly Meetings formerly within the limits of Virginia Yearly Meeting are accountable to a Half-year's Meeting, held semi-annually, which is to be considered in all respects as a Quarterly Meeting.

If the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior Meeting, or a Quarterly Meeting with the proceedings of either of its Monthly Meetings; or a Monthly Meeting, with the proceedings of either of its Preparative Meetings, such meetings ought promptly to render accounts thereof when required.

Setting up or laying down meetings. No Quarterly Meeting should be set up or laid down, without the consent of the Yearly Meeting; no Monthly Meeting without the consent of the Quarterly Meeting; and no Preparative or other meeting for business or worship, until application to the Monthly Meeting be first made, and, when there approved, the consent of the Quarterly Meeting be also obtained.

* * *

Record of proceedings. It is directed that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein of all their proceedings. Monthly Meetings, particularly, are advised to attend to, and finish, all business with care and dispatch, that it may at no time suffer by improper delay; and if any case under consideration prove too difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance, or, if the circumstances be such as to require it, refer it thereto by minute.

p. 81:

BIRTHS AND BURIALS.

Record of births, deaths and burials. As great inconvenience may arise from a want of due attention to keeping a regular record of births, deaths and burials, it is enjoined upon each Monthly Meeting to appoint a careful friend, whose duty it shall be to keep such a record, in a book provided at the expense of the Monthly Meeting for the purpose. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined that committees be appointed at least once in three years to examine and correct the records.

p. 88:

Certificates forwarded. Monthly meetings are to take due care that certificates of removal be seasonably forwarded directly to the Monthly

meetings to which they are addressed, they being the exclusive property of such meetings.

pp. 126-127:

MEETING HOUSES

Quarterly and Monthly meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses and burial grounds, and other estates, which have been vested in trustees and by them held for the use and benefit of the Society at large, or of any of those meetings, so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust; that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed that Quarterly and Monthly meetings respectively, as the case may require, keep exact records of all such trusts and conveyances; and also that a clear and regular account be kept by each respective meeting of the place where, and the persons with whom the papers, minutes, and records belonging to our religious Society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

Discipline of Baltimore Yearly Meeting of Friends (Orthodox) (1890)

p. 53:

RELATION OF MEETINGS TO EACH OTHER.

No Quarterly Meeting should be set up or laid down without the consent of the Yearly Meeting; no Monthly Meeting without the consent of the Quarterly Meeting; and no Preparative or other Meeting for business or worship, until application to the Monthly Meeting be first made, and, when there approved, the consent of the Quarterly Meeting be also obtained.

p. 95

REMOVALS.

Monthly Meetings are to take due care that certificates of removal be duly entered on their minutes when issued, and then forwarded directly to the Monthly Meeting to which they are directed.

pp. 100-101:

RECORDER OF MARRIAGES, BIRTHS AND DEATHS.

As great inconvenience may arise from a want of due attention to keeping a regular record of marriages, births and deaths, it is enjoined upon each Monthly Meeting to appoint a careful Friend, whose duty it shall be to keep such a record, in books provided at the expense of the Monthly Meeting for the purpose. He should also keep a list of the members of the Meeting, corrected from time to time as may become necessary by reason of births, deaths, removals, admissions, resignations, and disownments. He should also duly record the certificates of all marriages authorized by the Monthly Meeting without unnecessary delay.

In order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined that committees be appointed at least once in three years to examine and correct the records.

pp. 133-134:

MEETING HOUSES.

Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses and burial grounds, and other estates, which have been vested in trustees and by them held for the use and benefit of the Society at large, or of any of those Meetings, so that if it should appear needful, by the death of any such

trustees, or otherwise, due and seasonable care may be taken to appoint others to the trust; that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed that Quarterly and Monthly Meetings respectively, as the case may require, keep exact record of all such trusts and conveyances; and also that a clear and regular account be kept by each respective meeting of the place where, and the persons with whom the papers, minutes, and records belonging to our religious Society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends. And when the Representative Meeting requests information of any Monthly or Quarterly Meeting in relation to the titles of any of our meeting house lands, the same should be furnished accordingly.

Constitution and Discipline for the American Yearly Meetings of Friends,
Adopted by Baltimore Yearly Meeting of Friends (Orthodox) (1901, revised 1930)

1901@pp. 16-17, 1930@pp. 23-24:

CHAPTER IV.
MEETINGS FOR BUSINESS.
CLERKS.

The Clerk, or presiding officer, of a business meeting has the care of its business, which he lays before it for consideration and determines what conclusion the meeting reaches. In a meeting for business it should be the chief desire to ascertain what may be the mind of the Lord, and Clerks should be chosen with a spiritual discernment, and should be chosen with a special reference to their sound judgment and gift of spiritual discernment, and their ability to determine what is the will of the meeting as indicated by the expression made. Clerks should be familiar with the usages of the denomination and with all its departments of work. The Clerk shall keep a faithful record of the proceedings of the meeting, and he shall furnish copies of necessary portions of such records to persons authorized, under the appointment of the same or any superior meeting, to ask for them. He shall sign on the meeting's behalf all official documents put forth by it. Meetings which may desire to continue the ancient practice of holding separate business meetings of men and women are at liberty to do so, appointing separate Clerks from their number. In all business meetings such assistant Clerks may be appointed as may be found advisable. [see Baltimore note 1, page 87]

1901@p. 18, 1930@p. 25:

CHAPTER V
SECTION 1.--MONTHLY MEETINGS

SECTION 2.--CLERK.

The Clerk of a Monthly Meeting shall be appointed by the meeting on the nomination of a committee named for the purpose. He shall forward to the Quarterly Meeting such business as requires its attention, and such abstracts of the minutes of the Monthly Meeting as may be necessary. He shall keep (in a book printed for the purpose and provided by the Yearly Meeting) a correct record of the membership, including all births, marriages, deaths and transfers, and he shall annually furnish the Quarterly Meeting such statistical information as the Yearly Meeting may direct, including the recording, deaths and transfers of ministers. Where found desirable, a Recorder may be appointed to assist the Clerk in keeping these records.

1901@p. 20, 1930@p. 27:

SECTION 7.--THE BOARD OF TRUSTEES.

Each Monthly Meeting shall appoint three or more of its members to serve as a Board of Trustees. It shall be the duty of the Trustees to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury or improper use, to preserve all important records and documents, and to make an annual report

to the Monthly Meeting. Where Monthly Meetings are incorporated under State laws their property will necessarily be held and administered in accordance therewith. Yearly Meetings may provide for the holding and transferring of real estate and other property by their own Trustees.

1901@p. 29, 1930@p. 35:

CHAPTER IX.

QUARTERLY MEETINGS.

2. The Quarterly Meeting has the power to establish, divide or discontinue a Monthly Meeting, or to unite two or more Monthly Meetings.

1901@p. 31(?), 1930@pp. 38-39:

CHAPTER X

SECTION 1.--YEARLY MEETINGS

10. The Yearly Meeting, unless incorporated under the laws of a state making it unnecessary, shall appoint Trustees--not fewer than three nor more than seven in each case--who shall hold the titles of its real estate, and have the same duly recorded in the official records of the state or county. Trustees shall be similarly appointed to invest all funds and other personal property, whether received by bequest, donation or otherwise, and to administer the same according to the direction of the donors. The Yearly Meeting shall have one or more such boards of Trustees as it may deem advisable. Due care must be exercised by Trustees to observe the requirements of the statutes of their several states in the administration of their trusts.

1901@p. 34(?), 1930@pp. 39-40:

13. When a meeting is discontinued, the property belonging to said meeting shall be vested in the Yearly Meeting, to be held in trust for some specific purpose, or to be used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held by such discontinued meeting shall be administered in accordance with the directions of the original donors. [Baltimore note 6, page 88]

1901@p. 45, 1930@p. 50:

PART III.

RULES OF DISCIPLINE.

SECTION 2.--RECEPTION BY CERTIFICATE.

3. The acceptance and the issuing of all certificates shall be recorded on the minutes of Monthly Meetings, and the list of members corrected accordingly. Removal certificates for ministers shall include a certificate of this position. The official positions of Elders and Overseers are not transferable.

1901@p. 85 [Baltimore Appendix], 1930@pp. - :

METHOD OF PROCEDURE IN ESTABLISHING A MONTHLY MEETING.

The proposition to establish a new Monthly Meeting should be accompanied by a list of the ministers and members who are to be members of the proposed Meeting, together with information as to the proposed name, place and times for holding the same. The Quarterly Meeting shall appoint a committee of men and women Friends to attend the opening of the Meeting at the time and place indicated. The Clerk of the Quarterly Meeting shall furnish the committee with a copy of its minute, embracing the name, place and times for holding the Meeting, and the list of ministers and members composing the same, which is to be read at the opening of the first business session of the new Meeting, and directed to be entered on its minutes. The Meeting shall then appoint a Clerk for the day, and thereafter be considered as regularly constituted for the transaction of business.

FAITH and PRACTICE of THE FIVE YEARS MEETING OF FRIENDS IN AMERICA (Book of Discipline), Adopted 1945 by Baltimore Yearly Meeting

pp. 58-59:

CHAPTER II
MONTHLY MEETING

Organization and Functions

Appointment of Officers 4. The Monthly Meeting should appoint a Clerk and an Assistant Clerk, except that in a small Meeting one clerk may be sufficient. It shall be the duty of the clerk to see that the business is properly presented to the Meeting for its consideration, to announce decisions when made, and to sign documents on behalf of the Monthly Meeting. The assistant clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Meeting and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the Meeting. The minutes of each Meeting must be signed by the clerk and dated correctly. The assistant clerk may also act as Correspondent and as Recorder for the Meeting. The recorder shall keep a correct record of all matters pertaining to membership, such as births, marriages, and deaths; members joining by application, transfers of associate members to active membership, and transfers of members to and from other Meetings and denominations.

p. 62:

Miscellaneous

Records 3. Monthly Meeting records should be kept in a book of a form which has been approved by the Yearly Meeting. Minute books and records should be carefully preserved, and whenever conditions permit, should be placed in a central fireproof vault.

p. 72:

RECEPTION AND TRANSFER BY CERTIFICATE OR LETTER

Records 4. The acceptance and issuance of all certificates and letters shall be recorded in the minutes of the Monthly Meeting, and the list of members shall be changed accordingly. Removal certificates for ministers shall include a statement of their position.

p. 78:

CHAPTER III
QUARTERLY MEETING

Relation to Monthly Meetings

Power 1. A Quarterly Meeting has power to establish, discontinue, or divide a Monthly Meeting, or to unite two or more Monthly Meetings.

p. 87:

Miscellaneous

Property of Discontinued Meetings 1. When a Meeting is discontinued, the physical property and investments belonging to said Meeting shall be vested in the Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose, or used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held from such discontinued Meetings shall be administered as far as possible in accordance with the directions of the original donors. A Meeting is not to be considered as discontinued if it unites as an organized group with another Friends Meeting.

Executive Council Minute 67-6 of Baltimore Yearly Meeting of Friends, Homewood
(April 1, 1967)

Further to Minute 66-39, there was discussion of the most advantageous repository for the records of Baltimore Yearly Meeting, Homewood. It was agreed to offer to deposit records prior to about 1940 to (with) the Quaker Collection of the Library of Haverford College. It was also agreed to retain the microfilms done by the Maryland Hall of Records in the Vault in Homewood Meeting House for the present. J. Hollowell Parker and Arnold B. Vaught were appointed to supervise the arrangements for transfer of the records, and they are authorized to seek the assistance of other Friends as needed.

BALTIMORE YEARLY MEETING (CONSOLIDATED)

FAITH AND PRACTICE of Baltimore Yearly Meeting of the Religious Society of Friends (1988)

pp. 42-44:

Part III PRACTICES AND PROCEDURES

2 General Organization

The basic unit of Friends' organization is the Monthly Meeting. The recording of membership and its transfer or termination, the solemnization of marriage, the consoling of Friends bereaved, the nurture of young people, ministry and worship, pastoral care of members, fellowship, inspiration and recreation, outreach and social concern, the raising of funds needed for the work of the Society, are all basically the responsibility of the Monthly Meeting.

For purposes which cannot properly be served by single Monthly Meetings, Friends group themselves into larger and less frequently convened units covering larger areas. The next larger unit after the Monthly Meeting has traditionally been the Quarterly Meeting, and the largest unit the Yearly Meeting. In Baltimore Yearly Meeting some of the traditional Quarterly Meetings have reorganized as Half-yearly or other Meetings. In this book all such intermediate Meetings are referred to as Quarterly Meetings. Membership in all such wider Meetings is conferred upon all members of their constituent Monthly Meetings. . . .

3 Preparative and Allowed Meetings for Worship

Monthly Meetings which find the geographic area from which their members gather too large, or the numbers of their attenders too great, from time to time establish Allowed Meetings for worship or organize Preparative Meetings for the preparation of business to be brought to Monthly Meeting. A Friends' worship group may also begin independently of an existing Monthly Meeting. Such a group may apply to a Monthly Meeting for recognition as an Allowed or Preparative Meeting under the care of that Monthly Meeting.

A Preparative Meeting is a meeting for business subordinated to a Monthly Meeting. It is normally established in conjunction with a separate worship group which handles its own local business matters and which prepares business of more general concern for submission to the Monthly Meeting. Membership decisions and financial responsibility reside with the Monthly Meeting. Sometimes it is helpful to have a simpler relationship between the newly-formed group and the parent Monthly Meeting than a Preparative Meeting. In such cases, the Monthly Meeting recognizes the new group as a meeting for worship and appoints a committee to provide guidance. Such an Allowed (or Indulged) Meeting is under the care of the Monthly Meeting and does not conduct its own business meetings.

* * *

The establishment of Allowed and Preparative Meetings is the concern of the sponsoring Monthly Meeting. In addition, the laying down of these subordinate Meetings is the responsibility of the Monthly Meeting in the event that a Preparative or Allowed Meetings becomes unable to fulfill the purposes for which it was established.

4 Establishment of Monthly Meetings

An Allowed or Preparative Meeting which feels itself ready for Monthly Meeting status applies to its Monthly Meeting. The Monthly Meeting, if it concurs, forwards the application with approval to its Quarterly Meeting.

Following its action, the Quarterly Meeting forwards the application to Representative Meeting for its consideration and recommendation to the Yearly Meeting. The Yearly Meeting in session approves or, rarely, disapproves the establishment of a new Monthly Meeting.

Unaffiliated worship groups or organized Friends Meetings within the historic boundaries of Baltimore Yearly Meeting may wish to affiliate with the Yearly Meeting. Application may be made to the most convenient Monthly Meeting for acceptance as an Allowed or Preparative Meeting. They may also apply directly to the Yearly Meeting through Representative Meeting for Monthly Meeting status.

A worship group or organized Meeting that is already affiliated with another Yearly Meeting or Quaker body, or that is not within the boundaries of Baltimore Yearly Meeting, may wish to establish a formal relationship with Baltimore Yearly Meeting. In such cases application is made directly to the Representative Meeting, which will recommend appropriate action to the Yearly Meeting in session.

5 Discontinuance of Monthly Meetings

A Monthly Meeting which has so little business or member interest as to be unable to hold meetings for business at least four times per year should apply to its Quarterly Meeting or to Representative Meeting for assistance. The Quarterly Meeting or the Yearly Meeting may initiate steps to lay down a Monthly Meeting which is entirely inactive. Any real property of a Monthly Meeting which is laid down is normally transferred to the Yearly Meeting. Capital or Trust Funds under the care of a Monthly Meeting which is laid down should be transferred to the Yearly Meeting for appropriate administration. Remaining members of Monthly Meetings laid down are encouraged to join another Meeting.

pp. 50-52:

B The Monthly Meeting

2 The Officers

The Monthly Meeting meets regularly for business, normally at monthly intervals. It appoints suitable persons for stated terms as Clerk, Treasurer and Recorder. Other officers, such as Recording Clerk, Assistant Clerk and Assistant Treasurer may be appointed as needed.

* * *

b The Recording Clerk

Part of the decision making process in the Society of Friends is the recording in the minutes of those decisions made by the Monthly Meeting. This is the responsibility of the Recording Clerk (sometimes called the Assistant Clerk). The Recording Clerk works closely with the Clerk in preparing for Meetings for Business and in formulating proposed minutes. The Recording Clerk is responsible for the preparation of an accurate final copy of the minutes, which becomes a permanent record of the Monthly Meeting.

* * *

d The Recorder

The Recorder keeps records of births, deaths, marriages, and changes in membership and marital status, and prepares and forwards to the Yearly Meeting an annual statistical report. The Recorder also has general charge of all records of the Monthly Meeting, except for current records being maintained by other officers, and is a member of the Yearly Meeting Committee on Records.

pp. 57-58:

4 Other Monthly Meeting Functions

b Trustees

Any Meeting that accepts substantial funds for investment or holds appreciable real property is encouraged to incorporate and to appoint trustees. Those Meetings not incorporated should also appoint trustees to hold title and execute legal business pertaining to property and securities held by the Meeting. Trustees should be appointed in accordance with applicable laws, and for specified terms. A local Meeting is incorporated in the state of its location; therefore the law of that state prevails.

* * *

The Committee of Trustees alone is held legally responsible for the administration of Meeting property, real and personal. On behalf of the Meeting, the trustees, as its legal representative, may borrow money when necessary. They are the legal holder of property and securities, preserve the principal of donated funds, and have the power to accept stocks, bonds or other securities in exchange for short-term loans to other Friends' organizations. Trustees and Meetings holding gifts in trust must see that these are appropriated as designated by the donors. If, however, these purposes become obsolete, the trustees should seek advice from the Meeting.

* * *

No Meeting property may be distributed among individual members of a meeting. If any Monthly Meeting ceases to exist, its property passes to the Yearly Meeting. The Baltimore Yearly Meeting Trustees, in concert with the trustees, if any, of the Monthly Meeting involved, make a recommendation to the Yearly Meeting for the sale or other use of the property.

pp. 64-65:

8 Monthly meeting Records

Friends have traditionally taken care to keep and preserve records, and Meetings should give sustained attention to this matter by appointing competent members to keep the records accurate, accessible for current reference, and preserved for future generations.

a Membership Roll

The Monthly Meeting Recorder is responsible for maintaining the roll of members and keeping it up to date. Care should be taken to record in the Monthly Meeting minutes each change in statistics or membership status. The Recording Clerk or Monthly Meeting Records Committee should review the Meeting membership records each year and report to the Monthly Meeting on their status.

b Monthly and Preparative Meeting Minutes

Taking minutes of meetings for business and preserving them is the duty of the Clerk and the Assistant or Recording Clerk, and the responsibility should be definitely assigned. The minutes of each business session should be dated and signed by both the Presiding Clerk and the Recording Clerk. Attachments such as the annual budget and financial report, the annual committee assignment list, and other communications of importance, should be kept with the minutes to which they relate, and notations on the minutes and the attachments should cross-reference each other. Each item should be dated and signed.

c Financial Accounts

The accounts are normally kept by the Treasurer, usually under the direction of the Monthly Meeting's Finance Committee. All accounts are kept in a form which enables them to be reported to the Meeting on a regular basis. Either the Monthly Meeting or the Committee should appoint an auditor or an auditing committee to examine the accounts each year.

d Committee Minutes

Minutes of committees should also be carefully kept, in chronological order, and turned over to the Recorder for preservation when no longer needed by the Committee. As with Monthly Meeting minutes, they should be signed and dated.

e Other Records

The newsletter may be the most-used record of the life of the Meeting. At least one complete set should be kept for Meeting reference and archival purposes.

Other documents important to the life and good order of the Meeting or its members may include legal documents (deeds, notes, trusts, insurance policies), marriage certificates (in reduced-copy form), and correspondence. All such documents should be kept in a safe location known to the Clerk, the Trustees, the Finance Committee, and the Recorder.

f Preservation of Records

Each set of records, including membership, business meeting minutes, financial records, committee minutes, and the newsletter, should be kept on acid-free paper. No attachments should be made to pages by the use of metal fasteners, paste, glue, or gummed tape, as all will eventually eat through the paper and destroy the record. Each set of records should be kept in chronological order in acid-free folders or binders and boxes. If binders are used, it is best not to allow direct contact of metal with the contents, and it should be possible to remove pages for microfilming.

g Retention and Disposition of Records

The permanent record copies of membership records, Monthly Meeting minutes and attachments, financial records, committee minutes, and newsletters should go in units of approximately 500 pages to the Maryland Hall of Records, which will make and keep a microfilm copy. Meetings should retain a reference copy of important records during this process. Information on current procedures for further disposition of records is obtainable from the Yearly Meeting Records Committee. The Friends Historical Library of Swarthmore College and the Quaker Collection at Haverford College have jointly served as the official depository for records of Baltimore Yearly Meeting and its constituent Monthly Meetings.

p. 67:

C Quarterly Meetings

In Baltimore Yearly Meeting the traditional role of Quarterly Meetings as business meetings intermediate between Monthly Meetings and the Yearly Meetings has undergone many changes. Quarterly Meetings (some of which are now Half-yearly or Half-year's Meetings) are primarily held for fellowship and conference purposes bringing together members of all meetings in a geographic area, while some Quarters are adding business sessions. . . .

. . . This book does not prescribe organization or committee structures for Quarterly Meetings, which may establish such as serve their purposes.

pp. 85-86:

G A Suggested Procedure for Establishing a Preparative Meeting

When Friends are ready to establish a Preparative Meeting under the care of a Monthly Meeting, an ad hoc committee may be established by the Monthly Meeting to consider details and to bring forward a proposed *Minute to Establish the [] Preparative Meeting* for the consideration of the Monthly Meeting.

* * *

When the committee has formulated a minute, has presented it to the Monthly Meeting, and the minute has been approved, the committee is laid down. . . . This Nominating Committee then will seek to fill the positions required by the Preparative Meeting. Upon approval by the Preparative Meeting, these names will be recorded by the Monthly Meeting. The new Preparative Meeting is then in being.

2 Membership

- a Members of [Name] Monthly Meeting who worship with [Name] Preparative Meeting will retain their membership in the Monthly Meeting until the Preparative Meeting is established as an independent Monthly Meeting.

* * *

3 Finance and Property

- a Any real and personal property acquired by the Preparative Meeting shall be legally held by the Trustees of the Monthly Meeting. When the Preparative Meeting becomes a Monthly Meeting, title to such property will be transferred to the Trustees of the new Monthly Meeting.

CANADA YEARLY MEETING (CONSERVATIVE)

CANADA YEARLY MEETING (PROGRESSIVE/FUM)

CANADIAN YEARLY MEETING

Organization and Procedure of Canadian Yearly Meeting of the Religious Society of Friends (1969, 1981)

p. II-3(81):

AUTHORITY OF MEETINGS

It should be borne in mind that the basic or fundamental working unit of the Society is the Monthly Meeting. Any controlling authority in the Society originates from and rests in the Monthly Meeting. The authority residing in any "superior" meeting (Quarterly, Half-Yearly or Yearly) shall be only to the extent required to keep the Society a united body. Each such "superior" meeting should extend a kind, tender Christian care over the component meetings.

pp. II-4-II-6(81):

ORDER OF BUSINESS

Minutes

When the members present have given approval to the Clerk's statement of the sense of the meeting, a minute should be prepared and read before the conclusion of the meeting or, if more practicable, clearly outlined for careful composition and presentation at the next stated session or meeting. The Clerk should have authority to make editorial changes in a minute if after more careful consideration such changes seem needed. However attention should be called to such changes at the next meeting. When approved in its original or modified form, the minute becomes a part of the meeting's permanent record and should be accepted by the members as final unless called up for reconsideration, in which case a second minute would appropriately [sic], but leaving the first unchanged.

* * *

It should be remembered that these minutes are intended as an accurate and full record of events as they occurred at the time and will be a record to which future meetings, as well as future generations, may refer. They should be clear and as full as is necessary to convey the whole intention. Authority for specific appointments and for the expenditure of funds and the scope given for specific committee work should be definitely and concisely recorded. Likewise, information about changes in membership should be promptly entered.

Minute Book

Permanency of minutes and the records of births, marriages and deaths is expected; and care needs to be taken in making the records to ensure that they may be legible and usable in the future.

* * *

Those minute books no longer in use are the property of the meeting and should be kept in a safe place.

pp. II-8-II-10(81):

OFFICERS

Clerks

The Clerk . . . presides at the business sessions and sees that a faithful record of the proceedings is kept in a minute book. Clerks carry out the instructions of meetings on all matters pertaining to the accomplishment of their business. The Clerk shall sign on behalf of the meeting all correspondence, epistles and official documents put forth by it including certificates of ministers and others liberated for service abroad.

Trustees

Meetings shall appoint members to serve as trustees of any property owned by the meeting, in accordance with the Religious Institutions Act or other statute of the provinces. Trustees and their successors will be appointed in such manner as may be specified in the conveyance, or other

instrument creating the trust, and the meeting may, by resolution and in the manner set forth in the conveyance, increase or decrease the number of trustees.

The duties of the trustees are set forth in the statutes but in general shall be: to hold title to all real estate and other property belonging to the meeting and to manage it on behalf of the meeting; to keep property in repair; to guard property from injury or improper use; to keep all deeds legally recorded; to preserve all records and documents dealing with such properties and to make a detailed annual report to meetings of all their holdings and actions as trustees; trustees shall invest all funds and other personal property whether received by bequest, donations or otherwise and administer the same according to the direction of the donors.

pp. IV-1-IV-3(81):

CHAPTER IV THE MONTHLY MEETING

The Monthly Meeting is the fundamental working unit in the organization of the Society of Friends; it consists of all those persons who are recorded upon its list of members, and who have joined together for worship and for business and to foster their spiritual interests. The Monthly Meeting receives and records members; it extends spiritual care and, if necessary, material aid to its members; its members are exhorted to live and deal with one another in a Christian spirit of restoring love and they endeavour to abide by the principles and testimonies of the Society; funds are collected as required to carry on the work of the Monthly Meeting and the larger Friends' meetings of which it is a component; it appoints trustees if required by statute for the holding of title to properties and the administration of trust funds; it provides for the oversight of marriages and funerals; witnesses to Friends' testimonies; relates itself to its Quarterly or Half-Yearly and Yearly Meetings, to other bodies of Friends, and to other bodies with common concerns; and carries on any work or assumes any function consistent with the faith of Friends and not specifically referred to some other meeting.

Clerk of Monthly Meeting

In addition to the regular function of Clerks as described in Chapter II, Clerks of Monthly Meetings shall also see that a record of membership, births, marriages, deaths and transfers is kept, and shall see that the Quarterly or Half-Yearly or Yearly meeting, as the case may be is annually furnished with the "Statistical Report."

pp. IV-6-IV-8(81):

ESTABLISHMENT OF MEETINGS

A Monthly Meeting is duly organized when it has been established by authority of a Quarterly or of the Yearly Meeting.

* * *

In the foregoing procedure, if the new Monthly Meeting or the original Monthly Meeting, as the case may be, does not come within the bounds of a Quarterly Meeting or Half-Yearly Meeting, then the duties ascribed to Quarterly Meetings will devolve to the Yearly Meeting.

Allowed and Preparative Meetings:

* * *

In any case, allowed and preparative meetings have no power to act in matters of membership in the Religious Society of Friends. The parent Meeting or Committee should keep itself regularly informed of the state of meetings in its care, and it is responsible for the maintenance and preservation of the records of the recognized meeting.

Executive Meetings

In Canadian Yearly Meeting the term "Executive Meeting" has been used and such meetings, where they occur, have the same function as a Monthly Meeting.

p. IV-8(81):

DISCONTINUANCE OF MEETINGS

If the members of a Monthly Meeting believe that it is desirable, either to discontinue or to unite with another Monthly Meeting, they should bring such a request to the Quarterly Meeting or Meetings of which they are constituent parts. If approval is granted, the Quarterly Meeting should appoint a committee to assist in making the necessary arrangements. Where a union of two meetings occurs, the property of each meeting becomes the property of the new meeting. Meetings are cautioned to prepare minutes to take care of all legal matters involved in the transaction. Due care should be taken for the appropriate transfer of memberships.

In the case of a meeting having declined in membership beyond the ability to operate, the Quarterly Meeting may initiate action for its discontinuance and transfer of membership, property and records. (See II-9)

pp. V-1-V-2(81):

CHAPTER V

THE QUARTERLY MEETING

The Quarterly Meeting is composed of the members of the constituent Monthly Meetings, each of which meetings shall appoint delegates to attend Quarterly Meeting and report back. The Quarterly Meeting is designed to bring together members from a wider area in a bond of fellowship, for inspiration and counsel, and to promote an opportunity for united consideration of matters that have to do with the welfare of the Society, or with which the members may feel concerned. In cases where there is a Monthly Meeting remote from a Quarterly Meeting, such Monthly Meeting shall have the privileges and duties of a Quarterly Meeting until such time as a Quarterly Meeting is established. For the purposes of this Book of Discipline the term "Half-Yearly Meeting" has the same purposes and organization as a Quarterly Meeting, but is held only twice a year.

Oversight of Monthly Meetings

The Quarterly Meeting has oversight of the Monthly Meetings and may review their proceedings and examine the records thereof so that any irregularities of procedure may be corrected. It shall receive appeals from the Monthly Meeting and decide upon them, and shall allow appeals from its decisions to the Yearly Meeting.

Establishment of Monthly Meetings

The Quarterly Meeting approves the establishment of new Monthly Meetings and cares for such meetings through committees appointed for the purpose as described in the section dealing with Monthly Meetings (see Chapter IV). Similarly, Quarterly Meetings approve the dissolution or union of Monthly Meetings.

Establishment of Quarterly Meetings

A Quarterly Meeting is established upon the initiative of the Yearly Meeting or when the Yearly Meeting approves a request from one or more Monthly Meetings, or when a Quarterly Meeting wishes to divide. In all such cases, the Yearly Meeting will appoint a committee to be present and assist in the organization. The dissolution of a Quarterly Meeting will similarly be arranged with the approval of Yearly Meeting and all rights of property vested in it shall be transferred and conveyed to the Yearly Meeting. (See Chapter VI under "Trustees")

pp. IX-2-IX-3(84):

Care for the Dying and Bereaved

Records

The date of death should be recorded in the Monthly Meeting's minutes and in the Meeting's record book, along with birth, marriage, and membership records.

CENTRAL YEARLY MEETING

Declaration of Faith and Discipline for Central Yearly Meeting of Friends
(1928, revised 1940, 1960)

pp. 20-21:

ORGANIZATION AND CHURCH GOVERNMENT MONTHLY MEETING

1. . . . A Monthly Meeting has a right to look with care over its members and it shall exercise itself according to this Discipline. Its necessary officers are: a Clerk, a Recorder, a Correspondent, a Treasurer, a Bible School Committee, a Finance Committee, a Foreign Missionary Superintendent, a Home Extension Superintendent, a Time Chairman, one or more Elders, two or more Overseers, an Auditor, and if the meeting possesses property, three or more Trustees. The duties of these officers and committees and the manner of their appointment are described elsewhere.

p. 25:

5. Discontinuance - If the conduct of the business or worship of a Monthly Meeting gives anxiety to the Quarterly Meeting on Ministry and Oversight, the latter shall, if they think best, appoint a committee to investigate and advise about the matter in question. . . . If the committee finds the matter to be undisciplinatory and are unable to bring about a correction, it shall report that fact to the Quarterly Meeting on Ministry and Oversight, and if thought best, this body shall recommend the discontinuance of that meeting. Should the Quarterly Meeting act on the recommendation, it shall place on its record a minute to that effect and shall send copy of the minute to the meeting and to the Yearly Meeting.

pp. 26-27:

6. Officers and Duties

Presiding Clerk--to discern the wish of the meeting, to make entry of its minutes, to do the business correspondence, to preside over business sessions, etc. Care should be taken in the selection of clerks, to appoint persons well acquainted with the usages of the church and those who have a spirit of discernment. Determining the will of the Lord in a meeting by a mere majority of votes should be discouraged. Patient waiting on the Lord will eventually bring God's people to approximately the same mind.

* * *

Recorder--to keep a record of members--active, minor, and non-resident--and to show on a book provided for the purpose, all births, deaths, marriages, accessions, removals, disownments, etc., in order that the roll of members be kept constantly correct, and to report entries to the meeting. The recorder shall be the Monthly Meeting statistician and shall prepare full statistics to present to the Quarterly Meeting Statistician in time for the latter to sum up the report to be read at the last Quarterly Meeting before Yearly Meeting. Frequent change of this officer should be avoided for convenience.

* * *

Trustees--according to requirements of country or state where located, to hold and safeguard property, to see that it is not improperly used, and to look after repairs and improvements as ordered by the Monthly Meeting.

p. 29:

Ownership of property shall be vested in the Monthly Meeting. In case the Monthly Meeting is laid down the property shall be held in trust by the Trustees of the discontinued Monthly Meeting to be used for church purposes only. If no regular church work is established there within one year the Trustees shall deed the property to Central Yearly Meeting Trustees, if no provisions of the original deed require otherwise.

Should the Monthly Meeting Trustees fail to deed the property to the Yearly Meeting after the one year, the property shall automatically become the property of the Yearly Meeting, to be held in trust by the Yearly Meeting Trustees.

EVANGELICAL FRIENDS CHURCH, EASTERN REGION
(Formerly OHIO Y.M. - GURNEYITE)

Discipline of The Society of Friends of Ohio Yearly Meeting [Gurneyite] (1859)

p. 36:

BIRTHS AND DEATHS

As great inconvenience may arise from a want of due attention to keeping a regular record of births and deaths, it is enjoined upon each Monthly meeting to appoint a careful Friend, whose duty it shall be to keep, in a book provided at the expense of the Monthly meeting for the purpose, a record of all births and deaths of members, which occur within their respective limits, or which shall be offered to him for that purpose. But should the birth have occurred out of the limits of the meeting within which it may be desired to record it, an explanatory note should be inserted in the record. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined, that committees be appointed annually to examine the records, and to extend such care as may appear necessary to effect the object.

pp. 61-63:

DISCIPLINE AND MEETINGS FOR DISCIPLINE

The connection and subordination of our Meetings for discipline are thus: Preparative meetings are accountable to the Monthly meeting; Monthly to the Quarterly; and Quarterly to the Yearly Meeting; so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a Quarterly meeting, with the proceedings of either of its Monthly meetings; or a Monthly meeting with the proceedings of either of its Preparative meetings; such meetings ought, with readiness and meekness, to render accounts thereof when required; and correct or expunge any of the minutes, according to the direction of the superior meeting. And if any such meeting should neglect or refuse to comply with the directions of their superior meeting, after patient labor to induce them so to do, they should be laid down, and the meetings and members belonging thereto attached to some other meeting.

No Quarterly meeting should be set up or laid down, or the day, hour, or place of meeting changed, without the consent of the Yearly Meeting; no Monthly meeting without the consent of the Quarterly meeting; nor any Preparative or other meeting for business or worship, until the Monthly meeting has acted upon the application; and when there approved, the consent of the Quarterly Meeting be also obtained.

* * *

It is directed that fair records be kept of the proceedings of every Monthly and Quarterly meeting in books provided for that purpose, and signed by their respective clerks; and that the minutes of each of said meetings be read at the succeeding meeting, when if any errors or omissions have occurred in recording, they should be corrected.

It is also directed that Monthly meetings provide suitable books, in which are to be recorded all marriage certificates, and certificates of removal issued by said meetings; and they should be careful to appoint suitable Friends to attend to the recording of certificates.

Monthly meetings particularly are advised to attend to and finish all such business with care and dispatch, that it may at no time suffer by improper delay; and if any case under consideration prove too weighty or difficult for them to determine, they should apply to their respective Quarterly meetings for assistance, or, if the circumstances be such as to require it, refer it thereto by minute.

It is the conclusion of the Yearly Meeting, as a general rule in all cases, that where any monthly or Quarterly meeting has occasion for, and requests copies of any papers, minutes or records of another monthly or Quarterly meeting, the same should be accordingly granted.

pp. 64-65:

As the use and design of Preparative Meetings are, in general, to digest and prepare business, as occasion may require, which may be proper to be laid before Monthly meetings, Friends ought to be careful therein not to occasion unnecessary delays, or undertake to decide on any business which properly belongs to monthly meetings. And when it is concluded to carry any case forward, it should be entered in writing, and forwarded by direction of the meeting by the clerk, or some suitable Friend or Friends named for that purpose to the Monthly meeting--proper notes whereof should be carefully preserved by clerks of Preparative meetings.

p. 58:

MEETING HOUSES

Quarterly and Monthly meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, and burial grounds; and other estates which have been vested in trustees, and by them held for the use and benefit of the Society at large, or of any of the meetings belonging thereto; so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust, that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed, that Quarterly and Monthly meetings respectively, as the case may require, keep exact records of all such trusts and conveyances and see that the same be duly recorded in the County Record, as required by law; and also that a clear and regular account be kept by each respective meeting of the place where, and the persons with whom, the papers, minutes, and records belonging to our religious society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

Discipline of The Society of Friends of Ohio Yearly Meeting [1950 & later: Book of Discipline of Ohio Yearly Meeting of Friends Church] [Gurneyite] (1876, reprinted with amendments 1886, 1906, 1914, 1930, 1940, 1950, 1955)

1876@pp. 34-35, 1886@pp. 34-35, 1906@pp. 28-29, 1914@pp. 26-27, 1930@pp. 17-18, 1940@19-20; 1950@pp. 25-26; 1955@pp. 27-28:

Meetings for Discipline.

Meetings for Discipline are subordinate, and accountable as follows:

Preparative Meetings are accountable to the Monthly Meeting of which they form a branch; Monthly Meetings to the Quarterly, and Quarterly to the Yearly Meeting.

No Quarterly Meeting is to be established or discontinued, nor the time and place of said meeting changed, without the approval of the Yearly Meeting; no Monthly Meeting but by the Quarterly Meeting; and no Preparative without the sanction of the Monthly Meeting.

If at any time the Yearly Meeting is dissatisfied with the proceedings of any of its subordinate meetings; or a Quarterly Meeting with the proceedings of its Monthly Meetings; or a Monthly Meeting with the proceedings of its Preparative Meetings, they are to render full and clear accounts, and comply promptly with any requirements of their superior meetings.

All our Meetings for Discipline are to keep fair records of their proceedings in books provided for the purpose, and signed by their respective clerks, who are to be chosen annually; which minutes shall be read at the succeeding meeting, that any errors or omissions may be corrected.

1876@pp. 37-38, 1886@p. 38, 1906@p. 32, 1914@p. 30, 1930@pp. 19-20, 1940@p. 22; 1950@p. 28; 1955@p. 30:

Monthly Meetings.

Each Monthly Meeting must provide suitable books, in which shall be recorded the births and deaths according to the form prescribed [by the Yearly

Meeting]; a list of the names of their entire membership, and of their ministers and elders; marriage certificates, and all certificates of removal issued by them; which lists shall be carefully corrected annually by a committee appointed for the purpose [1930, 1940, 1950 & 1955: the overseers].

1876@p. 73, 1886@p. 79, 1906@p. 82, 1914@p. 81:

Births and Deaths.

Monthly Meetings are annually to appoint a joint committee to report the births and deaths of members within their respective limits, during the preceding year, ending first of the Seventh month; which report shall be entered, in a proper manner and place, on the Monthly Meeting records.

1950@pp. 46, 48; 1955@pp. 54, 56-57:

EVANGELISTIC AND PASTORAL BOARD OF THE YEARLY MEETING

[1955: EVANGELISTIC, PASTORAL AND EXTENSION BOARD OF THE YEARLY MEETING]

If any meeting manifests such lack of unity and love as may lead to disruption, this Board is directed to advise and assist in arriving at a satisfactory settlement. If impossible properly to settle any differences in any meeting, the Board is directed to take over the control and management of such meeting until such times as it sees fit to return it to its regular plan of operation. In such cases the meeting is directed to immediately turn to this Board the direction of all business meetings--the care of its business affairs, and all records--as the Board may deem advisable. Members of the meeting are asked to cooperate with the Board in prayerful endeavor for amicable adjustments.

The [1950: Evangelistic and Pastoral] Board shall not resort to these extreme methods unless in their judgment disruption is imminent, or the good name and service of the meeting is dangerously imperilled.

1950@pp. 57-58; 1955@pp. 71-72:

SECTION FOUR

THE LOCAL MEETING--MEMBERSHIP--PROBLEMS

NEW MONTHLY MEETINGS

When it is judged advisable by a Monthly Meeting that a part of its membership should be set off as a separate Monthly Meeting, such a new organization shall be made in the following manner.

The Monthly Meeting shall present the matter to its Quarterly Meeting. If the Quarterly Meeting agrees to the proposal it shall appoint a committee to organize the new meeting. Some of this committee should be named from the members of the Monthly Meeting making the request.

The clerk of the Monthly Meeting making the request shall furnish the Quarterly Meeting Committee with a list of the names to comprise the new Monthly Meeting. These shall become charter members of the new Monthly Meeting. The Quarterly Meeting shall name a chairman and a secretary of the committee who shall act as clerks at the initial Monthly Meeting and effect an organization. At the close of this Monthly Meeting the temporary clerks (chairman and secretary of committee) shall turn over the Meeting to the elected clerks of the new Monthly Meeting.

The minutes of this initial Monthly Meeting shall be signed by both the temporary clerks and the elected clerks. The Quarterly Meeting Committee shall have care over the new Monthly Meeting, assisting in completing its organization, if necessary, until released by the Quarterly Meeting. This committee shall make a report of its work both to the Quarterly Meeting and to the Monthly Meeting making the original request.

DISCONTINUED MEETINGS

When a monthly meeting becomes unable to carry on its services for worship or discipline it becomes the duty of its superior meeting, the quarterly meeting, to lay down the monthly meeting, to transfer the names of remaining members to a suitable monthly meeting, which meeting may transfer same names to meetings according to desire of these individuals.

The quarterly meeting also has the right to appoint trustees to care for the property of said monthly meeting and if it seems best to the quarterly meeting, to dispose of the property to the best advantage possible, and the proceeds to be disposed of by the quarterly meeting according to its judgment and in keeping with the desire of remaining members as nearly as is possible.

1950@p. 67; 1955@p. 81:

**SECTION FIVE
UNCLASSIFIED
DUTIES OF TRUSTEES**

It shall be the duty of the trustees of each monthly meeting and yearly meeting to hold and manage all real estate and personal properties belonging to the meeting, to keep all deeds legally recorded, to guard all properties from injury or improper use, to preserve all important records and documents and to make annual report to their respective meetings.

Where monthly meetings are incorporated under state laws, their property will necessarily be held and administered in accordance therewith.

The monthly meeting may provide for the holding and transferring of real estate and other properties by their own trustees. (See also discontinued meetings.)

Book of Discipline of Ohio Yearly Meeting of the Friends Church (1961, revised 1968)

1961@pp. 44-45; 1968@pp. 41-42:

THE EVANGELISTIC, PASTORAL & EXTENSION BOARD.

534. **Extension Procedure**--The Evangelistic, Pastoral and Extension Executive Committee shall establish (in writing) manuals of procedure for opening and developing new churches and shall endeavor to carry into operation those methods wherever new churches are being established. They shall work in close cooperation with the Quarterly and Monthly Meetings nearby.

536. **Authority Over Monthly Meetings**--If any meeting manifests such lack of unity and love as may lead to disruption, this Board is directed to advise and assist in arriving at a satisfactory settlement. If impossible properly to settle any differences in any meeting, the Board is directed to take over the control and management of such meeting until such time as it sees fit to return to its regular plan of operation. In such cases the meeting is directed to turn immediately to this Board the direction of all business meetings--the care of its business affairs, and all records--as the Board may deem advisable. Members of the meeting are asked to cooperate with the Board in prayerful endeavor for amicable adjustments. The Board shall not resort to these extreme methods unless in their judgment disruption is imminent, or the good name and service of the meeting is dangerously imperiled.

1961@p. 57; 1968@p. 55:

**F. QUARTERLY MEETINGS
GENERAL**

701. **Historical**--Ohio Yearly Meeting is now comprised of the following Quarterly Meetings: Short Creek, established by Baltimore Yearly Meeting in 1813; Damascus, established in 1836 under the name of Springfield and changed to Damascus in 1866; Alum Creek, transferred from Indiana Yearly Meeting in 1856; Adrian, transferred from New York Yearly Meeting in 1869; Goshen, established in 1874; Cleveland, established in 1905; Hampton Roads, established in 1911; Piedmont, established in 1942; Grinnell, established in 1947; Penn, established in 1949; Pelham, received in 1958.

1968@p. 55 [new]:

702. Powers of the Quarterly Meeting--To appoint delegates to Yearly Meeting; to consider recommendations or requests from Monthly Meetings to the Yearly Meeting; to appoint officers and superintendents including the Quarterly Meeting Superintendent to serve and give leadership; to establish or discontinue Monthly Meetings; to appoint trustees to care for or dispose of the property of discontinued meetings; to raise money for the necessary work of the Quarterly Meeting; to hold Quarterly Meeting rallies, conferences, and camps, to promote the work of the church; to hold and administer funds and trusts given to the Quarterly Meeting; are among the matters specially claiming the attention of Quarterly Meetings.

1961@p. 65-59; 1968@pp. 63-67:

G. MONTHLY MEETINGS

GENERAL

800. Types of Local Congregation--To provide for the starting of new meetings, and to recognize different degrees of growth and maturity amongst them, three types of congregation or stages of development are recognized:

1. The Extension Meeting (Initial)
2. The Extension Monthly Meeting (Intermediate)
3. The Monthly Meeting (Final)

These differ not only in maturity but in degree of autonomy and in relationship to the Yearly Meeting.

801. The Extension Meeting--An Extension Meeting may begin as a Sunday School, Prayer Meeting, Bible Study Class, Preaching Appointment, or other project for Gospel propagation. There is very little organization in establishing and operating an Extension Meeting. The person authorized to carry on the work will usually serve both as the spiritual leader and organizational head. His work shall be under the appointment and direction of the General Superintendent and the Evangelistic, Pastoral and Extension Executive Committee.

802. The same classification may also be used for weak and declining meetings. It sometimes occurs that a Monthly Meeting, due to a variety of possible causes, declines until it has too few people to carry on a full-orbed Monthly Meeting life. Frequently the Quarterly Meeting hesitates to lay down the Monthly Meeting because it seems to imply abandonment of some souls. Where it seems advisable, Quarterly Meetings may act more promptly by laying down the special Monthly Meeting and turning the situation over to the E. P. & E. Board as an Extension Meeting for supervision, care, and study as to whether any potentialities for growth can be discovered and the church revived, or other suitable action. This does not imply any financial obligation for the board other than that which they may voluntarily assume.

805. The Extension Monthly Meeting--As soon as practicable an Extension Meeting shall be organized as an Extension Monthly Meeting. The Quarterly Meeting in whose area the Extension Meeting is located may authorize the organization of the Extension Monthly Meeting upon request of the Evangelistic, Pastoral and Extension Executive Committee.

807. Organization--An Extension Monthly Meeting shall have the same officers, organization, duties, membership, pastoral relations and other functions as a full Monthly Meeting (see below) except for the following:

1. The Quarterly Meeting Superintendent of Evangelistic, Pastoral and Extension work shall serve the Extension Monthly Meeting as presiding clerk, or the Quarterly Meeting or the Quarterly Meeting Superintendent may appoint another suitable person to serve as an

alternate presiding clerk when the Quarterly Meeting Superintendent cannot be present. When in the judgment of the General Superintendent and the Quarterly Meeting a local member is sufficiently instructed in the policy of the Friends Church, he may be selected as presiding clerk. Thereafter the Quarterly Meeting Superintendent or the alternate presiding clerk appointed by the regular business meetings and sit with the new clerk as counselor. A copy of the minutes of each business meeting shall be given the Quarterly Meeting Superintendent promptly after the meeting.

* * *

3. Title to the property of Extension Meetings (both Extension Meetings and Extension Monthly Meetings) shall be held by Trustees of Ohio Yearly Meeting Property, except in instances where Yearly Meeting loans are not involved, or State regulations demand other arrangements. The erecting of church structures shall never precede the approval of the E. P. & E. Executive Committee relative to style, size, location, cost, and method of supervision and financing.

808. While the primary purpose of Extension Monthly Meetings is to bring Extension Meetings forward toward becoming full Monthly Meetings, there may be occasions on which a regular but struggling Monthly Meeting could profit by relocation or other intensive cultivation under the guidance of the E. P. & E. Board. Quarterly Meetings are at liberty, where such is acceptable to the E. P. & E. Board and the Monthly Meeting concerned, to change the status of a Monthly Meeting to that of Extension Monthly Meeting.

814. The Monthly Meeting--Monthly Meetings are to be established by the Quarterly Meetings. They are to hold their sessions monthly at such time and place as sanctioned by the Quarterly Meeting. Monthly Meetings may hold special sessions or change temporarily the time and place of meeting upon the request of their Meeting of Ministry and Oversight. When a special meeting of the Monthly Meeting is called or a change made in the time of meeting, announcement of this shall be made in at least one Sabbath service. A Monthly Meeting is responsible to and under the authority of its superior meetings as indicated in section 402.

815. Powers of the Monthly Meeting--The consideration of applications for membership; the reception of certificates of Friends coming from other Monthly Meetings; the treatment with offenders, with a view to their restoration, or disownment, if ineffectual; the appointment of a suitable number of overseers; the care and assistance of Friends in limited circumstances; the recognition of the different gifts among our members for Christian labor, and the liberation and encouragement of ministers for gospel service; the originating of requests to the Yearly Meeting via the Quarterly Meeting are among the matters specially claiming the attention of Monthly Meetings.

816. Incorporation--Monthly Meetings are at liberty to seek legal incorporation provided the articles of incorporation make clear the position of the Monthly Meeting as a part of and subordinate to the Yearly Meeting and as governed by the Discipline of Ohio Yearly Meeting. To make certain of this, it is required that no Monthly Meeting proceed to be incorporated until its articles of incorporation have been certified in writing by the General Superintendent as satisfactory to the Legal Committee of the Executive Board of the Yearly Meeting.

817. New Monthly Meetings--When the E. P. & E. Board feels that an Extension Monthly Meeting has become sufficiently mature, it should recommend to the Quarterly Meeting concerned that the Extension Monthly Meeting be raised to a full Monthly Meeting. Upon favorable action of the Quarterly Meeting, the new Monthly Meeting may proceed to function as such. While there may be cases of mature groups being ready to be accepted immediately as full Monthly Meetings by a Quarterly Meeting, it is usually recommended that all such for at least a brief time come through the Extension Monthly Meeting

phase with its careful attention from the E. P. & E. Board before full Monthly Meeting status is given.

818. **Discontinued Meetings**--When a Monthly Meeting becomes unable to carry on its services of worship or business, it becomes the duty of its superior meeting, the Quarterly Meeting, to lay down the Monthly Meeting and to transfer the names of remaining members to a suitable Monthly Meeting, which meeting may transfer same names to meetings according to the desire of these individuals.

819. The Quarterly Meeting also has the right to appoint trustees to care for the property of said Monthly Meeting and, if it seems best to the Quarterly Meeting, to dispose of the property to the best advantage possible, and the proceeds be disposed of by the Quarterly Meeting according to its judgment and in keeping with the desire of remaining members as nearly as is possible.

1961@pp. 69-70; 1968@p. 67:

2. MONTHLY MEETING OFFICERS

825. **Clerks**--Monthly Meetings should appoint a presiding clerk to guide business meetings and a recording clerk to keep full and accurate minutes of those meetings. The recording clerk should notify the parties concerned when actions are taken by the Monthly Meeting; such as, new members of their acceptance, old members who are dropped, new officers or committee members of their appointment, churches to whom members are transferred or from which they have been received, etc.

826. **Statistician**--The chief duty of the statistician is to keep accurate membership records, and to gather annually the information requested by the Yearly Meeting on its statistical reports. . . .

Each Monthly Meeting must provide suitable books in which shall be recorded the births and deaths according to the form prescribed by the Yearly Meeting; a list of the names of their entire membership, and of their ministers and elders; marriages, and all certificates of removal issued by them; which lists should be carefully corrected annually by the overseers. Loose-leaf membership record sheets are provided through the Book Concern by the Yearly Meeting where they are desired by the Monthly Meetings.

1961@p. 72; 1968@p. 70:

836 [1968: 837]. **Trustees**--It shall be the duty of the trustees of each Monthly Meeting to hold title to and manage all real estate and personal properties belonging to the meeting, to keep all deeds legally recorded, to guard all properties from injury or improper use, to preserve all important records and documents, and to make annual report to the Monthly Meeting.

Faith and Practice, The Book of Discipline, Evangelical Friends Church, Eastern Region (formerly Ohio Yearly Meeting of the Friends Church) (1980)

p. 46:

II. THE LOCAL CHURCH

311. Full Local Friends Church.

When in the judgment of the General Superintendent and the Evangelistic, Pastoral and Extension Board an Extension Church has sufficiently matured, showing spiritual, fiscal and administrative stability, the Evangelistic, Pastoral and Extension Board may change the status of the church to that of a full local Friends Church, managing its own affairs as do other local Friends Churches in fellowship with and under the Discipline of the Eastern Region.

p. 47:

313. Declining Churches.

Where local churches decline to less than 25 members, they should be taken under the care of the Evangelistic, Pastoral, and Extension Board, with a view to the revival of growth. Where these efforts are ineffective, the Board, after careful consultation with the remaining members about wishes, has the authority to disband the church, distributing its assets and membership as seems best to the Board. Such action is to be reported to the next Yearly Meeting of Delegates to the Eastern Region.

p. 49:

329. Officers of the Congregation (who must be members of the Church)

331. Recording Clerk--

who keeps the Minutes of the Congregational meetings, who keeps on file the annual membership and statistical records, and who forwards to the Presiding Clerk of the Yearly Meeting in August the names of the delegates appointed from the church, and to the Yearly Meeting Directory Clerk in December the list of newly elected officers and committees and other pertinent information for inclusion in the new Directory.

p. 79:

600. THE PURPOSE AND NATURE OF THE EVANGELICAL FRIENDS CHURCH, EASTERN REGION (*subsequently referred to as E.F.C., E.R.)

602. The E.F.C., E.R. is a connectional church and its churches are therefore not independent. Each church sends delegates to its Yearly Meeting and agrees to submit to its directives. This pattern of governance does not have the authoritarianism of episcopacy nor the independency of congregationalism. While the authority of the E.F.C., E.R. over its member churches is real, the major emphasis is upon the services it renders to its members. The local church through this framework is related to other local churches in mutual submission, mutual support, and mutual ministry. Local churches are free to hold title to their own properties.

p. 85:

649. Records and Discipline

650. Minutes of the Yearly Meeting sessions are written by the Recording Clerk and approved at the beginning of the next session and the final day's Minutes being approved before adjournment.

651. Preservation.

Minutes of the Yearly Meeting and all other important records are kept by courtesy of Malone College in the safety of the archival section of its library. All subordinate bodies are advised to store their old records here also, where they will be available for inspection.

p. 88:

668. Historical Committee

to gather historical material for the archives of the E.F.C., E.R. and to oversee their classification, organization, availability, and preservation in order to promote interest in our Friends heritage and history. District Representatives to the Executive Board shall assist the Committee in this collection;

pp. 101-102:

763. The Evangelistic, Pastoral and Extension Board

769. Authority.

770. Over Local Churches. If any church manifests such lack of unity and love as may lead to disruption, this Board is directed to advise and assist in arriving at a satisfactory settlement.

771. If it should become impossible to settle the differences in such a church, the Board is directed to take the control and management of the church until such time as it sees fit to return it to its regular plan of operation. In such cases the church is directed to turn over immediately to this Board the direction of all business meetings--the care of its business affairs and all records--as the Board may deem advisable. The Board shall not resort to these extreme methods unless in their judgment disruption is imminent, or the good name and service of the church is dangerously imperiled.

p. 113:

882. Property Trustees Board

885. Duties:

886. -To hold title to and care for the maintenance of Eastern Region properties.

887. -To inspect and ascertain titles to lands of any of the local churches and of the Eastern Region.

888. -To execute deeds, mortgages, leases or other legal instruments by signature of the President and Secretary when authorized by the Property Trustees Board and the Executive Board.

GENESEE YEARLY MEETING

Discipline of Genesee Yearly Meeting of Friends (1842)

p. 54:

BIRTHS AND DEATHS

As much inconvenience would be likely to result from a want of due attention to keeping a record of births and deaths, monthly meetings are annually to appoint a committee, of which one or more should be from each preparative meeting, to collect an account of all the births and deaths of members, which have occurred within their respective limits, during the preceding year; to be by them handed to a Friend, appointed by the monthly meeting, to record them, in a book provided for that purpose.

pp. 55-56:

REMOVALS AND CERTIFICATES

When Friends have a prospect of removing, they should be careful not to suffer wrong motives to influence their conclusions: and before such steps are taken as may close the way to receiving advice, they are recommended to consult some of their experienced friends, on the propriety of the proposed removal.

When any remove, they should have a certificate from the monthly meeting of which they are members, recommending them to the monthly meeting where they are going to reside, expressive only of their right of membership, and settlement of temporal concerns, to be founded on inquiry made by a committee appointed for that purpose, and the committee are not to confine their inquiries to the monthly meeting where the person resides, if there be reason to believe that his affairs are not settled in other places. If the certificate be for a recommended minister, it should be expressive of the fact.

* * *

Certificates or removal are to be preserved, by record or otherwise, by the monthly meeting accepting them; and each meeting should keep records of all certificates which it issues.

pp. 65-66:

TITLES OF LANDS

It is recommended to quarterly and monthly meetings to make timely and careful inspection into the titles of meeting houses, burial grounds, and other estates, which have been vested in trustees for the use and benefit of the society, or of any of its meetings, that in case the death of any trustees, or other circumstances, should render it necessary, seasonable care may be taken to appoint others to the trust, that future difficulties, and the risk of being deprived of such estates, may be avoided. Quarterly and monthly meetings are to keep correct records of all such trusts and conveyances; and also a clear and regular account of the place where, and the persons with whom the papers, minutes, and records, belonging to our religious society, are deposited; and due care should be taken to lodge them with suitable Friends.

Rules of Discipline of Genesee Yearly Meeting of Friends (1885)

pp. 11-12:

MEETINGS FOR DISCIPLINE.

As the use and design of preparative meetings are, in general, to prepare business for monthly or executive meetings, Friends should be careful not to occasion unnecessary delay; and preparative meetings are not to receive or disown members, nor decide in any case which ought to claim the attention of monthly or executive meetings; and each preparative meeting should keep a record of its proceedings.

* * *

Each monthly and executive meeting should appoint a treasurer, who is to keep a regular account of all monies received and paid on behalf of the meeting.

Monthly and executive meetings should carefully endeavor to conclude such business as may come before them without unnecessary delay; but should a monthly or executive meeting find a subject too weighty or difficult to decide upon, it may be removed to the quarterly or half-yearly meeting,

Records should be made in every monthly or executive and quarterly or half-yearly meeting, of such matters as come before, and are determined by them; and they should, in all cases, contain a clear and explicit narrative.

p. 65:

BIRTHS AND DEATHS

As much inconvenience would be likely to result from a want of due attention to keeping a record of births and deaths, monthly or executive meetings are annually to appoint a committee, of which one or more should be from each preparative meeting, to collect an account of all the births and deaths of members, which have occurred within their respective limits, during the preceding year; to be by them handed to a Friend, appointed by the monthly or executive meeting, to record them, in a book provided for that purpose;

. . .

pp. 67-68:

REMOVALS AND CERTIFICATES

When Friends have a prospect of removing, they should be careful not to suffer wrong motives to influence their conclusions: and before such steps are taken as may close the way to receiving advice, they are recommended to consult some of their experienced friends, on the propriety of the proposed removal.

When any remove, they should have a certificate from the monthly or executive meeting of which they are members, recommending them to the monthly or executive meeting where they are going to reside, expressive only of their right of membership, and settlement of temporal concerns, to be founded on inquiry made by a committee appointed for that purpose, and the committee are not to confine their inquiries to the monthly or executive meeting where the person resides, if there be reason to believe that his affairs are not settled in other places. If the certificate be for a recommended minister, it should be expressive of the fact.

* * *

Certificates or removal are to be preserved, by record or otherwise, by the monthly or executive meeting accepting them; and each meeting should keep records of all certificates which it issues.

pp. 80-81:

TITLES OF LANDS

It is recommended to quarterly or half-yearly and monthly or executive meetings to make timely and careful inspection into the titles of meeting houses, burial grounds, and other estates, which have been vested in trustees for the use and benefit of the society, or of any of its meetings, that in case the death of any trustees, or other circumstances, should render it necessary, seasonable care may be taken to appoint others to the trust, that future difficulties, and the risk of being deprived of such estates, may be avoided. Quarterly, half-yearly, monthly and executive meetings are to keep correct records of all such trusts and conveyances; and also a clear and regular account of the place where, and the persons with whom the papers, minutes, and records, belonging to our religious society, are deposited; and due care should be taken to lodge them with suitable Friends.

The Book of Discipline of the Religious Society of Friends adopted by Genesee Yearly Meeting (1929)

pp. 67-68:

ESTABLISHMENT AND RELATION OF MEETINGS

Meetings and their relation to one another are as follows: first, Monthly (meeting once a month), or Executive Meetings, in which membership is recorded and which report to Quarterly (sitting four times a year) or Half-Yearly Meetings [Monthly Meetings may be sub-divided into Preparative Meetings, comprising the members of a particular Meeting for Worship, and certain business may be referred to them if this course seems best adapted for effective work]; second, Quarterly and Half-Yearly Meetings, consisting of one or more Monthly Meetings, which report to the Yearly Meeting (sitting annually); third, the Yearly Meeting, comprising all the above Meetings.

pp. 72-73:

DISCONTINUANCE OF MEETINGS

It if becomes desirable, in the judgment of the constituent members of any meeting, to discontinue it, or to unite with another, the request should be laid before the meeting to which it reports. The request should be considered and, if approved, a committee should be appointed to assist in making necessary business arrangements, and in the case of the closing of a Monthly Meeting, to arrange for the proper transfer of individual memberships to another meeting. Information of such action should be forwarded promptly through the proper channels to the Yearly Meeting. For example:

A Preparative Meeting should not be discontinued, nor suspended, without first consulting the Monthly Meeting of which it forms a part; a Monthly Meeting should, in like manner, obtain the approval of the Quarterly Meeting, and a Quarterly Meeting should refer a similar request to the Yearly Meeting.

p. 77:

ORGANIZATION

Each Monthly Meeting shall annually name a suitable person to serve the meeting as Clerk. The duty of the clerk shall be to conduct all business sessions of the meeting, to see that a full and correct record of all proceedings is kept, and to carry out the instructions of the meeting on all matters pertaining to the complete accomplishment of its business.

p. 78:

One or more Recorders shall be appointed to keep a record of membership and transfers thereof, births, marriages and deaths, according to the forms furnished by the Representative or Executive Committee of the Yearly Meeting.

pp. 107-110

MEETING TRUSTS AND PROPERTY TITLES

Yearly, Quarterly, Monthly and Preparative Meetings are advised to require annual reports of the income and disbursements of all trusts and of the investments of the principal thereof, including the status of titles of meeting properties and burial grounds vested in the Trustees who are to keep in their records accurate statements of the terms of the trusts held by them for the benefit of the meeting or of the Society at large.

Business meetings are cautioned to see that timely care is taken for the renewal of trusts. They are exhorted to be diligent and particular as to the careful investment of trust funds. The assistance of the Representative Committee may be sought if difficulties arise.

REVERSION OF PROPERTY

If a Preparative Meeting ceases to exist, all its property shall be transferred and conveyed to the Monthly Meeting of which it is a part. If a Monthly Meeting ceases to exist, without merging or consolidating with another

Monthly Meeting, all its property shall be transferred and conveyed to the Quarterly Meeting of which it is a part. If a Quarterly Meeting ceases to exist, without merging or consolidating with another Quarterly Meeting, all its property shall be transferred and conveyed to the Yearly Meeting of which it is a part. If two Monthly Meetings, or if two Quarterly Meetings, merge or consolidate, all the property of both shall be held by the merged meeting. Such transfer and conveyance shall be authorized by an appropriate minute, duly recorded, and the assignment, transfer and deed of conveyance shall be executed and delivered by such meetings before such meetings shall be formally laid down or disbanded, or, in case of merged or consolidated meetings, at the time thereof. In the event that such action is not taken by such meetings before they are laid down, merged or consolidated, the Monthly Meeting, the Quarterly Meeting or the Yearly Meeting entitled to receive any such property shall be the equitable owner thereof, and shall be entitled forthwith to require the assignment or conveyance of the legal title thereto, to be held by such Monthly, Quarterly or Yearly Meeting under and upon the same trusts as the property has been theretofore held, if it is practicable that such trusts be carried out; otherwise, upon trusts similar thereto as the successor meeting may determine. No meeting property shall be distributed or partitioned among the individual members of a meeting.

All moneys invested in the properties referred to having been contributed for the purpose of maintaining meetings and/or burial grounds under the care of Friends, a moral obligation is laid upon us to see that this purpose is served, even though particular meetings may no longer exist. Upon the meetings receiving such property the obligation rests to receive and provide care for burial grounds conveyed to them.

* * *

MEETING RECORDS

All meetings for business should keep full and correct records of their transactions in convenient form for reference. An accurate record of the membership of each Monthly Meeting should be kept which should include all births, marriages, removals and deaths occurring among the members. For these purposes, the meeting should furnish suitable books and provide proper places in which to preserve them.

ILLINOIS YEARLY MEETING

Rules of Discipline and Advices of Illinois Yearly Meeting of Friends (1878, 1892)

pp. 32-33:

OUR BUSINESS AND DISCIPLINARY MEETINGS ARE:

1st.--THE YEARLY MEETING, from which all disciplinary authority emanates. It is composed of an annual assemblage of the members of its subordinate meetings, held where and when within its limits, it by minute directs.

2nd.--THE QUARTERLY MEETINGS, each of which is composed of two or more Monthly or Executive Meetings, whose members can most conveniently assemble together. They are to be held once in three months, at such time and place within their limits as they may by minute direct.

Being subordinate to the Yearly Meeting, they are to report to it annually in writing upon all matters required by the discipline, including answers to the Queries as to the state of the Society, and each is to appoint four or more of its members to attend with the reports and represent it therein.

3d.--MONTHLY MEETINGS are composed of the members of one or more meetings for worship or Preparative meetings. These, with the Executive Meetings, are the executive bodies of the Society in all matters pertaining to its work or discipline, among its members. They are to fulfill the instructions of superior meetings in matters wherein they have authority; and maintain the established order of the general body among the members within their respective limits, each being charged with the full authority and oversight over its own members, subject to the order adopted by the Yearly Meeting.

* * *

4th.--EXECUTIVE MEETINGS are composed of the members of one or more Meetings for Worship or Preparative Meetings, and have the authority and general constitution of Monthly Meetings.

These meetings are to be held once in three months, at suitable times preceding the Quarterly Meeting to which they are to report.

p. 34:

All the meetings for business and discipline are to keep careful record of their proceedings, the minutes being read and approved in the meeting in which the business is transacted. All certificates, minutes, or other writings issued by authority of these meetings, should be signed by their clerks on their behalf.

p. 36:

Each Monthly and Executive Meeting is once in three years, or oftener if necessary, to appoint a Friend to keep a record of certificates of marriage, and of removals, both issued and received; also, to record births and deaths of members, and of all burials in our grounds. The above records should be made in books suitable for the purpose.

* * *

No Quarterly Meeting is to be set up or discontinued except by the Yearly Meeting; no Monthly or Executive Meeting, except by a Quarterly Meeting; no Preparative Meeting, or Meeting for Worship, except by a Monthly or Executive Meeting.

p. 59:

BIRTHS, DEATHS AND FUNERALS.

Each Monthly and Executive Meeting is annually to appoint a committee to collect an account of the births and deaths within its membership, which is to be handed to the Recorder for record; also to have charge of the meeting's burial grounds, and see that they are properly inclosed and kept in decent order.

pp. 67-68:

PROPERTY AND CASH FUND.

QUARTERLY, Monthly and Executive Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, burial grounds, and other estates which have been vested in trustees, for the use and benefit of said meetings, so that, if it should appear needful, upon the death of any such trustees, or from other cause, due and seasonable care may be taken to appoint others to the trust, that future difficulties and the risk of being deprived of such estates may be avoided.

And it is further directed that Quarterly, Monthly and Executive Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances; also that a clear and regular account be kept by each respective meeting, of the place where and the person with whom its papers, minutes, and records, belonging to our religious society, are, from time to time deposited, due care being taken to lodge them with suitable members.

THE BOOK OF DISCIPLINE OF THE RELIGIOUS SOCIETY OF FRIENDS, ILLINOIS YEARLY MEETING (1927)

pp. 67-68:

ESTABLISHMENT AND RELATION OF MEETINGS

Meetings and their relation to one another are as follows: first, Monthly (meeting once a month), or Executive Meetings, in which membership is recorded and which report to Quarterly (sitting four times a year) or Half-Yearly Meetings [Monthly Meetings may be sub-divided into Preparative Meetings, comprising the members of a particular Meeting for Worship, and certain business may be referred to them if this course seems best adapted for effective work]; second, Quarterly and Half-Yearly Meetings, consisting of one or more Monthly Meetings, which report to the Yearly Meeting (sitting annually); third, the Yearly Meeting, comprising all the above Meetings.

pp. 72-73:

DISCONTINUANCE OF MEETINGS

If it becomes desirable, in the judgment of the constituent members of any meeting, to discontinue it, or to unite with another, the request should be laid before the meeting to which it reports. The request should be considered and, if approved, a committee should be appointed to assist in making necessary business arrangements, and in the case of the closing of a Monthly Meeting, to arrange for the proper transfer of individual memberships to another meeting. Information of such action should be forwarded promptly through the proper channels to the Yearly Meeting. For example:

A Preparative Meeting should not be discontinued, nor suspended, without first consulting the Monthly Meeting of which it forms a part; a Monthly Meeting should, in like manner, obtain the approval of the Quarterly Meeting, and a Quarterly Meeting should refer a similar request to the Yearly Meeting.

For the proper disposition of meeting property when a meeting is discontinued, see section Reversion of Property, page 108.

pp. 75-76:

THE MONTHLY MEETING FUNCTIONS

The Monthly Meeting is the fundamental working unit of the Society. It receives and records members, extends spiritual care and, if necessary, material aid to its membership. It provides for the oversight of marriages and funerals; for treating, in a spirit of restoring love, with those who fail to live in accordance with our principles and testimonies; for removing names from the membership list, if this course seems necessary; for the collection of funds required to carry on the work of the meetings, and for holding titles to property and the suitable administration of trust funds. The concern of any member for extending the work of the Society of Friends into any new field, or for taking up specific work under the care of a particular meeting, may be suitably introduced into a Monthly Meeting. A Monthly Meeting is free to undertake any work and to assume any function consistent with our profession, and not specifically referred to some other meeting.

pp. 77-78:

ORGANIZATION

Each Monthly Meeting shall annually name a suitable person to serve the meeting as Clerk. The duty of the clerk shall be to conduct all business sessions of the meeting, to see that a full and correct record of all proceedings is kept, and to carry out the instructions of the meeting on all matters pertaining to the complete accomplishment of its business.

* * *

One or more Recorders shall be appointed to keep a record of membership and transfers thereof, births, marriages and deaths, according to the forms furnished by the Representative or Executive Committee of the Yearly Meeting.

p. 105:

MARRIAGE PROCEDURE

Report of Committee of Oversight

The Committee of Oversight shall report to the next Monthly Meeting whether the advice concerning good order and moderation has been observed, that the duplicate marriage certificate, or if a duplicate has not been made, the certificate itself, has been delivered to the Recorder of the Monthly Meeting, that the legal requirements have been complied with and the name assumed by the wife.

pp. 107-110:

MEETING TRUSTS AND PROPERTY TITLES

Yearly, Quarterly, Monthly and Preparative Meetings are advised to require annual reports of the income and disbursements of all trusts and of the investments of the principal thereof, including the status of titles of meeting properties and burial grounds vested in the trustees who are to keep in their records accurate statements of the terms of the trusts held by them for the benefit of the meeting or of the Society at large.

Business meetings are cautioned to see that timely care is taken for the renewal of trusts. * * *

REVERSION OF PROPERTY

If a Preparative Meeting ceases to exist, all its property shall be transferred and conveyed to the Monthly Meeting of which it is a part. If a Monthly Meeting ceases to exist, without merging or consolidating with another Monthly Meeting, all its property shall be transferred and conveyed to the Quarterly Meeting of which it is a part. If a Quarterly Meeting ceases to exist, without merging or consolidating with another Quarterly Meeting, all its property shall be transferred and conveyed to the Yearly Meeting of which it is a part. If two Monthly Meetings, or if two Quarterly Meetings, merge or consolidate, all the property of both shall be held by the merged meeting.

Such transfer and conveyance shall be authorized by an appropriate minute, duly recorded, and the assignment, transfer and deed of conveyance shall be executed and delivered by such meetings before such meetings shall be formally laid down or disbanded, or, in case of merged or consolidated meetings, at the time thereof. In the event that such action is not taken by such meetings before they are laid down, merged or consolidated, the Monthly Meeting, the Quarterly Meeting or the Yearly Meeting entitled to receive any such property shall be the equitable owner thereof, and shall be entitled forthwith to require the assignment or conveyance of the legal title thereto, to be held by such Monthly, Quarterly or Yearly Meeting under and upon the same trusts as the property has been theretofore held, if it is practicable that such trusts be carried out; otherwise, upon trusts similar thereto as the successor meeting may determine. No meeting property shall be distributed or partitioned among the individual members of a meeting.

All moneys invested in the properties referred to having been contributed for the purpose of maintaining meetings and/or burial grounds under the care of Friends, a moral obligation is laid upon us to see that this purpose is served, even though particular meetings may no longer exist. Upon the meetings receiving such property the obligation rests to receive and provide care for burial grounds conveyed to them.

* * *

MEETING RECORDS

All meetings for business should keep full and correct records of their transactions in convenient form for reference. An accurate record of the membership of each Monthly Meeting should be kept which should include all births, marriages, removals and deaths occurring among the members. For these purposes, the meeting should furnish suitable books and provide proper places in which to preserve them.

INDIANA YEARLY MEETING (ORTHODOX)

Discipline of The Society of Friends of Indiana Yearly Meeting (1838)

p. 19:

BIRTHS AND DEATHS

As great inconvenience may arise from a want of due attention to keeping a regular record of births and deaths, it is enjoined upon each Monthly meeting, to appoint a careful Friend, whose duty it shall be, to keep, in a book provided at the expense of the Monthly meeting, for the purpose, a record of all births and deaths of members, which occur within their respective limits, or which shall be offered to him for that purpose. But should the birth have occurred out of the limits of the meeting within which it may be desired to record it, an explanatory note should be inserted in the record. And in order to engage the attention of Monthly meetings more closely to this subject, it is further enjoined, that committees be appointed annually to examine the records, and to extend such care as may appear necessary to effect the object.

pp. 23-24:

CERTIFICATES.

Monthly meetings are to take due care, that certificates of removal be seasonably forwarded, by suitable conveyances, to the Monthly meetings to which they are directed; they being the exclusive property of such meetings.

pp. 31-33:

DISCIPLINE AND MEETINGS FOR DISCIPLINE

The connexion and subordination of our Meetings for discipline are thus: Preparative Meetings are accountable to the Monthly; Monthly to the Quarterly; and Quarterly to the Yearly Meeting; so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a Quarterly Meeting, with the proceedings of either of its Monthly Meetings; or a Monthly Meeting with the proceedings of either of its Preparative Meetings: such meetings ought, with readiness and meekness, to render accounts thereof when required; and correct or expunge any of the minutes, according to the direction of the superior meeting.

No Quarterly Meeting should be set up, or laid down, without the consent of the Yearly Meeting; no Monthly Meeting without the consent of the Quarterly Meeting; nor any preparative or other meeting for business or worship, until application to the Monthly Meeting be first made; and, when there approved, the consent of the Quarterly Meeting be also obtained. Also, no meeting for worship, intended to consist of Friends belonging to two or more Monthly Meetings, shall be established, until the proposal be offered to, and approved by, those Monthly Meetings, and the consent of their respective Quarterly Meeting or meetings be obtained; . . .

It is directed that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein, of their proceedings. Monthly Meetings, particularly, are advised to attend to, and finish all such business with care and despatch, that it may, at no time, suffer by improper delay: and if any case under consideration, prove too weighty or difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance; or, if the circumstances be such as to require it, refer it thereto by minute.

It is the conclusion of the Yearly Meeting, as a general rule in all cases, that where any monthly or Quarterly meeting has occasion for, and requests copies of any papers, minutes or records of another monthly or Quarterly meeting, the same should be accordingly granted.

pp. 34-35:

As the use and design of Preparative Meetings are, in general, to digest and prepare business as occasion may require, which may be proper to be laid before Monthly Meetings; Friends ought to be careful therein, not to occasion unnecessary delays, or undertake to decide on any business which properly belongs to Monthly Meetings; and when it is concluded to carry any cases forward, they should be entered in writing, and some suitable Friend or Friends named, to produce them to the Monthly Meeting; proper notes whereof should be carefully preserved by clerks of Preparative Meetings.

pp. 46-47:

MEETING HOUSES

Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, and burial grounds; and other estates which have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of those meetings; so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust, that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed, that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom, the papers, minutes, and records belonging to our religious society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

INDIANA YEARLY MEETING (GURNEYITE/FUM)

Discipline of the Society of Friends, of Indiana Yearly Meeting [Orthodox, Gurneyite] (1854)

p. 31:

BIRTHS AND DEATHS

As great inconvenience may arise from a want of due attention to keeping a regular record of births and deaths, it is enjoined upon each Monthly meeting, to appoint a careful Friend, whose duty it shall be, to keep, in a book provided at the expense of the Monthly meeting, for the purpose, a record of all births and deaths of members, which occur within their respective limits, or which shall be offered to him for that purpose. But should the birth have occurred out of the limits of the meeting within which it may be desired to record it, an explanatory note should be inserted in the record. And in order to engage the attention of Monthly meetings more closely to this subject, it is further enjoined, that committees be appointed annually, to examine the records, and to extend such care as may appear necessary to effect the object.

p. 33:

CERTIFICATES.

. . . all certificates of removal, brought by any Friends intending to become residents, shall be lodged in the Monthly meeting, where the same are accepted; and every meeting shall keep a record of all certificates which it may give forth.

pp. 43-44:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

The connection and subordination of our Meetings for Discipline are thus: Preparative meetings are accountable to the Monthly; Monthly to the Quarterly; and Quarterly to the Yearly Meeting; so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting: or a Quarterly meeting, with the proceedings of any of its Monthly meetings; or a Monthly meeting with the proceedings of any of its Preparative meetings; such meetings ought, with readiness and meekness, to render accounts thereof when required; and correct or expunge any of their minutes, according to the direction of the superior meeting.

No Quarterly meeting should be set up or laid down, without the consent of the Yearly Meeting; no Monthly meeting without the consent of the Quarterly meeting; nor any Preparative or other meeting for business or worship, until application to the Monthly meeting be first made; and when there approved, the consent of the Quarterly meeting be also obtained. Also, no meeting for worship, intended to consist of Friends belonging to two or more Monthly meetings, shall be established, until the proposal be offered to, and approved by, those Monthly meetings, and the consent of their respective Quarterly meeting or meetings be obtained; . . .

It is directed that a book be provided by every Monthly and Quarterly meeting, and fair records kept therein of their proceedings. Monthly meetings, particularly, are advised to attend to, and finish all business with care and dispatch, that it may, at no time suffer by improper delay; and if any case under consideration, prove too weighty or difficult for them to determine, they should apply to their respective Quarterly meetings for assistance; or, if the circumstances be such as to require it, refer it thereto by minute.

It is the conclusion of the Yearly Meeting, as a general rule in all cases, that where any Monthly or Quarterly meeting has occasion for, and requests copies of any papers, minutes, or records of another Monthly or Quarterly meeting, the same should be accordingly granted.

pp. 56-57:

MEETING HOUSES.

Quarterly and Monthly meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, and burial grounds; and other estates which have been vested in trustees, and by them held for the use and benefit of the Society at large, or of any of those meetings; so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust; that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and see that the same be duly recorded in the County Record, as required by law; and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom, the papers, minutes, and records belonging to our religious Society, are from time to time deposited; and due care should be taken to lodge them with suitable Friends.

p. 93:

TESTIMONIES OF DENIAL AND ACKNOWLEDGMENT.

In all cases when a Monthly meeting apprehends itself under a necessity to disown a member, it is the desire of the Yearly Meeting, that such member, if his or her situation will admit of it, should be previously informed thereof; and when a testimony of disownment is issued against such individual, a copy thereof should be retained on the minutes of the Monthly Meeting, and one offered to the party testified against.

Discipline of the Society of Friends, of Indiana Yearly Meeting [Orthodox, Gurneyite] (1864)

p. 84:

TESTIMONIES OF DENIAL AND ACKNOWLEDGMENT.

In all cases when a Monthly Meeting apprehends itself under a necessity to disown a member, such member, if his or her situation will admit of it, should be previously informed thereof; and when a testimony of disownment is issued against such individual, a copy thereof should be retained on the minutes of the Monthly Meeting, and one offered to the party testified against.

pp. 87-89:

MEETINGS FOR DISCIPLINE.

The connection and subordination of our Meetings for Discipline are thus: Preparative Meetings are accountable to the Monthly; Monthly to the Quarterly; and Quarterly to the Yearly Meeting; so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting: or a Quarterly Meeting, with the proceedings of any of its Monthly Meetings; or a Monthly Meeting with the proceedings of any of its Preparative Meetings; such meetings ought, with readiness and meekness, to render accounts thereof when required; and correct or expunge any of their minutes, according to the direction of the superior meeting.

* * *

No Quarterly Meeting should be set up or laid down, without the consent of the Yearly Meeting; no Monthly Meeting without the consent of the Quarterly Meeting; nor any Preparative or other meeting for business, until application to the Monthly Meeting be first made; and when there approved, the consent of the Quarterly Meeting be also obtained. Also, no Meeting for Worship, intended to consist of Friends belonging to two or more Monthly Meetings, shall be established, until the proposal be offered to, and approved by, those

Monthly Meetings, and the consent of their respective Quarterly Meeting or Meetings be obtained; . . .

It is directed that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein of their proceedings. Monthly Meetings, particularly, are advised to attend to, and finish all business with care and dispatch, that it may, at no time suffer by improper delay; and if any case under consideration, prove too weighty or difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance; or, if the circumstances be such as to require it, refer it thereto by minute.

In all cases, where any Monthly or Quarterly Meeting has occasion for, and requests copies of any papers, minutes, or records of another Monthly or Quarterly Meeting, the same should be accordingly granted.

p. 121:

MEETING HOUSES.

Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, and burial grounds; and other estates which have been vested in trustees, and by them held for the use and benefit of the Society at large, or of any of those meetings; so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust; that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and see that the same be duly recorded in the County Record, as required by law; and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom, the papers, minutes, and records belonging to our religious Society, are from time to time deposited; and due care should be taken to lodge them with suitable Friends.

pp. 134-135:

BIRTHS AND DEATHS

As great inconvenience may arise from a want of due attention to keeping a regular record of births and deaths, it is enjoined upon each Monthly Meeting, to appoint a careful Friend, whose duty it shall be, to keep, in a book provided at the expense of the Monthly Meeting, for the purpose, a record of all births and deaths of members, which occur within their respective limits, or which shall be offered to him for that purpose. But should the birth have occurred out of the limits of the meeting within which it may be desired to record it, an explanatory note should be inserted in the record. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined, that committees be appointed annually, to examine the records, and to extend such care as may appear necessary to effect the object.

pp. 136-137:

REMOVALS

All certificates of removal, brought by any Friends intending to become residents, shall be lodged in the Monthly Meeting, where the same are accepted; and every meeting shall keep a record of all certificates which it may give forth.

Discipline of the Society of Friends, of Indiana Yearly Meeting [Orthodox]
(1878, reprinted 1892)

P. _:

TESTIMONIES OF DENIAL AND ACKNOWLEDGMENT.

In all cases when a Monthly Meeting apprehends itself under a necessity to disown a member, such member, if his or her situation will admit of it, should be previously informed thereof; and when a testimony of disownment is issued against such individual, a copy thereof should be retained on the minutes of the Monthly Meeting, and one offered to the party testified against.

pp. 73-75:

MEETINGS FOR DISCIPLINE,
AND RULES CONCERNING THEM.

The connection and subordination of our Meetings for Discipline are thus: Preparative Meetings are accountable to the Monthly; Monthly to the Quarterly; and Quarterly to the Yearly Meeting; so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting: or a Quarterly Meeting, with the proceedings of any of its Monthly Meetings; or a Monthly Meeting with the proceedings of any of its Preparative Meetings; such meetings ought, with readiness and meekness, to render accounts thereof when required; and correct or expunge any of their minutes, according to the direction of the superior meeting.

No Quarterly Meeting should be set up or laid down, without the consent of the Yearly Meeting; no Monthly Meeting without the consent of the Quarterly Meeting; nor any Preparative or other meeting for business, until application to the Monthly Meeting be first made; and when there approved, the consent of the Quarterly Meeting be also obtained. Also, no Meeting for Worship, intended to consist of Friends belonging to two or more Monthly Meetings, shall be established, until the proposal be offered to, and approved by, those Monthly Meetings, and the consent of their respective Quarterly Meeting or Meetings be obtained; . . .

It is directed that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein of their proceedings. Monthly Meetings, particularly, are advised to attend to, and finish all business with care and dispatch, that it may, at no time suffer by improper delay; and if any case under consideration, prove too weighty or difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance; or, if the circumstances be such as to require it, refer it thereto by minute.

In all cases, where any Monthly or Quarterly Meeting has occasion for, and requests copies of any papers, minutes, or records of another Monthly or Quarterly Meeting, the same should be accordingly granted.

p. 86:

REMOVALS

All certificates of removal, brought by any Friends intending to become residents, shall be lodged in the Monthly Meeting, where the same are accepted; and every meeting shall keep a record of all certificates which it may give forth.

p. 124:

MEETING HOUSES.

Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, and burial grounds; and other estates which have been vested in trustees, and by them held for the use and benefit of the Society at large, or of any of those meetings; so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some

others to the trust; that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and see that the same be duly recorded in the County Record, as required by law; and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom, the papers, minutes, and records belonging to our religious Society, are from time to time deposited; and due care should be taken to lodge them with suitable Friends.

PP. ____-____:

BIRTHS AND DEATHS

As great inconvenience may arise from a want of due attention to keeping a regular record of births and deaths, it is enjoined upon each Monthly Meeting, to appoint a careful Friend, whose duty it shall be, to keep, in a book provided at the expense of the Monthly Meeting, for the purpose, a record of all births and deaths of members, which occur within their respective limits, or which shall be offered to him for that purpose. But should the birth have occurred out of the limits of the meeting within which it may be desired to record it, an explanatory note should be inserted in the record. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined, that committees be appointed annually, to examine the records, and to extend such care as may appear necessary to effect the object.

Discipline of Indiana Yearly Meeting of Friends [FUM], Being the Constitution and Discipline of the American Yearly Meetings of Friends {1930: Five Years Meeting of Friends in America} with the Additions Adopted by Indiana Yearly Meeting (1904, revised 1915, revised 1930)

1904 & 1915@pp. 75-76; 1930@45-46:

CHAPTER IV.

MEETING FOR BUSINESS.--CLERKS.

The clerk, or presiding officer, of a business meeting has the care of its business, which he lays before it for consideration and determines what conclusion the meeting reaches. . . . The clerk shall keep a faithful record of the proceedings of the meeting, and he shall furnish copies of necessary portions of such records to persons authorized, under the appointment of the same or any superior meeting, to ask for them. He shall sign on the meeting's behalf all official documents put forth by it.

1904 & 1915@p. 76-78; 1930@p. 46:

CHAPTER V.

SECTION 1.--MONTHLY MEETINGS.

1. A Monthly Meeting is a regular organization of one or more congregations, and consists of all those persons who are entitled to be recorded upon its list of members. It is charged with the government of the body, according to the Constitution and Discipline, and has authority to receive and dismiss members; to discipline offenders; to grant appeals; to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Church; and to adopt and carry out measures for the improvement of the spiritual interests of the body. It meets monthly for the transaction of business; once in three months it reports, in an abstract of its minutes, such business as should be laid before the Quarterly Meeting of which it forms a part and to which it is subordinate, and to attend which it may appoint two or more representatives.

* * *

SECTION 2.--CLERK.

The clerk of a Monthly Meeting shall be appointed by the meeting on the nomination of a committee named for the purpose. He shall forward to the

Quarterly Meeting such business as requires its attention, and such abstracts of the minutes of the Monthly Meeting as may be necessary. He shall keep (in a book printed for the purpose and provided by the Yearly Meeting) a correct record of the membership, including all births, marriages, deaths and transfers, and he shall annually furnish the Quarterly Meeting such statistical information as the Yearly Meeting may direct, including the recording, deaths and transfers of ministers. Where found desirable, a recorder may be appointed to assist the clerk in keeping these records.

1904 & 1915@p. 79; 1930@pp. 48-49:

SECTION 7.--THE BOARD OF TRUSTEES.

Each Monthly Meeting shall appoint three or more of its members to serve as a Board of Trustees. It shall be the duty of the trustees to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury or improper use, to preserve all important records and documents, and to make an annual report to the Monthly Meeting. Where Monthly Meetings are incorporated under State laws their property will necessarily be held and administered in accordance therewith.

1904 & 1915@p. 88; 1930@p. 57:

CHAPTER IX.

QUARTERLY MEETINGS.

2. The Quarterly Meeting has the power to establish, divide or discontinue a Monthly Meeting, or to unite two or more Monthly Meetings.

1904 & 1915@p. 93; 1930@p. 61:

CHAPTER X.

SECTION 1--YEARLY MEETINGS.

13. When a meeting is discontinued, the property belonging to said meeting shall be vested in the Yearly Meeting, to be held in trust for some specific purpose, or to be used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held by such discontinued meeting shall be administered in accordance with the directions of the original donors.

PART III -- RULES OF DISCIPLINE

1904 & 1915@p. 105; 1930@p. 72:

CHAPTER I

SECTION 2.--RECEPTION BY CERTIFICATE

3. The acceptance and the issuing of all certificates shall be recorded on the minutes of the Monthly Meetings, and the list of members corrected accordingly.

Faith and Practice of Indiana Yearly Meeting of the Religious Society of Friends (Book of Discipline) [Orthodox/Gurneyite] (1950)

MONTHLY MEETING

Organization and Functions

pp. 48-49:

1. **Duties and Responsibilities** A Monthly Meeting is a regular organization of one or more congregations, and consists of all persons who are recorded upon its list of members. It is charged with the administration of the affairs of the Meeting, and has authority to receive, transfer, and dismiss members; to deal with offenders, to grant appeals, to consider and act upon all questions affecting the membership; to hold and administer real

estate and other property for the use of the Meeting, and to adopt and carry out measures for the improvement of the spiritual interests of the body.

* * *

4. **Appointment of Officers** The Monthly Meeting should appoint a Clerk and an Assistant Clerk, except that in a small Meeting one clerk may be sufficient. It shall be the duty of the clerk to see that the business is properly presented to the Meeting for its consideration, to announce decisions when made, and to sign documents on behalf of the Monthly Meeting. The assistant clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Meeting and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the Meeting. The minutes of each Meeting must be signed by the clerk and dated correctly. The assistant clerk may also act as Correspondent and as Recorder for the Meeting. The recorder shall keep a correct record of all matters pertaining to membership, such as births, marriages, and deaths; members joining by application, transfers of associate members to active membership, and transfers of members to and from other Meeting and denominations.

p. 52:

3. **Records** Monthly Meeting records should be kept in a book of a form which has been approved by the Yearly Meeting. Minute books and records should be carefully preserved, and wherever conditions permit, should be placed in a central fireproof vault.

p. 63:

RECEPTION AND TRANSFER BY CERTIFICATE OR LETTER

4. **Records** The acceptance and issuance of all certificates and letter shall be recorded in the minutes of the Monthly Meeting, and the list of members shall be changed accordingly. Removal certificates for ministers shall include a statement of their position.

p. 69:

QUARTERLY MEETING

Relation to Monthly Meetings

1. **Power** A Quarterly Meeting has power to establish, discontinue, or divide a Monthly Meeting, or to unite two or more Monthly Meetings.

2. **Supervision** A Quarterly Meeting has supervision over the Monthly Meetings. It may review their proceedings and examine the records thereof, so that any irregularities in proceedings may be corrected by the Monthly Meeting. It shall receive appeals from Monthly Meetings and decide upon them, and shall grant appeals from its own decisions to the Yearly Meeting.

p. 78:

Miscellaneous

1. **Property of Discontinued Meetings** When a Meeting is discontinued, the physical property and investments belonging to said Meeting shall be vested in the Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose, or used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held from such discontinued Meetings shall be administered as far as possible in accordance with the directions of the original donors. A Meeting is not to be considered as discontinued if it unites as an organized group with another Friends Meeting.

Faith and Practice of Indiana Yearly Meeting of the Religious Society of Friends (Book of Discipline) (1971, 1976)

p. 50:

Records The acceptance and issuance of all certificates and letters shall be recorded in the minutes of the Monthly Meeting, and the list of members shall be changed accordingly. Transfer certificates for recorded ministers shall include a statement of their recording.

p. 53-54:

THE MONTHLY MEETING

Organization and Functions

Duties and Responsibilities A Monthly Meeting is a regular organization of one or more congregations and consists of all persons who are recorded upon its list of members. It is charged with the administration of the affairs of the Meeting and has authority to receive, transfer and dismiss members; to deal with offenders; to grant appeals; to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Meeting; and to carry out programs for the improvement of the spiritual interest of the Meeting.

* * *

3. **Organization** A Monthly Meeting is organized for the transaction of business when it has been established and has appointed a clerk, or clerks, to present its business and record its action.

4. **Officers** A Monthly Meeting shall appoint Clerks as needed, such as: Presiding, Recording, etc.

It shall be the duty of the Presiding Clerks to see that the business is properly presented to the Meeting for its consideration, to announce decisions when made, to make certain that all actions are properly recorded and to sign documents on behalf of the Monthly Meeting. The Recording Clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Meeting and the action taken. These minutes shall be kept in permanent form in a Minute Book. They will become the permanent record of the Meeting when they have been approved and signed by the Clerks and properly dated.

The Recording Clerk may serve as the Statistical Secretary and Correspondent for the Meeting if the size of the Meeting does not warrant separate appointments for these services.

The Statistical Secretary shall keep an accurate record of all matters pertaining to the membership, such as births, marriages and deaths; member received by application, by transfer from Junior membership to active membership; and transfers of membership to or from other Meetings or denominations.

5. **Records** Monthly Meeting minute books and valuable papers shall be carefully preserved and, wherever conditions permit, shall be placed in a fireproof safe or vault. The Yearly Meeting "urges" the Monthly Meeting to send all record books and valuable papers to the Yearly Meeting Custodian of the Vault, when there is no longer an immediate need for them. This would include the deeds and abstracts to property, as well as membership records and minutes.

p. 60-61:

11. **Trustees** Trustees shall be appointed by the Monthly Meeting in accord with the laws of the State in which it is located. Unless otherwise restricted, they shall appoint three or more Trustees for a period of three years each; one-third of the appointments shall be replaced each year.

The Trustees shall have the responsibility for the real estate, trust funds and other properties of the Meeting. In all matters affecting the Meeting the Trustees shall act only in accordance with the expressed will and decisions of the Meeting.

pp. 62-63:

18. **New Meetings** Concerns to initiate new meetings may come from interested friends in new areas, established Monthly Meetings or from surveys conducted by the Commission itself. The responsibility to establish new Monthly Meetings shall be carried out by the Yearly Meeting Commission on Evangelism and Outreach.

The Commission shall give consideration to such concerns by making appropriate studies of the proposed meeting's feasibility and giving prayerful attention to knowing God's will in each case. When it is determined that a new meeting should be initiated, the Commission shall prepare a project plan and present it to the Administrative Council for its consideration. Upon the approval of the Administrative Council of Yearly Meeting, the Commission shall take appropriate action to develop a new Monthly Meeting.

When the Meeting to be established is composed of members of two or more Monthly Meetings, the consent of each shall be obtained.

p. 63:

20. **Meetings Discontinued** When a meeting in decline has ceased to hold regular services for worship or decides that it should be discontinued, the remaining members may confer with the Yearly Meeting Commission on Evangelism and Outreach who shall give careful and prayerful study to the proposed discontinuance. The Commission shall prepare a report and a recommendation for discontinuance or other appropriate action and submit it to the Administrative Council. Upon the approval of the Council, the Commission shall become the administrator of the meeting and its properties if the meeting concurs. It shall assist in the transfer of the remaining memberships, direct the completion of financial responsibilities, take custody of all official records and legal documents and recommend appropriate disposition of all real properties, referring legal actions to the Yearly Meeting trustees. All remaining funds, investments and proceeds from the sale of property held by the discontinued meeting shall be designated for use by the Yearly Meeting Commission on Evangelism and Outreach.

p. 82:

4. **Trustees** The Yearly Meeting shall appoint Trustees in accordance with the laws of the State in which it is located. They shall exercise due care to observe the requirements of the States in the administration of their trust.

The Trustees shall be the legal representatives of the Yearly Meeting in the administration of the Yearly Meeting properties and in making financial investments and other arrangements.

The Trustees shall hold title to real estate and personal property of the Yearly Meeting. They shall invest the funds or other personal property of the Yearly Meeting whether received by bequest, donation or otherwise and administer same according to the direction of the Yearly Meeting and conditions prescribed by the donors. Bequests, undesignated funds, wills, gifts, etc. received by the Yearly Meeting shall be reported to the Administrative Council for directions as to their use. They shall make such appointments to committees as shall be necessary in the performance of their duties.

p. 84:

8. **Administrative Council** The Administrative Council shall be the decision-making body when the Yearly Meeting is not in session. Its members shall be the Presiding Clerk, the Assistant Presiding Clerk, the Recording Clerk, the Treasurer, the Chairman of each Commission, the Chairman of the Personnel Committee, two representatives (the Presiding Clerk and one Representative from and appointed by each Regional Meeting), the General Superintendent, the President of the United Society of Friends Women and the

President of QUAKER MEN. The Departmental workers shall attend the sessions of the Council.

The officers of the Council shall be the Clerks of the Yearly Meeting, and it shall meet bi-monthly between the sessions of the Yearly Meeting. An Executive Committee shall be appointed to facilitate the business of the Council and shall meet as needed.

IOWA YEARLY MEETING (PRE-SEPARATION)

Discipline of the Society of Friends of Iowa Yearly Meeting (1865)

pp. 44-45:

MEETINGS FOR DISCIPLINE.

The connection and subordination of our meetings for discipline are as follows, viz: Preparative Meetings are accountable to the Monthly, Monthly to the Quarterly, and Quarterly to the Yearly Meeting. If any superior meeting be at any time dissatisfied with the proceedings of any inferior meeting, such subordinate meeting should with cheerful submission render an account thereof when required, or correct or expunge any of its minutes, according to the direction of a superior meeting, or a committee thereof.

No Quarterly meeting should be set up or laid down, without the consent of the Yearly Meeting, no Monthly without the consent of the Quarterly Meeting, and no Preparative or meeting for worship without the unity of the Monthly Meeting. . . .

* * *

Every Quarterly, Monthly and Preparative Meeting, should keep a fair record of its proceedings, and endeavor to finish all business which shall come before it without unnecessary delay, and clerks should sign the minutes of each meeting or books of record.

p. 79:

BIRTHS AND DEATHS.

A Recorder of Births and Deaths should be appointed in each Monthly Meeting; and committees of men and women should be appointed annually to assist the Recorder in collecting statistics of Births and Deaths, and extend such care as may appear necessary.

p. 81:

CERTIFICATES OF REMOVAL.

Every meeting should keep an account of all certificates which it issues, entering the names upon its minutes.

Discipline of Iowa Yearly Meeting of the Society of Friends (1876)

pp. 37-38:

MEETINGS FOR DISCIPLINE.

The connection and subordination of our meetings for discipline are as follows, viz: Preparative Meetings are accountable to Monthly Meetings, Monthly to Quarterly, and Quarterly to the Yearly Meeting. If any superior meeting be at any time dissatisfied with the proceedings of any of its subordinate meetings, such subordinate meeting should, with cheerful submission render an account thereof when required, and correct or expunge any of its minutes, according to the direction of a superior meeting, or a committee thereof.

No Quarterly meeting can be set up, or laid down, without the consent of the Yearly Meeting, no Monthly without the consent of the Quarterly Meeting, and no Preparative or Meeting for Worship without the unity of the Monthly Meeting. . . .

All our meetings for business are required to keep a fair record of their proceedings, and endeavor to finish all business which shall come before them without unnecessary delay, and clerks should sign the minutes of each meeting.

pp. 91-92:

RECORD OF MEMBERSHIP.

A recorder should be appointed by each Monthly Meeting to keep a record of our membership; and a committee should be appointed annually to assist the recorder in collecting statistics, and to see that the record is kept up in good order.

* * *

The following form for the record is proposed, being simple and explicit. Monthly Meetings will procure suitable books for the purpose.

IOWA YEARLY MEETING (CONSERVATIVE)

Discipline of Iowa Yearly Meeting of the Society of Friends [Conservative]
(1878, revised 1886, revised 1914)

1886@pp. 17-19; 1914@pp. 19-21:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

The connection and subordination of our Meetings for Discipline are thus: Preparative Meetings are accountable to the Monthly; Monthly to the Quarterly; and Quarterly to the Yearly Meeting; so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting, or a Quarterly Meeting with the proceedings of any of its Monthly Meetings, or a Monthly Meeting with the proceedings of any of its Preparative Meetings, such meetings ought, with readiness and meekness, to render accounts thereof when required, and correct or expunge any of their minutes according to the direction of the superior meeting.

No Quarterly Meeting should be set up or laid down without the consent of the Yearly Meeting, no Monthly Meeting without the consent of the Quarterly Meeting, nor any Preparative or other Meeting for business or worship until application to the Monthly Meeting be first made, and when there approved the consent of the Quarterly Meeting be also obtained. . . .

* * *

It is directed that a book be provided by every Monthly and Quarterly Meeting and fair records kept therein of their proceedings. Monthly Meetings particularly are advised to attend to and finish all such business with care and dispatch, that it may at no time suffer by improper delay; and if any case under consideration prove too weighty or difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance; or, if the circumstances be such as to require it, refer it thereto by minute.

It is the conclusion of the Yearly Meeting, as a general rule, in all cases that where any Monthly or Quarterly Meeting has occasion for and requests copies of any papers, minutes or records of another Monthly or Quarterly Meeting, the same should be accordingly granted.

1886@pp. 34-35; 1914@p. 36:

BIRTHS AND DEATHS.

As great inconvenience may arise from a want of due attention to keeping a regular record of births and deaths, it is enjoined upon each Monthly Meeting to appoint a careful Friend whose duty shall be to keep in a book provided at the expense of the Monthly Meeting, for the purpose, a record of all births and deaths of members which occur within their respective limits, or which shall be offered to him for that purpose. But should the birth have occurred out of the limits of the meeting within which it may be desired to record it, an explanatory note should be inserted in the record. And in order to engage the attention of the Monthly Meetings more closely to this subject, it is further enjoined that committees be appointed annually to examine the records and to extend such care as may appear necessary to effect the object.

1886@p. ? ;1914@p. 38:

CERTIFICATES.

Quarterly and Monthly Meetings are to take care, that all certificates or minutes which may be given to any Friends traveling in the service of the ministry be recorded, and upon the return of such Friend seasonably delivered back to the meeting; and that all certificates of removal brought by any Friends intending to become residents shall be lodged in the Monthly Meeting where the same are accepted; and also that every meeting keep a record of all certificates which they give forth.

1886@p. 59; 1914@pp. 60-61:

MEETING HOUSES.

Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses and burial grounds, and other estates which have been vested in trustees, and by them held for the use and benefit of the Society at large, or of any of those meetings, so that if it should appear needful, by the death of any such trustees or otherwise, due and seasonable care may be taken to appoint some others to the trust, that future difficulties and the risk of being deprived of such estates may be avoided. And it is further directed that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and see that the same be duly recorded in the county record, as required by law; and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom, the papers, minutes and records belonging to our religious Society are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

Discipline, Iowa Yearly Meeting of Friends (Conservative) (1951, Reprinted 1953)

p. 27:

MEETINGS FOR BUSINESS

It is directed that a book be provided by every Monthly and Quarterly Meeting for records of their proceedings.

It shall be the duty of the Clerks to sign and forward all necessary documents from one meeting to another; and any correspondence directed by the meeting.

p. 28:

THE ORGANIZATION AND PROCEDURE OF OUR MEETINGS

The Monthly Meeting is accountable to the Quarterly Meeting; and the Quarterly Meeting to the Yearly Meeting.

* * *

No Quarterly Meeting should be set up or laid down without the consent of the Yearly Meeting. No Monthly, or other Meeting for business or worship should be set up or laid down until application has been made to and approval given by the Quarterly Meeting.

p. 45:

CERTIFICATES AND LETTERS

Quarterly and Monthly Meetings are to take care that certificates, minutes, or letters which may be given to any Friend traveling be recorded, and upon the return of such Friend, be seasonably returned to the meeting.

All certificates of removal brought by Friends intending to become residents shall be recorded in the Monthly Meeting where they are accepted.

p. 51:

RECORDS BIRTHS, DEATHS, MARRIAGES

It is the duty of each Monthly Meeting to appoint a Friend to keep a record of all changes in membership which occur within its respective limits. These changes include births, deaths, certificates and requests of membership, certificates of removal and releases. The Recorder is also to make a copy of all certificates of marriages which have been conducted under the care of the meetings. And in order to call the attention of the Monthly Meetings to this subject, it is further suggested that a committee be appointed annually to examine the records and to extend such care as may appear necessary.

pp. 73-74:

PROPERTY

It is recommended that the Yearly Meeting and all subordinate meetings frequently inspect the titles to meeting houses, burial grounds, and other real or personal estates vested in trustees, and by them held for the use and benefit of constituents, subject to the control of said meetings.

Trustees should be appointed by the Quarterly and Monthly Meetings to have charge of all legal business. Care should be taken to have all such business and trust properties transferred or conveyed to new appointees by the retiring trustees.

* * *

It is further advised that meetings keep exact records of all trusts and conveyances, and of the places of deposit and the custody of papers, minutes and records of the Society; and further that trust accounts and investments be subjected to yearly audit and inspection by appropriate committees.

In the case of the dissolution of any Preparative, Monthly or Quarterly Meeting, all rights of property which were invested in such meeting of Friends to which the members of the meeting so dissolved or laid down shall be transferred and joined by the superior meeting. And all the powers of management, sale and disposition over any real estate, together with the appointment of new trustees to hold the legal title thereto, previously vested in or exercised by such meeting, so dissolved and laid down, shall thereafter be exercised by the said meeting to which the members may be transferred and attached; care being taken to see that there are no legal difficulties in the way, and that, if any appear, the advice of the Representative Meeting be taken. In case of a dissolution where the membership is not transferred to a meeting by the Quarterly Meeting but by individual membership going to different meeting the Quarterly Meeting would assume responsibility.

Discipline, Iowa Yearly Meeting of Friends (Conservative) (1974, reprinted with minor supplements 1984)

p. 19:

II. STRUCTURE ORGANIZATION AND PROCEDURES OF OUR MEETINGS THE MONTHLY MEETING Meetings for Business

In each Meeting a Clerk and one or more assistants are nominated annually be a committee and subject to approval by the Meeting. The Clerk gathers the sense of the Meeting, states what seems to be the judgment of the members, and sees that the proceedings are recorded accurately. The Clerk also signs and forwards answers to the Queries, information on appointments, documents, and other correspondence.

p. 21:

Qualifications and Responsibilities of a Clerk

The Clerk signs all official papers and minutes. When two Clerks serve, particularly if legal documents and minutes are involved, it is good practice for both to sign.

p. 41:

MEETING FUNDS AND PROPERTY PROPERTY

Titles to Meeting Houses and other real property should be examined from time to time, and efforts made to remove any obstacle to perfect title.

If any Monthly Meeting ceases to exist, its property should be transferred to the Meeting receiving its remaining membership. If such action is not practicable, the Quarterly Meeting of which the Meeting is a member is to decide the disposition of its property.

When a Quarterly Meeting ceases to exist, its property should be similarly assigned to the Meeting receiving its remaining membership. Any question of doubt should be decided by the Yearly Meeting.

NO FUND, OR PROPERTY BELONGING TO A MEETING, IS TO BE DISTRIBUTED AMONG MEMBERS.

Trustees should be appointed by Monthly Meetings and the Yearly Meeting to have charge of their legal business. Meetings having charge of charitable gifts are to be careful to use such gifts strictly for the purpose designated by the donor. In case such purposes become obsolete, very difficult, or impossible to fulfill, the advice of the Interim Meeting should be requested.

p. 43:

INFORMATION FOR YEARLY MEETING RECORDS

It is the duty of each Monthly Meeting to appoint a Statistical Recorder to keep a record of marriages and all changes in membership such as births, deaths, membership acceptances and releases, military status. The Monthly Meeting Recorder is also to make a copy of all certificates of marriages which have been held under the care of the Meeting. One copy of answers to the questions below should be sent to the Yearly Meeting Clerk, and one copy to the Yearly Meeting Recorder. The information should be for the year from July 1st of the previous year to June 30th of the current year.

* * *

Where there are Friends' burial grounds, records should be kept of all plots there. It is advisable that historical records be maintained by each Monthly Meeting, so that all information on major events can be readily available without searching the Minutes.

IOWA YEARLY MEETING (PROGRESSIVE/FUM)

The Discipline of Iowa Yearly Meeting of the Society of Friends [Progressive] (1883)

pp. 39-40:

MEETINGS FOR DISCIPLINE.

The connection and subordination of our Meetings for Discipline are as follows, viz: Preparative Meetings are accountable to Monthly Meetings, Monthly to Quarterly, and Quarterly to the Yearly Meeting. If any superior meeting be dissatisfied with the proceedings of any of its subordinate meetings, such subordinate meeting should, with cheerful submission, render an account thereof when required, and correct or rescind any of its minutes, as directed by a superior meeting, or a committee thereof; but no Monthly Meeting is allowed to expunge any of its records.

No Quarterly Meeting can be set up, or laid down, but by the Yearly Meeting, no Monthly but by the consent of the Quarterly Meeting, and no Preparative or Meeting for Worship but by the Monthly Meeting. A Preparative Meeting should be attached to such Monthly Meeting as suits the convenience of the members thereof, and seems most likely to conduce to the best interests of the Society. When there is but one Preparative Meeting in a Monthly Meeting, the Preparative Meeting is to be omitted, and the Monthly Meeting in such cases is to perform the duties of both Monthly and Preparative Meetings.

All our meetings for business, including Preparatives, are required to keep a fair record of their proceedings, and endeavor to finish all business which shall come before them without unnecessary delay, and clerks should sign the minutes of each meeting.

pp. 93-94:

RECORD OF MEMBERSHIP.

A recorder should be appointed by each Monthly Meeting, to keep a record of our membership; and a committee should be appointed annually to assist the recorder in collecting statistics, and to see that the record is kept up in good order.

Iowa Yearly Meeting of Friends [Progressive] Book of Discipline (1891)

pp. 78-79:

CHAPTER IV.

MONTHLY MEETINGS.

Their Organization, Powers and Duties.

1. A Monthly Meeting is any regularly organized church, and consists of all the persons who are entitled to be recorded on its list of members. Monthly Meetings are subordinate to the Quarterly Meeting of which they form a part, and are to appoint two or more delegates to the same.

2. The Monthly Meeting is charged with the government of the church. It has, therefore, authority to receive members into the church and to dismiss them from the church, to discipline offenders, to grant appeals, to consider all other questions affecting the membership of persons, according to the Rules of Discipline, and to adopt and carry out measures for the instruction of their members and for the promotion of the spiritual interests of the congregation. In cases of serious difficulty a Monthly Meeting may ask advice of the Quarterly Meeting.

pp. 83-84:

CHAPTER V.
QUARTERLY MEETINGS.

Their Organization, Powers and Duties.

3. The Quarterly Meeting has the power to establish or to divide a Monthly Meeting, or to unite two Monthly Meetings.

pp. 101-104:

CHAPTER XIV.
THE EXECUTIVE AND REGULAR OFFICERS.

1. The executive and regular officers of business meetings are: the Clerk for business meetings of every kind, the Recorder for the Monthly Meeting, the Correspondent and the Treasurer for the Monthly, the Quarterly and the Yearly Meeting, and three Trustees for the Monthly and five for the Yearly Meeting. The Correspondent and the Trustees shall be chosen and vacancies filled from time to time as occasion requires. The other officers shall be chosen annually. All officers shall hold their offices until their successors are chosen.

2. It is the duty of the Clerk of any business meeting to preside over such meeting, to arrange the business and give it direction according to the Form of Government, the Rules of Discipline and the usages of Friends, and to decide upon all questions considered according to the prevailing sentiment of the meeting, with due Christian regard for members offering serious objections on grave questions.

It is further the duty of the Clerk to make and keep a clear and complete record of all business of the meeting, to sign the minutes of each meeting, to transmit to other business meetings and to receive from them such business as the nature of the office requires.

3. It is the duty of the Recorder to keep, in a book provided for the purpose, a carefully revised list of all members belonging to the Monthly Meeting, recording all births, deaths and marriages.

* * *

6. It is the duty of the Trustees of the Monthly Meeting to hold in trust all the real estate or other properties belonging to the Monthly Meeting, and to have all deeds of property recorded.

It is the duty of the Trustees of the Yearly Meeting to hold in trust all buildings, lands and other properties in order for their appointed purposes, guarding them from injury and improper use. They shall have all deeds of property legally recorded in the name of Iowa Yearly Meeting of the Society of Friends. They shall report annually the condition of all properties requiring the attention of the Yearly Meeting, with such suggestions as they may deem wise.

p. 135:

CHAPTER III.
RIGHTS OF MEMBERSHIP.

9. The reception and the issuing of all certificates of membership should be recorded on the minutes of the Monthly Meeting, and the list of members corrected accordingly.

The Constitution for the Society of Friends in America, with Supplemental Provisions and Rules of Discipline. Adopted by Iowa Yearly Meeting in 1902, Revised 1920, Revised 1930

1902@pp. 51-52, 1920 & 1930@pp. 45-46:

CHAPTER IV.
MEETINGS FOR BUSINESS.
CLERKS.

The Clerk, or presiding officer, of a business meeting has the care of its business, which he lays before it for consideration and determines what conclusion the meeting reaches. In a meeting for business it should be the chief desire to ascertain what may be the mind of the Lord, and Clerks should be chosen with a special reference to their sound judgment and gift of spiritual discernment, and their ability to determine what is the will of the meeting as indicated by the expression made. Clerks should be familiar with the usages of the denomination and with all its departments of work. The Clerk shall keep a faithful record of the proceedings of the meeting, and he shall furnish copies of necessary portions of such records to persons authorized, under the appointment of the same or any superior meeting, to ask for them. He shall sign on the meeting's behalf all official documents put forth by it. Meetings which may desire to continue the ancient practice of holding separate business meetings of men and women are at liberty to do so, appointing separate Clerks from their number. In all business meetings such assistant Clerks may be appointed as may be found advisable.

1902@p. 53, 1920 & 1930@p. 47:

CHAPTER V
MONTHLY MEETINGS
SECTION II.--THE CLERK.

The Clerk of a Monthly Meeting shall be appointed by the meeting on the nomination of a committee named for the purpose. He shall forward to the Quarterly Meeting such business as requires its attention, and such abstracts of the minutes of the Monthly Meeting as may be necessary. He shall keep (in a book printed for the purpose and provided by the Yearly Meeting) a correct record of the membership, including all births, marriages, deaths and transfers, and he shall annually furnish the Quarterly Meeting such statistical information as the Yearly Meeting may direct, including the recording, deaths and transfers of ministers. Where found desirable, a Recorder may be appointed to assist the Clerk in keeping these records.

1902@p. 55, 1920 & 1930@pp. 48-49:

SECTION VII.--BOARD OF TRUSTEES.

Each Monthly Meeting shall appoint three or more of its members to serve as a Board of Trustees. It shall be the duty of the Trustees to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury or improper use, to preserve all important records and documents, and to make an annual report to the Monthly Meeting. Where Monthly Meetings are incorporated under State laws their property will necessarily be held and administered in accordance therewith. Yearly Meetings may provide for the holding and transferring of real estate and other property by their own Trustees.

1902@p. 65, 1920 & 1930@p. 57:

CHAPTER IX.
QUARTERLY MEETINGS.

2. The Quarterly Meeting has the power to establish, divide or discontinue a Monthly Meeting, or to unite two or more Monthly Meetings.

1902@p. 70, 1920 & 1930@pp. 60-61:

CHAPTER X
YEARLY MEETINGS

Section I.--ORGANIZATION AND POWERS.

The Yearly Meeting, unless incorporated under the laws of a state making it unnecessary, shall appoint Trustees--not fewer than three nor more than seven in each case--who shall hold the titles of its real estate, and have the same duly recorded in the official records of the state or county. Trustees shall be similarly appointed to invest all funds and other personal property, whether received by bequest, donation or otherwise, and to administer the same according to the direction of the donors. The Yearly Meeting shall have one or more such boards of Trustees as it may deem advisable. Due care must be exercised by Trustees to observe the requirements of the statutes of their several states in the administration of their trusts. [1902: Trustees shall be *ex officio* members of the Permanent Board.]

1902@p. 71, 1920 & 1930@p. 61:

13. When a meeting is discontinued, the property belonging to said meeting shall be vested in the Yearly Meeting, to be held in trust for some specific purpose, or to be used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held by such discontinued meeting shall be administered in accordance with the directions of the original donors.

1902@pp. 84-85, 1920 & 1930@p. 72:

SECTION II.--RECEPTION BY CERTIFICATE.

3. The acceptance and the issuing of all certificates shall be recorded on the minutes of Monthly Meetings, and the list of members corrected accordingly. Removal certificates for ministers shall include a certificate of this position. The official positions of Elders and Overseers are not transferable.

Discipline of Iowa Yearly Meeting of Friends [FUM] (1952)

p. 28:

B. RECEPTION AND TRANSFER BY CERTIFICATE OR LETTER

RECORDS 4. The acceptance and the issuing of all certificates shall be recorded on the minutes of Monthly Meetings, and the list of members corrected accordingly.

pp. 30-31:

APPOINTMENT OF OFFICERS 2. The Monthly Meeting should appoint a Presiding Clerk and a Recording Clerk, except that in a small Meeting one clerk may be sufficient. It shall be the duty of the Presiding Clerk to see that the business is properly presented to the Meeting for its consideration, to announce decisions when made, and to sign documents on behalf of the Monthly Meeting. The Recording Clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Meeting and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the Meeting. The minutes of each Meeting must be signed by the clerk and dated correctly. The Recording Clerk may also act as Correspondent and as Recorder for the Meeting. The recorder shall keep a correct record of all matters pertaining to membership, such as births, marriages, and deaths; members joining by application, transfers of associate members to active membership, and transfers of members to and from other Meetings and denominations.

DUTIES AND RESPONSIBILITIES 3. A Monthly Meeting is a regular organization of one or more congregations, and consists of all those persons who are

entitled to be recorded upon its list of members. It is charged with the administration of the affairs of the Meeting, and has authority to receive, transfer, and dismiss members; to deal with offenders, to grant appeals, to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Meeting, and to adopt and carry out measures for the improvement of the spiritual interests of the body.

pp. 31-32:

TRUSTEES 4. Each monthly meeting shall appoint three or more of its members to serve as a Board of Trustees. It shall be the duty of the trustees to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury or improper use, to preserve all important records and documents, and to make an annual report to the Monthly meeting. Where monthly meetings are incorporated under state laws their property will necessarily be held and administered in accordance therewith. Yearly Meetings may provide for the holding and transferring of real estate and other property by their own trustees.

p. 33:

RELATIONS TO SUPERIOR MEETINGS

NEW MONTHLY MEETING 2. When a Monthly Meeting shall deem it advisable for a new Monthly Meeting to be established within its limits, it shall send a proposition therefor to the Quarterly Meeting, which shall appoint a committee to consider the subject and report. If the Quarterly Meeting approves the proposition, it shall establish the meeting and report its action to the Yearly Meeting. All real estate involved in the transaction, should be vested with the Trustees of Iowa Yearly Meeting of Friends unless otherwise designated by the donors. Where the Monthly Meeting, which to be established is composed of members of two or more Monthly Meetings, the consent of each shall be obtained.

p. 33-34:

MONTHLY, QUARTERLY AND YEARLY MEETING RECORDS 3. The instructions for Monthly Meeting records also apply to Quarterly Meeting and Yearly meeting records. It is especially urged that all minutes are dated. This applies to births, marriages and deaths in the monthly meeting. Monthly Meeting records should be kept in a book of a form which has been approved by the Yearly Meeting. Minute books and records should be carefully preserved, and wherever conditions permit, should be placed in a central fireproof vault.

p. 42:

CHAPTER V

QUARTERLY MEETING

RELATION TO MONTHLY MEETINGS

POWER OF 1. A Quarterly Meeting has power to establish, discontinue, or divide a Monthly Meeting, or to unite two or more Monthly Meetings.

SUPERVISION 2. A Quarterly Meeting has supervision over the Monthly Meetings. It may review their proceedings and examine the records thereof, so that any irregularities of proceedings may be corrected by the Monthly Meeting. It shall receive appeals from the Monthly Meetings and decide upon them, and shall grant appeals from its own decisions to the Yearly Meeting.

p. 49:

PROPERTY OF DISCONTINUED MEETINGS 1. When a Meeting is discontinued or withdraws, the physical property and investments belonging to said Meeting shall be vested in the Yearly Meeting, except when otherwise determined by deed or other legal restriction. Due consideration shall be given state laws

governing disposition of such property and funds. Such may be held for some specific purpose, or used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held from such discontinued Meetings shall be administered, as far as possible in accordance with the directions of the original donors. Priority rights should be given to improvements or new buildings within the limits of the quarterly meeting of which the monthly meeting was a part.

Discipline of Iowa Yearly Meeting of Friends [FUM] (1966)

p. 25:

B. RECEPTION AND TRANSFER BY CERTIFICATE OR LETTER

RECORDS 4. The acceptance and the issuing of all certificates shall be recorded on the minutes of Monthly Meetings, and the list of members corrected accordingly.

pp. 26-27:

APPOINTMENT OF OFFICERS 2. The Monthly Meeting should appoint a Presiding Clerk and a Recording Clerk, except that in a small Meeting one clerk may be sufficient. It shall be the duty of the Presiding Clerk to see that the business is properly presented to the Meeting for its consideration, to announce decisions when made, and to sign documents on behalf of the Monthly Meeting. The Recording Clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Meeting and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the Meeting. The minutes of each Meeting must be signed by the clerk and dated correctly. The Recording Clerk may also act as Correspondent and as Recorder for the Meeting. The recorder shall keep a correct record of all matters pertaining to membership, such as births, marriages, and deaths; members joining by application, transfers of associate members to active membership, and transfers of members to and from other Meetings and denominations.

DUTIES AND RESPONSIBILITIES 4. A Monthly Meeting is a regular organization of one or more congregations, and consists of all those persons who are recorded upon its list of members. It is charged with the administration of the affairs of the Meeting, and has authority to receive, transfer, and dismiss members; to deal with offenders, to grant appeals, to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Meeting, and to adopt and carry out measures for the improvement of the spiritual interests of the body.

pp. 28-29:

TRUSTEES 4. Each Monthly Meeting shall appoint three or more of its members to serve as a Board of Trustees for three-year staggered terms. It shall be the duty of the Trustees to manage all real estate and personal property belonging to the meeting, to see that it is kept in proper repair, guard it from improper use, and keep all deeds legally recorded. Trustees are to preserve all important records and documents, and make an annual report to the Monthly meeting. Where Monthly Meetings are incorporated under state laws their property will necessarily be held and administered in accordance therewith.

p. 32:

SECTION 4--INSTRUCTIONS TO MONTHLY MEETINGS

RECORDS 5. Care is urged that all minutes of the Meeting on Ministry and Counsel and of the Monthly Meeting be properly dated and preserved in books of form approved by the Yearly Meeting. When minute books are filled or cease to be used they should be filed in the Yearly Meeting fireproof vault for safe keeping.

p. 43:

CHAPTER V

QUARTERLY MEETING

SECTION 2--AUTHORITY AND RELATIONSHIP

CHANGED CONSTITUTION 3. The Quarterly Meeting can divide itself or add new Meetings to its membership with the approval of the Yearly Meeting general Body of Representatives.

NEW MEETINGS 4. The Quarterly Meeting may shepherd a group in preparation for Monthly Meeting status under the advisement and by the approval of the Yearly Meeting Board on Church Extension.

pp. 53-54:

CHAPTER VII

DEPARTMENTS OF WORK

SECTION 1--BOARDS AND COMMITTEES

A. MINISTRY AND COUNSEL

YEARLY MEETING 1. . . . The duties of the Board on Ministry and Counsel are mainly the following:

(d) The Board on Ministry and Counsel will co-operate and function with the Board on Church Extension in setting up new Meetings and in studying the spiritual needs of existing Meetings.

B. CHURCH EXTENSION

YEARLY MEETING 1. The Board on Church Extension is appointed as a separate body from that of missions and evangelism because the need of starting new churches and strengthening weak churches is such an outstanding need for the Yearly Meeting. It should be a specialist body commissioned to a significant singular task. With this kind of focused function a home mission outreach program will have the opportunity to develop.

This Board will give exclusive attention to the following areas:

(1) Plan, research, survey, and take initiative for the starting of new Friends churches.

(2) Give assistance and direction to weak churches that need special attention.

(3) Be ready to take responsible action when any established Monthly Meeting experiences decline to the extent of an active resident membership of 25 or an average worship service attendance for one year below 30. Such a Meeting thereby being made aware of the danger to its continued existence should call upon the Board on Church Extension for a thorough study of their situation. This local Meeting should commit itself to the recommendations of this Board as to the steps for recovery. Any church may call upon this Board for guidance and help when decline has been experienced.

(4) The Board shall have the prerogative to prepare and establish standards by which a new Monthly Meeting is established. These standards shall take into consideration a sufficient measure of strength in membership, financial support, accommodations, and a unity of purpose. When the Board is satisfied that a group should become a Monthly Meeting, it will recommend such to the Yearly Meeting on Ministry and Counsel. Upon their approval they shall recommend such to the general Body of Representatives of the Yearly Meeting.

KANSAS YEARLY MEETING (CONSERVATIVE)

The Discipline of the Society of Friends of Kansas Yearly Meeting
[Conservative] (1883)

p. 11:

BIRTHS AND DEATHS

As great inconvenience may arise from a want of due attention to keeping a regular record of births and deaths, it is enjoined upon each Monthly Meeting to appoint a careful Friend, whose duty it shall be to keep, in a book provided at the expense of the Monthly Meeting, for the purpose, a record of all births and deaths of members which occur within their respective limits, or which shall be offered to him for that purpose. But should the birth have occurred out of the limits of the meeting within which it may be desired to record it, an explanatory note should be inserted in the record. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined that committees be appointed annually to examine the records, and to extend such care as may appear necessary to effect the object.

p. 14:

REMOVALS

Monthly Meetings are to take due care that certificates of removal be seasonably forwarded, by suitable conveyances, to the Monthly Meetings to which they are directed, they being the exclusive property of such meetings.

pp. 20-21:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

The connection and subordination of our Meetings for Discipline are thus: Preparative Meetings are accountable to the Monthly; Monthly to the Quarterly; and Quarterly to the Yearly Meeting: so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meetings: or a Quarterly Meeting with the proceedings of either of its Monthly Meetings; or a Monthly Meeting with the proceedings of either of its Preparative Meetings, such meetings ought, with readiness and meekness, to render accounts thereof when required, and correct or expunge any of the minutes, according to the direction of the superior meeting.

No Quarterly Meeting should be set up or laid down without the consent of the Yearly Meeting; no Monthly Meeting without the consent of the Quarterly Meeting; nor any Preparative or other meeting for business or worship, until application to the Monthly Meeting be first made, and, when there approved, the consent of the Quarterly Meeting be also obtained. Also, no meeting for worship intended to consist of Friends belonging to two or more Monthly Meetings, shall be established, until the proposal be offered to, and approved by, those Monthly Meetings, and the consent of their respective Quarterly Meeting or Meetings be obtained.

* * *

It is directed that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein of their proceedings. Monthly Meetings, particularly, are advised to attend to and finish all such business with care and dispatch, that it may, at no time, suffer by improper delay; and if any case under consideration prove too weighty or difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance: or, if the circumstances be such as to require it, refer it thereto by minute.

It is the conclusion of the Yearly Meeting, as a general rule in all cases, that where any Monthly or Quarterly Meeting has occasion for, and requests copies of any papers, minutes or records of another Monthly or Quarterly Meeting, the same should be accordingly granted.

p. 33:

MEETING HOUSES.

Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses and burial grounds, and other estates which have been vested in trustees, and by them held for the use and benefit of the society at large, or any of those meetings; so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust; that future difficulties, and the risk of being deprived of such estates, may be avoided. And it is further directed that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom, the papers, minutes and records belonging to our religious society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

MID-AMERICA YEARLY MEETING
(formerly Kansas Y.M.-Progressive)

Discipline of the Society of Friends, of Kansas Yearly Meeting (1883)

pp. 67-69:

SECTION III.
MEETINGS FOR DISCIPLINE,
AND RULES CONCERNING THEM.

The connection and subordination of our Meetings for Discipline are thus: Preparative Meetings are accountable to the Monthly; Monthly to the Quarterly; and Quarterly to the Yearly Meeting; so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any subordinate meeting, or a Quarterly Meeting with the proceedings of any of its Monthly Meetings, or a Monthly Meeting with the proceedings of any of its Preparative Meetings, such meetings ought, with readiness and meekness, to render accounts thereof when required; and correct or expunge any of their minutes according to the direction of the superior meeting.

No Quarterly Meeting should be set up or laid down, without the consent of the Yearly Meeting; no Monthly Meeting without the consent of the Quarterly Meeting; nor any Preparative or other meeting for business, until application to the Monthly Meeting be first made; and when there approved, the consent of the Quarterly Meeting be also obtained. Also, no Meeting for Worship, intended to consist of Friends belonging to two or more Monthly Meetings, shall be established until the proposal be offered to, and approved by, those Monthly Meetings, and the consent of their respective Quarterly Meeting or Meetings be obtained; . . .

* * *

It is directed that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein of their proceedings. . . .

In all cases, where any Monthly or Quarterly Meeting has occasion for, and requests copies of any papers, minutes, or records of another Monthly or Quarterly Meeting, the same should be accordingly granted.

p. 80:

All certificates of removal, brought by any Friends intending to become residents, shall be lodged in the Monthly Meeting where the same are accepted; and every meeting shall keep a record of all certificates which it may give forth.

pp. 118-119:

MEETING HOUSES.

Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, and burial grounds; and other estates which have been vested in trustees, and by them held for the use and benefit of the Society at large, or of any of those meetings; so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust; that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and see that the same be duly recorded in the county record, as required by law; and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom, the papers, minutes, and records belonging to our religious Society, are from time to time deposited; and due care should be taken to lodge them with suitable Friends.

Discipline of Kansas Yearly Meeting of Friends Being the Constitution and Discipline of the American Yearly Meetings of Friends (1903, Revised 1920, Revised 1930)

1903@pp. 47-48, 1920 & 1930@pp. 45-46:

CHAPTER IV.

MEETINGS FOR BUSINESS.--CLERKS.

The clerk, or presiding officer, of a business meeting has the care of its business, which he lays before it for consideration and determines what conclusion the meeting reaches. In a meeting for business it should be the chief desire to ascertain what may be the mind of the Lord, and the clerks should be chosen with a spiritual discernment, and should be chosen with a special reference to their sound judgment and gift of spiritual discernment, and their ability to determine what is the will of the meeting as indicated by the expression made. Clerks should be familiar with the usages of the denomination and with all its departments of work. The clerk shall keep a faithful record of the proceedings of the meeting, and he shall furnish copies of necessary portions of such records to persons authorized, under the appointment of the same or any superior meeting, to ask for them. He shall sign on the meeting's behalf all official documents put forth by it. Meetings which may desire to continue the ancient practice of holding separate business meetings of men and women are at liberty to do so, appointing separate Clerks from their number. In all business meetings such assistant Clerks may be appointed as may be found advisable.

1903@p. 49, 1920 & 1930@p. 47:

CHAPTER V

SECTION 1.--MONTHLY MEETINGS.

SECTION 2.--CLERK.

The clerk of a Monthly Meeting shall be appointed by the meeting on the nomination of a committee named for the purpose. He shall forward to the Quarterly Meeting such business as requires its attention, and such abstracts of the minutes of the Monthly Meeting as may be necessary. He shall keep (in a book printed for the purpose and provided by the Yearly Meeting) a correct record of the membership, including all births, marriages, deaths and transfers, and he shall annually furnish the Quarterly Meeting such statistical information as the Yearly Meeting may direct, including the recording, deaths and transfers of ministers. Where found desirable, a recorder may be appointed to assist the clerk in keeping these records.

1903@p. 51-52, 1920 & 1930@pp. 48-49:

SECTION 7.--THE BOARD OF TRUSTEES.

Each Monthly Meeting shall appoint three or more of its members to serve as a Board of Trustees. It shall be the duty of the trustees to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury or improper use, to preserve all important records and documents, and to make an annual report to the Monthly Meeting. Where Monthly Meetings are incorporated under State laws their property will necessarily be held and administered in accordance therewith. Yearly Meetings may provide for the holding and transferring of real estate and other property by their own trustees.

Section 7 [of the Uniform Discipline] not applying to Kansas Yearly Meeting, the following will govern Subordinate Meetings in its stead:

Kansas Yearly Meeting being a legally incorporated body, the title of all Society property of its Subordinate Meetings should be conveyed to the Yearly Meeting, in trust, for the particular Meeting to which the property belongs. The form of conveyance should be as follows:

" _____ sell and convey to Kansas Yearly Meeting of the Society of Friends (a religious corporation) for the use of _____ Monthly

Meeting of said Society, with power to convey on the legally expressed written request of said Monthly Meeting, or on its own motion in case said Monthly Meeting ceases to exist, the following described tract or parcel of land, viz., (following the above should be a complete description of the property)." Above direction shall not be binding on Meetings outside the State of Kansas; if their laws do not recognize titles held by a Kansas corporation, such Meetings are recommended to incorporate either as Monthly or Quarterly Meetings, as the latter may direct, in accordance with the laws of their respective states.

p. 53:

CHAPTER VI.

NEW FIELDS OF WORK

2. When a Monthly Meeting shall deem it advisable for a new Monthly Meeting to be established within its limits, it shall send a proposition therefor to the Quarterly Meeting, which shall appoint a committee to consider the subject and report. If the Quarterly Meeting approves the proposition it shall establish the meeting and report its action to the Yearly Meeting. Where the meeting to be established is composed of members of two or more Monthly Meetings, the consent of each shall be obtained.

1903@p. 61-63, 1920 & 1930@p. 57:

CHAPTER IX.

QUARTERLY MEETINGS.

2. The Quarterly Meeting has the power to establish, divide or discontinue a Monthly Meeting, or to unite two or more Monthly Meetings.

* * *

3. . . . When a Quarterly Meeting establishes a Monthly Meeting, its minute shall state the Monthly Meeting or Meetings from which such new meeting is separated, and these meetings shall furnish the new meeting a list of the members transferred to it, which list shall be made a part of the record of both meetings. The Quarterly Meeting shall appoint a committee to see that the meeting is duly established and the membership properly transferred and recorded.

When a Quarterly Meeting discontinues a Monthly Meeting, its minutes shall state to what meeting the membership shall be transferred, and it shall appoint a Committee to see that such meeting is regularly discontinued and its records and membership duly cared for.

No Monthly Meeting should be transferred from one Quarterly Meeting to another within the limits of our Yearly Meeting without the consent of each Quarterly Meeting interested, and when such transfer is effected the Yearly Meeting should be informed thereof. No Monthly Meeting should be transferred to or received from another Yearly Meeting without the consent of both the Quarterly Meetings and both the Yearly Meetings interested.

* * *

5. The Quarterly Meeting has supervision over the Monthly Meetings. It may review their proceedings and examine the records thereof, so that any irregularities of proceedings may be corrected by the Monthly Meeting. It shall receive appeals from the Monthly Meetings and decide upon them, and shall grant appeals from its own decisions to the Yearly Meeting.

1903@p. 66, 1920 & 1930@pp. 60-61:

CHAPTER X

YEARLY MEETINGS.

SECTION 1.--ORGANIZATION AND POWERS.

The Yearly Meeting, unless incorporated under the laws of a state making it unnecessary, shall appoint Trustees--not fewer than three nor more than seven in each case--who shall hold the titles of its real estate, and have the same duly recorded in the official records of the state or county. Trustees shall be similarly appointed to invest all funds and other personal property, whether received by bequest, donation or otherwise, and to administer the same

according to the direction of the donors. The Yearly Meeting shall have one or more such boards of Trustees as it may deem advisable. Due care must be exercised by Trustees to observe the requirements of the statutes of their several states in the administration of their trusts. [1902: Trustees shall be ex officio members of the Permanent Board.]

1903@p. 68, 1920 & 1930@p. 61:

13. When a meeting is discontinued, the property belonging to said meeting shall be vested in the Yearly Meeting, to be held in trust for some specific purpose, or to be used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held by such discontinued meeting shall be administered in accordance with the directions of the original donors.

1903@pp. 80-81, 1920 & 1930@p. 72:

SECTION 2.--RECEPTION BY CERTIFICATE.

Monthly Meetings shall record on their minutes the full names of all persons received by certificate.

Monthly and Quarterly Meetings are directed to be careful when receiving individuals into membership or setting up meetings not to encroach upon the limits of other meetings. Except where the facilities for traveling make it advantageous to do otherwise, meetings are to be attached to the nearest superior meeting, and the membership of Friends is to be placed in the nearest Monthly Meeting. When it seems desirable to make an exception to this rule, the consent of the nearer meeting to its being waived shall be first obtained before the meeting is set up, or the Friends is received into membership, whether by request or certificate.

3. The acceptance and the issuing of all certificates shall be recorded on the minutes of Monthly Meetings, and the list of members corrected accordingly.

Discipline of Kansas Yearly Meeting of Friends (1940, Reprinted as Revised 1953)

pp. 53-54:

CHAPTER V MONTHLY MEETINGS SECTION 2.--CLERK

The clerk of a Monthly Meeting shall be appointed by the meeting on the nomination of a committee named for the purpose. He shall forward to the Quarterly Meeting such business as requires its attention, and such abstracts of the minutes of the Monthly Meeting as may be necessary. He shall keep (in a book printed for the purpose and provided by the Yearly Meeting) a correct record of the membership, including all births, marriages, deaths and transfers, and he shall annually furnish the Quarterly Meeting such statistical information as the Yearly Meeting may direct, including the recording, deaths and transfers of ministers. Where found desirable, a Recorder may be appointed to assist the Clerk in keeping these records.

pp. 57-58:

SECTION 8.--BOARD OF TRUSTEES

1. Each Monthly Meeting shall appoint three or more of its members to serve as a Board of Trustees. It shall be the duty of the Trustees to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury or improper use, to preserve all important records and documents, and to make an annual report to the Monthly Meeting. Where Monthly Meetings are incorporated under State laws their property will necessarily be held and administered in

accordance therewith. Yearly Meetings may provide for the holding and transferring of real estate and other property by their own Trustees.

2. Kansas Yearly Meeting being a legally incorporated body, the title of all Society property of its subordinate Meetings should be conveyed to the Yearly Meeting, in trust, for the particular Meeting to which the property belongs. The form of conveyance should be as follows:

"_____ sell and convey to Kansas Yearly Meeting of the Society of Friends (a religious corporation) for the use of _____ Monthly Meeting of said Society, with power to convey on the legally expressed written request of said Monthly Meeting, or on its own motion in case said Monthly Meeting ceases to exist, the following described tract or parcel of land, viz: (following the above should be a complete description of the property)." Above direction shall be binding on all meetings except in states where their laws do not recognize titles held by a Kansas corporation. Such Meetings are recommended to incorporate either as Monthly or Quarterly Meetings, as the latter may direct, in accordance with the laws of their respective states.

p. 59:

CHAPTER VI NEW FIELDS OF WORK

2. When a Monthly Meeting shall deem it advisable for a new Monthly Meeting to be established within its limits, it shall send a proposition therefor to the Quarterly Meeting, which shall appoint a committee to consider the subject and report. If the Quarterly Meeting approves the proposition it shall establish the meeting and report its action to the Yearly Meeting. Where the meeting to be established is composed of members of two or more Monthly Meetings, the consent of each shall be obtained.

pp. 69-70:

CHAPTER IX QUARTERLY MEETINGS

2. The Quarterly Meeting has the power to establish, divide or discontinue a Monthly Meeting, or to unite two or more Monthly Meetings.

3. When a Quarterly Meeting establishes a Monthly Meeting, its minute shall state the Monthly Meeting or Meetings from which such new meeting is separated, and these meetings shall furnish the new meeting a list of the members transferred to it, which list shall be made a part of the record of both meetings. The Quarterly Meeting shall appoint a committee to see that the meeting is duly established and the membership property transferred and recorded. Copies of the action of the Quarterly Meeting and of the Monthly Meeting accompanied by the list of transferred members, shall be recorded as the opening minute of the new Monthly Meeting. These shall constitute the Charter members.

If members belonging to two or more Quarterly Meetings, either in the same or different Yearly Meetings, request the establishment of a new Monthly Meeting, the request shall be sent to all Quarterly Meetings to which the signers of the request belong, and their consent obtained. The request shall state when and where the new Monthly Meeting is to be held, and to what Quarterly Meeting it is to be attached. When the consent of all interested Quarterly Meetings has been obtained, the Quarterly Meeting to which the new Monthly Meeting is to be attached shall proceed to establish it as requested.

When a Quarterly Meeting discontinues a Monthly Meeting, its minutes shall state to what meeting the membership shall be transferred, and it shall appoint a Committee to see that such meeting is regularly discontinued and its records and membership duly cared for.

pp. 74-75?:

CHAPTER X
YEARLY MEETINGS

Section 1.--ORGANIZATION AND POWERS

The Yearly Meeting, unless incorporated under the laws of a state making it unnecessary, shall appoint Trustees--not fewer than three nor more than seven in each case--who shall hold the titles of its real estate, and have the same duly recorded in the official records of the state or county. Trustees shall be similarly appointed to invest all funds and other personal property, whether received by bequest, donation or otherwise, and to administer the same according to the direction of the donors. The Yearly Meeting shall have one or more such boards of Trustees as it may deem advisable. Due care must be exercised by Trustees to observe the requirements of the statutes of their several states in the administration of their trusts. [1902: Trustees shall be *ex officio* members of the Permanent Board.]

pp. 76-77:

13. When a meeting is discontinued, the property belonging to said meeting shall be vested in the Yearly Meeting, to be held in trust for some specific purpose, or to be used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held by such discontinued meeting shall be administered in accordance with the directions of the original donors.

Discipline: Kansas Yearly Meeting of Friends (1966)

pp. 52-53:

Section 6. *Transaction of Business.* The business of the organization is transacted in meetings, in which every active member of the body has a right to participate. These meetings may delegate authority in certain matters to other meetings, such as the meeting on ministry and oversight. The business affairs of a congregation are cared for by the regular officers and by such committees as may be appointed by the monthly meeting for this purpose from the members of the congregation. Monthly meetings may establish a business meeting for an outpost congregation when its local interests make such a meeting advisable.

pp. 53-54:

CHAPTER II
MEETINGS FOR BUSINESS
Section 1. Clerks

1. *The Presiding Clerk.* The clerk, or presiding officer, of a business meeting has the care of its business, which he lays before it for consideration, and determines what conclusion the meeting reaches. . . . He shall sign on the meeting's behalf all official documents put forth by it and shall serve as the correspondent for the meeting.

2. *Other Clerks.* The recording clerk shall keep a faithful record of the proceedings of the meeting; he shall furnish copies of necessary portions of such records to persons authorized to ask for them, under the appointment of the same or any superior meeting.

pp. 55-56:

Section 2. Monthly Meetings
A. General Organization

5. *Organization.* A monthly meeting is duly organized for the transaction of business when it has been established by a superior meeting and has appointed a clerk to have charge of its business.

6. *Functions.* The monthly meeting is charged with the government of the body, according to the *Constitution and Discipline*. It has authority to receive and dismiss members; to discipline offenders; to grant appeals; to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Church; and to adopt and carry out measures for the improvement of the spiritual interests of the body.

* * *

9. *Discontinuance of a Meeting.* When the resident members of a monthly meeting feel that they cannot with profit carry on as a monthly meeting, they may petition the quarterly meeting to which they belong to take steps for discontinuing the meeting. See also D 1, page 65.

pp. 56-57:

B. Officers

1. *Clerks.* Clerk (see page 53) shall be appointed each August by the monthly meeting after receiving nominations from the nominating committee. . . . The presiding clerk . . . shall keep a correct record of the membership, including all births, marriages, deaths, and transfers; and he shall annually furnish the quarterly meeting such statistical information as the Yearly Meeting may direct, including the recording, deaths, and transfers of ministers.

pp. 59-60:

C. Other Committees

3. *Board of Trustees:* Each monthly meeting shall appoint three or more of its members to serve as a board of trustees, these trustees to serve for a term of three years, one third to be appointed each June.

It shall be the duty of the trustees to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury or improper use, to preserve all important records and documents, and to make an annual report to the monthly meeting. Where monthly meetings are incorporated under state laws, their property will necessarily be held and administered in accordance therewith. The Yearly Meeting may provide for the holding and transferring of real estate and other property by its own trustees.

Kansas Yearly Meeting being a legally incorporated body, the title of all Society property of its subordinate meetings should be conveyed to the Yearly Meeting, in trust for the particular meeting to which the property belongs. The form of conveyance should be as follows: "sell and convey to Kansas Yearly Meeting of the Society of Friends (a religious corporation) for the use of _____ Monthly Meeting of said Society, with power to convey on the legally expressed written request of said monthly meeting, or on its own motion in case said monthly meeting ceases to exist, the following described tract or parcel of land, viz." (following the above should be a complete description of the property)." Above direction shall be binding on all meetings except in states where their laws do not recognize titles held by a Kansas corporation. Such meetings are recommended to incorporate either as monthly or quarterly meetings, as the latter may direct, in accordance with the laws of their respective states.

p. 61:

D. New Work and New Meetings

2. *New Monthly Meetings.* When a monthly meeting shall deem it advisable for a new monthly meeting to be established within its limits, it shall send a proposition therefor to the quarterly meeting, which shall appoint a committee to consider the subject and report. If the quarterly meeting approves the proposition it shall establish the meeting and report its action to the Yearly Meeting. Where the meeting to be established is composed of members of two or more monthly meetings, the consent of each shall be obtained. See also Section 3, Part D, page 65.

Section 3. Quarterly Meetings

D. Functions

1. *Establishing or Discontinuing Monthly Meetings.* A quarterly meeting has the power to establish, divide, or discontinue a monthly meeting or to unite two or more monthly meetings.

When a quarterly meeting establishes a monthly meeting, its minute shall state the monthly meeting or meetings from which such new meeting is separated. These meetings shall furnish the new meeting a list of the members transferring to it, which list shall be made a part of the record of both meetings. The quarterly meeting shall appoint a committee to see that the meeting is duly established and the membership properly transferred and recorded. Copies of the action of the quarterly meeting and of the monthly meeting, accompanied by the list of transferred members shall be recorded as the opening minute of the new monthly meeting. These shall constitute the charter members.

If members belonging to two or more quarterly meetings, either in the same or different Yearly Meetings, request the establishment of a new monthly meeting, the request shall be sent to obtain the consent of all the quarterly meetings to which the signers of the request belong. The request to quarterly meetings shall state when and where the new monthly meeting is to be held, and to what quarterly meeting it is to be attached. When the consent of all the interested quarterly meetings have been obtained, the quarterly meeting to which the new monthly meeting is to be attached shall proceed to establish it as requested.

When a quarterly meeting has not received from a monthly meeting a request for discontinuance, but by its own discernment has concluded that the monthly meeting can no longer function adequately, it should appoint a committee to confer with the remaining members of that monthly meeting. Its concern may have been prompted by a drastically reduced membership with little prospect of future growth, by conditions of disinterest or ill-will which result in failure to cooperate in the Yearly Meeting departmental program, or by the permitted deterioration of church property. Any or all of these could bring reproach to the cause of Christ. If, after prayerful consideration, the resident members of the monthly meeting feel they cannot concur with the suggestion to discontinue, then the quarterly meeting may ask the Evangelistic and Church Extension Board to study the situation and make its recommendation. In such an instance the final decision to discontinue shall result on the Evangelistic and Church Extension Board, but subsequent steps shall be taken by the quarterly meeting.

When a quarterly meeting discontinues a monthly meeting, its minutes shall state to what meeting the membership shall be transferred, and it shall appoint a committee to see that such meeting is regularly discontinued and its records and membership duly cared for.

For disposition of the property of the discontinued monthly meeting see G-2, page 92.

2. *Supervision over Monthly Meetings.* The quarterly meeting has supervision over the monthly meetings. It may review their proceedings and examine the records thereof, so that any irregularities of proceedings may be corrected by the monthly meeting. It shall receive appeals from the monthly meetings, shall decide upon them, and shall grant appeals from its own decisions to the Yearly Meeting.

p. 92:

The Yearly Meeting

2. . . . When a meeting is discontinued, the property belonging to said meeting shall be vested in the Yearly Meeting, to be held in trust for some specific purpose or to be used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held by such discontinued meeting shall be administered in accordance with the directions of the original donors. If for any reason this cannot be done, or if funds or

property are not directed, such funds shall be held by the Yearly Meeting Trustees, subject to the directions of the Yearly Meeting.

p. 99:

9. *Records.* Five people are nominated annually by the nominating committee and organize themselves with a chairman. It is their duty to file in the fireproof vault in University Friends Church the complete records of monthly and quarterly meetings entrusted to them.

p. 125:

Membership

4. *Records of Transfers.* The acceptance and the issuing of all certificates shall be recorded on the minutes of the monthly meeting and the list of members corrected accordingly.

Faith and Practice, Being the Constitution and Discipline of Kansas Yearly Meeting of Friends (1973)

pp. 17-18:

CHAPTER II

THE ORGANIZATION OF THE CHURCH

Section I - The Local Church

A - GENERAL ORGANIZATION

4. *Functions.* The local church is the general policy-making body. It has authority to call and contract pastoral services; to adopt the annual budget; to accept and dismiss members; to hold and administer real estate and other property for the use of the church; to consider, adopt, and carry out measures in the interest of the church and of the community at large.

5. *Incorporation.* Local churches are at liberty to incorporate in harmony with the book of *Faith and Practice* of the Yearly Meeting and state laws. (p. 45)

B - OFFICERS

1. *Clerks.* Each year the church appoints a presiding clerk and a recording clerk. The presiding clerk presides over all business sessions and signs official documents on behalf of the church. He also serves as the chairman of the executive council (see p. 20) . . . The recording clerk keeps an accurate record of all business proceedings, both for business sessions and executive council meetings, and provides copies thereof to those authorized to request them. The recording clerk also serves as the statistical secretary and the correspondence secretary. A church may appoint assistant clerks to share in these duties.

C - COMMITTEES

Four main committees are appointed by the church; their responsibilities include all of the departments of interest and activity. They are: Spiritual Life Committee; Education Committee; Stewardship Committee (which includes the trustees); Outreach Committee.

* * *

p. 19:

3. Stewardship Committee

b. *Trustees.* They are the legal agents of the church. Their duties are:

- 1) To hold and care for all church properties.
- 2) To receive and administer all proceeds of wills, endowments, and other gifts as directed by the donors and the church.
- 3) Provision for custody of all except current church records.

- 4) Transaction of real estate purchases and sales as directed by the church.
- 5) Securing and maintaining of adequate insurance.
- 6) Budgeting of payable taxes and insurance premiums.
- 7) Employment and supervision of custodial service.
- 8) Establishing of policies relating to the use of church facilities.

p. 21:

4. New Local Churches. An extension church may request the sponsoring body to take proper steps toward its establishment as a new local church. Likewise the sponsoring church may take the initiative, making sure to secure the concurrence of the extension church. When such action has been approved by the local church, it sends its proposition to the Yearly Meeting Outreach Board, stating when and where the business sessions of the new church are to be held and to what Yearly Meeting area it is to be attached. Upon approval by the board the extension church is so notified, and upon receiving this notification is authorized to proceed with full organization as a local church, thus coming under the counsel of the Yearly Meeting Spiritual Life Board rather than the Outreach Board (see p. 27,b.).

5. Union of Churches. When it is proposed that two or more local or extension churches, or a local and an extension church, unite or consolidate to form one new local church, the proposal is given full and careful consideration by the churches involved. When, after consultation with the General Superintendent, each of them has taken official action to approve the union, the General Superintendent carries their request to the Yearly Meeting Spiritual Life Board. If one or both of the churches is an extension church, the Spiritual Life Board should obtain the concurrence of the Outreach Board. When sanction has been secured, the churches proceed to unify their business sessions, their officers and committees, their services, and their holdings at the time and in the manner which seems best to them in their situation. They consult with the Yearly Meeting Board of Trustees in regard to proper adjustment or disposal of real estate and other assets. The united church chooses the site and facilities best adapted to its need, and the name by which it is officially to be known. Membership of the churches uniting is transferred en masse to the new united church. If the constituent churches were located in different yearly meeting areas, the new church petitions the Yearly Meeting for affiliation with the area of its choice.

6. Discontinuance of Churches. The Yearly Meeting Spiritual Life Board has authority, when cases of irregularity of procedure or deterioration of status appear in the affairs of a local church, to make careful investigation through its officers or an appointed committee. It advises in cases of difficulty, endeavoring to help the church to maintain its active relationship with the Yearly Meeting and with its community. When such a church is judged by the Board to be no longer effective or to be so irregular in its cooperation with Yearly Meeting programs that continuance is unwarranted, this Board has the authority to: a) advise the local church that its relationship with the Yearly Meeting is being terminated, b) dissolve or discontinue the local church, or c) effect its union with another church.

7. Return to Extension Church Status. Action may be initiated by either the Yearly Meeting Spiritual Life Board or the local church to consider the advisability of its return to the status of an extension church. In such a case the Board appoints a committee to assess, in cooperation with the local church or a committee appointed by it, the total situation as it affects the proposition under consideration. If, by common agreement and official action of the local church, the change appears to be in order, the Outreach Board then assumes supervision of the church as outlined above (paragraph 3). The new status continues until action to reverse the status (paragraph 4) is again appropriate.

p. 27

G - MEMBERSHIP, ORGANIZATION, AND FUNCTIONS OF BOARDS AND COMMITTEES

1. SPIRITUAL LIFE. . . . The board holds primary responsibility for the pastoral and evangelistic work of the Yearly Meeting.

p. 29:

3. BOARD OF STEWARDS. . . . This board has the following three divisions:

b. Trustees Division. The trustees shall be responsible to inspect and perfect, or cause to be perfected, when necessary, titles to land and other estates belonging to the Yearly Meeting. It shall attend to the appropriations of charitable legacies and donations when necessary and it may give advice, when needed on such matters, as outlined below:

- 1) Hold title to all real estate held by the Yearly Meeting.
- 2) In cases where churches are not incorporated, hold their property in trust for the local church.

* * *

c. Public Relations Division. . . .

- 3) Archivists. This committee of three, named by the Board of Stewards, is responsible for maintaining records of Kansas Yearly Meeting, including minutes and other documents containing pertinent information and data. These records shall be in such a condition that they can be referred to by persons both within and from outside Kansas Yearly Meeting. In view of the conditions under which records have been received and handled, the following guidelines have been approved by the trustees:

* * *

The archivists are responsible for the maintenance and preservation of the records in their keeping and at their discretion may exempt documents from checkout procedure if their fragile condition warrants such measures.

p. 45:

CHAPTER VII INCORPORATION OF LOCAL CHURCHES (See paragraphs 5, page 18.)

Since the Articles of Incorporation for churches must take various forms because of the differing corporation laws in the five states within Kansas Yearly Meeting, the Yearly Meeting shall not propose the wording of the Articles in each instance other than to require the insertion of the following four statements:

First, that somewhere in the paragraph on Purpose or Objective there be included this clause: "to conduct a local church in accordance with the provisions as set forth in the book of *Faith and Practice* of Kansas Yearly Meeting of the Society of Friends, a nonprofit corporation in the State of Kansas."

Second, under Dissolution, insert this paragraph: "Though intended to be perpetual, the corporation, in case of dissolution, provides that the assets shall become the property of Kansas Yearly Meeting of the Society of Friends, or its successors."

Third, under Membership, that "every person who has been admitted as a member of the _____ Friends Church in accordance with the said book of *Faith and Practice* shall be a member of this corporation, and no other terms of admission into such corporation will be recognized or required."

Fourth, under Trustees, "The method of electing trustees and the duties of the trustees shall be in accord with the said book of *Faith and Practice* of Kansas Yearly Meeting of Friends."

In the event that the exact wording as stated above is inconsistent with the Statute of the State under which the Local Church is seeking incorporation, differing wording will be allowed provided that it states in essence the concepts delineated above, and that the suggested change is approved by the Yearly Meeting Superintendent.

NEBRASKA YEARLY MEETING

Discipline of Nebraska Yearly Meeting of Friends, Being the Constitution and Discipline of the Five Years Meeting of Friends in America with the Additions Adopted by Nebraska Yearly Meeting (1930)

pp. 46-47:

CHAPTER V.

SECTION 1. MONTHLY MEETINGS

1. A Monthly Meeting is a regular organization of one or more congregations, and consists of all those persons who are entitled to be recorded upon its list of members. It is charged with the government of the body, according to the Constitution and Discipline, and has authority to receive and dismiss members; to discipline offenders; to grant appeals; to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the church; and to adopt and carry out measures for the improvement of the spiritual interests of the body.

* * *

3. A Monthly Meeting is duly organized for the transaction of business when it has been established by a superior meeting and has appointed a clerk to have charge of its business.

SECTION 2. CLERK

The clerk of a Monthly Meeting shall . . . keep (in a book printed for the purpose and provided by the Yearly Meeting) a correct record of the membership, including all births, marriages, deaths, and transfers, and he shall annually furnish the Quarterly Meeting such statistical information as the Yearly Meeting may direct, including the recording, deaths, and transfers of ministers. Where found desirable, a recorder may be appointed to assist the clerk in keeping these records.

pp. 48-49:

SECTION 7. THE BOARD OF TRUSTEES

Each Monthly Meeting shall appoint three or more of its members to serve as a Board of Trustees. It shall be the duty of the Trustees to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury or improper use, to preserve all important records and documents, and to make an annual report to the Monthly Meeting. Where Monthly Meetings are incorporated under State laws their property will necessarily be held and administered in accordance therewith. Yearly Meetings may provide for the holding and transferring of real estate and other property by their own trustees.

p. 57:

CHAPTER IX.

QUARTERLY MEETINGS.

2. The Quarterly Meeting has the power to establish, divide or discontinue a Monthly Meeting, or to unite two or more Monthly Meetings.

pp. 61

CHAPTER X.

YEARLY MEETINGS.

13. When a meeting is discontinued, the property belonging to said meeting shall be vested in the Yearly Meeting, to be held in trust for some specific purpose, or to be used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held by such discontinued meeting shall be administered in accordance with the directions of the original donors.

pp. 72

SECTION 2. RECEPTION BY CERTIFICATE.

3. The acceptance and the issuing of all certificates shall be recorded on the minutes of the Monthly Meeting, and the list of members corrected accordingly.

p. 112

FORM FOR TRANSFERRING PROPERTY FROM LOCAL MEETINGS TO YEARLY MEETINGS

It was moved by _____ and seconded by _____ that
Name Name

the Trustees of _____ Monthly Meeting be and are hereby
Name of Meeting

authorized to transfer the following legally described property
_____ (Legal description of property): to the Trustees of Nebraska
Yearly Meeting of Friends to be handled according to the articles of
incorporation of said Yearly Meeting.
The Motion carried.

(This is to be used in the minutes kept by the meeting in its minute book.)

NEW ENGLAND YEARLY MEETING (PRE-SEPARATION)

The Yearly Meeting in 1708 and 1709 adopted twenty articles:

The Yearly Meeting in 1760 adopted the discipline of [London] Yearly Meeting with nine variations and directed that quarterly meetings in turn distribute to monthly meetings manuscript copies:

The Book of Discipline, Agreed on by the Yearly-Meeting of Friends for New-England (1785)

p. 38:

DISCIPLINE, AND MEETINGS FOR DISCIPLINE.

And in order for the regular and easy proceeding in the service and discipline of the church, meetings have been by divine assistance, as above hinted, set up and established, serviceable and subordinate one unto another as preparative, consisting of friends belonging to one or more meetings particular for worship: Monthly, consisting of as many preparatives as may most usefully compose the same: Quarterly, to consist of as many monthly-meetings as are thought useful to constitute the same, to meet together once in three months: Yearly, consisting of all the quarterly-meetings in New-England, to meet annually the fifth day before the second sixth day, in the sixth month, on Rhode-Island, for a great and weighty oversight and Christian care of the affairs of the churches, pertaining to our holy profession and Christian communion; that good order, true love, unity and concord, may be faithfully followed and maintained among all of us as a peculiar people, called and chosen out of the world, and the errors and corruptions thereof.

. .

p. 39:

Agreed that no quarterly-meeting be set up divided into two, or discontinued, but by the yearly-meeting; no monthly-meeting, but by the quarterly; no preparative or meeting of worship, but by the monthly-meeting, which is the lowest meeting that has the right of disowning members. These meetings are to continue subordinate and accountable thus: The preparative to the monthly, the monthly to the quarterly, and the quarterly to the yearly-meeting; so that if at any time the yearly-meeting be dissatisfied with the proceedings of any of the said meetings, or the quarterly-meeting with the proceedings of any of the monthly-meetings, or the monthly-meeting with the proceedings of any of the preparative-meetings within its limits, such meetings ought with readiness and meekness to render a satisfactory account accordingly; and that our records be open to any of our meetings, particular members, and to such others as the respective monthly-meetings may think necessary, for the ascertaining of marriages, births or other rights.

p. 68:

MARRIAGE

The committee appointed are to take the certificate, and lodge it with the clerk, to be recorded in a book for that purpose; and after attending at the house where the parties retire, to make report to the next monthly-meeting.

p. 75:

MEETING-HOUSES

Advised that friends, in the several quarterly and monthly-meetings, take special care that the titles of friends meeting-houses and burial-grounds be made secure, according to law. 1703.

It having been represented to us, that in divers parts losses have been sustained by our society, by not timely looking into and securing the titles of meeting-houses, burial-grounds, and charitable bequests; we have to recommend to quarterly and monthly-meetings, to make timely and careful inspection into what hands and trusts the same are secured; and if they find occasion, by the death of any friend or otherwife, to add some others to the trust, or make any alteration, so that friends may not be deprived of the benefit of such meeting-houses, burial-grounds, and charitable bequests; and that the quarterly and monthly-meetings keep exact records of all such trusts and conveyances. 1737.

p. 77:

MEETINGS FOR SUFFERINGS

The said meeting is to draw on the treasury of this meeting in their recess, for the money lodged therein from time to time as occasion may require; being accountable for the same, and keeping records of all their proceedings, which are annually to be laid before this meeting, or such committee as they may appoint to inspect or view the same.

p. 115:

QUARTERLY-MEETINGS

And in case a quarterly-meeting shall dissolve a monthly-meeting, the dissolved monthly-meeting, or any part thereof, in the name of the said meeting, shall be at liberty to appeal to the next or succeeding yearly-meeting, against such dissolution; but if the dissolved monthly-meeting, or a part thereof in its behalf, shall not appeal to the yearly-meeting, the quarterly-meeting shall join the members of the said late monthly-meeting, to such other monthly-meetings as they may think most convenient; and until such time, shall take care that no inconvenience doth thereby ensue to the members of such dissolved meeting, respecting any branch of our discipline.

p. 121:

RECORDS

It is concluded that there be entered on our records, beside the usual minutes of our proceedings, all the conclusions, advices and epistles, which go from hence, both with the meetings we correspond with abroad, and the quarterly-meetings; and a summary account of the answers to the queries from the several quarters.

* * *

And that monthly-meetings record, beside the usual minutes and conclusions, all epistles of advice, and the conclusions of this and the quarterly-meeting they belong to; marriage certificates, with the witnesses at large; births, deaths, burials; all papers of acknowledgment, and testimonies of denial; all certificates of removal, from or to the meeting, and of friends that travel in the ministry; letters of correspondence with other meetings, and an account of all sufferings for our Christian testimony; a copy of which account is to be sent up to the meeting for sufferings, and after being examined and approved, to be there also recorded; and that all our books of record have proper alphabets at the end, that recourse may be had more readily to any particular, when occasion requires.

That friends be careful to have all books of record well bound in leather or parchment; and that they be kept in a secure place, so as not to be damaged by wet or moisture.

Rules of Discipline of the Yearly-Meeting Held on Rhode-Island for New-England
(1809, reprinted 1826, 1840)

pp. 40-43:

DISCIPLINE--AND MEETINGS FOR DISCIPLINE

And in order for the regular and easy proceeding in the service and discipline of the church, meetings have been by divine assistance, as above hinted, set up and established, serviceable and subordinate one unto another, as preparative, consisting of friends belonging to one or more particular meetings for worship: Monthly, consisting of as many preparatives as may most usefully compose the same: Quarterly, to consist of as many monthly-meetings as are thought useful to constitute the same, to meet together once in three months: Yearly, consisting of all the quarterly-meetings in New-England, to meet annually, in the sixth month, on Rhode Island, for a great and weighty oversight and Christian care of the affairs of the churches, pertaining to our holy profession and Christian communion; that good order, true love, unity and concord, may be faithfully followed and maintained among all of us as a peculiar people, called and chosen out of the world, and the errors and corruptions thereof. . . .

Agreed that no quarterly-meeting be set up, divided into two, or discontinued, but by the yearly-meeting; no monthly-meeting, but by the quarterly; no preparative, or meeting of worship, but by the monthly-meeting, which is the lowest meeting that has the right of disowning members. These meetings are to continue subordinate and accountable, thus; The preparative to the monthly, the monthly to the quarterly, and the quarterly to the yearly-meeting; so that if at any time the yearly-meeting be dissatisfied with the proceedings of any of the said meetings, or the quarterly-meeting with the proceedings of any of the monthly-meetings, or the monthly-meeting with the proceedings of any of the preparative-meetings within its limits, such meetings ought with readiness and meekness to render a satisfactory account accordingly; and that our records be open to any of our meetings, particular members, and to such others as the respective monthly-meetings may think necessary, for the ascertaining of marriages, births, or other rights.

p. 63:

MARRIAGE.

It is further advised, that the said marriage be accomplished, decently, gravely and weightily; . . . and the said overseers are to make report to the next monthly-meeting, and take care that the marriage certificate be recorded.

p. 69:

MEETING-HOUSES.

Advised that friends, in the several quarterly and monthly-meetings, take special care that the titles of friends' meeting-houses and burial-grounds be made secure, according to law. 1703.

It having been represented to us, that in divers parts losses have been sustained by our society, by not timely looking into and securing the titles of meeting-houses, burial-grounds, and charitable bequests; we have to recommend to quarterly and monthly-meetings, to make timely and careful inspection into what hands and trusts the same are secured; and if they find occasion, by the death of any friend or otherwise, to add some others to the trust, or make any alteration, so that friends may not be deprived of the benefit of such meeting-houses, burial-grounds, and charitable bequests; and that the quarterly and monthly-meetings keep exact records of all such trusts and conveyances. 1737.

pp. 118-119:

QUARTERLY-MEETINGS.

And in case a quarterly-meeting shall dissolve a monthly-meeting, the dissolved monthly-meeting, or any part thereof, in the name of the said

meeting, shall be at liberty to appeal to the next or succeeding yearly-meeting, against such dissolution; but if the dissolved monthly-meeting, or a part thereof in its behalf, shall not appeal to the yearly-meeting, the quarterly-meeting shall join the members of the said late monthly-meeting, to such other monthly-meetings as they may think most convenient; and until such time, shall take care that no inconvenience doth thereby ensue to the members of such dissolved meeting, respecting any branch of our discipline.

pp. 125-126:

RECORDS.

It is concluded that there be entered on our records, beside the usual minutes of our proceedings, all the conclusions, advices and epistles, which go from hence, both with the meetings we correspond with abroad, and the quarterly-meetings; and a summary account of the answers to the queries from the several quarters.

And that quarterly-meetings record all epistles, advices and conclusions, received from this meeting; a summary account of the state of the monthly-meetings, from the answers to the queries once in the year; and all their proceedings, conclusions and advices, whether by epistle or otherwise.

And that monthly-meetings record, beside the usual minutes and conclusions, all epistles of advice, and the conclusions of this and the quarterly-meeting they belong to; marriage certificates, with the witnesses at large; births, deaths, burials; all papers of acknowledgment, and testimonies of denial; all certificates of removal, from or to the meeting, and of friends that travel in the ministry; letters of correspondence with other meetings, and an account of all sufferings for our Christian testimony; a copy of which account is to be sent up to the meeting for sufferings, and after being examined and approved, to be there also recorded; and that all our books of record have proper alphabets at the end, that recourse may be had more readily to any particular, when occasion requires.

p. 128:

REMOVALS AND SETTLEMENTS.

It is recommended, that all certificates of removal, issued by our monthly-meetings, be signed by the clerks of both the men's and women's meetings. 1833.

NEW ENGLAND YEARLY MEETING (GURNEYITE/FUM)

Doctrines, Christian Advices, and Rules of Discipline of New England Yearly Meeting of Friends [Gurneyite] (1872, reprinted 1878, reprinted 1889)

1872 & 1889@p. 73:

MEETINGS FOR DISCIPLINE.

And in order for the regular and easy proceeding in the service and discipline of the church, coordinate meetings of each sex have been, by Divine assistance, set up and established, serviceable and subordinate one unto another; as *Preparative*, consisting of Friends belonging to one or more particular meetings for worship; *Monthly*, consisting of as many preparatives as may most usefully compose the same; *Quarterly*, to consist of as many monthly meetings as are thought useful to constitute the same, to meet together once in three months; *Yearly*, consisting of all the quarterly meetings in New England, east of the Connecticut river, having the general care and oversight of all the meetings within its limits, to meet annually on Rhode Island. No quarterly meeting can be set up, divided into two, or discontinued, but by the Yearly Meeting; no monthly meeting, but by the quarterly meeting; no preparative meeting, or meeting of worship, but by the monthly meeting, which is the lowest meeting that has the right of disowning members. These meetings are subordinate and accountable, thus: the preparative to the monthly, the monthly to the quarterly, and the quarterly to the yearly meeting; so that, if at any time, either of these bodies be dissatisfied with the proceedings of any subordinate meeting within its limits, such subordinate meeting, when required thereto, ought, with readiness and meekness, to render a satisfactory account accordingly.

1872@p. 84, 1889@pp. 84-85:

And, if a monthly meeting shall refuse to take the advice and submit to the judgment of the quarterly meeting, and notwithstanding will not appeal against the determination of the said meeting to the Yearly Meeting; in such case, the quarterly meeting shall be at liberty either to dissolve such monthly meeting, or to bring the affair before the next or the succeeding Yearly Meeting. And, in case a quarterly meeting shall dissolve a monthly meeting, the dissolved monthly meeting, or any part thereof, in the name of the said meeting, shall be at liberty to appeal to the next or the succeeding Yearly Meeting, against such dissolution; but, if the dissolved monthly meeting, or a part thereof in its behalf, shall not appeal to the Yearly Meeting, the quarterly meeting shall join the members of the said late monthly meeting to such other monthly meeting as it may think most convenient; and, until such time, shall take care that no inconvenience doth thereby ensue to the members of such dissolved meeting, respecting any branch of our discipline.

1872@p. 85, 1889@pp. 86-87:

MONTHLY MEETINGS.

Each monthly meeting shall also appoint a treasurer, who shall keep a regular account of all moneys received and paid on behalf of the meeting.

1872@p. 88, 1889@p. 89:

MONTHLY MEETINGS.

Monthly meetings are required to keep an alphabetical list of their members, and annually to appoint a committee for the purpose of examining such list, by comparing the entries on the monthly meeting's records, who shall also prepare an abstract of statistics, showing the number of births, deaths, removals into or out of the meeting, admissions by request, disowned, and the total number of members, in time to be forwarded through the quarterly meeting to the Yearly Meeting annually.

1872@pp. 123-124, 1889@pp. 125-127:

RECORDS.

Matters to be Recorded.

1. All meetings for discipline shall keep fair records of the usual minutes of their proceedings, in a suitable book, provided for the purpose.
 2. The Yearly Meeting should record all advices, epistles, and conclusions, issued to its subordinate meetings, and to meetings abroad, with which it corresponds; also, a summary of the answers received annually from the quarterly meetings.
 3. The quarterly meetings, shall keep a record of advices, epistles, and conclusions, received from the Yearly Meeting, and of all such papers, issued by them to their monthly meetings; also, a summary account of the state of their monthly meetings, compiled from the answers to the queries, once a year.
 4. Monthly meetings shall record all advices, epistles, and conclusions, from the Yearly Meeting, or from the quarterly meeting, to which they belong; also, marriages, births, deaths, and burials, marriage certificates, papers of acknowledgment, certificates of removal from or to the meeting, certificates granted to Friends travelling in the ministry, and correspondence with other meetings; also, accounts of sufferings forwarded to the representative meeting.
 5. Monthly meetings should appoint a recorder, annually, with an assistant recorder in each preparative meeting, if needed, whose duty it shall be to record all marriages, births, deaths, and burials, marriage certificates, and certificates of removal from or to the meeting. The annexed form of this record, having been found convenient and valuable, is commended to the use of Friends. It is also recommended to monthly meetings, to transcribe their past records into a book of similar form.
- Monthly meetings are advised to see that all their record books, and other papers, are carefully collected and preserved; those of earliest date in the older meetings being especially valuable. Much desirable information may be lost for want of care in this respect. Record books should be provided with proper alphabets, that recourse may be had more readily to any particular, when occasion requires.
- Our records shall be open to any of our meetings, or individual members, and to such others as the respective monthly meetings shall allow, for the ascertaining of facts relative to marriages, births, or other rights.
- If any quarterly meeting requests the records or minutes on any subject of another quarterly meeting, or any monthly meeting those of another monthly meeting, it is directed that copies of such records or minutes be accordingly communicated to the meeting requesting them.

Constitution and Discipline for the American Yearly Meetings of Friends.
Adopted by New England Yearly Meeting in 1901, reprinted with additions in 1913, reprinted with additions in 1925

pp. 18-19 (1925@p. 20):

CHAPTER IV.

MEETINGS FOR BUSINESS.

CLERKS.

The Clerk, or presiding officer, of a business meeting has the care of its business, which he lays before it for consideration and determines what conclusion the meeting reaches. In a meeting for business it should be the chief desire to ascertain what may be the mind of the Lord, and Clerks should be chosen with a spiritual discernment, and should be chosen with a special reference to their sound judgment and gift of spiritual discernment, and their ability to determine what is the will of the meeting as indicated by the expression made. Clerks should be familiar with the usages of the denomination and with all its departments of work. The Clerk shall keep a faithful record of the proceedings of the meeting, and he shall furnish copies of necessary portions of such records to persons authorized, under the

appointment of the same or any superior meeting, to ask for them. He shall sign on the meeting's behalf all official documents put forth by it. Meetings which may desire to continue the ancient practice of holding separate business meetings of men and women are at liberty to do so, appointing separate Clerks from their number. In all business meetings such assistant Clerks may be appointed as may be found advisable.

p. 20-21 (1925@p. 22):

CHAPTER V
MONTHLY MEETINGS
SECTION 2.--CLERK.

The Clerk of a Monthly Meeting shall be appointed by the meeting on the nomination of a committee named for the purpose. He shall forward to the Quarterly Meeting such business as requires its attention, and such abstracts of the minutes of the Monthly Meeting as may be necessary. He shall keep (in a book printed for the purpose and provided by the Yearly Meeting) a correct record of the membership, including all births, marriages, deaths and transfers, and he shall annually furnish the Quarterly Meeting such statistical information as the Yearly Meeting may direct, including the recording, deaths and transfers of ministers. Where found desirable, a Recorder may be appointed to assist the Clerk in keeping these records.

p. 22 (1925@pp. 23-24):

SECTION 7.--THE BOARD OF TRUSTEES.

Each Monthly Meeting shall appoint three or more of its members to serve as a Board of Trustees. It shall be the duty of the Trustees to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury or improper use, to preserve all important records and documents, and to make an annual report to the Monthly Meeting. Where Monthly Meetings are incorporated under State laws their property will necessarily be held and administered in accordance therewith. Yearly Meetings may provide for the holding and transferring of real estate and other property by their own Trustees.

p. 31 (1925@p. 32):

CHAPTER IX.
QUARTERLY MEETINGS.

2. The Quarterly Meeting has the power to establish, divide or discontinue a Monthly Meeting, or to unite two or more Monthly Meetings.

p. 33 (1925@p. 36):

CHAPTER X
SECTION 1.--YEARLY MEETINGS

10. The Yearly Meeting, unless incorporated under the laws of a state making it unnecessary, shall appoint Trustees--not fewer than three nor more than seven in each case--who shall hold the titles of its real estate, and have the same duly recorded in the official records of the state or county. Trustees shall be similarly appointed to invest all funds and other personal property, whether received by bequest, donation or otherwise, and to administer the same according to the direction of the donors. The Yearly Meeting shall have one or more such boards of Trustees as it may deem advisable. Due care must be exercised by Trustees to observe the requirements of the statutes of their several states in the administration of their trusts.

p. 36 (1925@pp. 36-37):

13. When a meeting is discontinued, the property belonging to said meeting shall be vested in the Yearly Meeting, to be held in trust for some specific purpose, or to be used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held by such discontinued

meeting shall be administered in accordance with the directions of the original donors.

p. 48 (1925@p. 49):

SECTION 3.--RECEPTION BY CERTIFICATE.

3. The acceptance and the issuing of all certificates shall be recorded on the minutes of Monthly Meetings, and the list of members corrected accordingly. Removal certificates for ministers shall include a certificate of this position. The official positions of Elders and Overseers are not transferable.

NEW ENGLAND YEARLY MEETING (WILBURITE/CONSERVATIVE)

Faith and Practice of New England Yearly Meeting of Friends (1930)

pp. 59-62:

PRACTICE AND PROCEDURE

Meetings for Business

The organization of our Meetings for Business is as follows:

The Yearly Meeting, comprising the entire membership of an independent group of the Religious Society of Friends, is composed of Quarterly, Monthly, and Preparative Meetings. The Yearly is superior to Quarterly; Quarterly to Monthly; Monthly to Preparative Meetings. Our procedure provides for the furnishing of reports and other information by subordinate to superior meetings, and a subordinate meeting is privileged to carry forward to its superior meeting any concern that originates among its members and is approved by them. On the other hand, the subordinate meetings are in the relation of receiving direction and advice from their superior meetings. The same principle of organization applies to the meetings of ministers and elders.

A Quarterly Meeting may be established, discontinued, or rearranged, with the consent and approbation of the Yearly Meeting; A Monthly Meeting with the consent and approbation of its Quarterly Meeting.

* * *

In the case of the dissolution of any Preparative, Monthly, or Quarterly Meeting, all rights of property which were vested in it shall pass to the meeting to which the members of the meeting, so dissolved or laid down, shall be transferred. All the powers of management, sale, and disposition over any real estate, together with the appointment of new trustees to hold the legal title thereto, previously vested in or exercised by such meeting, so dissolved and laid down, shall thereafter be exercised by the said meeting to which the members may be transferred and attached. Care should be exercised to see that there are no legal difficulties in the way, and that, if any appear, the advice of the Meeting for Sufferings be taken.

pp. 91-92:

CERTIFICATES AND REMOVALS

All certificates issued by Monthly Meetings should be prepared in duplicate; one copy to be filed by the issuing meeting. . . .

* * *

The recorder of the Monthly Meeting shall keep on file all certificates issued by the meeting.

pp. 104-106:

PROPERTY

It is recommended that the Yearly Meeting and all subordinate meetings frequently inspect the titles to meetinghouses, burial grounds, and other real or personal estates vested in trustees, and by them held for the use and benefit of constituents, subject to the control of said meetings.

It is further advised that meetings keep exact records of all trusts and conveyances, and of the places of deposit and the custody of papers, minutes, and records of the Society; and further that trust accounts and investments be subjected to yearly audit and inspection by appropriate committees, who should report annually to the meeting in writing, such report to include specific reference to the identification of securities in which trust funds are invested.

In case of the dissolution of any Preparative, Monthly, or Quarterly Meeting, all rights of property which were vested in such meeting shall pass to the meeting of Friends to which the members of the meeting so dissolved or laid down shall be transferred and joined by the superior meeting. And all the powers of management, sale, and disposition over any real estate, together with the appointment of new trustees to hold the legal title thereto, previously vested in or exercised by such meeting, so dissolved and laid down,

shall thereafter be exercised by the said meeting to which the members may be transferred and attached; care being taken to see that there are no legal difficulties in the way, and that, if any appear, the advice of the Meeting for Sufferings be taken.

pp. 110-112:

RECORDS

All meetings for business or discipline are directed to keep minutes of their proceedings in suitable books, carefully indexed, which should be kept in safe places and custody. Books no longer in active use should be stored where they can be protected from damage by fire, and where under proper restrictions they may be open to examination.

Besides usual minutes, special record should be kept (a) of births, deaths, and other changes in membership; (b) of all interments in burial grounds under care of meetings; (c) of marriage certificates; (d) of certificates liberating members for religious service; (e) of certificates of removal; (f) of sojourning minutes; (g) of conveyances and trusts and changes in the same.

- (A) Monthly Meetings as "Meetings of Record" are specially enjoined to exercise care in the keeping and preservation of correct lists of members with post office addresses. Each Monthly Meeting should appoint a careful and judicious Friend as "Recorder," who should preserve in a book provided by the Yearly Meeting all details concerning births, deaths, marriages, and changes in membership.

* * *

It is also directed that the recorder make annually to the Monthly Meeting next preceding that in which the queries are answered a detailed report showing the numerical changes in membership resulting from births, deaths, incoming and outgoing certificates, application for membership, resignation, disownment, and discontinuance.

Monthly Meetings are to keep accurate lists of nonmembers married to members, of their minor children and of other non-members who regularly attend our meetings for worship, and through their recorders are to forward annually to the committee of the Meeting for Sufferings information showing the numbers on each of these classes; and also the number of such; if any, who have been received into membership during the year; such information to be embodied in the annual report to the Meeting for Sufferings to be forwarded to the Yearly Meeting.

- (B) Records of interments should be kept by committees appointed for the care of burial grounds.
- (C, D, E, F) Monthly Meetings should make definite provision for the recording of marriage certificates, of other certificates, and of sojourning minutes.
- (G) Meetings are directed to keep careful records of trusts and changes in the same.

While it has been stated that Preparative Meetings usually are not meetings of record, there are instances when such meetings have important property rights and hold title to real estate and other assets. When such is the case, or when other similar interests are involved, care should be taken by Preparative Meetings to keep records appropriate to the purpose and of the same character as herein designated for Monthly Meetings.

NEW ENGLAND YEARLY MEETING (REUNITED)

Faith and Practice of New England Yearly Meeting (Book of Discipline) (1950)

p. 110:

CHAPTER II
MONTHLY MEETING

Organization and Functions

Appointment of Officers 4. The Monthly Meeting should appoint a Clerk and an Assistant Clerk, except that in a small Meeting one clerk may be sufficient. It shall be the duty of the clerk to see that the business is properly presented to the Meeting for its consideration, to announce decisions when made, and to sign documents on behalf of the Monthly Meeting. The clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Meeting and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the Meeting. The minutes of each Meeting must be signed by the clerk and dated correctly. The Meeting should appoint a Recorder to keep a correct record of all matters pertaining to membership, such as births, marriages, and deaths; members joining by application, transfers of associate members to active membership, and transfers of members to and from other Meetings and denominations.

p. 113:

Miscellaneous

Records 3. Monthly Meeting records should be kept in a book of a form which has been approved by the Yearly Meeting. Minute books and records should be carefully preserved, and wherever conditions permit, should be placed in a central fireproof vault.

p. 122:

Reception and Transfer by Certificate or Letter

Records 4. The acceptance and issuance of all certificates and letters should be recorded in the minutes of the Monthly Meeting, and the list of members changed accordingly. Removal certificates for ministers should include a statement of their position.

p. 128:

CHAPTER III
QUARTERLY MEETING

Relation to Monthly Meetings

Power 1. A Quarterly Meeting has power to establish, discontinue, or divide a Monthly Meeting, or to unite two or more Monthly Meetings. Such action should be taken only with the consent of the meetings concerned.

p. 136:

Miscellaneous

Property of Discontinued Meetings 1. When a Meeting is discontinued, the physical property and investments belonging to said Meeting should be vested in the Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose, or used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held from such discontinued Meetings shall be administered as far as possible in accordance with the directions of the original donors. A Meeting is not to be considered as discontinued if it unites as an organized group with another Friends Meeting.

pp. 220-221:

DISCONTINUANCE OF MEETINGS

If it becomes desirable in the judgment of the constituent members of any meeting to discontinue it or to unite with another, the request should be laid before the larger meeting with which it is associated. For example, a preparative meeting should not discontinue or suspend its meetings without first consulting the monthly meeting of which it forms a part; a monthly meeting should, in like manner, obtain the approval of the quarterly meeting; and a quarterly meeting wishing to discontinue should refer such a request to the Yearly Meeting.

* * *

When a meeting is discontinued, the records, physical property and investments belonging to that meeting vest in the Yearly Meeting, except when otherwise determined by deed or other legal obligation. Such property may be used for the advancement of the general work of the Yearly Meeting or for some specific purpose, as that body may determine. All funds held from such discontinued meetings should be administered as far as possible in accordance with the directions of the original donors. All records of the discontinued meeting should be deposited in the archives of New England Yearly Meeting.

A meeting is not to be considered as discontinued if it unites as an organized group with another Friends meeting.

pp. 224-225:

THE MONTHLY MEETING

Officers of the Monthly Meeting

CLERK. The clerk conducts all business sessions, sees that business is properly presented to the meeting for consideration, and announces decisions when made. The clerk is responsible for keeping accurate minutes, properly dated and signed, showing all matters discussed and actions taken. These shall be kept in permanent form in a minute book after they have been approved by the meeting.

The clerk carries out the instructions of the meeting on all matters pertaining to the accomplishment of its business and signs necessary documents on behalf of the meeting.

RECORDER. The recorder keeps the permanent records of all changes in the status of membership, such as births, deaths, marriage, applications, transfers, and withdrawals. Records should be kept in a form approved by the Yearly Meeting and statistics on membership submitted as called for. It is recommended that recorders issue annually to the membership an up-to-date list of names and addresses of all members. Such a list should be appended to the monthly meeting minutes every ten years, beginning with the first monthly meeting in 1985.

p. 232:

FUNDS, PROPERTIES, AND TRUSTS

All money and property held by any meeting is considered as held in trust for the objects, uses, and purposes of the Religious Society of Friends, subject to any special conditions of trust. A meeting's business agreements, trusts, and conveyances governing its finances and property shall be exactly recorded and duplicated for security.

No meeting property shall be distributed or partitioned among the individual members of a meeting. If any meeting ceases to exist, its property shall pass to the Yearly Meeting, or if a preparative meeting, to its monthly meeting.

pp. 232-233:

RECORDS

Minutes and records of proceedings of all meetings and committees should be written clearly and accurately and preserved carefully. It is recommended that meetings review their records every ten years beginning in 1985, and prepare an inventory of the location and status of these records. This inventory should be appended to the meeting's minutes. Records no longer in current use by the meeting should be transferred to the Yearly Meeting archives. When a committee is discontinued, its clerk or recordkeeper should send its records to the clerk of its meeting. When a meeting is discontinued its records become property of the Yearly Meeting and are transferred to the Yearly Meeting archives.

p. 240:

MEMBERSHIP RECORDS

The acceptance and issuance of all certificates and letters should be recorded in the minutes of the monthly meeting, and the list of members should be changed accordingly. An accurate list of members should be appended to the monthly meeting minutes every ten years, beginning with the first monthly meeting in 1985.

NEW YORK YEARLY MEETING (PRE-SEPARATION)

Disciplinary rules adopted by the Yearly Meeting held at Westbury on Long Island, for New York (1783, with 1787 addition)

pp. 8-9:

And as to the establishment and order of Meetings, that no Quarterly Meeting be set up, or discontinued but by the Yearly Meeting, no Monthly Meeting but by the Quarterly, no Preparative, or Meeting of Worship but by the Monthly Meeting.

The Preparative Meeting to keep a record, but not have authority to disown any member; that authority being only in the Monthly, Quarterly, and Yearly Meetings; these meetings are subordinate and accountable thus, the Preparative to the Monthly, the Monthly to the Quarterly, and the Quarterly to the Yearly Meeting; so that if at any time the Yearly Meeting be dissatisfied with the proceedings of any of the said Meetings, or the Quarterly Meeting, with the proceedings of any of the Monthly Meetings, or, the Monthly with the proceedings of any of the Preparative Meetings within its limits, such meeting or meetings are directed to render a satisfactory account, when required.

And if any Quarterly Meeting have occasion for, and request the Records or Minutes of another Quarterly Meeting, or one Monthly Meeting those of another, it is directed that copies of such minutes or records be accordingly communicated to the Meeting so requesting.

p. 10:

That the minutes or due entries be made in every Quarterly, and Monthly Meeting of all such matters as come before them, or are determined, . . .

At a Yearly Meeting held at Westbury, 5 mo. 1787.
The friends to consider the establishing of meetings, and our discipline relative thereto, report as their judgement, that when a Monthly Meeting proposes to establish or discontinue a Preparative Meeting, or Meeting for worship, they first have the consent of the Quarterly Meeting; which being weightily considered, is united with.

Rules of Discipline, and Christian Advices, of the Yearly Meeting of Friends for the State of New-York and Parts Adjacent (1800)

pp. 55-56:

REMOVALS AND CERTIFICATES.

For the preservation of friends from wounding themselves and families, or the body, by injudicious removals, we do advise, that, when any friends have thoughts of removing, they be careful not to let wrong motives influence their conclusions; but in a timely manner, (that is, before such steps are taken as may close the way to their taking the advice of their friends) acquaint the monthly meeting whereto they belong, or at least the overseers of the preparative meeting, and such other friends as the overseers may ask to unite with them in counsel in the case, in order for their brotherly advice on the propriety of such their proposed removal; for want of which, some have suffered loss, both in their temporal and spiritual concerns, and we believe thereby hurt the youth of their families.

And that all certificates of removal brought by any friend, intending to reside amongst us, be lodged in the monthly meeting where the same is accepted. And that every meeting keep records of all certificates which they give out.

p. 141:

MEETING-HOUSES AND GROUND.

It is recommended to the quarterly and monthly meetings to make timely and careful inspection into the situation of the titles of meeting-houses,

burial-grounds, and other estates which have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of those meetings, so that, if it should appear needful by the death of any such trustees or otherwise, due and seasonable care may be taken to appoint some other to the trust, that friends may avoid future difficulties, and the risk of being deprived of such estates. And it is further recommended, that quarterly and monthly meetings respectively, as the case may require, keep exact records of all such trusts and conveyances; and also that a clear and regular account be kept by each respective meeting of the place where, and the persons with whom the papers, minutes and records, belonging to our religious society, are from time to time deposited, wherein due care should be taken to lodge them with suitable friends.

Discipline of the Yearly Meeting of Friends, Held in New-York, For the State of New-York, and Parts Adjacent (1810)

p. 66:

Births and Deaths

As much inconvenience would be likely to result from a want of due attention to keeping a record of births and deaths, monthly meetings are annually to appoint a committee, of which one or more should be from each preparative meeting, to collect an account of all the births and deaths of members, which have occurred within their respective limits, during the preceding year; to be by them handed to a Friend, appointed by the monthly meeting, to record them, in a book provided for that purpose.

* * *

Removals and Certificates.

When Friends have a prospect of removing, they should be careful not to suffer wrong motives to influence their conclusions: and before such steps are taken as may close the way to receiving advice, they are advised to take the counsel of some of their experienced friends, on the propriety of the proposed removal: and elders, overseers, and other concerned Friends, when they hear of any inclining to remove, are to consider it their duty, in brotherly love, to counsel them to observe the foregoing advice.

When any remove, they should have a certificate from the monthly meeting of which they are members, recommending them to the monthly meeting, where they are going to reside, expressive only of their right of membership, settlement of temporal concerns, and freedom from marriage engagements, as the case may require; to be founded on inquiry made by a committee appointed for that purpose, and the committee are not to confine their inquiries to the monthly meeting where the person resides, if there be reason to believe that his affairs are not settled in other places. If the certificate be for a recommended Minister, it should be expressive thereof.

* * *

Certificates of removal are to be preserved, by record or otherwise, by the monthly meeting accepting them; and each meeting should keep records of all certificates which it issues.

* * *

Titles of Lands.

It is recommended to quarterly and monthly meetings to make timely and careful inspection into the titles of meeting-houses, burial-grounds, and other estates, which have been vested in trustees for the use and benefit of the society, or of any of its meetings, that in case the death of any trustees, or other circumstances, should render it necessary, seasonable care may be taken to appoint others to the trust, that future difficulties, and the risk of being deprived of such estates, may be avoided. Quarterly and monthly meetings are to keep correct records of all such trusts and conveyances; and also a clear and regular account of the place where, and the persons with whom

the papers, minutes, and records, belonging to our religious society, are deposited; and due care should be taken to lodge them with suitable Friends.

NEW YORK YEARLY MEETING (HICKSITE/FGC)

Discipline of the Yearly Meeting of Friends, Held in New-York, For the State of New-York, and Parts Adjacent [Hicksite] (1839)

pp. 7-9:

MEETINGS FOR DISCIPLINE.

Meetings for Discipline are subordinate and accountable in the following manner; preparative meetings to the monthly meeting; monthly meetings to the quarterly meeting; and quarterly meetings to the yearly meeting.

No quarterly meeting is to be set up or discontinued, but by the yearly meeting; no monthly meeting, but by the quarterly meeting; no preparative meeting, or a meeting for worship, but by the monthly meeting, with the approbation of the quarterly meeting; and if at any time the yearly meeting be dissatisfied with the proceedings of any of the said meetings, or a quarterly meeting with the proceedings of any of its monthly meetings, or a monthly meeting with the proceedings of any of its preparative meetings; they are to render a full and clear account when required.

* * *

As the use and design of preparative meetings are, in general to prepare business for monthly meetings, Friends should be careful not to occasion unnecessary delay: and preparative meetings are not to receive or disown members, nor decide in any case which ought to claim the attention of monthly meetings: and each preparative meeting should keep a record of its proceedings.

* * *

Records should be made in every monthly and quarterly meeting, of such matters as come before, and are determined by them; and they should, in all cases, contain a clear and explicit narrative. Minutes and reports which are sent from one meeting to another, should be signed by the Clerk.

pp. 22-23:

MEETING FOR SUFFERINGS.

In order that the yearly meeting, with its several branches, might be properly represented in its intervals, a meeting was established in the year 1759, by the name of the Meeting for Sufferings, to meet at such time and place as the yearly meeting may direct.

The following directions are to be observed by the Meeting for Sufferings:

1st. It shall keep minutes of its proceedings, and lay them annually before the yearly meeting.

* * *

The services confided to the Meeting for Sufferings, are, . . .

3d. To inspect and ascertain titles to land, or other estates, belonging to any of our meetings; and to attend to the appropriation of charitable legacies and donations.

p. 76:

BIRTHS AND DEATHS.

As much inconvenience would be likely to result from a want of due attention to keeping a record of births and deaths, monthly meetings are annually to appoint a committee, of which one or more should be from each preparative meeting, to collect an account of all the births and deaths of members, which have occurred within their respective limits, during the preceding year; to be by them handed to a Friend, appointed by the monthly meeting, to record them, in a book provided for that purpose.

p. 79:

REMOVALS AND CERTIFICATES.

Certificates of removal are to be preserved, by record or otherwise, by the monthly meeting accepting them; and each meeting should keep records of all certificates which it issues.

p. 95:

TITLES OF LANDS.

It is recommended to quarterly and monthly meetings to make timely and careful inspection into the titles of meeting houses, burial-grounds, and other estates, which have been vested in trustees for the use and benefit of the Society, or of any of its meetings, that in case the death of any trustees, or other circumstances, should render it necessary, seasonable care may be taken to appoint others to the trust, that future difficulties, and the risk of being deprived of such estates, may be avoided. Quarterly and monthly meetings are to keep correct records of all such trusts and conveyances; and also a clear and regular account of the place where, and the persons with whom the papers, minutes, and records, belonging to our religious Society, are deposited; and due care should be taken to lodge them with suitable Friends.

Discipline of the Yearly Meeting of Friends, Held in New York; For the State of New York, and Parts Adjacent [Hicksite] (1856)

pp. 13-15:

MEETINGS FOR DISCIPLINE.

Meetings for Discipline are subordinate and accountable in the following manner: preparative meetings to the monthly meeting, monthly meetings to the quarterly meeting, and quarterly meetings to the yearly meeting.

No quarterly meeting is to be set up or discontinued, but by the yearly meeting; no monthly meeting, but by the quarterly meeting; no preparative meeting, or a meeting for worship, but by the monthly meeting, with the approbation of the quarterly meeting: and if at any time the yearly meeting be dissatisfied with the proceedings of any of the said meetings, or a quarterly meeting with the proceedings of any of its monthly meetings, or a monthly meeting with the proceedings of any of its preparative meetings, they are to render a full and clear account when required.

* * *

As the use and design of preparative meetings are, in general to prepare business for monthly meetings, Friends should be careful not to occasion unnecessary delay: and preparative meetings are not to receive or disown members, nor decide in any case which ought to claim the attention of monthly meetings: and each preparative meeting should keep a record of its proceedings.

* * *

Records should be made in every monthly and quarterly meeting of such matters as come before, and are determined by them; and they should, in all cases, contain a clear and explicit narrative. Minutes and reports which are sent from one meeting to another, should be signed by the Clerk.

p. 18:

WOMEN'S MEETINGS FOR DISCIPLINE.

As women's meetings for discipline have been of manifest advantage to our Society, it is earnestly desired, that they may wait for the influence of the Spirit of Truth in their meetings, which will qualify them for a faithful discharge of duty in that part of the discipline of the Church which properly appertains to them. And for this purpose, preparative, monthly, quarterly, and yearly meetings, of women Friends having been established, are to be held at the same times and places as meetings of the same denomination by men Friends: and in all the cases which shall properly claim their attention, the

same rules of government and method of proceeding are to be adopted by them, as are directed for the regulation of men's meetings; except that it is not thought necessary for women's monthly meetings to record marriage and removal certificates, or the lists of births and deaths, but they are to hand to the men's recorder such certificates for that purpose.

p. 80:

BIRTHS AND DEATHS.

As much inconvenience would be likely to result from a want of due attention to keeping a record of births and deaths, monthly meetings are annually to appoint a committee, of which one or more should be from each preparative meeting, to collect an account of all the births and deaths of members, which have occurred within their respective limits, during the preceding year; to be by them handed to a Friend, appointed by the monthly meeting, to record them in a book provided for that purpose.

p. 83:

REMOVALS AND CERTIFICATES.

Certificates of removal are to be preserved by record or otherwise, by the monthly meeting accepting them, and each meeting should keep records of all certificates which it issues.

p. 99:

TITLES OF LANDS.

It is recommended to quarterly and monthly meetings to make timely and careful inspection into the titles of meeting-houses, burial-grounds, and other estates, which have been vested in trustees for the use and benefit of the Society, or of any of its meetings, that in case the death of any trustees, or other circumstances, should render it necessary, seasonable care may be taken to appoint others to the trust, that future difficulties, and the risk of being deprived of such estates, may be avoided. Quarterly and monthly meetings are to keep correct records of all such trusts and conveyances; and also a clear and regular account of the place where, and the persons with whom the papers, minutes, and records, belonging to our religious Society, are deposited; and due care should be taken to lodge them with suitable Friends.

Discipline of the Yearly Meeting of the Religious Society of Friends, Held in New York; For the State of New York, and Parts Adjacent [Hicksite] (1872)

p. 74:

MEMBERSHIP.

Children born of parents in membership with us, are to be considered members of our Society; their rights attaching to the Monthly Meeting to which the mother belongs. Children, born of parents only one of whom is a member, may be considered members of our society, upon the application of that parent, (the other consenting,) to the committee annually appointed to collect an account of births and deaths. The name and date of birth to be reported to the Recorder for record.

It shall be the duty of the Recorder to report to the Monthly Meeting, annually, the names of all children which have been added to the register during the past year, together with the names of their parents.

p. 75:

BIRTHS AND DEATHS.

As much inconvenience would be likely to result from a want of due attention to keeping a record of births and deaths, Monthly Meetings are annually to appoint a committee, of which one or more should be from each Preparative Meeting, to collect an account of all the births and deaths of

members, which have occurred within their respective limits, during the preceding year; to be by them handed to a Friend, appointed by the Monthly Meeting, to record them in a book provided for that purpose.

p. 77:

REMOVALS AND CERTIFICATES.

When Friends have a prospect of removing, they should be careful not to suffer wrong motives to influence their conclusions: and before such steps are taken as may close the way to receiving advice, they are advised to take the counsel of some of their experienced Friends on the propriety of the proposed removal: and elders, overseers, and other concerned Friends, when they hear of any inclining to remove, are to consider it their duty, in brotherly love, to counsel them to observe the foregoing advice.

When any remove, they should have a certificate from the Monthly Meeting of which they are members, recommending them to the Monthly Meeting where they are going to reside, expressive only of their right of membership and settlement of temporal concerns, to be founded on inquiry made by a committee appointed for that purpose; and the committee are not to confine their inquiries to the Monthly Meeting where the person resides, if there be reason to believe that his affairs are not settled in other places. If the certificate be for an acknowledged Minister, it should be expressive thereof.

p. 78:

Certificates of removal are to be preserved by record or otherwise, by the Monthly Meeting accepting them, and each meeting should keep records of all certificates which it issues.

p. 91:

TITLES OF LANDS.

It is recommended to Quarterly and Monthly Meetings to make timely and careful inspection into the titles of meeting-houses, burial-grounds, and other estates, which have been vested in trustees for the use and benefit of the Society, or of any of its meetings; that in case the death of any trustees, or other circumstances, should render it necessary, seasonable care may be taken to appoint others to the trust, that future difficulties, and the risk of being deprived of such estates, may be avoided. Quarterly and Monthly Meetings are to keep correct records of all such trusts and conveyances; and also a clear and regular account of the place where, and the persons with whom the papers, minutes, and records, belonging to our Religious Society, are deposited; and due care should be taken to lodge them with suitable Friends.

[Supplement adopted by the Yearly Meeting and pasted in on page 91 of the 1872 Discipline:]

All moneys and property held by any of our Subordinate meetings are considered as intended for the objects, uses, and purposes of the Society of Friends, subject to any special trust affecting the same.

When any Preparative or Monthly Meeting shall, in accordance with our Discipline, be laid down by its superior Meeting, all moneys or property held by, or belonging to the Meeting so laid down, shall vest in and belong to the Meeting to which it was subordinate, subject, nevertheless, to any trust under which it was held by the Meeting so laid down.

Discipline of New York Yearly Meeting of the Religious Society of Friends
[Hicksite/General Conference] (1893, revised 1907, revised 1915)

1893@pp. 13-19; 1907 & 1915@pp. 11-18:

MEETINGS FOR DISCIPLINE.

Meetings for Discipline are subordinate and accountable in the following order:--Preparative Meetings to the Monthly Meeting, Monthly Meetings to the Quarterly Meeting, and Quarterly Meetings to the Yearly Meeting.

No Quarterly Meeting is to be established or discontinued but by the Yearly Meeting; no Monthly Meeting but by the Quarterly Meeting; no Preparative Meeting, but by the Monthly Meeting, with the approbation of the Quarterly Meeting.

* * *

The establishment, discontinuance and consolidation of Meetings for Discipline and any change in the time or place of holding them are to be reported to the Yearly Meeting.

* * *

PREPARATIVE MEETINGS, each consisting of the members of one or more Meetings for Worship, are to be held once a month or once in three months according as they are subordinate to a Monthly or to an Executive Meeting, unless otherwise directed by the superior meeting.

Among their duties are the preparation and forwarding, without unnecessary delay, to the Monthly Meetings to which they are subordinate, such business as may be presented and which should receive the attention of the Monthly Meeting, and the transaction of such other business as may be required by the Discipline or by their superior meetings; but they are not to receive members, nor cancel membership, nor decide any case which should receive the attention of the Monthly Meeting. In cases where a Monthly Meeting is composed of but one Meeting for Worship, it may dispense with the holding of a Preparative Meeting, information thereof being forwarded to the Yearly Meeting, and all business which would otherwise come before such Preparative Meeting shall be presented directly to the Monthly Meeting.

MONTHLY MEETINGS, each consisting of one or more Preparative Meetings or Meetings for Worship, are the executive bodies of the Society, and are to be held once a month. To them is committed the administration of the Discipline and the maintenance of the order of the Society among their members. Among their duties are the following:

To receive persons into membership and to cancel membership, according to the Discipline;

To keep a Register of the names of all their members, with such additional particulars and information regarding them as may be necessary or convenient;

To keep records of all births, deaths, marriages, marriage certificates and certificates of removal, issued or received;

To appoint a Recorder, who is to keep the Register and the records of the meeting, and perform such other duties as the meeting may require, and

. . . .

* * *

EXECUTIVE MEETINGS, each to consist of one or more Preparative Meetings, or Meetings for Worship, and to be held once in three months, may be established in the same manner as Monthly Meetings, and shall have the same authority and be subject to the same duties, rules and requirements as Monthly Meetings, except as to the frequency of meeting.

Any Monthly Meeting may be changed to an Executive Meeting with the approbation of the Quarterly Meeting, to which it is subject.

* * *

Each Meeting for Discipline should appoint a Clerk, who should keep clear and explicit minutes of such matters as come before and are determined by it. The minutes of each meeting and minutes, reports and certificates which are sent from one meeting to another, should be signed by the clerk. Clerks of Monthly Meetings should report to the Recorder any action taken by

the meeting requiring a change in the Register. An assistant to the clerk may be appointed, if necessary.

* * *

If at any time a Meeting for Discipline be dissatisfied with the proceedings of any of its subordinate meetings, such subordinate meetings are to render a full and clear account if required.

1893@pp. 67-71; 1907 & 1915@pp. 57-61:

MEMBERSHIP, REGISTRATION AND RECORDS.

Each Monthly Meeting is to appoint annually a Committee on Registration, whose duty it shall be to collect an account of all the births and deaths of members and to hand the same to the Recorder to be registered; also to assist the Recorder in making necessary changes and corrections in the Register. They are also to receive and consider applications for membership on behalf of minors.

* * *

Each Monthly Meeting should appoint a Recorder, whose duty it shall be to keep a Register in which shall be registered the names of all the members of the Monthly Meeting, with such additional particulars and information regarding them as may be necessary or convenient.

* * *

It shall also be the duty of the Recorder to record in suitable books, all births and deaths of members, certificates of marriage, and certificates of removal issued and received, and keep such other records as the Monthly Meeting may direct. He shall also report to the Monthly Meeting annually, all changes, except of residence, made on the Register during the preceding year.

* * *

The preservation of the records of our Society should claim the careful attention of all our Meetings for Discipline; and such records should be kept in places of safety, and, as far as practicable, in fire-proof receptacles. Should any meeting find it burdensome to provide a suitable repository, such meeting is advised to ask the co-operation of some other convenient meeting or of its superior meeting.

The Recorder shall have the care and custody of the records of his Monthly Meeting, and those of other meetings with it, for safe keeping.

1893@p. 73; 1907 & 1915@p. 62:

REMOVALS AND CERTIFICATES.

Certificates of removal are to be recorded by the Monthly Meetings issuing and accepting them.

1893@pp. 107-108; 1907 & 1915@p. 91:

LANDS AND PROPERTY.

Meetings for Discipline should make timely and careful inspection of the titles of their lands, meeting houses, and other estates, which have been vested in trustees for the use and benefit of the Society, or any of its meetings. In case the death of any trustee, or other circumstances, should render it necessary, seasonable care should be taken to appoint others to the trust, that future difficulties, and the risk of being deprived of such estates, may be avoided. Meetings for Discipline are to keep correct records of all such trusts and conveyances, and keep them in the custody of the Recorder.

All moneys and property held by any of our subordinate meetings are considered as intended for the objects, uses, and purposes of the Society of Friends, subject to any special trust affecting the same.

When any meeting shall, in accordance with our Discipline, be discontinued by its superior meeting, all moneys or property held by, or belonging to the meeting so discontinued, shall vest in and belong to the meeting to which it was subordinate, subject, nevertheless, to any trust under which it was held by the meeting so discontinued.

Book of Discipline of New York Yearly Meeting of the Religious Society of Friends [General Conference] (1930)

pp. 50-52:

RECORDS

Each Monthly Meeting should appoint a Recorder, whose duty it shall be to keep a Register in which shall be recorded the names of all the members of the Monthly Meeting, with such additional particulars and information regarding them as may be necessary or convenient.

* * *

It shall also be the duty of the Recorder to record in suitable books, certificates of marriage, and certificates of removal issued and received, and keep such other records as the Monthly Meeting may direct. He shall also report to the Monthly Meeting annually, all changes, except of residence, made on the Register during the preceding year.

The Yearly Meeting has provided a Record Room for the safe preservation of all meeting records not in current use. Meetings are urged to send in such records to be so preserved. Records should never be kept in a damp place nor at the ground level, as dampness is a great destroyer of books and papers.

REMOVALS AND CERTIFICATES

To promote the best interests of the Society by a close union of its members, it is advised that when Friends change their residence to a place within the limits of another Monthly Meeting the meeting from which they have removed should prepare and forward to the Monthly Meeting within whose limits they reside, a certificate expressive of their rights of membership, and of the proper settlement of their temporal affairs. For this purpose a committee should be appointed to make the necessary inquiries, and report to the Monthly Meeting.

* * *

Certificates of removal are to be recorded by the Monthly Meetings issuing and accepting them.

The Book of Discipline of the Religious Society of Friends, Adopted by New York Yearly Meeting [General Conference] (1950)

p. 74:

When it appears to the clerk that the meeting has reached a judgment based on mutual consideration of various views, he shall write a minute embodying the apparent decision of the meeting. He shall at once read the minute and ask whether it truly represents the judgment of the meeting. When approved in its original, or modified, form, it becomes a part of the permanent record of the meeting, and should be accepted by the members as final unless called up for reconsideration.

p. 77-78:

ORGANIZATION

Each Monthly Meeting shall annually name a suitable person to serve the meeting as Clerk. The duty of the clerk shall be to conduct all business sessions of the meeting, to see that a full and correct record of all proceedings is kept, and to carry out the instructions of the meeting on all matters pertaining to the complete accomplishment of its business.

* * *

One or more Recorders shall be appointed to keep a record of membership and transfers thereof, births, marriages and deaths, according to the forms furnished by the Representative or Executive Committee of the Yearly Meeting.

p. 106:

BURIAL GROUNDS

Where meetings own their own burying grounds, it is directed that two or more Friends be appointed by Monthly or Preparative Meetings to have the care of the burying grounds and see that interments are made in accordance with the rules approved by the meeting which owns the grounds.

p. 107:

MEETING TRUSTS AND PROPERTY TITLES

Yearly, Quarterly, Monthly and Preparative Meetings are advised to require annual reports of the income and disbursements of all trusts and of the investments of the principal thereof, including the status of titles of meeting properties and burial grounds vested in the Trustees who are to keep in their records accurate statements of the terms of the trusts held by them for the benefit of the meeting or of the Society at large.

pp. 108-109:

REVERSION OF PROPERTY

If a Preparative Meeting ceases to exist, all its property shall be transferred and conveyed to the Monthly Meeting of which it is a part. If a Monthly Meeting ceases to exist, without merging or consolidating with another Monthly Meeting, all its property shall be transferred and conveyed to the Quarterly Meeting of which it is a part. If a Quarterly Meeting ceases to exist, without merging or consolidating with another Quarterly Meeting, all its property shall be transferred and conveyed to the Yearly Meeting of which it is a part. If two Monthly Meetings, or if two Quarterly Meetings, merge or consolidate, all the property of both shall be held by the merged meeting. Such transfer and conveyance shall be authorized by an appropriate minute, duly recorded, and the assignment, transfer and deed of conveyance shall be executed and delivered by such meetings before such meetings shall be formally laid down or disbanded, or, in case of merged or consolidated meetings, at the time thereof. In the event that such action is not taken by such meetings before they are laid down, merged or consolidated, the Monthly Meeting, the Quarterly Meeting or the Yearly Meeting entitled to receive any such property shall be the equitable owner thereof, and shall be entitled forthwith to require the assignment or conveyance of the legal title thereto, to be held by such Monthly, Quarterly or Yearly Meeting under and upon the same trusts as the property has been theretofore held, if it is practicable that such trusts be carried out; otherwise, upon trusts similar thereto as the successor meeting may determine. No meeting property shall be distributed or partitioned among the individual members of a meeting.

All moneys invested in the properties referred to having been contributed for the purpose of maintaining meetings and/or burial grounds under the care of Friends, a moral obligation is laid upon us to see that this purpose is served, even though particular meetings may no longer exist. Upon the meetings receiving such property the obligation rests to receive and provide care for burial grounds conveyed to them.

The Representative Committee is directed to assist meetings in placing their meeting properties in suitable trusteeships, if desired.

p. 110:

MEETING RECORDS

All meetings for business should keep full and correct records of their transactions in convenient form for reference. An accurate record of the membership of each Monthly Meeting should be kept which should include all births, marriages, removals and deaths occurring among the members. For these purposes, the meeting should furnish suitable books and provide proper places in which to preserve them.

NEW YORK YEARLY MEETING [ORTHODOX/GURNEYITE/FUM]

Discipline of the Society of Friends of New-York Yearly Meeting [Orthodox]
(1859)

pp. 56-57:

ANNUAL ADVICES.

Titles of Meeting-Houses, and other property belonging to the Society, should be occasionally renewed, duly recorded, and preserved.

pp. 77-78:

REMOVALS AND CERTIFICATES.

When Friends have a prospect of removing, they should be careful not to suffer wrong motives to influence their conclusions; and before such steps are taken as may close the way to receiving advice, they are advised to take the counsel of some of their experienced friends, on the propriety of the proposed removal, particularly when they propose removing entirely away from Friends; and Elders, Overseers, and other concerned Friends, when they hear of any inclining to remove, are to consider it their duty, in brotherly love, to counsel them to observe the foregoing advice.

When Friends remove, they should have a Certificate from the Monthly Meeting of which they are members, recommending them to the Monthly Meeting where they are going to reside, expressive only of their right of membership and settlement of temporal concerns, as the case may require -- to be founded on inquiry made by a committee appointed in each case for that purpose; and the committee are not to confine their inquiries to the Monthly Meeting where the person resides, if there be reason to believe that his affairs are not settled in other places.

If the certificate be for an acknowledged Minister, it should so state.

* * *

Certificates of removal are to be preserved, by record or otherwise, by the Monthly Meeting accepting them; and each Meeting should keep records of all certificates which it issues.

p. 114:

BIRTHS, DEATHS, AND BURIALS.

Monthly Meetings are annually to appoint a committee, of which one or more should be from each Preparative Meeting, to collect an account of all the births and deaths of members, which have occurred within their respective limits, during the preceding year; to be by them handed to a Friend appointed by the Monthly Meeting, to record them in a book provided for that purpose.

TITLES OF LANDS.

It is recommended to Quarterly, Monthly, and Preparative Meetings, to make timely and careful inspection into the titles of Meeting-houses, Burial Grounds, and other estates, which have been vested in trustees for the use and benefit of the Society, or of any of its Meetings; that, in case the death of any trustees or other circumstances should render it necessary, seasonable care may be taken to appoint others to the trust; that future difficulties, and the risk of being deprived of such estates, may be avoided.

Quarterly and Monthly Meetings are to keep correct records of all such trusts and conveyances; and, when necessary, to have them recorded in the Records of the County in which said estates may be situate; they are also to keep a clear and regular account of the place where, and the persons with whom the papers, minutes, and records, belonging to our religious Society, are deposited; and due care should be taken to lodge them with suitable Friends.

Discipline of the Society of Friends of the New York Yearly Meeting
[Orthodox, Gurneyite] (1877, revised 1885, reprinted 1890)

pp. 29-30:

MEETINGS FOR DISCIPLINE.

Meetings for Discipline are subordinate and accountable in the following manner:--Preparative Meetings to the Monthly Meeting; Monthly Meetings to the Quarterly Meeting; and Quarterly Meetings to the Yearly Meeting.

No Quarterly Meeting is to be set up or discontinued but by the Yearly Meeting; no Monthly Meeting, but by the Quarterly Meeting; no Preparative Meeting, or Meeting for Worship, but by the Monthly Meeting, with the approbation of the Quarterly Meeting; and if, at any time, the Yearly Meeting be dissatisfied with the proceedings of any of the said Meetings, or a Quarterly Meeting with the proceedings of any of its Monthly Meetings, or a Monthly Meeting with the proceedings of any of its Preparative Meetings, they are to render a full and clear account when required.

Every Meeting for Discipline shall appoint a Clerk and keep a record of its proceedings, which shall, in all cases, contain a clear and explicit narrative.

If any Quarterly Meeting request the records of another Quarterly Meeting; or any Monthly Meeting those of another Monthly Meeting, it is directed that authenticated copies of such records be furnished accordingly.

p. 75:

REMOVALS AND CERTIFICATES.

Certificates of removal are to be preserved, by record or otherwise, by the Monthly Meeting accepting them; and each Meeting should keep records of all certificates which it issues.

p. 81:

BIRTHS, DEATHS, AND BURIALS.

Monthly Meetings are annually to appoint a Committee, of which one or more should be from each Preparative Meeting, to collect an account of all the births and deaths of members which have occurred within their respective limits, during the preceding year; to be by them handed to a Friend appointed by the Monthly Meeting, and recorded in a book provided for that purpose.

p. 107:

TRUST FUNDS AND TITLES OF LANDS.

It is recommended to Quarterly, Monthly and Preparative Meetings to make timely and careful inspection into the titles of Meeting-houses, Burial-Grounds and other estates, which have been vested in trustees for the use and benefit of the Society, or of any of its Meetings; that in case the death of any of the trustees or other circumstances should render it necessary, seasonable care may be taken to appoint others to the trust; that future difficulties, and the risk of being deprived of such estates, may be avoided.

Quarterly and Monthly Meetings are to keep correct records of all such trusts and conveyances; and, when necessary, to have them recorded in the Records of the County in which said estates may be situated. They are also to keep a clear and regular account of the place where, and the persons with whom the papers, minutes and records, belonging to our religious Society, are deposited.

pp. 123-124:

AN ACT

In relation to Trusts for the benefit of the Meetings of the Religious Society of Friends.

Passed, April 17th, 1839.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

§ 1. All deeds or declarations of trusts of real or personal estate, heretofore executed and delivered to any person or persons, in trust, for the use and benefit of any Meeting of the Religious Society of Friends, and the trusts thereby created or declared, shall be valid; and the legal estates may be transmitted, and the trusts so created or declared may be continued and pursued, so long as may be required for the purposes of the trusts, by conveyances from the trustees named in such deeds, to other trustees appointed by such Meeting, and by conveyances from them to others, appointed in like manner or otherwise, according to the directions of such Meeting.

§ 2. Trusts of real or personal estate of the benefit of any Meeting of the Religious Society of Friends, may be hereafter created for the use of such Meeting, according to the regulations and rules of discipline of said Society; and the legal estate of any property, so held in trust, shall be vested in the trustees and in those to whom such property may be conveyed in trust, by the appointment of any such Meeting, so long as may be required for the objects and purposes of such trusts; but nothing contained in this act shall be so construed as to impair or diminish the rights of any person, Meeting, or association of persons, claiming to be a Meeting of the Religious Society of Friends, which such person, or Meeting, or association of persons, claiming to be a Meeting as aforesaid, had either in law or equity, to or in any real or personal estate held in trust for the use and benefit of any Meeting of the said Religious Society, at the Yearly Meeting held in the City of New York in the month of May in the Year of our Lord, One Thousand Eight Hundred and Twenty-Eight; and nothing in this act contained shall authorize any real or personal estate to be held in trust for any Meeting of such Society, the annual value or income of which shall exceed five thousand dollars.

Constitution and Discipline for the American Yearly Meetings - Adopted by New York Yearly Meeting of the Religious Society of Friends [FUM] - (1901)

p. 19:

CHAPTER IV.

MEETINGS FOR BUSINESS--CLERKS.

The clerk, or presiding officer, of a business meeting has the care of its business, which he lays before it for consideration and determines what conclusion the meeting reaches. . . . The clerk shall keep a faithful record of the proceedings of the meeting, and he shall furnish copies of necessary portions of such records to persons authorized, under the appointment of the same or any superior meeting, to ask for them. He shall sign on the meeting's behalf all official documents put forth by it. Meetings which may desire to continue the ancient practice of holding separate business meetings of men and women are at liberty to do so, appointing separate clerks from their number. In all business meetings such assistant clerks may be appointed as may be found advisable.

p. 20:

CHAPTER V.

SECTION 1.--MONTHLY MEETINGS.

1. A Monthly Meeting is a regular organization of one or more congregations, and consists of all those persons who are entitled to be recorded upon its list of members. It is charged with the government of the body, according to the Constitution and Discipline, and has authority to

receive and dismiss members; to discipline offenders; to grant appeals; to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Church; and to adopt and carry out measures for the improvement of the spiritual interests of the body.

p. 21:

SECTION 2.--CLERK

The clerk of a Monthly Meeting shall be appointed by the meeting on the nomination of a committee named for the purpose. He shall forward to the Quarterly Meeting such business as requires its attention, and such abstracts of the minutes of the Monthly Meeting as may be necessary. He shall keep (in a book printed for the purpose and provided by the Yearly Meeting) a correct record of the membership, including all births, marriages, deaths and transfers, and he shall annually furnish the Quarterly Meeting such statistical information as the Yearly Meeting may direct, including the recording, deaths and transfers of ministers. Where found desirable, a recorder may be appointed to assist the clerk in keeping these records.

pp. 22-23:

SECTION 7.--THE BOARD OF TRUSTEES.

Each Monthly Meeting shall appoint three or more of its members to serve as a Board of Trustees. It shall be the duty of the trustees to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury or improper use, to preserve all important records and documents, and to make an annual report to the Monthly Meeting. Where Monthly Meetings are incorporated under State laws their property will necessarily be held and administered in accordance therewith. Yearly Meetings may provide for the holding and transferring of real estate and other property by their own trustees.

pp. 32-33:

CHAPTER IX.

QUARTERLY MEETING.

2. The Quarterly Meeting has the power to establish, divide or discontinue a Monthly Meeting, or to unite two or more Monthly Meetings.

* * *

5. The Quarterly Meeting has supervision over the Monthly Meetings. It may review their proceedings and examine the records thereof, so that any irregularities of proceedings may be corrected by the Monthly Meeting. It shall receive appeals from the Monthly Meetings and decide upon them, and shall grant appeals from its own decisions to the Yearly Meeting.

p. 37:

CHAPTER X

13. When a meeting is discontinued, the property belonging to said meeting shall be vested in the Yearly Meeting, to be held in trust for some specific purpose, or to be used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held by such discontinued meeting shall be administered in accordance with the directions of the original donors.

pp. 48-49:

PART III.

CHAPTER I.

SECTION 2. RECEPTION BY CERTIFICATE

3. The acceptance and the issuing of all certificates shall be recorded on the minutes of the Monthly Meetings, and the list of members corrected accordingly.

Faith and Practice of The Five Years Meeting (Book of Discipline) (1947 -- adopted at local option: Clinton Corners,)

p. 75:

CHAPTER II MONTHLY MEETING

Organization and Functions

Appointment of Officers 4. The Monthly Meeting should appoint a Clerk and an Assistant Clerk, except that in a small Meeting one clerk may be sufficient. It shall be the duty of the clerk to see that the business is properly presented to the Meeting for its consideration, to announce decisions when made, and to sign documents on behalf of the Monthly Meeting. The assistant clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Meeting and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the Meeting. The minutes of each Meeting must be signed by the clerk and dated correctly. The assistant clerk may also act as Correspondent and as Recorder for the Meeting. The recorder shall keep a correct record of all matters pertaining to membership, such as births, marriages, and deaths; members joining by application, transfers of associate members to active membership, and transfers of members to and from other Meetings and denominations.

p. 79:

Miscellaneous [1956]

Records 3. Monthly Meeting records should be kept in a book of a form which has been approved by the Yearly Meeting. Minute books and records should be carefully preserved, and it is recommended that the original copies be kept in the vault at Guilford College.

p. 91:

Reception and Transfer by Certificate or Letter

Records 4. The acceptance and issuance of all certificates and letters shall be recorded in the minutes of the Monthly Meeting, and the list of members shall be changed accordingly. Removal certificates for ministers shall include a statement of their position.

p. 99:

CHAPTER III QUARTERLY MEETING

Relation to Monthly Meetings

Power 1. A Quarterly Meeting has power to establish, discontinue, or divide a Monthly Meeting, or to unite two or more Monthly Meetings.

p. 110:

Miscellaneous

Property of Discontinued Meetings 1. When a Meeting is discontinued, the physical property and investments belonging to said Meeting shall be vested in the Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose, or used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held from such discontinued Meetings shall be administered as far as possible in accordance with the directions of the original donors. A Meeting is not to be considered as discontinued if it unites as an organized group with another Friends Meeting.

NEW YORK YEARLY MEETING (UNITED)

Faith and Practice, The Book of Discipline of New York Yearly Meeting of the Religious Society of Friends (1968)

p. 54:

D. Discontinuance of Meetings

If it becomes desirable in the judgment of the constituent members of any meeting to discontinue it, or to unite with another, the request should be laid before the meeting to which it reports. . . . For example: a preparative meeting should not be discontinued, nor suspended, without first consulting the monthly meeting of which it forms a part; a monthly meeting should, in like manner, obtain the approval of the quarterly or half-yearly meeting, and either of the latter wishing to discontinue should refer such a request to the Yearly Meeting.

If a preparative meeting ceases to exist, all its property automatically belongs to the monthly meeting of which it is a part. If a monthly meeting ceases to exist, without merging or consolidating with another monthly meeting, all its property shall automatically belong to the quarterly meeting of which it is a part. If a quarterly meeting ceases to exist, without merging or consolidating with another quarterly meeting, all its property shall automatically belong to the Yearly Meeting of which it is a part. If two monthly meetings, or if two quarterly meetings, merge or consolidate, all the property of both shall be held by the merged meeting.

pp. 66-67:

J. Funds, Property, Trusts

All money and property held by any meeting is considered as held in trust for the objects, uses and purposes of the Religious Society of Friends, subject to any special conditions of trust.

No meeting property shall be distributed or partitioned among the individual members of a meeting. If any meeting ceases to exist, its property shall pass to the meeting to which it reports as indicated in the section on "Discontinuance of Meetings."

Meetings are encouraged to obtain legal advice as to the manner of holding and investing meeting property, and to make suitable provision for incorporation or the appointment of trustees, and for periodic review of titles to property and the investment of funds. Under the by-laws of the corporation of New York Yearly Meeting, title and management of Yearly Meeting property are vested in Trustees appointed at the annual corporation meeting. No person shall be a trustee at the same time of more than one meeting.

K. Records

All meetings and Yearly Meeting committees keep records of their minutes and proceedings. The historic value of these records cannot be stressed too strongly, and in preparing them the clerk or chairman should be aware of the significance they may have in the future. Records should be clearly expressed and contain sufficient detail to be intelligible a century or more from now. Advice on record-keeping for the guidance of constituent meetings and committees may be obtained from the Society of Friends Records Committee.

The Society of Friends Records Committee is the authorized caretaker of all non-current records originating within the area of New York Yearly Meeting. These should be placed on deposit in the Records Room maintained by the committee. There they may be consulted by the meeting or committee from which they originated, or the Keeper of Records will examine them and report by mail.

Records of a meeting can be returned on loan to that meeting upon written request of its clerk or chairman or its trustees. Permanent surrender of official records, which have been deposited in the Records Room, can be made only on approval of the Yearly Meeting.

Faith and Practice, The Book of Discipline of New York Yearly Meeting of the Religious Society of Friends (1974)

pp. 55-56:

D. Discontinuance of Meetings

If it becomes desirable in the judgment of the constituent members of any meeting to discontinue it, or to unite with another, the request should be laid before the meeting having responsibility for establishment of a corresponding type of meeting. For example: a preparative meeting should not be discontinued nor suspended without first consulting the monthly meeting of which it forms a part; a monthly meeting should obtain the approval of the quarterly or equivalent meeting or of the Yearly Meeting; and the Yearly Meeting should act on a request to discontinue a quarterly or equivalent meeting.

* * *

If a preparative meeting ceases to exist, all its property automatically passes to the monthly meeting of which it is a part. If a monthly or quarterly meeting, or an equivalent meeting, ceases to exist, all of its property passes to the Yearly Meeting. If two monthly or two quarterly meetings, or their equivalent, merge or consolidate, all property of both becomes the property of the combined meeting.

The successor meeting in all cases of discontinuance or merger has full responsibility for administering any remaining trust funds in accordance with the directions of the original donors. In other respects, the successor meeting has authority to assign or hold in trust any unrestricted funds or property which it may receive, but such funds or property shall be used solely to advance the general interests and purposes of the Religious Society of Friends.

p. 69:

J. Funds, Property, Trusts

All money and property held by any meeting are considered as held in trust for the objects, uses and purposes of the Religious Society of Friends, subject to any special conditions of trust. No meeting property shall be distributed or partitioned among individual members of a meeting. If any meeting ceases to exist, its property shall pass to the monthly meeting or the Yearly Meeting as indicated in Section D, "Discontinuance of Meetings."

* * *

Meetings are encouraged to obtain legal advice as to the manner of holding and investing meeting property, and to make suitable provision for incorporation or for the appointment of trustees, and for periodic reviews of titles to property and the investment of funds. Under the By-Laws for Trustees of New York Yearly Meeting (see Appendix I) title and management of Yearly Meeting property and trust funds are vested in a Board of Trustees appointed by the Yearly Meeting, usually through its Representative Meeting.

p. 70:

K. Records

All meetings and Yearly Meeting committees keep records of their minutes and proceedings. The historic value of these records cannot be stressed too strongly, and in preparing them the clerk or chairman should be aware of the significance they may have in the future. Records should be clearly expressed and contain sufficient detail to be intelligible a century or more from now. Advice on record-keeping for the guidance of constituent meetings and committees may be obtained from the Society of Friends Records Committee.

The Society of Friends Records Committee is the authorized caretaker of all non-current records originating within the area of New York Yearly Meeting. These should be placed on deposit in the Records Room maintained by the committee. There they may be consulted by the meeting or committee from which they originated, or the Keeper of Records will examine them and report by mail.

Records of a meeting can be returned on loan to that meeting upon written request of its clerk or chairman of its trustees. Permanent surrender of official records, which have been deposited in the Records Room, can be made only on approval of the Yearly Meeting.

Faith and Practice, The Book of Discipline of the New York Yearly Meeting of the Religious Society of Friends (1995, revised 1998)

pp. 69-70:

D. Discontinuance of Meetings

If it becomes desirable in the judgement of the members of any meeting to discontinue it, or to unite with another, the meeting in question or those Friends engaged in closing its affairs should lay the request before the meeting having responsibility for establishment of a corresponding type of meeting. For example: a preparative meeting should not be discontinued or suspended without first consulting the monthly meeting of which it forms a part; a monthly meeting should obtain the approval of the quarterly or equivalent meeting or of the yearly meeting; and the yearly meeting should act on a request to discontinue a quarterly or equivalent meeting. When circumstances warrant, the larger meeting may begin action for discontinuance, but with due consideration for the particular interests of any individual members of the affected meeting.

* * *

If a preparative meeting ceases to exist, all its property automatically passes to the monthly meeting of which it is a part. If an executive, monthly, or quarterly or equivalent meeting ceases to exist, all of its property passes to the yearly meeting. If two monthly or two quarterly meetings, or their equivalent, merger or consolidate, all property of both becomes the property of the combined meeting.

The successor meeting in all cases of discontinuance or merger has full responsibility for administering any remaining trust funds in accordance with the directions of the original donors. In other respects, the successor meeting has authority to assign or hold in trust any unrestricted funds or property that it may receive, but such funds or property shall be used solely to advance the general interests and purposes of the Religious Society of Friends.

p. 71:

E. The Monthly Meeting

CLERK. Each monthly meeting appoints a clerk and an assistant clerk unless the meeting is too small to require more than one. The clerk conducts all business sessions, sees that the business is properly presented to the meeting for consideration, and announces decisions when made. The clerk keeps an accurate set of minutes, properly dated and signed, showing all matters discussed and actions taken. The clerk carries out the instructions of the meeting and signs necessary documents on its behalf.

RECORDER. The monthly meeting should appoint one or more recorders (or registrars) to keep a record of all matters pertaining to membership such as births, parentage, marriages within or outside the meeting, applications, transfers, deaths, other removals, and up-to-date mailing addresses, and to keep the yearly meeting office promptly informed of them.

* * *

The meeting should establish and maintain procedures to assure prompt and accurate communication to its recorder of all additions or changes affecting the membership records. The clerk of the meeting must assume a major role in this regard, but this responsibility should also be shared by overseers, correspondents, committee clerks, and the entire membership of the meeting. Records should be kept in accordance with forms furnished or recommended by the yearly meeting.

p. 72:

TRUSTEES. Monthly and other meetings are advised to incorporate under the laws of their state or to appoint trustees.

Meetings holding or acquiring property when not incorporated should appoint a suitable number of members, usually three, as trustees to hold title and to execute necessary documents on behalf of the meeting. Such trustees have no independent authority or discretion, and they may act only in accordance with the direction of the meeting as inscribed in the minutes.

p. 80:

I. Funds, Property, Trusts

All money and property held by any meeting are considered as held in trust for the objectives, uses, and purposes of the Religious Society of Friends, subject to any special conditions of trust. No meeting may distribute or partition its property among individual members of a meeting. If any meeting ceases to exist, its property shall pass to the yearly meeting or otherwise as indicated in Section D, "Discontinuance of Meetings."

p. 81:

J. Records

All meetings and yearly meeting committees keep records of their minutes and proceedings. The historic value of these records cannot be stressed too strongly, and in preparing them the clerk should be aware of the significance they may have in the future. Records should be clear and contain sufficient detail to be intelligible many years later. They should be typed on acid-free paper and kept in suitable books. Advice on record-keeping for the guidance of meetings and committees is available from the Records Committee of the yearly meeting.

The Records Committee is the authorized caretaker of all noncurrent records originating within the area of the New York Yearly Meeting. These should be placed on deposit in the Haviland Records Room. There they may be consulted, subject to the regulations of the Records Committee.

Records of a meeting may be returned on loan to that meeting only on written request of its clerk or its trustees. Permanent surrender of official records that have been deposited in the Haviland Records Room can be made only on approval of the yearly meeting.

NORTH CAROLINA YEARLY MEETING (PRE-SEPARATION)

Disciplinary rules adopted at first Yearly Meeting sessions (1698), [reprinted in XIX *The Southern Friend* No. 1 (1997)]

pp. 67-68:

Wheras a paper is presented to this meeting containeing severall holsum orders for friends to observe this meeting order that the said paper be inserted and kept in this book to be read in the quarterly meeting & observed by friends

--
This is the good order of truth practised amongst ye people of god called quakers

3 thirdly: if any difERENCE hapen betweene two frinds that it be spedily ended by them selfe or those of ther [their] own sosietie [society] and if either parties refuse to give up and refer ther cause or case to honest friends after fairly dealt with and will not be subject but will goe to law let such be disoned: not to be of us and a paper read in the publick meeting to which they belonged: for what they are disowned and that kept upon record in the monthly meeting book

14 that all friends suferings for truth sake be kept upon record and the names of thos whoe takes away thaire goods and the name of him for whome thay are taken with the day of the month and year set done [down]

15 that all eminent Judgments upon persecutors be cept upon record

16 that all public friends that did be Recorded and how many meeting houses be bult that year

18 that all disorderly walkers be delt with according to gospell order and if they will not be Reclaimed Let there Evill actions be Judged and they Testified Against in public wrighting for the Clearing of the blesed truth [disownment proceedings for those who have violated Friends standards of behavior]

Book of Discipline of the people called Quakers for North Carolina (1755)

pp. 2-3:

The book of Discipline of friends of the yearly meeting of Philadelphia for Pennsylvania and the Jerseys, held in the year 1719 Hath been carefully and Solemnly perrused Considered of by a Large committy, the said book of Discipline was very proper and necessary to be put in practice with the additional advice and that it needed no other alteration, but Such as Naturally arise from the Different Circumstance of Each province, and the Said motion being approved of by this meeting and the Said book of Discipline with Such alterations and omissions as are thought proper are here anexted and recommended for general use and practice which is as follows to wit, . . .

pp. 8-9:

First as to the Establishment and order of meetings that no Quarterly meeting be set up or Laid Down Without the Consent of the yearly meeting, no monthly meeting without the consent of the Quarterly Nor any preparative or other meeting of business or worship without application of the respective monthly meeting to and having the consent of the quarterly; These meetings are Subordinate and accountable thus: The preparative to the monthly the monthly to the Quarterly the Quarterly to the yearly meeting. So that if the yearly meeting is at any time dissatisfied with the proceeding of any of the Said Quarterly Meetings or the Quarterly Meeting with the proceeding of any Monthly meetings or the monthly with the preparative within their Limits, such meeting

or Meetings respectively ought with Readiness and meekness to render a Satisfactory account . . .

pp. 10-11:

That minutes or due Entries be made in Every monthly and Quarterly meeting of all Such matters as come before them; or are Determined by Them, or that are or may be removed to Quarterly Or yearly meetings. . . .

After due Care and Endeavours to end any matter Or Difference the Quarterly may move the Same to the next yearly meeting If any monthly or Quarterly meeting have occasion for and request any of the records Entries or minutes of another monthly or quarterly meeting it is Desired and advised that Such coppies may Be accordingly Communicated to Such meetings as are so requested or desired by them.

The Discipline of Friends, Revised and Approved by the Yearly Meeting, Held at New-Garden, in Guilford County, North Carolina (1838)

pp. 12-13

BIRTHS AND BURIALS.

As inconvenience may arise from a want of due attention to keeping regular records of births and deaths, it is enjoined upon each Monthly Meeting to appoint a careful Friend, whose duty it shall be to keep, in a book provided at the expense of the Monthly Meeting, a record of all marriages, certificates, births and deaths within its limits, which shall be offered to him for that purpose. And Monthly Meetings are required to appoint a committee once a year, to see that such records are made, and report to the Monthly Meeting.

pp. 17-18

DISCIPLINE, AND MEETINGS FOR DISCIPLINE.

The connection and subordination of our meetings for discipline are thus: Preparative Meetings are accountable to Monthly; Monthly to Quarterly; and Quarterly to the Yearly Meeting. So that if the Yearly Meeting be at any time dissatisfied with the proceedings of any subordinate meeting; or a Quarterly Meeting with the proceedings of either of its Monthly Meetings; or a Monthly Meeting with the proceedings of either of its Preparative Meetings,-- such meetings ought, with readiness and meekness, to render account thereof when required.

It is agreed that no Quarterly Meeting be set up, or put down, without consent of the Yearly Meeting; no Monthly Meeting, without consent of the Quarterly Meeting, nor any Preparative, or other meeting for business or worship, till application to the Monthly Meeting is first made, and when there approved, the consent of the Quarterly Meeting be had also.

It is directed, that a book be provided by every Monthly and Quarterly Meeting, and fair minutes kept therein, of all matters which such meetings shall deem necessary to be recorded. Monthly Meetings particularly, are advised to attend to, and finish all business, with care and dispatch; that it may, at no time, suffer by improper delay. And if any case, under consideration, prove too weighty or difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance. It is the sense of this meeting, as a general rule, in all cases, that when any Monthly or Quarterly Meeting has occasion for, and requests copies of any of the papers, minutes, or records of another Monthly or Quarterly Meeting, that the same be granted.

The Discipline of Friends, Revised and Approved by the Yearly Meeting held at New Garden, Guilford County, N.C. (1854)

p. 13:

BIRTHS AND BURIALS.

As inconvenience may arise from a want of due attention to keeping regular records of births and deaths, it is enjoined upon each Monthly Meeting to appoint a careful Friend, whose duty it shall be to keep, in a book provided at the expense of the Monthly Meeting, a record of all marriages, certificates, births and deaths within its limits, which shall be offered to him for that purpose. And Monthly Meetings are required to appoint a committee once a year, to see that such records are made, and report to the Monthly Meeting.

pp. 18-19:

DISCIPLINE, AND MEETINGS FOR DISCIPLINE.

The connection and subordination of our meetings for discipline are thus: Preparative Meetings are accountable to Monthly, Monthly to Quarterly; and Quarterly to the Yearly Meeting. So that if the Yearly Meeting be at any time dissatisfied with the proceedings of any subordinate meeting; or a Quarterly Meeting with the proceedings of either of its Monthly Meetings; or a Monthly Meeting with the proceedings of either of its Preparative Meetings,-- such meeting ought, with readiness and meekness, to render account thereof when required.

It is agreed that no Quarterly Meeting be set up, or put down, without consent of the Yearly Meeting; no Monthly Meeting, without consent of the Quarterly Meeting, nor any Preparative, or other meeting for business or worship, till application to the Monthly Meeting is first made, and when there approved, the consent of the Quarterly Meeting be had also.

It is directed, that a book be provided by every Monthly and Quarterly Meeting, and fair minutes kept therein, of all matters which such meetings shall deem necessary to be recorded. Monthly Meetings, particularly, are advised to attend to, and finish all business, with care and dispatch, that it may, at no time, suffer by improper delay. And if any case, under consideration, prove too weighty or difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance. It is the sense of this meeting, as a general rule, in all cases, that when any Monthly or Quarterly Meeting has occasion for, and requests copies of any of the papers, minutes, or records of another Monthly or Quarterly Meeting, that the same be granted.

The Discipline of the Society of Friends of North-Carolina Yearly Meeting (1869)

pp. 31-32:

MEETINGS FOR DISCIPLINE.

It is directed, that a book be provided by every Monthly and Quarterly Meeting, and fair minutes kept therein, of all matters which such meetings shall deem necessary to be recorded.

p. 38:

ADVICE.

Directed that the following advice be read over after the queries, in a solemn, deliberate manner, and carefully attended to, and answered in writing annually:

Advised . . .

That Friends keep proper records of marriages, births and deaths.

p. 52:

MARRIAGE.

Each Monthly Meeting shall appoint a Recorder of marriage certificates;

. . .

p. 54:

BIRTHS AND DEATHS.

As inconvenience may arise from a want of due attention to keeping regular records of births and deaths, it is enjoined upon each Monthly Meeting to appoint a careful Friend, whose duty it shall be to keep, in a book provided at the expense of the Monthly Meeting, a record of all marriage certificates, births and deaths within its limits, which shall be offered to him for that purpose. And Monthly Meetings are required to appoint a committee once a year, to see that such records are made, and report to the Monthly Meeting.

The Discipline of the Society of Friends of North Carolina Yearly Meeting
(1876)

pp. 35-36:

MEETINGS FOR DISCIPLINE.

The connection and subordination of our meetings for discipline are thus: Preparative Meetings are accountable to Monthly; Monthly to Quarterly; and Quarterly to the Yearly Meeting.

It is agreed that no Quarterly Meeting be set up, or put down, without consent of the Yearly Meeting; no Monthly Meeting without consent of the Quarterly Meeting, or any Preparative, or other meeting for business or worship, till application to the Monthly Meeting is first made, and, when there approved, the consent of the Quarterly Meeting be had, also. Clerks to said meetings shall be appointed annually.

It is directed, that a book be provided by every Monthly and Quarterly Meeting, and fair minutes kept therein, of all matters which such meetings shall deem necessary to be recorded. Monthly Meetings, particularly, are advised to attend to and finish all business with care and dispatch; that it may, at no time, suffer by improper delay. And if any case under consideration, prove too weighty or difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance. It is the sense of this meeting, as a general rule, in all cases, that when any Monthly or Quarterly Meeting has occasion for, and requests copies of any of the papers, minutes, or records of another Monthly or Quarterly Meeting, that the same be granted.

p. 71:

KEEPING RECORD.

As inconvenience may arise from a want of due attention to keeping regular records of births and deaths, it is enjoined upon each Monthly Meeting to appoint a careful Friend, whose duty it shall be to keep, in a book provided at the expense of the Monthly Meeting, a record of all marriages and marriage certificates, births and deaths, within its limits, which shall be offered to him for that purpose. And Monthly Meetings are required to appoint a committee, once a year, to see that such records are made, and report to the Monthly Meeting.

Discipline of the Society of Friends of North Carolina Yearly Meeting (1893)

p. 48:

MEETINGS FOR DISCIPLINE.

It is directed, that a book be provided by every Monthly and Quarterly Meeting, and fair minutes kept therein, of all matters which such meetings shall deem necessary to be recorded.

p. 59:

ADVICES

Monthly Meetings are to inform their Quarterly Meetings next before the Yearly Meeting whether the following duties have been regularly attended to:

3d. The recording of Marriages, Births and Deaths, and the revision of the list of Members. Said list is to be kept by the Recorder.

p. 77:

Every Monthly Meeting should report a Recorder of marriage certificates

. . . .

p. 82:

KEEPING RECORD.

As inconvenience may arise from a want of due attention to keeping regular records of births and deaths, it is enjoined upon each Monthly Meeting to appoint a careful Friend, whose duty it shall be to keep, in a book provided at the expense of the Monthly Meeting, a record of all marriages and marriage certificates, births and deaths, within its limits, which shall be offered to him for that purpose. And Monthly Meetings are required to appoint a committee, once a year, to see that such records are made, and report to the Monthly Meeting.

NORTH CAROLINA YEARLY MEETING (CONSERVATIVE)

Rules of Discipline of the Yearly Meeting of Friends of North Carolina
[Conservative] (1908)

pp. 33-34:

MEETINGS FOR DISCIPLINE.

The connection and subordination of our Meetings for Discipline are as follows: Preparative Meetings are accountable to Monthly Meetings, Monthly Meetings to Quarterly Meetings, and Quarterly Meetings to the Yearly Meeting. If, therefore, the Yearly Meeting be at any time dissatisfied with the proceedings of any subordinate meeting, or a Quarterly Meeting with the proceedings of any of its Monthly Meetings, or a Monthly Meeting with the proceedings of any of its Preparative Meetings, such Meetings ought with readiness to render account therefore [sic] whenever required.

It is agreed that no Quarterly Meeting shall be set up or discontinued without the consent of the Yearly Meeting; no Monthly Meeting without the consent of the Quarterly Meeting, nor any Preparative Meeting, or Meeting for Worship, until application therefore [sic] shall first have been made to the proper Monthly Meeting, and when there approved, that the consent of the Quarterly Meeting be also obtained.

* * *

It is directed that a suitable book be provided by every Monthly and Quarterly Meeting, and fair Minutes kept therein of all matters which said Meetings shall deem necessary to be recorded. Monthly Meetings are particularly advised to attend to and finish all business with care and dispatch, that nothing may at any time suffer by improper delay. And if any case under consideration prove too weighty or difficult for such Meetings to determine, application should be made to their respective Quarterly Meetings for assistance. It is the sense of this Meeting that as a general rule, in all cases when any Monthly or Quarterly Meeting has occasion for and requests copies of papers, minutes or records of another Monthly or Quarterly Meeting, that the same be granted.

p. 62:

BIRTHS AND DEATHS.

As inconvenience may arise from a want of due attention to keeping regular records of births and deaths, it is enjoined upon each Monthly Meeting to appoint a careful Friend whose duty it shall be to keep in a book, provided at the expense of the Monthly Meeting, a record of all Marriage Certificates, Births and Deaths within its limits, and Monthly Meetings are required to appoint a committee once a year to see that such records are made and report to the Monthly Meeting.

Rules of Discipline of the Yearly Meeting of Friends of North Carolina
[Conservative] (1950)

pp. 35-36:

MEETING FOR DISCIPLINE.

The connection and subordination of our meetings for Discipline are as follows: Preparative Meetings are accountable to Monthly Meetings, Monthly Meetings to Quarterly Meetings, and Quarterly Meetings to the Yearly Meeting. If, therefore, the Yearly Meeting be at any time dissatisfied with the proceedings of any subordinate meeting, or a Quarterly Meeting with the proceedings of any of its Monthly Meetings or a Monthly Meeting with the proceedings of any of its Preparative Meetings, such Meetings ought with readiness to render account therefore [sic] whenever required.

It is agreed that no Quarterly Meeting shall be set up or discontinued without the consent of the Yearly Meeting; no Monthly Meeting without the consent of the Quarterly Meeting, nor any Preparative Meeting, or Meeting for

Worship, until application therefore [sic] shall first have been made to the proper Monthly Meeting, and when there approved, that the consent of the Quarterly Meeting be also obtained.

* * *

It is directed that a suitable book be provided by every Monthly and Quarterly Meeting, and fair Minutes kept therein of all matters which said Meetings shall deem necessary to be recorded. Monthly Meetings are particularly advised to attend to and finish all business with care and dispatch, that nothing may at any time suffer by improper delay. And if any case under consideration prove too weighty or difficult for such Meetings to determine, application should be made to their respective Quarterly Meetings for assistance. It is the sense of this Meeting that as a general rule, in all cases when any Monthly or Quarterly Meeting has occasion for and requests copies of papers, minutes or records of another Monthly or Quarterly Meeting, that the same be granted.

p. 65:

BIRTHS AND DEATHS.

As inconvenience may arise from a want of due attention to keeping regular records of births and deaths, it is enjoined upon each Monthly Meeting to appoint a careful Friend whose duty it shall be to keep in a book, provided at the expense of the Monthly Meeting, a record of all Marriage Certificates, Births and Deaths within its limits and Monthly Meetings are required to appoint a committee once a year to see that such records are made and reported to the Monthly Meeting.

Discipline of the North Carolina Yearly Meeting (Conservative) of the Religious Society of Friends (1969)

pp. 27-28:

Yearly Meeting Structure

Written record shall be kept of the proceedings of all business meetings of monthly, quarterly, and the Yearly Meeting. When such records are no longer needed by the respective meeting for current use, they shall be deposited in some suitable and safe place designated by the Yearly Meeting.

* * *

A group desiring to start a new meeting for worship within the Yearly Meeting shall first be established as a preparative meeting by application to a neighboring monthly meeting and, when there approved, the consent of the respective quarterly meeting shall also be obtained. Participants in the new group have membership in the Society of Friends according to the procedure set forth elsewhere in this book (that is, they apply to the monthly meeting for acceptance, transfer from another monthly meeting, or are born into membership). At any time after a year from its inception, if such a preparative meeting has so grown in strength and power under God's love as to be able to function as an independent monthly meeting, approval is to be secured from the appropriate quarterly meeting for establishing the new monthly meeting.

No quarterly meeting is to be set up or discontinued without the consent of the Yearly Meeting; no monthly meeting, without the consent of the quarterly meeting; nor any preparative meeting or meeting for worship, until application shall first have been made to the proper monthly meeting. When there approved, the consent of the quarterly meeting is also to be obtained.

When a meeting is discontinued, any assets remaining in its name after settlement of all just debts shall become the property of the Yearly Meeting for such disposition as seems proper.

p. 34:

Duties of Clerk

. . . The clerks are to preside at all business meetings, keep accurate records of proceedings in a book provided for that purpose, and handle all correspondence of the meeting. Monthly meetings, particularly, are advised to attend to and finish all business with care and dispatch, so that nothing may suffer through delay.

p. 44:

VI DEATHS

It is the responsibility of each monthly meeting to see that the death of any member is recorded in the minutes or other suitable permanent record.

Faith and Practice: Book of Discipline of the North Carolina Yearly Meeting (Conservative) of the Religious Society of Friends (1983)

pp. 21-23:

IV. Procedures Applicable to Monthly and Quarterly Meetings and the Yearly Meeting

Duties of Clerks

A committee should be appointed each year in each meeting to nominate a clerk to serve the following year, subject to the approval of the meeting. An assistant or recording clerk may be similarly appointed where it is felt that this will assist in attending to and finishing all business with care and dispatch, so that nothing may suffer through delay. The clerks should prepare an agenda, preside at all meetings for business, keep accurate records of the proceedings in a book provided for that purpose, and handle all correspondence of the meeting.

Record of Proceedings

Written records shall be kept of the proceedings of all business meetings of Monthly, Quarterly, and the Yearly Meeting. When such records are no longer needed by the respective Meeting for current use, they shall be deposited in some suitable and safe place designated by the Yearly Meeting. The Yearly Meeting has designated the Friends Historical Collection at Guilford College as a suitable depository.

New Meetings

If a Monthly Meeting applies for membership in the Yearly Meeting, a committee shall be appointed by the Yearly Meeting to meet with the members of the Monthly Meeting to determine if said Meeting and the Yearly Meeting are in accord concerning membership. If accord is evident, the Monthly Meeting shall then be accepted into the membership of the Yearly Meeting.

A Monthly Meeting may have full membership in the Yearly Meeting while maintaining membership in such other bodies of Friends as have been approved for dual membership.

A group desiring to start a new meeting for worship within the Yearly Meeting may first be established as a Preparative Meeting by application to a neighboring Monthly Meeting. After a suitable time of careful consideration, if a Preparative Meeting wishes to become an independent Monthly Meeting, it may do so by applying to the Monthly Meeting of which it is a part.

Meetings Discontinued

No meeting is to be discontinued without consent of the Yearly Meeting. If a meeting is discontinued, disposal of its assets shall be left under the care of its members.

NORTH CAROLINA YEARLY MEETING (FUM)

Constitution and Discipline for the American Yearly Meetings of Friends.
Adopted by North Carolina Yearly Meeting in 1902, reprinted with additions in 1906, reprinted with additions and changes in 1923, reprinted with additions and changes in 1937.

1906@pp. 21-22, 1923@pp. 49-50, 1937@pp. 48-49:

CHAPTER IV.

MEETINGS FOR BUSINESS.--CLERKS.

The clerk, or presiding officer, of a business meeting has the care of its business, which he lays before it for consideration and determines what conclusion the meeting reaches. In a meeting for business it should be the chief desire to ascertain what may be the mind of the Lord, and the clerks should be chosen with a spiritual discernment, and should be chosen with a special reference to their sound judgment and gift of spiritual discernment, and their ability to determine what is the will of the meeting as indicated by the expression made. Clerks should be familiar with the usages of the denomination and with all its departments of work. The clerk shall keep a faithful record of the proceedings of the meeting, and he shall furnish copies of necessary portions of such records to persons authorized, under the appointment of the same or any superior meeting, to ask for them. He shall sign on the meeting's behalf all official documents put forth by it. Meetings which may desire to continue the ancient practice of holding separate business meetings of men and women are at liberty to do so, appointing separate Clerks from their number. In all business meetings such assistant clerks may be appointed as may be found advisable.

* * *

All clerks are to be appointed annually.

1906@p. 23-24, 1923@p. 51-52; 1937@p. 50:

CHAPTER V.

SECTION 2.--CLERK.

The clerk of a Monthly Meeting shall be appointed by the meeting on the nomination of a committee named for the purpose. He shall forward to the Quarterly Meeting such business as requires its attention, and such abstracts of the minutes of the Monthly Meeting as may be necessary. He shall keep (in a book printed for the purpose and provided by the Yearly Meeting) a correct record of the membership, including all births, marriages, deaths and transfers, and he shall annually furnish the Quarterly Meeting such statistical information as the Yearly Meeting may direct, including the recording, deaths and transfers of ministers. Where found desirable, a recorder may be appointed to assist the Clerk in keeping these records.

1906@pp. 25-26, 1925@p. 53, 1937@p. 52:

SECTION 7.--THE BOARD OF TRUSTEES.

Each Monthly Meeting shall appoint three or more of its members to serve as a Board of Trustees. It shall be the duty of the trustees to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury or improper use, to preserve all important records and documents, and to make an annual report to the Monthly Meeting. Where Monthly Meetings are incorporated under State laws their property will necessarily be held and administered in accordance therewith. Yearly Meetings may provide for the holding and transferring of real estate and other property by their own Trustees.

1906@p. 35, 1923@p. 62, 1937@p. 61:

CHAPTER IX.

QUARTERLY MEETINGS.

2. The Quarterly Meeting has the power to establish, divide or discontinue a Monthly Meeting, or to unite two or more Monthly Meetings.

1906@p. 39, 1923@p. 66, 1937@pp. 64-65:

CHAPTER X

SECTION 1.--YEARLY MEETINGS

10. The Yearly Meeting, unless incorporated under the laws of a state making it unnecessary, shall appoint Trustees--not fewer than three nor more than seven in each case--who shall hold the titles of its real estate, and have the same duly recorded in the official records of the State or County. Trustees shall be similarly appointed to invest all funds and other personal property, whether received by bequest, donation or otherwise, and to administer the same according to the direction of the donors. The Yearly Meeting shall have one or more such boards of Trustees as it may deem advisable. Due care must be exercised by Trustees to observe the requirements of the statutes of their several states in the administration of their trusts.

1906@p. 40, 1923@p. 67, 1937@pp. 65-66:

13. When a meeting is discontinued, the property belonging to said meeting shall be vested in the Yearly Meeting, to be held in trust for some specific purpose, or to be used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held by such discontinued meeting shall be administered in accordance with the directions of the original donors.

1906@p. 52, 1923@p. 79, 1937@p. 77:

SECTION 3.--RECEPTION BY CERTIFICATE.

3. The acceptance and the issuing of all certificates shall be recorded on the minutes of Monthly Meetings, and the list of members corrected accordingly. Removal certificates for Ministers shall include a certificate of this position. The official positions of Elders and Overseers are not transferable.

Faith and Practice of North Carolina Yearly Meeting (Book of Discipline)
(1947, reprinted 1956, 1962 and 1967)

1956@p. 75, 1967@pp. 60-61:

CHAPTER II

MONTHLY MEETING

Organization and Functions

Appointment of Officers 4. The Monthly Meeting should appoint a Clerk and an Assistant Clerk, except that in a small Meeting one clerk may be sufficient. It shall be the duty of the clerk to see that the business is properly presented to the Meeting for its consideration, to announce decisions when made, and to sign documents on behalf of the Monthly Meeting. The assistant clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Meeting and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the Meeting. The minutes of each Meeting must be signed by the clerk and dated correctly. The assistant clerk may also act as Correspondent and as Recorder for the Meeting. The recorder shall keep a correct record of all matters pertaining to membership, such as births, marriages, and deaths; members joining by application, transfers of associate members to active membership, and transfers of members to and from other Meetings and denominations.

1956@p. 79, 1967@p. 62:

Miscellaneous [1956]

Records 3. Monthly Meeting records should be kept in a book of a form which has been approved by the Yearly Meeting. Minute books and records should be carefully preserved, and it is recommended that the original copies be kept in the vault at Guilford College.

1956@p. 91, 1967@p. 75:

Reception and Transfer by Certificate or Letter

Records 4. The acceptance and issuance of all certificates and letters shall be recorded in the minutes of the Monthly Meeting, and the list of members shall be changed accordingly. Removal certificates for ministers shall include a statement of their position.

1956@p. 99, 1967@p. 80:

CHAPTER III

QUARTERLY MEETING

Relation to Monthly Meetings

Power 1. A Quarterly Meeting has power to establish, discontinue, or divide a Monthly Meeting, or to unite two or more Monthly Meetings.

1956@p. 110, 1967@p. 89:

Miscellaneous

Property of Discontinued Meetings 1. When a Meeting is discontinued, the physical property and investments belonging to said Meeting shall be vested in the Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose, or used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held from such discontinued Meetings shall be administered as far as possible in accordance with the directions of the original donors. A Meeting is not to be considered as discontinued if it unites as an organized group with another Friends Meeting.

Faith and Practice of North Carolina Yearly Meeting (Book of Discipline) (1970, reprinted 1975)

1970@p. 61, 1975@p. 61:

CHAPTER II

MONTHLY MEETING

ORGANIZATION AND FUNCTIONS

APPOINTMENT OF OFFICERS 4. The Monthly Meeting should appoint a presiding clerk, a recording clerk, and such other officers as may be needed to expedite the business of the Meeting and manage its affairs. It shall be the duty of the presiding clerk to see that the business is properly presented to the Meeting for its consideration, to announce decisions when made, and to sign documents on behalf of the Monthly Meeting. The recording clerk shall keep an accurate set of Minutes, showing all matters brought to the attention of the Meeting and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the Meeting. The minutes of each Meeting must be signed by the clerk and dated correctly. The recorder shall keep a correct record of all matters pertaining to membership, such as births, marriages, and deaths; members joining by application, transfers of associate members to active membership, and transfers of members to and from other Meetings.

1970@p. 62, 1975@p. 62:

RECORDS 8. Monthly Meeting records should be kept in a book of a form which has been approved by the Yearly Meeting. Minute books and records should be carefully preserved, and it is recommended that the original copies be kept in the vault at Guilford College.

1970@pp. 64-66, 1975@pp. 64-66:

NEW MEETINGS

b. *Preparative Meeting.* A Preparative Meeting is established by a Monthly Meeting and may be laid down by it. It is similar to a Monthly Meeting in character, organization and responsibilities though it is generally less extensive in its organization and work. The Preparative Meeting has the responsibility for its meeting for worship and to express its Christian message to the extent of its power.

When a Preparative Meeting is considered ready to acquire real estate which it deems necessary for the accomplishment of its purpose the sponsoring Monthly Meeting may direct its trustees to hold the deed to such property in the name of the Monthly Meeting. When the Committee on Church Extension finds that a Meeting for Worship and Fellowship, which it sponsors, is ready to acquire needed real estate it may recommend that the title be held by the Yearly Meeting. When the Representative Body approves this recommendation it shall direct the trustees of the Yearly Meeting to have the title drawn in the name of the Yearly Meeting.

Membership in the Preparative Meeting is acquired through membership in the sponsoring Monthly Meeting. Its members may participate in the deliberations and the work of the sponsoring Monthly Meeting. The Preparative Meeting may not speak for, or in the name of the Monthly Meeting, but it may make recommendations to the Monthly Meeting on matters of corporate concern to the members of the Preparative Meeting.

c. *Setting up a Monthly Meeting.* Alternate courses in the procedure for the establishment of Monthly Meetings are provided in the practice of Friends in North Carolina Yearly Meeting; in one, a new Meeting for Worship and Fellowship is sponsored by an appropriate Monthly Meeting; in the other the Committee on Church Extension of the Yearly Meeting is the sponsor.

The Monthly Meeting as Sponsor. Circumstances, such as geographic proximity or close association of members of the Monthly Meeting to the group of persons who have the concern for the new Meeting for Worship and Fellowship may normally lead to the sponsorship of the Monthly Meeting. The Monthly Meeting will establish a Preparative Meeting when the Friends in the new Meeting appear to be ready for the added responsibilities of this Meeting. The Monthly Meeting shall recommend to the Representative Body the establishment of a Monthly Meeting when the Preparative Meeting shows evidence of the necessary strength and promise of permanence to warrant such action.

The Committee on Church Extension as Sponsor. The Committee on Church Extension of the Yearly Meeting is in a position to see and respond to needs for new Meetings which no Monthly Meeting in the Yearly Meeting is in a position to recognize or meet. When the Committee is faced with a need for a new Meeting it shall provide the counsel and other assistance necessary for the nurture and development of a new Meeting for Worship and Fellowship. When the new Meeting is ready for the organization and functions of a Preparative Meeting the Committee on Church Extension should seek to find an appropriate Monthly Meeting which is in position to grant that status to the new Meeting. If such an arrangement is not feasible, the new Meeting may be allowed to continue under the name, Meeting for Worship and Fellowship, with organization and functions similar to those of a Preparative Meeting. The Committee on Church Extension shall send to the Representative Body a recommendation for the establishment of a Monthly Meeting as soon as it is convinced that the members of the Preparative Meeting are ready for that step.

Action by the Representative Body. When a recommendation for the establishment of a Monthly Meeting reaches the Representative Body from either a Monthly Meeting or the Committee on Church Extension it shall appoint a committee of its own members to visit the new Meeting to evaluate the strength

of the Meeting, confer with the members on the responsibilities of a Monthly Meeting, and report the findings to the next session of the Representative Body. If the Representative Body does not approve a recommendation for the establishing of a Monthly Meeting it shall notify the body which made the recommendation and give reasons for the action.

1970@p. 78, 1975@p. 78:

RULES OF MEMBERSHIP

RECORDS 9. The acceptance and issuance of all certificates and letters shall be recorded in the minutes of the Monthly Meeting and the list of members shall be changed accordingly. Removal certificates for ministers shall include a statement of their position.

1970@p. 85, 1975@p. 85:

CHAPTER III

QUARTERLY MEETING

RELATIONS WITH THE YEARLY MEETING 5. When it is considered necessary or helpful in the life of the Society the Quarterly Meeting may recommend to the Representative Body:

- a. The laying down of one of its member Monthly Meetings,
- b. The uniting of two or more Monthly Meetings into one,
- c. The joining of one Monthly Meeting to another Quarterly Meeting,
- d. the division of one Quarterly Meeting into two.

1970@p. 99, 1975@p. 99:

MISCELLANEOUS

PROPERTY OF DISCONTINUED MEETINGS 1. When a Meeting is discontinued, the physical property and investments belonging to said Meeting shall be vested in the Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose, or used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held from such discontinued Meetings shall be administered as far as possible in accordance with the directions of the original donors. A Meeting is not to be considered as discontinued if it unites as an organized group with another Friends Meeting.

NORTH PACIFIC YEARLY MEETING

Faith and Practice, North Pacific Yearly Meeting of the Religious Society of Friends (1993)

p. 74:

THE MONTHLY MEETING

Responsibilities and Organization

The Monthly Meeting is the "family" of Friends. It receives and records new members; terminates membership when necessary; provides spiritual and, if need be, material aid to those in its fellowship; counsels with members in troubled circumstances; oversees marriages; gives care at the time of death; collects and dispenses funds for its maintenance and work; witnesses to Friends' testimonies; relates itself to its Quarterly and Yearly Meeting, to other bodies of Friends and to other organizations with common concerns; and carries on any work or assumes any function consistent with the faith of Friends and not specifically referred to some other Friends body. Good records are kept of all its proceedings.

p. 77:

Formulation of Minutes

Once the Clerk has formulated a minute, any member may offer additions, corrections, or a substitute minute. When members approve and no objection is voiced, the minute is written down and read back to the Meeting by the Clerk or Assistant Clerk. The Clerk should be given authority to make minor editorial changes in the minute later, if any appear needed. At the next meeting, when the minutes of the previous meeting are read, attention may be called to the changes. When approved in its original or edited form, the minute becomes part of the Meeting's permanent record.

pp. 81-83:

Officers

The Clerk presides at the business sessions of the Meeting, is responsible for the minutes of its proceedings, and carries out the instructions of the Meeting on all matters pertaining to the accomplishment of its business.

* * *

The Clerk signs all official papers and minutes. If there are both a Clerk and an Assistant or Recording Clerk, it is good practice for both to sign, particularly if legal documents or minutes are involved. The Clerk, or Assistant Clerk, prepares and endorses certificates of transfer, minutes for sojourning members, traveling minutes and letters of introduction, as well as endorsing minutes or letters of visiting Friends.

* * *

The Recorder faithfully keeps an accurate record of the membership as provided for on the form recommended by the Yearly Meeting. Copies of this form are available from the Clerk of the Steering Committee. Such records cover vital statistics pertaining to the member and the member's immediate family. It is important that changes relating to membership, such as births, deaths, transfers, releases or marriages be promptly recorded.

Each spring the Recorder is responsible for filling out a questionnaire from the Yearly Meeting giving statistical and other information regarding the Monthly Meeting. A copy of this report is part of the permanent records of the Monthly Meeting.

The Recorder should also make sure that other important records of the Meeting are being properly taken care of. Minute and record books in current use are kept by the officer responsible for them. All others are preserved together with important correspondence and legal papers, such as deeds, conveyances, and trusts, in a permanent repository protected from fire and loss. All minutes and records should be on paper of high quality. Typewritten records are preferable to those in handwriting.

NORTHERN YEARLY MEETING

[NO FORMAL BOOK OF DISCIPLINE]

(From the 5/15/76 YM minutes:) Northern Yearly Meeting establishes the office of Historian, with a term of five years, to collect material on the origin of Northern Yearly Meeting, and to continue the records of the Yearly Meeting. In addition, it is suggested that a visitors book, a metal file, and some provision for the storage of photographs be made, and that a permanent place be found to keep these records.

(From the 5/24-26/96 YM minutes:) The (Ad Hoc) Committee on Archives recommends to Northern Yearly Meeting that we use the archives facility at the Lilly Library at Earlham College as the depository for our records. After some discussion, Friends approved.

[No YM action on local-meeting records or property; May 8, 1997 Letter from the Archive Committee to local meetings:]

Throughout their history, Friends have been notable for keeping good records. That is one reason they are so well known to history. There is a more immediate and practical reason, however, that Friends need to be attentive to this. We have no overarching organization to keep records for us, and in most meetings there is no paid staff. Important responsibilities are shouldered entirely by volunteers, and tasks are generally passed on to others within several years. With many people involved, and much mobility, a written record is vital to a sense of continuity in the work of committees and in the meeting as a whole. It is our community memory.

The Committee on Archives suggests that monthly meetings save the following documents which apply to your meeting:

1. Minutes of the Monthly Meetings for Business
2. Membership records including births and deaths
3. Legal/semi-legal documents:
Marriage licenses and other records of marriages
Articles of Incorporation and Bylaws
Contents of safe/safe deposit box and a record of who has the combination or key
All records relating to property such as Abstract of Title, deeds, loans, debts, mortgage, certificate of occupancy
Tax documents: 501(c)(3) exemption, state sales tax exemption, property tax assessment records, Federal TIN/EIN numbers
4. Financial records for 7-10 years, treasurer's reports, budgets, insurance, investments, FMC Mortgage Pool Notes
5. Copies of newsletters
6. Policies regarding nomination process, committee reports and job descriptions
7. Various committee records, guidelines, policies, procedures, correspondence with people or organizations who impact the program or life of the meeting in significant ways.
8. Lists of attenders and directories

9. Ministry and Counsel records on the procedures in undertaking responsibility for marriages and memorial meetings.
The Files developed by young people wishing to establish conscientious objector status.
Other records*
10. Clerk's records
11. Copies of materials that are developed and distributed such as information about the meeting for visitors, resources for clearness committees, etc.

*All records which are of a personal, confidential nature, such as might be in the Ministry and Counsel records should be kept confidential by that committee.

There should also be some document which is available in several places which tells where all these things can be located.

NORTHWEST YEARLY MEETING
(Formerly Oregon Yearly Meeting)

Constitution and Discipline, Oregon Yearly Meeting of Friends Church (1945)

p. 36:

Chapter I
MEETINGS FOR BUSINESS
Section I--Clerks

1. THE PRESIDING CLERK. The clerk or presiding officer of a business meeting has the care of the business; this he lays before the meeting for consideration and determines what conclusion it reaches. . . . He shall sign on the meeting's behalf all official documents put forth by it. (See pages 38 and 104.)

2. OTHER CLERKS. The recording clerk shall keep a faithful record of the proceedings of the meeting, and shall furnish copies of necessary portion of such records to persons authorized to ask for them, under the appointment of the same or any superior meeting. He shall notify the first named of any committee appointed as to the membership and duties of the committee. Additional clerks, such as a reading clerk, may be appointed for any business meeting. Any or all of these duties may be assigned to the presiding clerk at the discretion of the meeting, in cases where the group is small and further organization is needless.

p. 37:

Section II--Monthly Meetings
A--GENERAL ORGANIZATION

3. FUNCTIONS. The monthly meeting is charged with the government of the body according to the Constitution and Discipline. It has authority to receive and dismiss members; to discipline offenders; to grant appeals; to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the church; to adopt and carry out measures for the improvement of the spiritual interests of the body.

p. 38-39:

B--OFFICERS

6. STATISTICIAN. A statistician shall be appointment annually by each monthly meeting. He shall keep a correct record of the membership, including all births, marriages, deaths, and transfers. He shall furnish annually to the statistician of the quarterly meeting such information as the Yearly Meeting may direct, including the recording, death, and transfer and ministers, and the names and addresses of the officers of the meeting and of any subordinate meetings.

C--BOARDS AND COMMITTEES

1. THE BOARD OF TRUSTEES. Each monthly meeting shall appoint three or more of its members to serve as a Board of Trustees for terms of three years; as nearly as possible one-third of their number shall be appointed each year. It shall be their duty to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury and improper use, and to preserve all important records and documents. They shall report annually to the monthly meeting. Where monthly meetings are incorporated under state laws, property will necessarily be held and administered in accordance therewith. All their actions shall be subject to the approval of the monthly meeting.

pp. 39-40:

D--NEW WORK AND NEW MEETINGS

1. OPENING A NEW WORK. A new work may be entered upon by a monthly meeting, a quarterly meeting, or the Yearly Meeting, each body through its board or committee on evangelism. When a person or a group desires to institute a new work, the authorization of one of these bodies should first be secured.

2. OUTPOSTS. A religious work in its first phase, duly authorized and carried on by Friends leadership, is designated as an outpost. It may consist of a Bible school, of a preaching appointment, or both. Very little organization is necessary, since all of its affairs are to be administered by the meeting under whose leadership it has been initiated.

3. PREPARATIVE MEETINGS. An outpost may petition its parent meeting, or a group of Friends remote from an organized church may petition some conveniently located meeting, to set up a preparative meeting. . . . If the work has been initiated by a quarterly meeting or by the Yearly Meeting, the petition shall be referred to a nearby or convenient monthly meeting and the work placed under its supervision. Membership of Friends (and of others if they so desire) shall be transferred to it. When this meeting has approved the nominations presented, the preparative meeting is duly established, and may carry on its business. It shall appoint its own officers and committees annually thereafter, and shall report its appointments, with other information which may be requested, to the parent meeting periodically.

* * *

All property rights involved in connection with a preparative meeting shall be vested in the Yearly Meeting through its board of trustees. Projects for buying, building, and remodeling shall be submitted to the proper agencies of the Yearly Meeting and their approval secured before action is taken. (See page 91.)

4. NEW MONTHLY MEETINGS. When a monthly meeting shall deem it advisable for a preparative meeting to be established as a monthly meeting, it shall send a proposition therefor to the quarterly meeting, stating when and where the new monthly meeting is to be held and to what quarterly meeting it is to be attached. When members of Friends belonging to two or more monthly meetings desire the establishment of a new monthly meeting, they should send their request to the most convenient monthly meeting, which shall in turn make request to the quarterly meeting as indicated. In either case the quarterly meeting shall appoint a committee to consider the subject and report its recommendation. If the quarterly meeting approves the proposition, it shall establish the meeting and report its action to the Yearly Meeting.

p. 43:

Section III--Quarterly Meetings

C--FUNCTIONS

1. A quarterly meeting has the power to establish, divide, or discontinue a monthly meeting, or to unite two or more monthly meetings. Such actions may be taken on petition from some of those affected, on the recommendation of the Yearly Meeting Board of Evangelism, or, when a meeting is judged no longer active, on the initiative of the quarterly meeting. A monthly meeting discontinued may, if conditions favor such action, be permitted to retain the status of a preparative meeting.

2. A quarterly meeting has supervision over the monthly meetings. It may review their proceedings and examine the records thereof, so that any irregularities of procedure may be corrected. It shall receive appeals from decisions of the monthly meetings and decide upon them, and shall grant appeals from its own decisions and forward them to the Yearly Meeting.

p. 52:

E--TRUSTEES

1. APPOINTMENT AND RESPONSIBILITIES. The Yearly Meeting shall appoint, on nomination by the representatives, a board of five trustees. One shall be appointed each year for a term of five years. They shall hold the titles to real estate owned by the Yearly Meeting, and shall have the same duly recorded in the official records of the state or country. They shall hold in trust, making investments when advisable, all funds and other personal property received by bequest or donation, and shall administer the same according to the direction of the donors. They must exercise due care to observe the requirements of the statutes of the states within which their transactions are carried on.

2. ADMINISTRATION OF SPECIAL FUNDS. When a meeting is discontinued, title to property held by that meeting shall be transferred to the Yearly Meeting trustees, to be held for some specific purpose or to be used for the advancement of the general work of the Yearly Meeting, as that body may determine; provided, that any funds donated for a specific purpose shall be administered in accordance with the desires of the original donor.

p. 76:

MEMBERSHIP

4. RECORD OF TRANSFERS. The acceptance and issuing of all certificates shall be recorded in the minutes of the monthly meetings, and the lists of members corrected accordingly by the statistician.

Constitution and Discipline, Oregon Yearly Meeting of Friends Church (1958)

p. 42:

CHAPTER II

MEETINGS FOR BUSINESS

Section I

Clerks

1. THE PRESIDING CLERK. The clerk or presiding officer of a business meeting has the care of the business; this he lays before the meeting for consideration and determines what conclusion it reaches. . . . He shall sign on the meeting's behalf all official documents put forth by it. (See pages 45 and 111.)

2. OTHER CLERKS. The recording clerk shall keep a faithful record of the proceedings of the meeting, and shall furnish copies of necessary portions of such records to persons authorized to ask for them, under the appointment of the same or any superior meeting. He shall notify the first named of any committee appointed as to the membership and duties of the committee. Additional clerks, such as a reading clerk, may be appointed for any business meeting. Any or all of these duties may be assigned to the president clerk at the discretion of the meeting, in cases where the group is small and further organization is needless.

p. 44

SECTION II

Monthly Meetings

A--GENERAL ORGANIZATION

6. FUNCTIONS. The monthly meeting is charged with the government of the body according to the Constitution and Discipline. It has authority to receive and dismiss members; to discipline offenders; to grant appeals; to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the church; to adopt and carry out measures for the improvement of the spiritual interest of the body.

B--OFFICERS

6. STATISTICIAN. A statistician shall be appointed annually by each monthly meeting. He shall keep a correct record of the membership, including all births, marriages, deaths, and transfers. He shall furnish annually to the statistician of the quarterly meeting such information as the Yearly Meeting may direct, including the recording, death, and transfer of ministers, and the names and addresses of the officers of the meeting and of any subordinate meetings.

C--BOARDS AND COMMITTEES

1. THE BOARD OF TRUSTEES. Each monthly meeting shall appoint three or more of its members to serve as a board of trustees for terms of three years; as nearly as possible one-third of their number shall be appointed each year. It shall be their duty to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury and improper use, and to preserve all important records and documents. They shall report annually to the monthly meeting. Where monthly meetings are incorporated under state laws, property will necessarily be held and administered in accordance therewith. All their actions shall be subject to the approval of the monthly meeting.

pp. 46-48:

D--NEW WORK AND NEW MEETINGS

1. OPENING A NEW WORK. A new work may be entered upon by a monthly meeting, a quarterly meeting, or the Yearly meeting, each body through its board or committee on evangelism. When a person or a group desires to institute a new work, the authorization of one of these bodies should first be secured.

2. OUTPOSTS. A religious work in its first phase, duly authorized and carried on by Friends leadership, is designated as an outpost. It may consist of a Sunday school, of a preaching appointment, or both. Very little organization is necessary, since all of its affairs are to be administered by the meeting under whose leadership it has been initiated.

3. PREPARATIVE MEETINGS. After having secured the approval of the board of evangelism, an outpost may petition its parent meeting, or a group of Friends remote from an organized church may petition some conveniently located meeting to set up a preparative meeting. . . . If the work has been initiated by a quarterly meeting or by the Yearly Meeting, the petition shall be referred to a nearby or convenient monthly meeting and the work placed under its supervision. Membership of Friends (and of others if they so desire) shall be transferred to it. When this meeting has approved the nominations presented, the preparative meeting is duly established, and may carry on its business. It shall appoint its own officers and committees annually thereafter, and shall report its appointments, with other information which may be requested, to the parent meeting periodically. For rights of affiliate members, see page 97.

* * *

All property rights involved in connection with a preparative meeting shall be vested in the Yearly Meeting through its board of trustees, or, at the discretion of the board of evangelism, in some incorporated monthly meeting within the same state. Projects for buying, building, and remodeling shall be submitted to the proper agencies of the Yearly meeting and their approval secured before action is taken. (See page 61.)

4. NEW MONTHLY MEETINGS. A preparative meeting may petition its parent meeting to take proper steps toward its establishment as a monthly meeting. Likewise the monthly meeting may take the initiative, making sure to secure the concurrence of the preparative meeting. When such action has been approved by the monthly meeting, it shall send a proposition therefor to the quarterly meeting, stating when and where the new monthly meeting is to be held and to what quarterly meeting it is to be attached.

When members of Friends belonging to two or more monthly meetings desire the establishment of a new monthly meeting, they should send their request to the most convenient monthly meeting, which shall in turn make request to the quarterly meeting as indicated.

The quarterly meeting shall then appoint a committee to consider the subject and report its recommendation. If the committee reports favorably and the quarterly meeting approves the proposition, it shall commission the same committee or a similar one to proceed with the establishing of the new monthly meeting. The committee shall attend a special business session appointed by the preparative meeting for this purpose. Its chosen chairman shall preside over the preliminaries, and shall occupy the chair until the presiding clerk of the new meeting has been elected. He shall then give way to the elected clerk and the meeting shall proceed with the election of other officers and committees.

The committee shall report this action back to the quarterly meeting, and that body to the Yearly Meeting.

p. 51:

SECTION III Quarterly Meetings C--FUNCTIONS

1. A quarterly meeting has the power to establish, divide, or discontinue a monthly meeting, or to unite two or more monthly meetings. Such actions may be taken on petition from some of those affected, on the recommendation of the Yearly Meeting board of evangelism, or, when a meeting is judged no longer active, on the initiative of the quarterly meeting. A monthly meeting discontinued may, if conditions favor such action, be permitted to retain the status of a preparative meeting.

2. A quarterly meeting has supervision over the monthly meetings. It may review their proceedings and examine the records thereof, so that any irregularities of procedure may be corrected. It shall receive appeals from decisions of the monthly meetings and decide upon them, and shall grant appeals from its own decisions and forward them to the Yearly Meeting.

p. 72

F--TRUSTEES

1. APPOINTMENT AND RESPONSIBILITIES. The Yearly Meeting shall appoint, on nomination by the representatives, a board of five trustees. One shall be appointed each year for a term of five years. They shall hold the titles to real estate owned by the Yearly Meeting, and shall have the same duly recorded in the official records of the state or county. They shall hold in trust, making investments when advisable, all funds and other personal property received by bequest or donation, and shall administer the same according to the direction of the donors. They must exercise due care to observe the requirements of the statutes of the states within which their transactions are carried on.

2. ADMINISTRATION of SPECIAL FUNDS. When a meeting is discontinued, title to property held by that meeting shall be transferred to the Yearly Meeting trustees, to be held for some specific purpose or to be used for the advancement of the general work of the Yearly Meeting, as that body may determine; provided, that any funds donated for a specific purpose shall be administered in accordance with the desires of the original donor.

p. 98

SECTION II

4. RECORD OF TRANSFERS. The acceptance and issuing of all certificates shall be recorded in the minutes of the monthly meetings, and the lists of members corrected accordingly by the statistician.

OHIO YEARLY MEETING (PRE-SEPARATION)

Discipline of The Society of Friends of Ohio Yearly Meeting (1819)

p. 14:

BIRTHS AND DEATHS

As great inconvenience may arise from a want of due attention to keeping a regular record of births and deaths, it is enjoined upon each Monthly Meeting, to appoint a careful Friend, whose duty it shall be, to keep, in a book provided at the expense of the Monthly Meeting for the purpose, a record of all births and deaths of members, which occur within their respective limits, or which shall be offered to him for that purpose. But should the birth have occurred out of the limits of the meeting within which it may be desired to record it, an explanatory note should be inserted in the record. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined, that committees be appointed annually to examine the records, and to extend such care as may appear necessary to effect the object.

p. 19:

CERTIFICATES.

Monthly meetings are to take due care, that certificates of removal be seasonably forwarded, by suitable conveyances, to the Monthly Meetings to which they are directed; they being the exclusive property of such meetings.

p. 28-29:

DISCIPLINE AND MEETINGS FOR DISCIPLINE

The connexion and subordination of our Meetings for discipline are thus: Preparative Meetings are accountable to the Monthly; Monthly to the Quarterly; and Quarterly to the Yearly Meeting; so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a Quarterly Meeting, with the proceedings of either of its Monthly Meetings; or a Monthly Meeting with the proceedings of either of its Preparative Meetings: such meetings ought, with readiness and meekness, to render accounts thereof when required; and correct or expunge any of the minutes, according to the direction of the superior meeting.

No Quarterly Meeting should be set up, or laid down, without the consent of the Yearly Meeting; no Monthly Meeting, without the consent of the Quarterly Meeting; nor any preparative or other meeting for business or worship, until application to the Monthly Meeting be first made; and, when there approved, the consent of the Quarterly Meeting be also obtained. Also, no meeting for worship, intended to consist of Friends belonging to two or more Monthly Meetings, shall be established, until the proposal be offered to, and approved by, those Monthly Meetings, and the consent of their respective Quarterly Meeting or meetings be obtained: . . .

It is directed that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein, of their proceedings. Monthly Meetings, particularly, are advised to attend to, and finish all such business with care and despatch, that it may, at no time, suffer by improper delay: and if any case under consideration, prove too weighty or difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance; or, if the circumstances be such as to require it, refer it thereto by minute.

It is the conclusion of the Yearly Meeting, as a general rule in all cases, that where any monthly or Quarterly meeting has occasion for, and requests copies of any papers, minutes or records of another monthly or Quarterly meeting, the same should be accordingly granted.

p. 32:

As the use and design of Preparative Meetings are, in general, to digest and prepare business as occasion may require, which may be proper to be laid before monthly meetings; Friends ought to be careful therein, not to occasion unnecessary delays, or undertake to decide on any business which properly belongs to monthly meetings; and when it is concluded to carry any cases forward, they should be entered in writing, and some suitable Friend or Friends named, to produce them to the monthly meeting; proper notes whereof should be carefully preserved by clerks of preparative meetings.

p. 45:

MEETING HOUSES

Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, and burial grounds; and other estates which have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of those meetings; so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust, that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed, that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom, the papers, minutes, and records belonging to our religious society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

OHIO YEARLY MEETING (HICKSITE)

Discipline of The Society of Friends of Ohio Yearly Meeting [Hicksite] (1842)

pp. 15-16:

BIRTHS AND DEATHS.

As great inconvenience may arise from a want of due attention to keeping a regular record of births and deaths, it is enjoined upon each Monthly Meeting, to appoint a careful Friend, whose duty it shall be, to keep, in a book provided at the expense of the Monthly Meeting, for the purpose, a record of all births and deaths of members, which occur within their respective limits, or which shall be offered to him for that purpose. But should the birth have occurred out of the limits of the meeting within which it may be desired to record it, an explanatory note should be inserted in the record. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined, that committees be appointed annually to examine the records, and to extend such care as may appear necessary to effect the object.

pp. 18, 20-21:

CERTIFICATES.

Quarterly and Monthly Meetings are to take care, that all certificates or minutes which may be given to any Friends traveling in the service of the ministry be recorded, and upon the return of such Friend, seasonably delivered back to the meeting; and that all certificates of removal brought by any Friends intending to become residents, shall be lodged in the Monthly Meeting, where the same are accepted, and also, that every meeting keep a record of all certificates which they give forth.

* * *

Monthly Meetings are to take due care that certificates of removal be seasonably forwarded, by suitable conveyances, to the Monthly Meetings to which they are directed; they being the exclusive property of such meetings.-- Persons so recommended, and becoming offenders, are amenable to the Monthly Meeting to which the certificate is directed.

p. 29-30:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

The connexion and subordination of our Meetings for discipline are thus: Preparative Meetings are accountable to the Monthly; Monthly to the Quarterly; and Quarterly to the Yearly Meeting; so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a Quarterly Meeting, with the proceedings of either of its Monthly Meetings; or a Monthly Meeting with the proceedings of either of its Preparative Meetings; such meetings ought, with readiness and meekness, to render accounts thereof when required; and correct or expunge any of the minutes, according to the direction of the superior meeting.

No Quarterly Meeting should be set up, or laid down, without the consent of the Yearly Meeting; no Monthly Meeting, without the consent of the Quarterly Meeting; nor any preparative or other meeting for business or worship, until application to the Monthly Meeting be first made; and, when there approved, the consent of the Quarterly Meeting be also obtained. Also, no meeting for worship, intended to consist of Friends belonging to two or more Monthly Meetings, shall be established, until the proposal be offered to, and approved by, those Monthly Meetings, and the consent of their respective Quarterly Meeting or meetings be obtained: . . .

It is directed that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein of their proceedings. Monthly Meetings, particularly, are advised to attend to, and finish all such business with care and despatch, that it may, at no time, suffer by improper delay; and if any case under consideration, prove too weighty or difficult for them to

determine, they should apply to their respective Quarterly Meetings for assistance; or, if the circumstances be such as to require it, refer it thereto by minute.

It is the conclusion of the Yearly Meeting, as a general rule in all cases, that where any monthly or Quarterly meeting has occasion for, and requests copies of any papers, minutes or records of another monthly or Quarterly meeting, the same should be accordingly granted.

p. 50:

MEETING HOUSES.

Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, and burial grounds, and other estates which have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of those meetings; so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust, that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed, that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom, the papers, minutes, and records belonging to our religious society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

Discipline of The Society of Friends of Ohio Yearly Meeting (1878)

pp. 14-15:

BIRTHS AND DEATHS

As great inconvenience may arise from a want of due attention to keeping a regular record of births and deaths, it is enjoined upon each Monthly Meeting, to appoint a careful Friend, whose duty it shall be, to keep, in a book provided at the expense of the Monthly Meeting for the purpose, a record of all births and deaths of members, which occur within their respective limits, or which shall be offered to him for that purpose. But should the birth have occurred out of the limits of the meeting within which it may be desired to record it, an explanatory note should be inserted in the record. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined, that committees be appointed annually to examine the records, and to extend such care as may appear necessary to effect the object.

p. 19:

CERTIFICATES.

Monthly meetings are to take due care, that certificates of removal be seasonably forwarded, by suitable conveyances, to the Monthly Meetings to which they are directed; they being the exclusive property of such meetings.

p. 29-30:

DISCIPLINE AND MEETINGS FOR DISCIPLINE

The connexion and subordination of our Meetings for discipline are thus: Preparative Meetings are accountable to the Monthly; Monthly to the Quarterly; and Quarterly to the Yearly Meeting; so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a Quarterly Meeting, with the proceedings of either of its Monthly Meetings; or a Monthly Meeting with the proceedings of either of its Preparative Meetings: such meetings ought, with readiness and meekness, to render accounts thereof when required; and correct or expunge any of the minutes, according to the direction of the superior meeting.

No Quarterly Meeting should be set up, or laid down, without the consent of the Yearly Meeting; no Monthly Meeting, without the consent of the Quarterly Meeting; nor any preparative or other meeting for business or worship, until application to the Monthly Meeting be first made; and, when there approved, the consent of the Quarterly Meeting be also obtained. Also, no meeting for worship, intended to consist of Friends belonging to two or more Monthly Meetings, shall be established, until the proposal be offered to, and approved by, those Monthly Meetings, and the consent of their respective Quarterly Meeting or meetings be obtained: . . .

It is directed that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein of their proceedings. Monthly Meetings, particularly, are advised to attend to, and finish all such business with care and despatch, that it may, at no time, suffer by improper delay; and if any case under consideration, prove too weighty or difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance; or, if the circumstances be such as to require it, refer it thereto by minute.

It is the conclusion of the Yearly Meeting, as a general rule in all cases, that where any monthly or Quarterly meeting has occasion for, and requests copies of any papers, minutes or records of another monthly or Quarterly meeting, the same should be accordingly granted.

p. 32:

As the use and design of Preparative Meetings are, in general, to digest and prepare business as occasion may require, which may be proper to be laid before monthly meetings; Friends ought to be careful therein, not to occasion unnecessary delays, or undertake to decide on any business which properly belongs to monthly meetings; and when it is concluded to carry any cases forward, they should be entered in writing, and some suitable Friend or Friends named, to produce them to the monthly meeting; proper notes whereof should be carefully preserved by clerks of preparative meetings.

p. 44-45:

MEETING HOUSES

Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, and burial grounds, and other estates which have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of those meetings; so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust, that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed, that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom, the papers, minutes, and records belonging to our religious society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

OHIO YEARLY MEETING (ORTHODOX/WILBURITE)

Discipline of The Society of Friends of Ohio Yearly Meeting (1819/1902)

pp. 14-15:

BIRTHS AND DEATHS

As great inconvenience may arise from a want of due attention to keeping a regular record of births and deaths, it is enjoined upon each Monthly Meeting, to appoint a careful Friend, whose duty it shall be to keep, in a book provided at the expense of the Monthly Meeting, for the purpose, a record of all births and deaths of members, which occur within their respective limits, or which shall be offered to him for that purpose. But should the birth have occurred out of the limits of the meeting within which it may be desired to record it, an explanatory note should be inserted in the record. And in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined that committees be appointed annually to examine the records, and to extend such care as may appear necessary to effect the object.

p. 20:

CERTIFICATES.

Monthly meetings are to take due care, that certificates of removal be seasonably forwarded, by suitable conveyances, to the Monthly Meetings to which they are directed; they being the exclusive property of such meetings.

p. 29-30:

DISCIPLINE AND MEETINGS FOR DISCIPLINE

The connection and subordination of our Meetings for Discipline are thus: Preparative Meetings are accountable to the Monthly; Monthly to the Quarterly; and Quarterly to the Yearly Meeting; so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a Quarterly Meeting, with the proceedings of either of its Monthly Meetings; or a Monthly Meeting with the proceedings of either of its Preparative Meetings: such meetings ought, with readiness and meekness, to render accounts thereof when required, and correct or expunge any of the minutes, according to the direction of the superior meeting.

No Quarterly Meeting should be set up, or laid down, without the consent of the Yearly Meeting; no Monthly Meeting, without the consent of the Quarterly Meeting; nor any Preparative or other meeting for business or worship, until application to the Monthly Meeting be first made; and, when there approved, the consent of the Quarterly Meeting be also obtained. Also, no meeting for worship, intended to consist of Friends belonging to two or more Monthly Meetings, shall be established, until the proposal be offered to, and approved by, those Monthly Meetings, and the consent of their respective Quarterly Meeting or Meetings be obtained. . . .

It is directed that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein, of their proceedings. Monthly Meetings, particularly, are advised to attend to, and finish all such business with care and despatch, that it may, at no time, suffer by improper delay: and if any case under consideration, prove too weighty or difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance; or, if the circumstances be such as to require it, refer it thereto by minute.

It is the conclusion of the Yearly Meeting, as a general rule in all cases, that where any Monthly or Quarterly Meeting has occasion for, and requests copies of any papers, minutes or records of another Monthly or Quarterly Meeting, the same should be accordingly granted.

p. 33:

As the use and design of Preparative Meetings are, in general, to digest and prepare business as occasion may require, which may be proper to be laid before monthly meetings, Friends ought to be careful therein not to occasion unnecessary delays, or undertake to decide on any business which properly belongs to Monthly Meetings; and when it is concluded to carry any cases forward, they should be entered in writing, and some suitable Friend or Friends named, to produce them to the Monthly Meeting; proper notes whereof should be carefully preserved by Clerks of Preparative Meetings.

p. 45:

MEETING HOUSES

Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses and burial grounds, and other estates which have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of those meetings; so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust, that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed, that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom, the papers, minutes, and records belonging to our religious society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

Discipline of The Society of Friends of Ohio Yearly Meeting [Wilburite] (1922)

p. 16:

Removals and Certificates of Membership

Monthly Meetings are to take due care that certificates of removal be seasonably forwarded, by suitable conveyances, to the Monthly Meetings to which they are directed; they being the exclusive property of such meetings.

pp. 17-19:

Records of Membership

As great inconvenience may arise from a want of due attention to keeping a regular record of births and deaths, it is enjoined upon each Monthly Meeting, to appoint a careful Friend, whose duty it shall be to keep in a bound book, provided for the purpose, a chronological record of each change in membership, showing in the order of their occurrence the births, deaths, marriages, removals, disownments and memberships by request. In addition to this a loose leaf record of each individual member is to be kept, arranged in a binder in alphabetical order. . . .

Monthly Meetings are further enjoined that committees be appointed annually to examine the records and to extend such care as may appear necessary to effect the object.

pp. 25-26:

DISCIPLINE AND MEETINGS FOR DISCIPLINE

There are four Meetings for Discipline which are subordinate to each other as follows: The Preparative Meeting is accountable to the Monthly Meeting, the Monthly Meeting to the Quarterly Meeting and the Quarterly Meeting to the Yearly Meeting. If any superior meeting be dissatisfied with the proceedings of any of its subordinate meetings, such meetings ought, with readiness and meekness, to render accounts thereof when required, and correct

or expunge any of the minutes, according to the direction of the superior meeting.

p. 26

Establishment and Discontinuance of Meetings

No Quarterly Meeting should be set up, or laid down, without the consent of the Yearly Meeting; no Monthly Meeting, without the consent of the Quarterly Meeting nor any Preparative or other meeting for business or worship, until application to the Monthly Meeting be first made, and, when there approved, the consent of the Quarterly Meeting be also obtained. No meeting for worship, intended to consist of Friends belonging to two or more Monthly Meetings, shall be established, until the proposal be offered to, and approved by those Monthly Meetings, and the consent of their respective Quarterly Meeting or Meetings be obtained.

p. 27:

Preparative Meetings

As the use and design of Preparative Meetings are, in general, to digest and prepare business as occasion may require, which may be proper to be laid before Monthly Meetings, Friends ought to be careful therein not to occasion unnecessary delays, or undertake to decide on any business which properly belongs to Monthly Meetings; and when it is concluded to carry any cases forward, they should be entered in writing, and some suitable Friend or Friends named to produce them to the Monthly Meeting; proper notes whereof should be carefully preserved by Clerks of Preparative Meetings.

pp. 27-28:

Record of Proceedings

It is directed that a book be provided by every Quarterly and Monthly Meeting, and fair records kept therein of their proceedings. Monthly Meetings, particularly, are advised to attend to and finish all such business with care and dispatch, that it may, at no time, suffer by improper delay, and if any case prove too weighty or difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance; or, if the circumstances be such as to require it, refer it thereto by minute.

It is the decision of the Yearly Meeting, as a general rule in all cases, that where any Monthly or Quarterly Meeting has occasion for, and requests copies of any papers, minutes or records of another Monthly or Quarterly Meeting, the same should be accordingly granted.

p. 42:

MEETING HOUSES

Meetings should make due examination as to the titles of meeting houses, burial grounds, and other estates which have been vested in trustees, and by them held for the use and benefit of the Society at large, or of any of those meetings; so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust, that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed, that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom, the papers, minutes, and records belonging to our Religious Society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

The Book of Discipline of Ohio Yearly Meeting of the Religious Society of Friends [Wilburite or "Conservative"] (1963, reprinted with changes 1968, 1977, 1992)

1977@p. 8, 1992@p. 7:

New Meetings

Since all of the Society's business should proceed from worship, each worship group is also a potential business group. A group which has met regularly for weekly worship, and has grown to include several families, may organize and function as a business meeting. The Monthly Meeting, historically, is the basic business unit of the Society. A new group, ready for organization as a Monthly Meeting, should seek help, advice, and recognition from an established Yearly Meeting through one of its subordinate meetings. When such a meeting is satisfied as to the stability of a new meeting it may formally organize as a Monthly or Preparative Meeting. When this method is not convenient, the Friends World Committee for Consultation stands ready to render guidance and assistance in the organization of the new meeting.

Existing Monthly Meetings should correspond with, visit, and encourage worship groups which have not yet organized. Such informal groups should name a person to serve as correspondent. When the meeting is organized, the Clerk will take on this duty.

1963 & 1968@pp. 10-11, 1977@p. 11, 1992@p. 10:

RECORDING OF MEMBERSHIP

Each Monthly Meeting is directed to appoint a recorder, whose duty it is to keep in a bound book provided for the purpose, a chronological record of each change in the membership. The record book must show all births, deaths, marriages, admissions to and removals from membership in order of occurrence. In addition to this, a loose leaf record of each individual member and sojourning member shall be kept, arranged in alphabetical order, in a binder.

Monthly Meetings are further directed to appoint committees annually to examine and report upon these records, and to give such assistance as may be necessary to keep the books in order.

1977@p. 12, 1992@p. 11:

CERTIFICATES

When a Monthly Meeting receives Certificates of Removal for persons from other meetings, the persons shall be considered members as from the dating of the certificate. These certificates should be promptly recorded, as should all Certificates of Removal given out by a Monthly Meeting.

1977@p. 14, 1992@p. 13:

ROUTINE ADMINISTRATION

In order to handle the routine business of the Society, and carry out the concerns of Friends, the following organization of our worship groups into meetings for business is customary; a plan which was originally developed by George Fox. The basic unit is the "Monthly Meeting" which usually consists of one local Meeting for Worship. Where for some reason, such as fewness of numbers or newness of one congregation, it is desirable for two or more meetings to comprise a Monthly Meeting, the local groups are known as Preparative Meetings. They are responsible for preparing business for the Monthly Meeting, as well as handling what has to do specifically with their own individual group.

"Quarterly Meetings", which meet four times in the year for spiritual fellowship, for handling any business or concerns pertaining to the whole group, and for forwarding business to the Yearly Meeting, usually consist of two or more Monthly Meetings.

The "Yearly Meeting" is the annual gathering for worship and business of several Quarterly Meetings. In this structure, the decisions of each larger meeting take precedence over those of the smaller meetings comprising it.

1963 & 1977@pp. 14-15, 1968 & 1992@p. 14:

MONTHLY MEETINGS

The Monthly Meeting alone has the responsibility for admission, recording and transferring of membership. It records the names and addresses of members, and is responsible for extending to them both spiritual care and such material aid as may sometimes be needed. It provides for the oversight of meetings for worship, of marriages and of funerals.

Each Monthly Meeting is expected to report to, and to send representatives to its Quarterly Meeting, and to extend care to, and receive reports from, its constituent Preparative Meetings, if any.

[1977&1992:] The Monthly Meeting is responsible for the collection of funds needed for the work of its own and superior meetings. It may hold title to real estate or other properties, and may undertake the administration of trust funds. (If the members prefer, such funds may be placed in charge of the Yearly Meeting Fiduciary Trustees).

* * *

The Monthly Meeting may undertake, usually with the cooperation of the Quarterly Meeting, the oversight of newly started meetings; helping, advising, and encouraging all forms of outreach.

1977@pp. 16-17, 1992@p. 16:

Procedures For Business Meetings

A committee should be appointed annually in each Quarterly, Monthly, and Preparative Meeting, to nominate a Clerk or Clerks to serve for the following year. The Clerks are to preside at all business meetings, keep accurate records of proceedings in a book provided for the purpose, and handle all correspondence of the meeting. Monthly Meetings, particularly, are advised to attend to and finish all business with care and dispatch, that nothing may suffer through delay.

It is the decision of the Yearly Meeting, as a general rule for all cases, that where any Monthly or Quarterly Meeting has occasion for, and requests, copies of any papers, minutes, or records of another Monthly or Quarterly Meeting, the same should be granted. When serious differences occur among Friends and are recorded in the Monthly or Quarterly Meeting minutes, all parties shall be furnished copies of the minutes so they can understand each other better.

Monthly or Quarterly Meetings are to record all minutes or Letters of Introduction given to Friends traveling in the ministry. When the concern of a Friend has been carried out, he is to return his minute to the meeting which issued it, where its return is also to be recorded.

When any new Monthly Meeting is set up, this is to be done under the care of a Quarterly Meeting. Similarly, new Quarterly Meetings are set up with the advice and approval of their Yearly Meeting. Preparative Meetings are set up under the care of a Monthly Meeting. (The same procedures are followed if meetings are being laid down.) When any new meeting is officially opened, it should be attended by a group of Friends appointed by the meeting which is supervising its setting-up. However, new Meetings for Worship are always to be welcomed and encouraged and promptly offered any direct help from such Friends as feel drawn to meet with them.

1963 & 1968@pp. 44-45, 1977@pp. 45-46, 1992@pp. 44-45:

MEETING HOUSES AND GROUNDS

Property Trustees

Meetings should make due examinations as to the titles of all meeting houses, burial grounds, and other estates which have been vested in Trustees, and held by them for the use and benefit[s] of the Society at large or any of the Meetings. Whenever it appears needful, the Meeting shall promptly appoint

new members to such Trusteeships. It is further directed that Meetings shall keep exact records of all business transactions, all trusts and conveyances, and indicate where all their minutes, papers, and records have been deposited. Both Meetings and individuals are encouraged to utilize the services of the Fiduciary Trustees of the Yearly Meeting.

If a Preparative Meeting ceases to exist, all its property shall be transferred and conveyed to its Monthly Meeting. If a Monthly Meeting ceases to exist, without merging or consolidating with another Monthly Meeting, all its property shall be transferred and conveyed to its Quarterly Meeting. If a Quarterly Meeting ceases to exist, without merging or consolidating with another Quarterly Meeting, all its property shall be transferred to the Yearly Meeting. If two Monthly Meetings or if two Quarterly Meetings merge or consolidate, all the property of both shall be held by the merged Meeting. Such transfer and conveyance shall be authorized by an appropriate minute, duly recorded, and the assignment transfer and deed of conveyance shall be executed and delivered by such Meetings before they are formally laid down or disbanded, or in the case of merged or consolidated Meetings, at the time of merger. In the event that such action is not taken by the Meetings before they are laid down, merged, or consolidated, the Monthly Meeting, [except 1992: the Quarterly Meeting, or the Yearly Meeting] entitled to receive any such property shall become the equitable owner and shall be entitled forthwith to require the assignment or conveyance of the legal title, to be held by such Monthly, Quarterly, or Yearly Meeting under and upon the same trusts as the property has been theretofore held, if it is practicable that such trusts be carried out; otherwise, upon trusts similar thereto as the successor Meeting may determine.

No Meeting property shall be distributed or partitioned among the individual members of a Meeting.

1977@pp. 46-47, 1992@p. 45:

FIDUCIARY TRUSTEES

The Fiduciary Trustees of Ohio Yearly Meeting of Friends, Barnesville, Ohio, is "A Corporation Not For Profit." It developed to its present legal form and standing from a suggestion of the Meeting for Sufferings (now the Representative Meeting) in 1924. The duties and functions of this body are: To receive and hold all titles to property and all trusts funds, securities, bequests, legacies, gifts, or endowments that are in the nature of permanent funds, now held by the Yearly Meeting or any of its committees or which in the future may come to them; to invest, care for and collect the income therefrom, and disburse the same as required by the wills of the donors or the direction of the Yearly Meeting, and report annually to the Yearly Meeting.

In case of sale of any tract of land belonging to the Yearly Meeting, the Fiduciary Trustees are legally qualified upon instruction from either the Yearly Meeting or the Representative Meeting to give a marketable title to any such tract without having to secure an order from the Court of the Common Pleas.

Constituent Meetings of the Yearly Meeting are at liberty to place titles to properties in the hands of the Fiduciary Trustees. They may also invest their trust funds with these Trustees.

OHIO VALLEY YEARLY MEETING
(formerly Indiana - Hicksite/FGC)

Discipline of The Society of Friends of Indiana Yearly Meeting [Hicksite]
(1834)

pp. 12-13:

BIRTHS AND DEATHS

As great inconvenience may arise from a want of due attention to keeping a regular record of births and deaths, it is enjoined upon each monthly meeting to appoint a careful Friend, whose duty it shall be to keep in a book provided at the expense of the monthly meeting for the purpose, a record of all births and deaths of members which occur within their respective limits, or which shall be offered to him for that purpose. But should the birth have occurred out of the limits of the meeting within which it may be desired to record it, an explanatory note should be inserted in the record. And in order to engage the attention of monthly meetings more closely to this subject, it is further enjoined, that committees be appointed annually to examine the records, and to extend such care as may appear necessary to effect the object.

p. 14:

CERTIFICATES.

Quarterly and monthly meetings are to take care that all certificates or minutes which may be given to any Friend traveling in the service of the ministry be recorded, and upon the return of such Friend, seasonably delivered back to the meeting; and that all certificates of removal brought by any Friends intending to become residents, shall be lodged in the monthly meeting where the same are accepted, and also, that every meeting keep a record of all certificates which they give forth.

p. 16:

Monthly meetings are to take due care, that certificates of removal be seasonably forwarded, by suitable conveyances, to the monthly meetings to which they are directed; they being the exclusive property of such meetings.

pp. 23-24:

DISCIPLINE AND MEETINGS FOR DISCIPLINE

The connection and subordination of our meetings for discipline are thus: preparative meetings are accountable to the monthly; monthly to the quarterly; and quarterly to the yearly meeting; so that if the yearly meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a quarterly meeting, with the proceedings of either of its monthly meetings; or a monthly meeting with the proceedings of either of its preparative meetings: such meetings ought, with readiness and meekness, to render accounts thereof when required; and correct or expunge any of the minutes, according to the direction of the superior meeting.

No quarterly meeting should be set up, or laid down, without the consent of the yearly meeting; no monthly meeting, without the consent of the quarterly meeting; nor any preparative or other meeting for business or worship, until application to the monthly meeting be first made; and, when there approved, the consent of the quarterly meeting be also obtained. Also, no meeting for worship, intended to consist of Friends belonging to two or more monthly meetings, shall be established, until the proposal be offered to, and approved by those monthly meetings, and the consent of their respective quarterly meeting or meetings be obtained: . . .

It is directed that a book be provided by every monthly and quarterly meeting, and fair records kept therein, of their proceedings. Monthly meetings, particularly, are advised to attend to, and finish all such business with care and despatch, that it may, at no time, suffer by improper delay: and if any case under consideration, prove too weighty or difficult for them to determine, they should apply to their respective quarterly meetings for

assistance; or, if the circumstances be such as to require it, refer it thereto by minute.

It is the conclusion of the yearly meeting, as a general rule in all cases, that where any monthly or quarterly meeting has occasion for, and requests copies of any papers, minutes or records of another monthly or quarterly meeting, the same should be accordingly granted.

p. 26:

As the use and design of preparative meetings are, in general, to digest and prepare business as occasion may require, which may be proper to be laid before monthly meetings; Friends ought to be careful therein, not to occasion unnecessary delays, or undertake to decide on any business which properly belongs to monthly meetings; and when it is concluded to carry any cases forward, they should be entered in writing, and some suitable Friend or Friends named, to produce them to the monthly meeting; proper notes whereof should be carefully preserved by clerks of preparative meetings.

pp. 36-37:

MEETING HOUSES.

Quarterly and monthly meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, and burial grounds, and other estates which have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of those meetings, so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust, that future difficulties, and the risk of being deprived of such estates may be avoided. And it is further directed, that quarterly and monthly meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom the papers, minutes, and records belonging to our religious society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

p. 37:

MEETING FOR SUFFERINGS.

In order that the yearly meeting may be properly represented in the intervals thereof, it is directed that each quarterly meeting annually produce in its reports to the yearly meeting, the names of four suitable Friends, to constitute, together with twenty-six Friends appointed by the yearly meeting, a Meeting for Sufferings, to be held at such time and place as the yearly meeting may direct. But the said meeting is privileged to sit on its own adjournments, or to call a special meeting whenever four members shall judge it necessary; and is to be subject to the following rules:

I. The said meeting shall keep fair minutes of all its proceedings, and annually lay them before the yearly meeting.

Discipline of the Society of Friends, of Indiana Yearly Meeting [Hicksite] (1849)

p. 14:

BIRTHS AND DEATHS

As great inconvenience may arise from a want of due attention to keeping a regular record of births and deaths, it is enjoined upon each monthly meeting to appoint a careful Friend, whose duty it shall be to keep, in a book provided at the expense of such meeting for the purpose, a record of all births and deaths of members which occur within its limits, or which shall be offered to him for that purpose. But should the birth have occurred out of the limits of the meeting within which it may be desired to record it, an explanatory note should be inserted in the record. And in order to engage the

attention of monthly meetings more closely to this subject, it is further enjoined, that committees be appointed annually to examine the records, and to extend such care as may appear necessary to effect the object.

p. 16:

CERTIFICATES

Quarterly and monthly meetings are to take care that all certificates or minutes, which may be given to any Friend travelling in the service of the ministry, be recorded, and upon the return of such Friends, seasonably delivered back to the meeting; and that all certificates of removal brought by any Friends intending to become residents, shall be lodged in the monthly meeting where the same are accepted, and also, that every meeting keep a record of all certificates which they give forth,

* * *

p. 19:

Monthly meetings are to take due care, that certificates of removal be seasonably forwarded by suitable conveyances, to the monthly meetings to which they are directed; they being the exclusive property of such meetings.

pp. 28-29:

DISCIPLINE AND MEETINGS FOR DISCIPLINE

The connection and subordination of our meetings for discipline are thus: preparative meetings are accountable to the monthly; monthly to the quarterly; and quarterly to the yearly meeting; so that if the yearly meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a quarterly meeting, with the proceedings of either of its monthly meetings; or a monthly meeting with the proceedings of either of its preparative meetings: such meetings ought, with readiness and meekness, to render accounts thereof when required; and correct or expunge any of the minutes, according to the direction of the superior meeting.

No quarterly meeting should be set up, or laid down, without the consent of the yearly meeting; no monthly meeting, without the consent of the quarterly meeting; nor any preparative or other meeting for business or worship, until application to the monthly meeting be first made; and, when there approved, the consent of the quarterly meeting be also obtained. Also, no meeting for worship, intended to consist of Friends belonging to two or more monthly meetings, shall be established, until the proposal be offered to, and approved by those monthly meetings, and the consent of their respective quarterly meeting or meetings be obtained: when the meeting proposed, is opened, it should be attended by a few solid Friends, deputed by each of the said monthly meetings. And if at any time it be thought expedient, that a preparative meeting should be held at the same place, the consent of the said monthly and quarterly meetings should be, in like manner, applied for and obtained; and the preparative meeting should be annexed to either of those monthly meetings, as may appear most likely to conduce to the benefit and convenience of the individuals who compose it, and the advantage of society.

* * *

p. 30:

It is directed that a book be provided by every monthly and quarterly meeting, and fair records kept therein, of their proceedings. Monthly meetings, particularly are advised to attend to, and finish all such business with care and despatch, that it may, at no time, suffer by improper delay: and if any case under consideration, prove too weighty or difficult for them to determine, they should apply to their respective quarterly meetings for assistance; or, if the circumstances be such as to require it, refer it thereto by minute.

p. 32:

As the use and design of preparative meetings are, in general, to digest and prepare business as occasion may require, which may be proper to be laid before monthly meetings; Friends ought to be careful therein, not to occasion unnecessary delays, or undertake to decide on any business which properly

belongs to monthly meetings; and when it is concluded to carry any cases forward, they should be entered in writing, and some suitable Friend or Friends named, to produce them to the monthly meeting; proper notes whereof should be carefully preserved by clerks of preparative meetings.

p. 45:

MEETING HOUSES

Quarterly and monthly meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, and burial grounds, and other estates which have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of those meetings, so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust, that future difficulties and the risk of being deprived of such estates may be avoided. And it is further directed, that quarterly and monthly meetings respectively, as the case may require, keep exact records of all such trusts and conveyances, and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom the papers, minutes, and records belonging to our religious society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

Rules of Discipline of the Indiana Yearly Meeting of Friends [Hicksite] (1869)

p. 8:

Recorders. Each Monthly Meeting is, once in three years, or oftener, if necessary, to appoint a Friend to keep a record of certificates of marriage and removal as issued and received; also a Friend to record births and deaths of members, and of all burials in our grounds. The above records should be made in books suitably prepared.

* * *

p. 9:

Setting up and laying down of meetings. No Quarterly Meeting should be set up, or discontinued, but by the Yearly Meeting; no Monthly Meeting but by the Quarterly Meeting; no Preparative Meeting, or a meeting for worship, but by the Monthly Meeting with the approbation of the Quarterly Meeting. Should a proposed new meeting be of members from more than one Monthly Meeting, they, and the meetings to which they are subordinate, should, in like manner, participate, . . . The setting up, or laying down, of any meeting, should be reported to the next Yearly Meeting.

p. 26:

REPRESENTATIVE COMMITTEE.

In order that the Yearly Meeting may be properly represented in the interval thereof, it is directed that each Quarterly Meeting forward in its reports, the names of three suitable Friends of each sex, who, with twenty-one Friends of each sex appointed by the Yearly Meeting, are to constitute, for three years, a meeting for sufferings, to be held at such time and place as the Yearly Meeting may direct. But the said meeting is privileged to sit on its own adjournment, or to call a special meeting, whenever eight members shall judge it necessary. The meeting is to be governed by the following rules:

I. It shall keep minutes of all its proceedings, and report them to each Yearly Meeting.

p. 39:

BIRTHS, DEATHS AND FUNERALS.

Monthly Meetings are annually to appoint a committee, of whom one or more should be from each Preparative Meeting, to collect an account of births and deaths of its members, which are to be handed to the recorder; . . .

pp. 63-64:

PROPERTY

Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, burial grounds, and other estates which have been vested in trustees, and by them held for the use and benefit of society at large; or of any of those meetings, so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust, that future difficulties, and the risk of being deprived of such estates may be abated. And it is further directed that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances; and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom the papers, minutes, and records, belonging to our religious society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

Rules of Discipline of Indiana Yearly Meeting of the Religious Society of Friends [Hicksite] (1892)

p. 22:

MEMBERSHIP

Applications for membership are to be made through the overseers to the Preparative Meeting; after that meeting is satisfied, they are to be forwarded to the Monthly Meeting, but where there is no Preparative, directly through the overseers to the Monthly Meeting, which is to appoint a committee to make inquiry as to the sincerity and propriety of the request, having regard to the importance of upholding our principles, and report their conclusion thereon. If this be favorable, and the meeting is satisfied, a minute should be made signifying the acceptance of such into membership, and one or two Friends appointed to inform the person thereof, and the clerk should forward the name to the Recorder.

pp. 40-45:

MEETINGS FOR DISCIPLINE.

The meetings for discipline are:

First. The Yearly Meeting, from which all disciplinary authority emanates, being an annual assemblage of the members of its subordinate meetings. . . .

Second. Quarterly Meetings, which, being subordinate to the Yearly Meeting, are to report to it annually in writing, . . . They . . . are composed of two or more Monthly Meetings.

Third. Monthly Meetings, which are subordinate to the Quarterly Meetings, . . .

Quarterly Meetings may set up Executive Meetings, with the same powers and duties as Monthly Meetings, to be held once in three months. . . . In this discipline the term "Monthly Meeting" shall include "Executive Meeting in all consistent cases.

* * *

Every Monthly Meeting, once in three years, or oftener if necessary, is to appoint a Friend to keep a record of certificates of marriage and certificates of removal as issued and received; also a Friend to record births and deaths of members, and all burials in our grounds, as well as the places

of interment of members elsewhere, on receipt of an account of the same from the committee appointed to collect them.

These records should be made in suitable books provided by the Monthly Meeting.

* * *

No Quarterly Meeting is to be set up or discontinued but by the Yearly Meeting; no Monthly Meeting but by the Quarterly Meeting; no Preparative, or meeting for worship, except by the Monthly, with the approbation of the Quarterly Meeting.

p. 45:

All certificates, minutes, or other writings issued by authority of any meeting should be signed by the Clerk or Clerks on behalf thereof; and each meeting, except the Preparative, should keep a permanent record of its proceedings.

p. 64:

PROPERTY AND FUNDS.

All our Meetings are directed to make timely and careful inspection into the situation of the titles to their lands, burial grounds, and other estates which have been vested in them or in trustees for their use and benefit; and upon the death or removal of any such trustee, seasonably to appoint another to the trust.

It is further directed that all our Meetings be careful to have duly recorded and preserve their title papers, keep a record of the appointment of their trustees, the place where, and with whom their papers, minutes and records are deposited, due care being taken to lodge them with suitable persons.

p. 104:

DEATHS AND BURIALS

Monthly Meetings are annually to appoint a committee, of whom one or more should be from each Preparative Meeting (if there be more than one), to collect the accounts of deaths of its members, which accounts are to be handed promptly to the Recorder. They shall have charge of burial grounds, see that they are kept in order, and, if practicable, attend the funerals of all who are buried therein. A permit from this committee, designating the space to be occupied, is required before an interment can take place in grounds belonging to the meeting.

The Book of Discipline of the Religious Society of Friends adopted by Indiana Yearly Meeting [General Conference] (1928)

pp. 67-68:

ESTABLISHMENT AND RELATION OF MEETINGS

Meetings and their relation to one another are as follows: first, Monthly (meeting once a month), or Executive Meetings, in which membership is recorded and which report to Quarterly (sitting four times a year) or Half-Yearly Meetings [Monthly Meetings may be sub-divided into Preparative Meetings, comprising the members of a particular Meeting for Worship, and certain business may be referred to them if this course seems best adapted for effective work]; second, Quarterly and Half-Yearly Meetings, consisting of one or more Monthly Meetings, which report to the Yearly Meeting (sitting annually); third, the Yearly Meeting, comprising all the above Meetings.

pp. 72-73:

DISCONTINUANCE OF MEETINGS

It if becomes desirable, in the judgment of the constituent members of any meeting, to discontinue it, or to unite with another, the request should

be laid before the meeting to which it reports. The request should be considered and, if approved, a committee should be appointed to assist in making necessary business arrangements, and in the case of the closing of a Monthly Meeting, to arrange for the proper transfer of individual memberships to another meeting. Information of such action should be forwarded promptly through the proper channels to the Yearly Meeting. For example:

A Preparative Meeting should not be discontinued, nor suspended, without first consulting the Monthly Meeting of which it forms a part; a Monthly Meeting should, in like manner, obtain the approval of the Quarterly Meeting, and a Quarterly Meeting should refer a similar request to the Yearly Meeting.

p. 77:

ORGANIZATION

Each Monthly Meeting shall annually name a suitable person to serve the meeting as Clerk. The duty of the clerk shall be to conduct all business sessions of the meeting, to see that a full and correct record of all proceedings is kept, and to carry out the instructions of the meeting on all matters pertaining to the complete accomplishment of its business.

p. 78:

One or more Recorders shall be appointed to keep a record of membership and transfers thereof, births, marriages and deaths, according to the forms furnished by the Representative or Executive Committee of the Yearly Meeting.

pp. 107-110

MEETING TRUSTS AND PROPERTY TITLES

Yearly, Quarterly, Monthly and Preparative Meetings are advised to require annual reports of the income and disbursements of all trusts and of the investments of the principal thereof, including the status of titles of meeting properties and burial grounds vested in the Trustees who are to keep in their records accurate statements of the terms of the trusts held by them for the benefit of the meeting or of the Society at large.

Business meetings are cautioned to see that timely care is taken for the renewal of trusts. They are exhorted to be diligent and particular as to the careful investment of trust funds. The assistance of the Representative Committee may be sought if difficulties arise.

REVERSION OF PROPERTY

If a Preparative Meeting ceases to exist, all its property shall be transferred and conveyed to the Monthly Meeting of which it is a part. If a Monthly Meeting ceases to exist, without merging or consolidating with another Monthly Meeting, all its property shall be transferred and conveyed to the Quarterly Meeting of which it is a part. If a Quarterly Meeting ceases to exist, without merging or consolidating with another Quarterly Meeting, all its property shall be transferred and conveyed to the Yearly Meeting of which it is a part. If two Monthly Meetings, or if two Quarterly Meetings, merge or consolidate, all the property of both shall be held by the merged meeting. Such transfer and conveyance shall be authorized by an appropriate minute, duly recorded, and the assignment, transfer and deed of conveyance shall be executed and delivered by such meetings before such meetings shall be formally laid down or disbanded, or, in case of merged or consolidated meetings, at the time thereof. In the event that such action is not taken by such meetings before they are laid down, merged or consolidated, the Monthly Meeting, the Quarterly Meeting or the Yearly Meeting entitled to receive any such property shall be the equitable owner thereof, and shall be entitled forthwith to require the assignment or conveyance of the legal title thereto, to be held by such Monthly, Quarterly or Yearly Meeting under and upon the same trusts as the property has been theretofore held, if it is practicable that such trusts be carried out; otherwise, upon trusts similar thereto as the successor meeting may determine. No meeting property shall be distributed or partitioned among the individual members of a meeting.

All moneys invested in the properties referred to having been contributed for the purpose of maintaining meetings and/or burial grounds under the care of Friends, a moral obligation is laid upon us to see that this purpose is served, even though particular meetings may no longer exist. Upon the meetings receiving such property the obligation rests to receive and provide care for burial grounds conveyed to them.

* * *

MEETING RECORDS

All meetings for business should keep full and correct records of their transactions in convenient form for reference. An accurate record of the membership of each Monthly Meeting should be kept which should include all births, marriages, removals and deaths occurring among the members. For these purposes, the meeting should furnish suitable books and provide proper places in which to preserve them.

Book of Discipline of the Ohio Valley Yearly Meeting Religious Society of Friends (1978)

p. 37:

Establishment and Relation of Meetings

Meetings and their relation to one another are as follows: first, Monthly Meetings, in which membership is recorded and which report to Quarterly Meetings (Monthly Meetings may be sub-divided into Preparative Meetings, comprising the members of a particular Meeting for Worship, and certain business may be referred to them if this course seems best adapted for effective work); second, Quarterly and Half-Yearly Meetings, consisting of two or more Monthly Meetings, which report to the Yearly Meeting (sitting annually); third, the Yearly Meeting, comprising all the above Meetings.

pp. 39-40:

Discontinuance of Meetings

If it becomes desirable, in the judgment of the constituent members of any Meeting, to discontinue it, or to unite with another, the request should be laid before the Meeting to which it reports. The request should be considered and, if approved, a committee should be appointed to assist in making the necessary business arrangements, and in the case of the closing of a Monthly Meeting, to arrange for the proper transfer of individual memberships to another Meeting. Information of such action should be forwarded promptly through the proper channels to the Yearly Meeting.

A Preparative Meeting should not be discontinued, nor suspended, without first consulting the Monthly Meeting of which it forms a part; a Monthly Meeting should, in like manner, obtain the approval of the Quarterly Meeting, and a Quarterly Meeting should refer a similar request to the Yearly Meeting.

p. 40:

General Business Procedure

For the furtherance of this purpose the method is as follows: When a matter requiring decision is placed before the Meeting, either by the clerk or by any other member, time should be permitted for careful and deliberate consideration. All members who feel concerned to express a judgment or to present any helpful viewpoint should be heard. When it appears to the clerk that the Meeting has reached a judgment based on mutual consideration of various views, the clerk should compose a minute and ask whether it truly represents the judgment of the Meeting. The approved form of the minute shall be written by the recording clerk to become part of the permanent record of the Meeting, and it should be accepted by the members as final unless called up for reconsideration.

The Monthly Meeting Functions

The Monthly Meeting is the fundamental working unit of the Society. It receives and records names of members, extends spiritual care and, if necessary, material aid to its membership. It provides for the oversight of marriages and funerals; for dealing, in a spirit of restoring love, with those who fail to live in accordance with our principles and testimonies; for removing names from the membership list, if this course seems necessary; for the collection of funds required to carry on the work of the Meetings; and for holding titles to property and the suitable administration of trust funds. The concern of any member for extending the work of the Society of Friends into any new field, or for taking up specific work under the care of a particular Meeting, may be suitably introduced into a Monthly Meeting. A Monthly Meeting is free to undertake any work and to assume any function consistent with our testimonies, and not specifically referred to Quarterly or Yearly Meeting.

Organization

Each Monthly Meeting shall annually name a suitable person to serve the Meeting as Clerk. The duty of the clerk shall be to conduct all business sessions of the Meeting, to see that a full and correct record of all proceedings is kept, and to carry out the instructions of the Meeting on all matters pertaining to the complete accomplishment of its business.

* * *

One or more Recorders shall be appointed to keep a record of memberships and transfers thereof, births, marriages and deaths, according to the forms furnished by the Executive Committee of the Yearly Meeting.

p. 58:

Meeting Trusts and Property Titles

Yearly, Quarterly, Monthly and Preparative Meetings are advised to require annual reports of the income and disbursements of all trusts and of the investment of the principal thereof, including the status of titles of Meeting properties and burial grounds vested in the Trustees, who are to keep in their records accurate statements of the terms of the trusts held by them for the benefit of the meeting or of the Society at large.

p. 59:

Reversion of Property

If a Preparative Meeting ceases to exist, all its records and property shall be transferred and conveyed to the Monthly Meeting of which it is a part. If a Monthly Meeting ceases to exist, without merging or consolidating with another Monthly Meeting, all its records and property shall be transferred and conveyed to the Quarterly Meeting of which it is a part. If a Quarterly Meeting ceases to exist, without merging or consolidating with another Quarterly Meeting, all its records and property shall be transferred and conveyed to the Yearly Meeting of which it is a part. If two Monthly Meetings, or if two Quarterly Meetings merge or consolidate, all the property of both shall be held by the merged Meeting.

Such transfer and conveyance shall be authorized by an appropriate minute, duly recorded, and the assignment, transfer and deed of conveyance shall be executed and delivered by such meetings before such meetings shall be formally laid down or disbanded, or, in case of merged or consolidated meetings, at the time thereof.

In the event that such action is not taken by such meetings before they are laid down, merged or consolidated, the Monthly Meeting, the Quarterly Meeting or the Yearly Meeting entitled to receive any such records and property shall be the equitable owner thereof, and shall be entitled forthwith to require the assignment or conveyance of the legal title thereto, to be held by such Monthly, Quarterly or Yearly Meeting under and upon the same trusts as

the records and property have been theretofore held, if it is practicable that such trusts be carried out; otherwise, upon trusts similar thereto as the successor meeting may determine. No records or meeting property shall be distributed or partitioned among the individual members of a meeting.

p. 60

Meeting Records

All Meetings for Business should keep full and correct records of their transactions in convenient form for reference. An accurate record of the membership of each Monthly Meeting should be kept which should include all births, marriages, removals and deaths occurring among members.

A recorder or statistician should be appointed to carry out these duties and the Meeting should furnish suitable books and provide proper places in which to preserve the records. The recorder should also be responsible for forwarding to the Executive Committee of the Yearly Meeting and Friends General Conference a regular updating (at least yearly) of membership with current addresses. When Meeting records cease to be actively used, they shall become the property of the Yearly Meeting, and shall be turned over to it for safe keeping.

p. 62:

The Executive Committee

Minutes

The committee shall keep full and complete minutes and render to the Yearly Meeting reports of all business transacted.

Ohio Valley Yearly Meeting Policy on Retention of Meeting Records (Adopted 1984)

The Yearly Meeting has arranged for the storing of the records of the Yearly Meeting and its subordinate meetings in the facilities of the Quaker Collection, housed in the Wilmington College Library. This statement will guide meetings and their officers in considering what to send to Wilmington and when.

The following records should be deposited as soon as they are no longer needed for the business of the Meeting, which will normally be within three to five years:

- A. Minutes of the meetings.
- B. Minutes of the preparative meetings, the Committees on Ministry and Counsel, and the like.
- C. Membership, statistical, marriage and burial records.
- D. Official correspondence of the meetings.
- E. Deeds or other similar documents relating to any property held by the meeting.
- F. Newsletters or bulletins.
- G. Any other Sunday School or committee records.
- H. The treasurer's records.
- I. Photographs, slides, tapes, etc. of meeting events.
- J. Correspondence to or from the meeting or the Clerk, except routine printed communications such as annual reports from Friends organizations.

These records will remain available for withdrawal for additions to or updating of the records upon presentation to the Curator of a letter of authorization from the Clerk of the meeting making the deposit or its successor. Thus, meetings are encouraged to store records in the fire-resistant vault at the College even if the records may be needed at some time in the future.

(1984 Minute book p. 40)

PACIFIC YEARLY MEETING

Discipline of Pacific Yearly Meeting of the Religious Society of Friends (1957)

p. 6:

MEETING FOR BUSINESS

The method is as follows: When a matter requiring decision is placed before the Meeting, either by the Clerk or by any other member, time should be permitted for careful and deliberate consideration. All members who feel concerned to express a judgment should be heard. When it appears to the Clerk, after general consideration of various views, that the Meeting has reached a judgment, he shall state clearly what appears to be the sense of the Meeting. If the members then give approval to the Clerk's statement, a minute shall be written and read before the conclusion of the Meeting, or if more practicable, clearly outlined for careful composition and presentation at the next stated Meeting. . . . When approved in its original or modified form, it becomes a part of the Meeting's permanent record and should be accepted by the members as final unless called up for reconsideration.

p. 7:

MONTHLY MEETINGS

The Monthly Meeting is the fundamental working unit of the Society of Friends. Monthly Meetings are expected to keep good records of their proceedings, receive and record members, extend spiritual and if necessary material aid to their members, provide oversight of marriages and care at times of death, treat in a spirit of restoring love those who fail to live in accordance with the principles and testimonies of Friends, remove names from membership lists if this is necessary, collect funds required to carry on the work of the Monthly Meeting, hold titles to property and administer trust funds. A Monthly Meeting is free to undertake any work and to assume any function consistent with the faith of Friends and not specifically referred to some other Meeting.

pp. 16-17:

RECORDS:

The Recorder shall see that a record of membership is kept on the forms provided by the Yearly Meeting, making sure that all records pertaining to membership, as provided for in the form, are faithfully and accurately kept for all time. Such records cover vital statistics pertaining to the member and his immediate family, whether or not they are all members of the Meeting. Any changes relating to the membership, such as births, deaths, transfers, releases or marriages, shall be promptly recorded.

Once a year the Recorder shall answer a questionnaire from the Secretary of the Yearly Meeting giving statistical and other information regarding the Monthly Meeting. A copy of this report shall be a part of the permanent records of the Monthly Meeting.

Minute and record books in current use may be kept by the officer responsible for them. All others shall be preserved together with important correspondence and legal papers, such as deeds, conveyances and trusts, in a permanent repository, protected from fire and loss. All minutes and records shall be kept on paper of high quality. Typewritten records are preferable to those in handwriting.

SUBORDINATE MEETINGS: Members of a Monthly Meeting may live over such a wide area that they need to meet for worship and for business in separate groups. Sometimes a worship group will need the support of a Monthly Meeting near it to strengthen and oversee it and to provide for a common membership. Subordinate meetings, to accomplish these purposes, are established by a Monthly Meeting and are made up of members of that Monthly Meeting.

An *Allowed* or *Indulged Meeting* is a meeting for worship established by a Monthly Meeting for the convenience of its members at a distance from the

regular place of worship. It does not have a clerk or conduct business of its own.

A *Preparative Meeting* is a meeting for worship and business established by a Monthly Meeting for the convenience of its members at a distance from the regular place of worship. It has a Clerk and other officers, committees as needed, conducts its own business, and prepares and digests it for the Monthly Meeting.

pp. 17-18:

NEW MONTHLY MEETINGS

A new Monthly Meeting may be established upon the request of a group of persons desiring to organize such a meeting, and upon subsequent approval by the Pacific Yearly Meeting. . . . New Monthly Meetings may be formed by the growth and development of a Wider Quaker Fellowship or other worship group, or by the separation of an existing Monthly Meeting into two Monthly Meetings when such a plan is considered advantageous. One way for a group to become a Monthly Meeting is by first becoming a Preparative Meeting of an established Monthly Meeting. In this way the individuals become members of the older Meeting and thus of the Society. They learn to conduct their own business and take on the responsibilities of a Monthly Meeting under the guidance of an established group. Individual Friends living in areas where there is no established Meeting are urged to seek out others of like mind and establish a Meeting for Worship which might later become a Monthly Meeting.

p. 19:

THE YEARLY MEETING

The Yearly Meeting shall exercise general oversight and care of the constituent Meetings in things pertaining to the Society as a whole. It shall keep a record of information concerning its constituent Meetings.

Discipline of Pacific Yearly Meeting of the Religious Society of Friends. A *Quaker Guide to Christian Faith and Practice* (1965)

p. 11:

PART II ORGANIZATION AND PROCEDURE MEETING FOR BUSINESS

For the Monthly Meeting, the method is as follows. When a matter requiring decision is placed before the Meeting, either by the Clerk, a committee, or another member, time should be permitted for its careful and deliberate consideration. All members of whatever view who feel concerned to express a judgment should be heard. When it appears to the Clerk that the Meeting has come to a decision in which unanimity has been attained, or in which agreement is such that those who have held differing views may now be clear in withdrawing their objections, the Clerk formulates a tentative minute which appears to him to be the sense of the meeting. Any member may offer a substitute minute in the same manner that one is submitted by the Clerk. If the members give their approval and there is no objection, a minute is written and read back to the Meeting before its close. The Clerk should be given authority to make minor editorial changes in a minute if, after more careful consideration, such changes appear needed. He should call attention to the changes at the next Meeting, when the minutes of the previous meeting are read. When approved in its original or edited form, the minute becomes part of the Meeting's permanent record, and is accepted as final, unless called up for reconsideration.

pp. 12-13:

THE MONTHLY MEETING

To carry out its responsibilities, a Monthly Meeting keeps good records of its proceedings; receives and records members; provides spiritual and, if need be, material aid to those in its fellowship; oversees marriages; gives care at the time of death; counsels with members in troubled circumstances; terminates membership when necessary; collects funds for its maintenance and work; holds titles and administers trust funds as required; witnesses to Friends' testimonies; relates itself to its regional and Yearly Meeting, to other bodies of Friends, and to other organizations with common concerns; and carries on any work or assumes any function consistent with the faith of Friends and not specifically referred to some other Meeting.

p. 13:

Officers

The Monthly Meeting shall appoint suitable members to serve as its officers for definite terms of service.

The Clerk shall preside at the business sessions of the Meeting (pages 11 and 12), prepare the minutes of its proceedings, and carry out the instructions of the Meeting. (For suggestions concerning the role of the Clerk, see pages 44, 45). Assistant Clerks (such as a *Recording Clerk*, to aid in preparing minutes, an *Alternate Clerk*, to act for the Clerk when he is unable to serve, and a *Corresponding Clerk*, to aid with correspondence) may be appointed if needed.

pp. 13-14:

Records

The Recorder shall see that a record of membership is kept on the forms provided by the Yearly Meeting, making sure that all records pertaining to membership, as provided for in the form, are faithfully and accurately kept for all time. Such records cover vital statistics pertaining to the member and his immediate family, whether or not they are all members of the Meeting. Any changes relating to the membership, such as births, deaths, transfers, releases or marriages, shall be promptly recorded.

Once a year the Recorder shall answer a questionnaire from the Secretary of the Yearly Meeting giving statistical and other information regarding the Monthly Meeting. A copy of this report shall be a part of the permanent records of the Monthly Meeting.

The Recorder should also make sure that other important records of the Meeting are being properly taken care of. Minute and record books in current use may be kept by the officer responsible for them. All others shall be preserved together with important correspondence and legal papers, such as deeds, conveyances and trusts, in a permanent repository, protected from fire and loss. All minutes and records shall be kept on paper of high quality. Typewritten records are preferable to those in handwriting.

p. 26:

Establishment of New Monthly Meetings

A Monthly Meeting may be established upon the request of a Worship Group, Preparative Meeting, or other group of persons sufficiently experienced in Friends' practices and which desires to organize such a Meeting, and upon subsequent recognition by a regional Meeting and approval by Pacific Yearly Meeting. The request should be made to the regional (Quarterly or Half Yearly) Meeting in which the group meets, or directly to Pacific Yearly Meeting, if no regional Meeting exists in its area. Such a Meeting may function and be listed as a Monthly Meeting upon its recognition by a regional Meeting, during the interval before its approval by the Yearly Meeting. The Clerk of the regional Meeting should promptly notify the Clerk and the Statistical Secretary of the Yearly Meeting should promptly notify the Clerk

and the Statistical Secretary of the Yearly Meeting of the recognition of the new Meeting.

p. 27:

QUARTERLY AND HALF-YEARLY (REGIONAL) MEETINGS

In areas in which two or more Monthly Meetings are near to each other geographically, and where no regional Meeting as yet has been formed, they may and are encouraged to associate themselves in a Quarterly or Half-Yearly Meeting, whose purpose shall be to strengthen the life of Meetings in the area and help to relate their activities to those of Pacific Yearly Meeting and vice versa. Such regional Meetings shall ask for recognition from Pacific Yearly Meeting.

Responsibilities, functions, and actions may be referred to regional Meetings by their constituent Monthly Meetings and/or by the Yearly Meeting. These include: recognition and nurture of new Monthly Meetings and recommending their recognition to Yearly Meeting; strengthening the spiritual life and fellowship of Meetings and Friends (including young Friends) in their areas;. . .

p. 34:

PACIFIC YEARLY MEETING HOLDING CORPORATION

The principal purpose of this non-profit corporation organized in 1962 under the laws of the State of California, is to receive and hold real and personal property of and for Pacific Yearly Meeting and any of its subordinate Meetings and any association under their control, in order to further their religious, charitable, educational, or benevolent objects, in keeping with the Discipline of Pacific Yearly Meeting. The Corporation may receive gifts and requests, purchase and sell property, and undertake such other transactions as are needed to carry out its purposes.

Faith and Practice, *A Quaker Guide to Christian Discipline*, Pacific Yearly Meeting (1973)

pp. 28-29:

PART IV ORGANIZATION AND PROCEDURE THE MONTHLY MEETING

To carry out its responsibilities, a Monthly Meeting keeps good records of its proceedings; receives and records members; provides spiritual and, if need be, material aid to those in its fellowship; oversees marriages; gives care at the time of death; counsels with members in troubled circumstances; terminates membership when necessary; collects funds for its maintenance and work; holds titles and administers trust funds as required; witnesses to Friends' testimonies; relates itself to its regional and the Yearly Meeting, to other bodies of Friends, and to other organizations with common concerns; and carries on any work or assumes any function consistent with the faith of Friends and not specifically referred to some other Meeting.

* * *

When approved in its original or edited form, the minute becomes part of the Meeting's permanent record, and is accepted as final, unless called up for reconsideration.

p. 30:

RECORDS

The Recorder shall see that a record of membership is kept on the forms provided by the Yearly Meeting, making sure that all records pertaining to membership, as provided for in the form, are faithfully and accurately kept for all time. Such records cover vital statistics pertaining to the member and his immediate family, whether or not they are all members of the Meeting.

Any changes relating to the membership, such as births, deaths, transfers, releases or marriages, shall be promptly recorded.

Once a year the Recorder shall answer a questionnaire from the Secretary of the Yearly Meeting giving statistical and other information regarding the Monthly Meeting. A copy of this report shall be a part of the permanent records of the Monthly Meeting.

The Recorder should also make sure that other important records of the Meeting are being properly taken care of. Minute and record books in current use may be kept by the officer responsible for them. All others shall be preserved together with important correspondence and legal papers, such as deeds, conveyances and trusts, in a permanent repository, protected from fire and loss. All minutes and records shall be kept on paper of high quality. Typewritten records are preferable to those in handwriting.

p. 42:

PREPARATIVE MEETINGS

A *Preparative Meeting* is a meeting for worship and business which is under the care of and reports regularly to a Monthly Meeting and which ordinarily looks forward to becoming a Monthly Meeting. Under special circumstances, a Preparative Meeting may be under the care of a regional Meeting, to which it reports through the regional Committee on Ministry and Oversight. It has officers and committees as needed, after the manner of a Monthly Meeting, and should hold a business meeting once a month. It should have the continuing care and counsel of a committee of oversight selected by the Monthly Meeting, or of the regional Meeting (if under its care), or of one arranged jointly by the Monthly and regional Meetings. A Preparative Meeting may not receive members, hold weddings, or otherwise act formally as an established Meeting; such actions, if desired by a Preparative Meeting, must be brought to and carried out through an appropriate Monthly Meeting. Memberships in a Preparative Meeting are held by the Monthly Meeting to which it is related, or, if under the care of a regional Meeting, by a Monthly Meeting of that regional Meeting mutually agreed upon. Friends participating in a Preparative Meeting with memberships in distant Meetings should request transfer of their memberships to the Monthly Meeting to which it is related.

p. 42-43:

ESTABLISHMENT OF NEW MONTHLY MEETINGS.

A Monthly Meeting may be established through the initiative of a Worship Group, a Preparative Meeting, or other group of persons, which feels itself in harmony with Friends' approach to worship and with its faith and practice, and which desires Monthly Meeting status. Such a group asks an appropriate Monthly Meeting to take it "under its care." . . .

The regional Meeting has the authority to establish the group as a Monthly Meeting. That action is then forwarded to Yearly Meeting, which records the new Monthly Meeting as a member of that body. The Clerk of the regional Meeting should promptly notify the Clerk and the Statistical Secretary of the Yearly Meeting that the new Monthly Meeting has been established. Such a Meeting may function and be listed as a Monthly Meeting as soon as it has been established by the regional Meeting, during the interval before its recognition by the Yearly Meeting.

p. 43:

QUARTERLY AND HALF-YEARLY (REGIONAL) MEETINGS

In areas in which two or more Monthly Meetings are near to each other geographically, and where no regional Meeting as yet has been formed, they may and are encouraged to associate themselves in a Quarterly or Half-Yearly Meeting, whose purpose shall be to strengthen the life of Meetings in the area and help to relate their activities to those of Pacific Yearly Meeting and vice versa. Such regional Meetings shall ask for recognition from Pacific Yearly Meeting.

Responsibilities, functions, and actions may be referred to regional Meetings by their constituent Monthly Meetings and/or by the Yearly Meeting. These include: the establishment and nurture of new Monthly Meetings and recommending their recognition to Yearly Meeting;. . .

p. 68:

SUGGESTED POINTS FOR CONSIDERATION IN THE ESTABLISHMENT OF A NEW MONTHLY MEETING

When a new gathering of Friends appears ready to be recognized as an established Meeting, many future problems and disappointments may be avoided by making sure that it meets certain requisites for a strong and enduring Meeting. The following points are suggested for consideration by the prospective Meeting and by the committee of oversight appointed to visit and counsel with it. The committee is urged to include reference to these points in its report on the new Meeting.

1. The Meeting should prepare in writing a statement telling why it wishes to become a Monthly Meeting of the Religious Society of Friends and why it feels it may be ready for this step.
2. History and experience. How long has it been meeting? What relations does it have with other Meetings? What geographical area does it serve? Where and when is its meeting for worship? What is the usual attendance? How many Friends, other attenders, children are there in the Meeting? Of the families taking responsibility for the Meeting, how many appear well settled in the area? What is the vitality of the meeting for worship? What are the Meeting's social concerns?
3. Evidence of good order. Has the Meeting studied *Faith and Practice* of Pacific Yearly Meeting? What officers does it have? Are the functions of the Clerk (see pages 63-64) and the Recorder (page 30) understood? What committees does it have? Are the functions of the Committee on Worship and Ministry and the Committee on Oversight understood, and are these functions being carried out? Are financial matters being handled in an orderly manner? Does it understand the importance of a religious education program for children, and does it have such a program? How are the children related to the Meeting? How are minutes taken and approved, and kept? How are membership records kept? How does it handle selection of a nominating committee and of the Meeting's officers and committees?
4. On its formal application for recognition, the Meeting should supply a careful list of the names and addresses of members and attenders, and their status in relation to the Society of Friends.

Faith and Practice of Pacific Yearly Meeting of the Religious Society of Friends, A Quaker Guide to Christian Discipline (1985)

p. 29:

PART IV ORGANIZATION AND PRACTICE THE MONTHLY MEETING ORGANIZATION

The purpose of organization is not for its own sake, but to provide the Meeting with the necessary means for orderly and effective operation, with a maximum of freedom, participation, and responsibility. To carry out its responsibilities, a Monthly Meeting keeps good records; receives and records members; provides spiritual and, if need be, material aid to those in its fellowship; oversees marriages; gives care at the time of death; counsels with members in troubled circumstances; terminates membership when necessary; collects funds for its maintenance and work; holds titles and administers trust funds as required; witnesses to Friends' testimonies; relates itself to its Quarterly Meeting and Yearly Meeting, to other bodies of Friends, and to

other organizations with common concerns; and carries on any work and assumes any function consistent with the faith of Friends and not specifically referred to some other Meeting.

p. 30:

OFFICERS

The Clerk shall preside at the business sessions of the Meeting, prepare or bear responsibility for the minutes of its proceedings, and carry out the instructions of the Meeting. (See below for qualifications and role of presiding Clerk.) *Assistant Clerks* (such as a *Recording Clerk*, to aid in preparing minutes, and *Alternate Clerk*, to preside when the Clerk is unable to serve, and a *Corresponding Clerk*, to aid with Meeting correspondence) may be appointed as needed.

The Recorder shall see that a record of membership is kept on forms provided by the Yearly Meeting, making sure that all records are faithfully and accurately kept for all time. Such records cover vital statistics pertaining to the member and his or her immediate family, whether or not they are all members of the Meeting. Any changes relating to the membership, such as births, deaths, transfers, releases, or marriages, shall be promptly recorded.

Once a year, the Recorder shall answer a questionnaire from the Statistical Clerk of Yearly Meeting giving information regarding the Monthly Meeting. A copy of this report shall be a part of the permanent records of the Monthly Meeting.

The Recorder also makes sure that other important records of the Meeting are being properly cared for. Minute and record books in current use may be kept by the officer responsible for them. All others shall be preserved, together with important correspondence and legal papers, such as deeds, conveyances, and trusts, in a permanent repository, protected from fire and loss. All minutes and records shall be kept on paper of high quality. Typewritten records are preferable to handwritten ones. (See Appendix, Recommendations for Monthly Meeting Records.)

p. 50:

RECORDS

It is the Meeting's responsibility to keep accurate records of its membership. This is usually done by the Meeting's Recorder. The forms should be faithfully and accurately kept for each member at all times. (see p. 30).

p. 62:

ESTABLISHMENT OF NEW MONTHLY MEETINGS

A Monthly Meeting may be established through the initiative of a Preparative Meeting. When the Preparative Meeting feels itself ready to assume the responsibilities of a Monthly Meeting, it asks its Monthly Meeting to appoint a committee to work closely with the group until both the committee and the Preparative Committee are in unity that the Preparative Meeting is ready to become a Monthly Meeting. The committee recommends this action to the Monthly Meeting. The Meeting's recommendation, if favorable, is forwarded to the Ministry and Oversight Committee of the Quarterly Meeting, which makes a recommendation to the Quarterly Meeting. A suitable number of Friends should be appointed by the Quarterly Meeting to visit and become acquainted with the new Monthly Meeting. (That committee should continue oversight of the new Monthly Meeting for not less than a year following its recognition.)

The Quarterly Meeting has the authority to establish the group as a Monthly Meeting. Notice of that action is then forwarded to Yearly Meeting, which records the new Monthly Meeting as a member of that body. The Clerk of the Quarterly Meeting should promptly notify the Clerk and Statistical Clerk of the Yearly Meeting that the new Monthly Meeting has been established. Such a Meeting may function and be listed as a Monthly Meeting as soon as it has been established by the Quarterly Meeting, during the interval before its acceptance by the Yearly Meeting.

QUARTERLY MEETINGS

Responsibilities, functions, and actions may be referred to Quarterly Meetings by their constituent Monthly Meetings and/or by the Yearly Meeting. These include: the establishment and nurture of new Monthly Meetings and recommending their recognition to Yearly Meeting. . . .

PHILADELPHIA YEARLY MEETING

Discipline provisions circulated to each of the quarterly and monthly meetings from the Yearly Meeting held at Philadelphia (1719)

pp. 7-8 of manuscript:

First to the Establishment of and order of Meetings --

That no Quarterly Meeting be sett up or laid down without ye concent of the Yearly Meeting; No Monthly without the concent of the Quarterly; nor any Preparative or other Meetings of Business or Worship; without application of ye respective Monthly Meeting to And having concent of the Quarterly

These Meetings are Subordinate, and Accountable thus; The Preparative to the Monthly; The Monthly to ye Quarterly; ye Quarterly; to the Yearly Meeting; So that if the Yearly Meeting be at any time dessatisfied with the Proceedings of any of the said Meetings; or the Quarterly with ye Monthly, or ye Monthly with ye Proceedings of ye Preparative Meeting within their Limits; such Meeting or Meetings respectively ought with readiness, and meekness to render Satisfactory Account accordingly.

p. 9 of manuscript:

That Minutes or Due Entrys by made in every Monthly, and Quarterly Meeting of all such matters as come before them or are Determined by them, or that are or may be removed to Quarterly or Yearly Meetings.

p. 12 of manuscript:

If any Monthly or Quarterly Meeting have occasion for, and request any of the Records, Entrys, Minuits, of another Monthly or Quarterly Meeting, it is desired and advised that Coppys may be accordingly communicated to such Meeting as so Require the same,

Christian & Brotherly Advices Given forth from time to time by the Yearly Meetings of Friends for Pennsylvania & New Jersey; Held alternately At Burlington & Philadelphia (collected per 1762 Y.M.)

p. 13:

BURIALS
1757

It is now recommended to the several Quarterly and monthly Meetings to consider the Expediency & Services of keeping a regular Record in each Meeting of Births & Burials, and to revise the same by enquiring when the Queries now in use are read, and answered, "Whether due Care be taken in respect to the recording Births & Burials?"

p. 17:

CERTIFICATES
1718

Recommended to the quarterly & monthly Meetings that Care be taken for the future that all Certificates which are, or may be given to any Friends, shall upon the Return of such Friends respectively be called for, & taken in again to the said Meeting; as also, that all Certificates which are brought by any Friend whatsoever to reside amongst us, shall be lodged and kept in the respective Meeting where the same is produced, read & received, or accepted; and also that every Meeting do keep Copies of all Certificates which they give out.

pp. 141-143:

MEETINGS FOR DISCIPLINE

- 1705 It is declared the sense of this Meeting, that it may be a general Rule in all Cases, that One monthly Meeting ought to give Copies of such papers as may be desired, or requested by another, for clearing of Truth.
- 1719 Agreed, that no Quarterly Meeting be set up; or laid down without the Consent of the Yearly Meeting; no monthly meeting without the Consent of the Quarterly, nor any preparative or other Meeting of Business, or Worship, without Application of the respective monthly Meeting to, & having the Consent of the Quarterly.
- These Meetings are subordinate & accountable, thus, The preparative to the monthly, the monthly to the Quarterly, and the Quarterly to the Yearly Meeting. So that if the yearly Meeting be at any time dissatisfied with the proceedings of any of the said Meetings, or the Quarterly Meeting with the proceedings of any monthly Meeting, or the monthly with the preparative within their Limits, such Meeting or Meetings respectively, ought with readiness & meekness to render a satisfactory amount accordingly.
- * * *
- That Minutes or due Entries be made, in every monthly & quarterly Meeting of all such Matters as come before them, or are determined by them, or that are, or may be removed to quarterly, or Yearly Meetings.
- If any monthly Meeting, or Quarterly, have occasion for, and request any of the Records, Entries, or Minutes of another monthly, or Quarterly Meeting, it is desired and advised, that such Copies may be accordingly communicated to such Meeting as so requests, or desires them.

Rules of Discipline and Christian Advices of the Yearly Meeting of Friends for Pennsylvania and New Jersey (1797)

p. 51:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

Agreed, that no Quarterly Meeting be set up, or laid down without the consent of the Yearly Meeting; no Monthly, without the consent of the Quarterly, nor any Preparative or other Meeting of Business or Worship, without application of the respective Monthly Meeting to, and having consent of the Quarterly.--These Meetings are subordinate and accountable thus; the Preparative to the Monthly, the Monthly to the Quarterly, and the Quarterly to the Yearly Meeting; so that if the Yearly Meeting be at any time dissatisfied with the Proceedings of any of the said Meetings; or the Quarterly Meeting with the proceedings of any of its Monthly Meetings, or the Monthly with any of its Preparative Meetings, such Meeting or Meetings ought with readiness and meekness to render a satisfactory account accordingly.

p. 72

MEETING HOUSES.

It is recommended to Quarterly and Monthly Meetings to make timely and careful inspection of the Titles of Meeting Houses, Burial Grounds, and other estates which have been vested in Trustees and by them held for the use and benefit of the Society at large, or of any of those Meetings; so that if it should appear needful by the death of any such Trustees or otherwise, due and seasonable care may be taken to appoint some others to the trust; that Friends may avoid future difficulties, and the risk of being deprived of such Estates. And it is further recommended that Quarterly and Monthly Meetings respectively as the Case may require, keep exact Records of all such Trusts and conveyances, and also that a clear and regular account be kept by each respective Meeting, of the place where, and the Persons with whom the Papers,

Minutes and Records belonging to our religious Society are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

Rules of Discipline of the Yearly Meeting of Friends, held in Philadelphia (1806)

pp. 10-11:

BIRTHS AND BURIALS.

As great inconvenience may arise from the want of due attention to keeping a regular record of births and deaths, it is earnestly enjoined on each monthly meeting, that they appoint a careful Friend, whose duty it shall be, in a book provided for the purpose, at the monthly meeting's expense, to keep a record of all births and deaths of members that shall occur within their respective limits and which shall be offered to him for that purpose; and in order to engage the attention of monthly meetings more closely to this subject, it is further enjoined, that an explicit answer be annually given by monthly to quarterly meetings, and through them to the yearly meeting to the query, Whether due care is taken to keep a regular record of births and deaths?

p. 14:

CERTIFICATES.

It is recommended to the quarterly and monthly meetings to take care, that all certificates or minutes which may be given to any travelling Friend be recorded, and upon the return of such Friend, seasonably delivered back to the meeting; and that all certificates of removal brought by any Friend intending to reside amongst us, shall be lodged in the monthly meeting, where the same is accepted; and also that every meeting do keep a copy or record of all certificates which they give out.

* * *

p. 18:

Monthly meetings are advised to take due care that certificates of removal be seasonably forwarded by suitable conveyances to the monthly meetings to which they are directed . . . they being the exclusive property of such meetings.

pp. 31-32:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

The connection and subordination of our meetings for discipline are thus: Preparative meetings are accountable to the monthly; monthly to the quarterly; and quarterly to the yearly meeting. So that if the yearly meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a quarterly meeting with the proceedings of either of its monthly meetings; or a monthly meeting with the proceedings of either of its preparative meetings . . . Such meetings ought with readiness and meekness to render accounts thereof when required.

It is agreed that no quarterly meeting be set up or laid down, without the consent of the yearly meeting; no monthly meeting without the consent of the quarterly meeting; nor any preparative or other meeting for business or worship until application to the monthly meeting be first made; and, when there approved, the consent of the quarterly meeting be also obtained. Also, that no meeting for worship intended to consist of Friends belonging to two or more monthly meetings shall be set up, until the proposal be offered to and approved by both those monthly meetings, and the consent of their respective quarterly meeting or meetings be obtained: . . . And if at any time it be thought expedient, that a preparative meeting should be held at the same place, the consent of the said monthly and quarterly meetings should be, in like manner, applied for and obtained; and the preparative meeting should be annexed to either one or the other of those monthly meetings, as may appear

most likely to conduce to the benefit and convenience of the individuals who compose it, and the advantage of society.

It is directed, that a book be provided by every monthly and quarterly meeting, and fair records kept therein, of all matters which shall come before and be determined by them. Monthly meetings, particularly are advised to attend to and finish all such business with care and dispatch, that it may, at no time, suffer by improper delay. And, if any case under consideration prove too weighty or difficult for them to determine, they should apply to their respective quarterly meetings for assistance; or, if the circumstances are such as to require it, refer it thereto by minute.

p. 53:

MEETING HOUSES

It is recommended to quarterly and monthly meetings to make timely and careful inspection of the titles of meeting houses, burial grounds, and other estates which have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of those meetings; so that if it should appear needful by the death of any such trustees or otherwise, due and seasonable care may be taken to appoint some others to the trust; that future difficulties and the risk of being deprived of such estates may be avoided. And it is further recommended that quarterly and monthly meetings respectively as the case may require, keep exact records of all such trusts and conveyances, and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom the papers, minutes and records belonging to our religious society are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

Rules of Discipline of the Yearly Meeting of Friends, held in Philadelphia
(unofficial editions of 1825, 1828)

1825@p. 11, 1828@pp. 13-14:

BIRTHS AND BURIALS.

As great inconvenience may arise from the want of due attention to keeping a regular record of births and burials, it is earnestly enjoined on each monthly meeting that they appoint a careful Friend whose duty it shall be, in a book provided for the purpose at the monthly meeting's expence, to keep a record of all births and burials of members that shall occur within their respective limits, and which shall be offered to him for that purpose; and in order to engage the attention of monthly meetings more closely to this subject, it is further enjoined, that an explicit answer be annually given by monthly to quarterly meetings, and through them to the yearly meeting to the query. Whether due care is taken to keep a regular record of births and burials?

1825@p. 14, 1828@pp. 16:

CERTIFICATES.

It is recommended to the quarterly and monthly meetings to take care, that all certificates or minutes which may be given to any travelling Friend, be recorded, and upon the return of such Friend, seasonably delivered back to the meeting; and that all certificates of removal brought by any Friend intending to reside amongst us, shall be lodged in the monthly meeting, where the same is accepted; and also that every meeting do keep a copy or record of all certificates which they give out.

* * *

1825@p. 17, 1828@p. 22:

Monthly meetings are advised to take due care that certificates of removal be seasonably forwarded by suitable conveyances to the monthly

meetings to which they are directed--they being the exclusive property of such meetings.

1825@pp. 29-30, 1828@pp. 31-33:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

The connection and subordination of our meetings for discipline are thus: preparative meetings are accountable to the monthly; monthly to the quarterly; and quarterly to the yearly meeting, so that if the yearly meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a quarterly meeting with the proceedings of either of its monthly meetings; or a monthly meeting with the proceedings of either of its preparative meetings. Such meeting or meetings ought with readiness and meekness to render accounts thereof when required.

It is agreed that no quarterly meeting be set up or laid down, without the consent of the yearly meeting; no monthly meeting without the consent of the quarterly meeting; or any preparative or other meeting for business or worship till application to the monthly meeting is first made; and, when there approved, the consent of the quarterly meeting be also obtained.

Also that no meeting for worship intended to consist of Friends belonging to two or more monthly meetings shall be set up, until the proposal be offered to and approved by both those monthly meetings, and the consent of their respective quarterly meeting or meetings be obtained: . . . And if at any time it be thought expedient, that a preparative meeting should be held at the same place, the consent of the said monthly and quarterly meetings should be, in like manner, applied for and obtained; and the preparative meeting should be annexed to either one or the other of those monthly meetings, as may appear most likely to conduce to the benefit and convenience of the individuals who compose it, and the advantage of society.

It is directed, that a book be provided by every monthly and quarterly meeting, and fair records kept therein of all matters which shall come before and be determined by them. Monthly meetings particularly are advised to attend to and finish all such business with care and dispatch that it may, at no time, suffer by improper delay. And, if any case under consideration prove too weighty or difficult for them to determine, they should apply to their respective quarterly meetings for assistance; or, if the circumstances are such as to require it, refer it thereto by minute.

1825@p. 47, 1828@p. 52:

MEETING HOUSES

It is recommended to quarterly and monthly meetings, to make timely and careful inspection into the titles of meeting houses, burial grounds, and other estates which have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of those meetings; so that if it should appear needful by the death of any such trustees or otherwise, due and seasonable care may be taken to appoint some others to the trust; that future difficulties and the risk of being deprived of such estates may be avoided. And it is further recommended that quarterly and monthly meetings respectively as the case may require, keep exact records of all such trusts and conveyances, and also that a clear and regular account be kept by each respective meeting of the place where, and the persons with whom, the papers, minutes and records belonging to our religious society are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

PHILADELPHIA YEARLY MEETING (HICKSITE)

Rules of Discipline of the Yearly Meeting of Friends, held in Philadelphia [Hicksite] (1831, 1843, [1856], 1868, 1877, [1883], 1886, [1888])

1831 & 1843@p. 14, 1868@pp. 15-16, 1877 & 1886@pp. 15-16:

BIRTHS AND BURIALS.

As great inconvenience may arise from the want of due attention to keeping a regular record of births and deaths [1831: burials], it is earnestly enjoined on each monthly meeting, that they appoint a careful Friend, whose duty it shall be, in a book provided for the purpose at the monthly meeting's expense, to keep a record of all births and deaths [1831: burials] of members that shall occur within their respective limits, and which shall be offered to him for that purpose. And in order to engage the attention of monthly meetings more closely to this subject, it is further enjoined, that an explicit answer be annually given by monthly to Quarterly meetings, and through them to the Yearly Meeting, to the query, Whether due care is taken to keep a regular record of births and deaths?

1831 & 1843@p. 16, 1868, 1877 & 1886@pp. 18-19:

CERTIFICATES.

It is recommended to the Quarterly and monthly meetings, to take care that all certificates or minutes which may be given to any travelling Friend, be recorded; and upon the return of such Friend, seasonably delivered back to the meeting; and that all certificates of removal brought by any Friend intending to reside amongst us, shall be lodged in the monthly meeting where the same is accepted; and also that every meeting do keep a copy or record of all certificates which they give out.

* * *

1843@p. 19, 1868, 1877 & 1886@p. 22:

Monthly meetings are advised to take due care that certificates of removal be seasonably forwarded by suitable conveyances to the monthly meetings to which they are directed--they being the exclusive property of such meetings.

1831@pp. 29-31; 1843@pp. 30-32, 1868, 1877 & 1886@pp. 34-36:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

The connexion [1868ff: connection] and subordination of our meetings for discipline are thus: Preparative meetings are accountable to the monthly; monthly, to the quarterly; and the Quarterly, to the Yearly Meeting. So that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a Quarterly meeting with the proceedings of either of its monthly meetings; or a monthly meeting with the proceedings of either of its preparative meetings--such meetings ought with readiness and meekness to render accounts thereof when required.

It is agreed, that no Quarterly meeting be set up or laid down, without the consent of the Yearly Meeting; no monthly meeting without the consent of the Quarterly meeting; nor any preparative or other meeting for business or worship, till application to the monthly meeting be first made; and, when there approved, the consent of the Quarterly meeting be also obtained. Also, that no meeting for worship intended to consist of Friends belonging to two or more monthly meetings shall be set up, until the proposal be offered to and approved by both those monthly meetings, and the consent of their respective Quarterly meeting or meetings be obtained: . . . And if at any time it is thought expedient that a preparative meeting should be held at the same place, the consent of the said monthly and Quarterly meetings should be, in like manner, applied for and obtained; and the said preparative meeting should be annexed to either one or the other of those monthly meetings, as may appear most likely to conduce to the benefit and convenience of the individuals who compose it, and the advantage of Society.

It is directed, that a book be provided by every monthly and Quarterly meeting, and fair minutes be kept therein, of all matters which shall come before and be determined by them. Monthly meetings, particularly are advised to attend to and finish all such business with care and despatch, that it may, at no time, suffer by improper delay. And, if any case under consideration prove too weighty or difficult for them to determine, they should apply to their respective Quarterly meetings for assistance; or, if the circumstances are such as to require it, refer it thereto by minute.

1831@pp. 45-46; 1843@pp. 46-47; 1868@p. 53; 1877 & 1886@p. 57:

MEETING HOUSES.

It is recommended to Quarterly and monthly meetings to make timely and careful inspection into the situation of the titles of meeting houses, burial grounds, and other estates which have been vested in trustees, and by them held for the use and benefit of the Society at large, or of any of those meetings; so that if it should appear needful by the death of any such trustees or otherwise, due and seasonable care may be taken to appoint some others to the trust; that future difficulties and the risk of being deprived of such estates may be avoided. And it is further recommended that Quarterly and monthly meetings respectively as the case may require, keep exact records of all such trusts and conveyances; and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom the papers, minutes and records belonging to our religious society are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

Rules of Discipline and Advices of the Yearly Meeting of the Religious Society of Friends Held in Philadelphia [Hicksite/FGC] (1918)

pp. 12-13:

MEETINGS FOR DISCIPLINE.

Order and subordination. These meetings, and their subordination to one another, are as follows: *First*, Preparative Meetings; which consist of the members of a particular meeting for worship, and are accountable to the Monthly Meetings: *Second*, Monthly Meetings; each of which may consist of one or more Preparative Meetings, and is accountable to the Quarterly Meeting: *Third*, Quarterly and Half-Year Meetings; each of which consists of one or more Monthly Meetings, and is accountable to the Yearly Meeting: and *Fourth*, the Yearly Meeting; which comprises the whole.

* * *

Preparative Meetings, when not enjoined. The holding of a Preparative Meeting is not enjoined where its membership and that of the Monthly Meeting is the same. In such cases business that would otherwise come before a Preparative Meeting shall be attended to by the Monthly Meeting.

Order in setting up and laying down. A Quarterly Meeting shall not be set up, laid down, nor omitted, without the consent of the Yearly Meeting; a Monthly Meeting without the consent of the Quarterly Meeting; nor any Preparative or other established meeting for business or worship, until application to the Monthly Meeting has been made; and when there approved, the consent of the Quarterly Meeting shall also be obtained.

pp. 30-31:

MEMBERSHIP.

Birthright members. Children whose parents are both members of our Religious Society are, by birthright, members also, and are to be recorded as such; when one parent only is a member, minor children may be recorded as members at the discretion of the Monthly Meeting, if both parents have expressed concurrence. **Record of children whose parents are members of different Monthly Meetings.** It is directed that children of parents belonging to different Monthly Meetings of Friends shall be considered members of the

Monthly Meeting of which the father is a member; and the record of their birth shall be made in that Monthly Meeting.

p. 67:

TRUSTS AND TITLES TO PROPERTY.

Annual inspection directed. Quarterly, Monthly and Preparative Meetings are directed to make careful inspection annually into the situation of the titles of the meeting properties, burial grounds and other estates which have been vested in trustees and by them held for the use and benefit of any of those meetings or of the Society at large; **Timely renewal of trusts.** and, if it should appear needful from the death of any trustee or trustees, or other cause, due and seasonable care should be taken to appoint others to the trust, and to have the new conveyance duly recorded; that future difficulties and the danger of being deprived of such estates may be avoided.

pp. 92, 95:

PROCEDURE IN MEETINGS FOR DISCIPLINE.

Records to be kept. All meetings for business should keep neat, plain and correct records of their proceedings in convenient books, with marginal references and index, and provide suitable places in which to preserve them.

Certificates to be seasonably forwarded. Monthly Meetings are advised to take due care that certificates of removal be seasonably forwarded through the correspondents to the Monthly Meetings to which they are directed, they being the exclusive property of such meetings.

p. 99:

Copies of records should be granted meetings. When any Monthly or Quarterly Meeting has occasion for, and requests copies of any of, the papers, minutes, or records of another Monthly or Quarterly Meeting, it is advised that the same be granted.

pp. 110-113:

RECORDS.

Meetings to keep plain and correct records. All meetings for business should keep neat, plain and correct records of their proceedings, in convenient books with marginal reference-notes and index, and provide suitable places in which to preserve them.

Records of membership to be carefully kept. As great inconvenience may arise from the want of due attention in keeping a regular and correct record of membership, it is earnestly enjoined on each Monthly Meeting that it appoint a careful Friend whose duty it shall be, in books provided for the purpose at the Monthly Meeting's expense, to keep a full and accurate record of all births, marriages, removals, and deaths that shall occur among its members. **Thirteenth Query to be explicitly answered.** And in order to engage the attention of Monthly Meetings more closely to this subject, it is further advised that an explicit answer be annually given to the Thirteenth Query by Monthly to Quarterly Meetings and through them to the Yearly Meeting.

* * *

Copies of Marriage certificates to be kept and furnished. The Representative Committee shall provide and keep on hand for the use of Monthly Meetings, to be distributed through its members, as occasion may require, neat, compact copies of our approved form of Marriage certificate, on durable material, and suitable for being firmly fastened in a book.

Duplicate certificate may be made and kept, or copy recorded. A committee appointed to have care and oversight of a marriage should see that one of said marriage certificate blanks be properly filled, and signed by the principals and witnesses, at the time the original marriage certificate is signed, endeavoring to make it in wording and signatures a duplicate of the

original certificate; and when finished, deliver it to the Recorder of the Monthly Meeting for binding and safe custody; or if the Monthly Meeting shall so direct, the Recorder shall make, instead of such proposed duplicate, a full copy of the original certificate with all the signatures.

Recorders to be furnished with book. Each Monthly Meeting should furnish its Recorder with a suitable book in which to bind duplicates, or make copies, of Marriage Certificates.

Preservation of record and minute books. As the record and minute books of Friends' meetings are very valuable, and in scattered places of deposit are inconvenient for reference, and in some instances in danger of being lost, a central and secure place of deposit has been provided for them, and is under the care of the Representative Committee. And all meetings for business in the Yearly Meeting are encouraged to place therein such books as are not in present use.

The Book of Discipline of the Religious Society of Friends, Philadelphia Yearly Meeting Held at Fifteenth and Race Streets [Hicksite/FGC] (1927, revised 1942)

pp. 67-68:

ESTABLISHMENT AND RELATION OF MEETINGS

Meetings and their relation to one another are as follows: first, Monthly (meeting once a month), or Executive Meetings, in which membership is recorded and which report to Quarterly (sitting four times a year) or Half-Yearly Meetings [Monthly Meetings may be sub-divided into Preparative Meetings, comprising the members of a particular Meeting for Worship; and certain business may be referred to them if this course seems best adapted for effective work]; second, Quarterly and Half-Yearly Meetings, consisting of one or more Monthly Meetings, which report to the Yearly Meeting (sitting annually); third, the Yearly Meeting, comprising all the above Meetings.

pp. 72-73:

DISCONTINUANCE OF MEETINGS

If it becomes desirable, in the judgment of the constituent members of any meeting, to discontinue it, or to unite with another, the request should be laid before the meeting to which it reports. The request should be considered and, if approved, a committee should be appointed to assist in making necessary business arrangements, and in the case of the closing of a Monthly Meeting, to arrange for the proper transfer of individual memberships to another meeting. Information of such action should be forwarded promptly through the proper channels to the Yearly Meeting. For example:

A Preparative Meeting should not be discontinued, nor suspended, without first consulting the Monthly Meeting of which it forms a part; a Monthly Meeting should, in like manner, obtain the approval of the Quarterly Meeting, and a Quarterly Meeting should refer a similar request to the Yearly Meeting.

For the proper disposition of meeting property when a meeting is discontinued, see section Reversion of Property, page 108.

pp. 75-76:

THE MONTHLY MEETING FUNCTIONS

The Monthly Meeting is the fundamental working unit of the Society. It receives and records members, extends spiritual care and, if necessary, material aid to its membership. It provides for the oversight of marriages and funerals; for treating, in a spirit of restoring love, with those who fail to live in accordance with our principles and testimonies; for removing names from the membership list, if this course seems necessary; for the collection of funds required to carry on the work of the meetings, and for holding titles to property and the suitable administration of trust funds. The concern of any member for extending the work of the Society of Friends into any new field, or for taking up specific work under the care of a particular meeting, may be suitably introduced into a Monthly Meeting. A Monthly Meeting is free to undertake any work and to assume any function consistent with our profession, and not specifically referred to some other meeting.

pp. 77-78:

ORGANIZATION

Each Monthly Meeting shall annually name a suitable person to serve the meeting as Clerk. The duty of the clerk shall be to conduct all business sessions of the meeting, to see that a full and correct record of all proceedings is kept, and to carry out the instructions of the meeting on all matters pertaining to the complete accomplishment of its business.

* * *

One or more Recorders shall be appointed to keep a record of membership and transfers thereof, births, marriages and deaths, according to the forms furnished by the Representative or Executive Committee of the Yearly Meeting.

p. 105:

MARRIAGE PROCEDURE

Report of Committee of Oversight

The Committee of Oversight shall report to the next Monthly Meeting whether the advice concerning good order and moderation has been observed, that the duplicate marriage certificate, or if a duplicate has not been made, the certificate itself, has been delivered to the Recorder of the Monthly Meeting, that the legal requirements have been complied with and the name assumed by the wife.

pp. 107-110:

MEETING TRUSTS AND PROPERTY TITLES

Yearly, Quarterly, Monthly and Preparative Meetings are advised to require annual reports of the income and disbursements of all trusts and of the investments of the principal thereof, including the status of titles of meeting properties and burial grounds vested in the trustees who are to keep in their records accurate statements of the terms of the trusts held by them for the benefit of the meeting or of the Society at large.

Business meetings are cautioned to see that timely care is taken for the renewal of trusts. * * *

REVERSION OF PROPERTY

If a Preparative Meeting ceases to exist, all its property shall be transferred and conveyed to the Monthly Meeting of which it is a part. If a Monthly Meeting ceases to exist, without merging or consolidating with another Monthly Meeting, all its property shall be transferred and conveyed to the Quarterly Meeting of which it is a part. If a Quarterly Meeting ceases to exist, without merging or consolidating with another Quarterly Meeting, all its property shall be transferred and conveyed to the Yearly Meeting of which it is a part. If two Monthly Meetings, or if two Quarterly Meetings, merge or consolidate, all the property of both shall be held by the merged meeting.

Such transfer and conveyance shall be authorized by an appropriate minute, duly recorded, and the assignment, transfer and deed of conveyance shall be executed and delivered by such meetings before such meetings shall be formally laid down or disbanded, or, in case of merged or consolidated meetings, at the time thereof. In the event that such action is not taken by such meetings before they are laid down, merged or consolidated, the Monthly Meeting, the Quarterly Meeting or the Yearly Meeting entitled to receive any such property shall be the equitable owner thereof, and shall be entitled forthwith to require the assignment or conveyance of the legal title thereto, to be held by such Monthly, Quarterly or Yearly Meeting under and upon the same trusts as the property has been theretofore held, if it is practicable that such trusts be carried out; otherwise, upon trusts similar thereto as the successor meeting may determine. No meeting property shall be distributed or partitioned among the individual members of a meeting.

All moneys invested in the properties referred to having been contributed for the purpose of maintaining meetings and/or burial grounds under the care of Friends, a moral obligation is laid upon us to see that this purpose is served, even though particular meetings may no longer exist. Upon the meetings receiving such property the obligation rests to receive and provide care for burial grounds conveyed to them.

* * *

MEETING RECORDS

All meetings for business should keep full and correct records of their transactions in convenient form for reference. An accurate record of the membership of each Monthly Meeting should be kept which should include all births, marriages, removals and deaths occurring among the members. For these purposes, the meeting should furnish suitable books and provide proper places in which to preserve them.

PHILADELPHIA YEARLY MEETING (ORTHODOX)

Rules of Discipline of the Yearly Meeting of Friends, for Pennsylvania, New Jersey, Delaware, and The Eastern Parts of Maryland [Orthodox] (1834, {revised 1869)

p. 22:

BIRTHS AND BURIALS.

It is recommended that one or more suitable Friends of each particular meeting be appointed by Monthly Meetings to attend at funerals, to see that good order is observed; and that the corpse be removed about an hour after the time set for meeting at the house. -- 1729.

p. 24:

As great inconvenience may arise from the want of due attention to keeping a regular record of births and deaths, it is earnestly enjoined on each Monthly Meeting, that they appoint a careful Friend, whose duty it shall be, in a book provided for the purpose, at the Monthly Meeting's expense, to keep a record of all births and deaths of members, that shall occur within their respective limits, and which shall be offered to him for that purpose; and in order to engage the attention of Monthly meetings more closely to this subject, it is further enjoined, that an explicit answer be annually given by Monthly to Quarterly meetings, and through them to the Yearly Meeting, to the query, Whether due care is taken to keep a regular record of births and deaths? -- 1757, 1806.

p. 27:

CERTIFICATES

It is recommended to the Quarterly and Monthly meetings, to take care that all certificates or minutes which may be given to any travelling Friend, be recorded, and upon the return of such Friend, seasonably delivered back to the meeting; and that all certificates of removal brought by any Friend intending to reside amongst us, shall be lodged in the Monthly Meeting where the same is accepted; and also, that every meeting do keep a copy or record of all certificates which they give out. -- 1718.

p. 31:

Monthly meetings are advised to take due care, that certificates of removal be seasonably forwarded by suitable conveyances, to the Monthly meetings to which they are directed -- they being the exclusive property of such meetings. -- 1800.

pp. 44-45:

DISCIPLINE, AND MEETINGS FOR DISCIPLINE

The connection and subordination of our meetings for Discipline are thus: Preparative meetings are accountable to the Monthly; Monthly to the Quarterly; and Quarterly to the Yearly Meeting. So that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a Quarterly Meeting with the proceedings of either of its Monthly meetings; or a Monthly meeting with the proceedings of either of its preparative meetings-- such meeting or meetings ought with readiness and meekness to render accounts thereof when required, and submit to the judgment and decision of its respective superior meeting.--1719, 1834.

No Quarterly Meeting shall be set up or instituted, without the consent and approbation of the Yearly Meeting -- no Monthly Meeting, without the consent and approbation of the Quarterly Meeting -- no Preparative Meeting for business, nor meeting for worship, until united with by the Monthly Meeting; after which the consent and approbation of the Quarterly Meeting is also to be obtained. -- 1719, 1834.

If at any time the Yearly Meeting shall judge it right and expedient to lay down or dissolve any of its Quarterly meetings, and join the Monthly and other meetings thereof to another Quarterly Meeting, the said meetings are with readiness to submit to such decision and junction. -- 1834.

And if any Quarterly Meeting shall, upon deliberate consideration, judge it is right and expedient to lay down or dissolve any of the Monthly or Preparative meetings belonging thereto, and join the members thereof to another of its Monthly or Preparative meetings, it is authorized so to do, and the members of those dissolved meetings are to be accepted and recognized as under the care of the said meetings to which they are joined. -- 1834.

p. 48:

It is directed, that a book be provided by every Monthly and Quarterly Meeting, and fair minutes be kept therein, of all matters which shall come before and be determined by them. Monthly meetings, particularly, are advised to attend to and finish all such business with care and dispatch, that it may at no time suffer by improper delay. And, if any case under consideration proves too weighty or difficult for them to determine, they should apply to their respective Quarterly meetings for assistance; or if the circumstances are such as to require it, refer it thereto by minute. -- 1719.

p. 72:

MEETING HOUSES

It is recommended to Quarterly and Monthly Meetings, frequently to inspect the titles of meeting houses, burial grounds, and other estates which have been vested in trustees, and by them held for the use and benefit of the Society at large, or of any of those meetings; so that if it should appear needful, by the death of any such trustees or otherwise, due and seasonable care may be taken to appoint some others to the trust; whereby future difficulties, and the risk of being deprived of such estates, may be avoided.

And it is further recommended, that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances; also, that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom the papers, minutes and records belonging to our religious Society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends. -- 1796.

Rules of Discipline of the Yearly Meeting of Friends, for Pennsylvania, New Jersey, Delaware, and The Eastern Parts of Maryland [Orthodox] (1890, [1893, 1903, 1907,] 1910)

1890@p. 22, 1910@p. 95:

BIRTHS AND BURIALS.

It is recommended that one or more suitable Friends of each particular meeting be appointed by Monthly Meetings to attend at funerals, to see that good order is observed; and that the corpse be removed about an hour after the time set for meeting at the house.--1729.

1890@p. 24, 1910@pp. 97-98:

As great inconvenience may arise from the want of due attention to keeping a regular record of births and deaths, it is earnestly enjoined on each Monthly Meeting, that they appoint a careful Friend [1910: as Recorder], whose duty it shall be, in a book provided for the purpose, at the Monthly [1910: Yearly] Meeting's expense, to keep a record of all births and deaths of its members; [1910: and of all changes in the membership of the meeting, whether by birth, death or other cause;] and in order to engage the attention of Monthly Meetings more closely to this subject, it is further enjoined that an explicit answer be annually given by Monthly to Quarterly meetings, and

through them to the Yearly Meeting, to the query: whether due care is taken to keep a regular record of births and deaths? -- 1757, 1806, 1884 [, 1910].

[added 1888:] The parents or those next interested, shall furnish the proper Recorder of births and deaths with the needful information respecting the birth of each child, within three months. It shall be the duty of the overseers of each monthly meeting to keep a complete list of members, which they shall annually revise and correct; and before preparing the answers to the annual queries, they shall see that the Recorder has the record of births and deaths complete. When necessary, Monthly Meetings are encouraged to appoint Committees of men and women Friends to aid the Recorder.--1884

* * *

Clerks of Monthly Meetings are directed to furnish Recorders at the close of each year with all information contained on the minutes, that will assist them in keeping the record complete.--1885

1890@pp. 28-29, 1910@p. 73:

CERTIFICATES.

It is recommended to the Quarterly and Monthly meetings, to take care that all certificates or minutes which may be given to any travelling Friend, be recorded, and upon the return of such Friend, seasonably delivered back to the meeting; and that all certificates of removal brought by any Friend intending to reside amongst us, shall be lodged in the Monthly Meeting where the same is accepted; and also, that every meeting do keep a copy or record of all certificates which they give out.--1718.

1890@p. 32, 1910@p. 77:

Monthly meetings are advised to take due care, that certificates of removal be seasonably forwarded by suitable conveyances, to the Monthly meetings to which they are directed--they being the exclusive property of such meetings.--1800.

1890@pp. 44-46, 1910@pp. 41-42:

DISCIPLINE, AND MEETINGS FOR DISCIPLINE.

The connection and subordination of our meetings for Discipline are thus: Preparative meetings are accountable to the Monthly; Monthly to the Quarterly; and Quarterly to the Yearly Meeting. So that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a Quarterly Meeting with the proceedings of either of its Monthly meetings; or a Monthly meeting with the proceedings of either of its preparative meetings--such meeting or meetings ought with readiness and meekness to render accounts thereof when required, and submit to the judgment and decision of its respective superior meeting.--1719, 1834.

No Quarterly Meeting shall be set up or instituted, without the consent and approbation of the Yearly Meeting--no Monthly Meeting, without the consent and approbation of the Quarterly Meeting--no Preparative Meeting for business, nor meeting for worship, until united with by the Monthly Meeting; after which the consent and approbation of the Quarterly Meeting is also to be obtained.--1719, 1834.

If at any time the Yearly Meeting shall judge it right and expedient to lay down or dissolve any of its Quarterly meetings, and join the Monthly and other meetings thereof to another Quarterly Meeting, the said meetings are with readiness to submit to such decision and junction.--1834.

And if any Quarterly Meeting shall, upon deliberate consideration, judge it is right and expedient to lay down or dissolve any of the Monthly or Preparative meetings belonging thereto, and join the members thereof to another of its Monthly or Preparative meetings, it is authorized so to do, and the members of those dissolved meetings are to be accepted and recognized as under the care of the said meetings to which they are joined. -- 1834.

[new in 1893] 1910@pp. 45-46:

In case of the dissolution of any Preparative, Monthly or Quarterly Meeting, all rights of property which were vested in such meeting shall pass to the meeting of Friends to which the members of the meeting so dissolved or laid down shall be transferred and joined by the superior meeting. And all the powers of management, sale and disposition over any real estate, together with the appointment of new trustees to hold the legal title thereto, previously vested in or exercised by such meeting, so dissolved and laid down, shall thereafter be exercised by the said meeting to which the members may be transferred and attached; care being taken to see that there are no legal difficulties in the way, and that, if any appear, the advice of the Representative Meeting be taken.--1893.

1890@p. 49, 1910@p. 47:

It is directed, that a book be provided by every Monthly and Quarterly Meeting, and fair [1910: clear] minutes be kept therein, of all matters which shall come before and be determined by them. Monthly meetings, particularly, are advised to attend to and finish all such business with care and dispatch, that it may at no time suffer by improper delay. And, if any case under consideration proves too weighty or difficult for them to determine, they should apply to their respective Quarterly meetings for assistance; or if the circumstances are such as to require it, refer it thereto by minute.--1719.

1890@pp. 76b-76c; 1910@pp. 93-94:

MEETING HOUSES

It is recommended to Quarterly and Monthly [{after 1893}: and Preparative] Meetings, frequently to inspect the titles of meeting houses, burial grounds, and other estates which have been vested in trustees, and by them held for the use and benefit of the Society at large, or of any of those meetings; so that if it should appear needful, by the death of any such trustees or otherwise, due and seasonable care may be taken to appoint some others to the trust; whereby future difficulties, and the risk of being deprived of such estates, may be avoided.

And it is further recommended, that Quarterly and Monthly [{after 1893}: and Preparative] Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances; also, that a clear and regular account be kept by each respective meeting, of the place where, and the persons with whom the papers, minutes and records belonging to our religious Society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.--1796[, 1893].

Faith and Practice of the Religious Society of Friends of Philadelphia and Vicinity: A Book of Christian Discipline [Orthodox] (1926)

pp. 62-65:

MEETINGS FOR BUSINESS

The organization of our Meetings for Business is as follows:

The Yearly Meeting is composed of Quarterly, Monthly and Preparative Meetings. The Yearly Meeting is superior to Quarterly; Quarterly to Monthly; Monthly to Preparative Meetings. Our procedure provides for the furnishing of reports and other information by subordinate to superior meetings, and a subordinate meeting is privileged to carry forward to its superior meeting any concern that originates among its members and is approved by them. On the other hand, subordinate meetings are in the relation of receiving direction and advice from their superior meetings.

* * *

A Quarterly Meeting may be established, discontinued, or re-arranged, with the consent and approbation of the Yearly Meeting; a Monthly Meeting with the consent and approbation of its Quarterly Meeting; and a Preparative

Meeting or a stated meeting for worship with the approval of Monthly and also of the Quarterly Meetings concerned.

If at any time, it is thought expedient that a Preparative Meeting or Monthly Meeting should be established, to consist of Friends belonging to two or more Monthly Meetings, the consent of the said Monthly Meetings, and of the Quarterly Meetings superior to them, should be applied for and obtained. The said Preparative Meeting should be annexed to one or the other of those Monthly Meetings, as may be most likely to benefit the individuals composing it. Should a group of Friends, more or less remote from a Friends' meeting, desire to organize a meeting for worship, they may make request of an established Monthly Meeting, which should proceed in the same manner as that above described. The discontinuance of a Preparative Meeting must be approved first by the Monthly, then by the Quarterly Meeting of which it is part.

Stated meetings for worship, to consist of Friends belonging to two or more Monthly Meetings, may be established in a manner similar to that recommended in the establishment of Preparative Meetings. If at any time, it is thought advisable to discontinue a stated meeting for worship, the procedure should be similar to that recommended in the discontinuance of Preparative Meetings.

* * *

In case of the dissolution of any Preparative, Monthly or Quarterly Meeting, all rights of property which were vested in it shall pass to the meeting to which the members of the meeting, so dissolved or laid down, shall be transferred. All the powers of management, sale and disposition over any real estate, together with the appointment of new trustees to hold the legal title thereto, previously vested in or exercised by such meeting, so dissolved and laid down, shall thereafter be exercised by the said meeting to which the members may be transferred and attached. Care should be exercised to see that there are no legal difficulties in the way, and that, if any appear, the advice of the Representative Meeting be taken.

pp. 99-100:

CERTIFICATES AND REMOVALS

All certificates issued by Monthly Meetings should be prepared in duplicate; one copy to be filed by the issuing meeting.

* * *

The recorder of the Monthly Meeting shall keep on file all certificates received and a copy of all certificates issued by the meeting.

pp. 113-114:

PROPERTY

It is recommended that the Yearly Meeting and all subordinate meetings frequently inspect the titles to meeting-houses, burial grounds, and other real or personal estates vested in trustees, and by them held for the use and benefit of constituents, subject to the control of said meetings.

Meetings are encouraged to utilize Friends' Fiduciary Corporation as trustee for real or personal trust estates, subject to terms suitable to varying circumstances. The Corporation has a perpetual charter and through it the necessity of renewing appointments may be avoided. Friends' Fiduciary Corporation, incorporated in Pennsylvania, in 1920, is the official organ, authorized by the Yearly Meeting, to assume and administer trusts for the Yearly Meeting and its subordinate meetings, and all other unincorporated organizations or committees affiliated with it or with any of them.

If individual trustees are thought preferable, care should be taken to have the trust properties transferred or conveyed to the new appointees by the retiring trustees.

* * *

It is further advised that meetings keep exact records of all trusts and conveyances, and of the places of deposit and the custody of papers, minutes and records of the Society; and further that trust accounts and investments be subjected to yearly audit and inspection by appropriate committees, who should

report annually to the meeting in writing, with particular reference to the ear-marking of securities in which trust funds are invested.

In case of the dissolution of any Preparative, Monthly or Quarterly Meeting, all rights of property which were vested in such meeting shall pass to the meeting of Friends to which the members of the meeting so dissolved or laid down shall be transferred and joined by the superior meeting. And all the powers of management, sale and disposition over any real estate, together with the appointment of new trustees to hold the legal title thereto, previously vested in or exercised by such meeting, so dissolved and laid down, shall thereafter be exercised by the said meeting to which the members may be transferred and attached; care being taken to see that there are no legal difficulties in the way, and that, if any appear, the advice of the Representative Meeting be taken.

pp. 119-121:

RECORDS

All meetings for business or discipline are directed to keep minutes of their proceedings in suitable books, carefully indexed, which should be kept in safe places and custody. Books no longer in active use should be stored where they can be protected from damage by fire, and where under proper restrictions they may be open to examination.

Commodious, well-appointed fire-proof vaults are located at Friends' Book Store, 302 Arch Street, and at Friends' Library, 142 N. Sixteenth Street, Philadelphia. Meetings are particularly urged to deposit their record books at either place, unless equipped with adequate fireproof facilities at their home meeting.

Besides usual minutes, special record should be kept (a) of births, deaths and other changes in membership; (b) of all interments in burial grounds under the care of meetings; (c) of marriage certificates; (d) of certificates liberating members for religious service; (e) of certificates of removal; (f) of sojourning minutes; (g) of conveyances and trusts and changes in the same.

(A) Monthly Meetings as "Meetings of Record" are specially enjoined to exercise care in the keeping and preservation of correct lists of members with post office addresses. Each Monthly Meeting should appoint a careful and judicious Friend as "Recorder," who should preserve in a book provided by the Yearly Meeting all details concerning births, deaths, marriages and changes in membership.

* * *

Monthly Meetings are to keep accurate lists of non-members married to members, of their minor children and of other non-members who regularly attend our meetings for worship, and through their recorders are to forward annually to the committee on records of the Representative Meeting information showing the numbers in each of these classes; and also the number of such, if any who have been received into membership during the year; such information to be embodied in the annual report to the Representative Meeting to be forwarded to the Yearly Meeting.

* * *

(B) Records of interments should be kept by committees appointed for the care of burial grounds.

(C, D, E, F) Monthly Meetings should make definite provision for the recording of marriage certificates; of other certificates and of sojourning minutes.

(G) Meetings are directed to keep careful records of trusts and changes in the same.

While it has been stated that Preparative Meetings usually are not meetings of record, there are instances when such meetings have important property rights and hold title to real estate and other assets. When such is the case, or when other similar interests are involved, care should be taken by Preparative Meetings to keep records appropriate to the purpose and of the same character as herein designated for Monthly Meetings.

Faith and Practice of the Religious Society of Friends of Philadelphia and Vicinity: A Book of Christian Discipline [Orthodox] (1935, reprinted 1943)

pp. 64-66:

ORGANIZATION

The organization of our Meetings for Business is as follows:

The Yearly Meeting is superior to the Quarterly, and the Quarterly to the Monthly. Where there are Preparative Meetings they are subordinate to their Monthly Meetings. Our procedure provides for the furnishing of reports and other information by subordinate to superior meetings, and subordinate meetings are privileged to carry forward to their superior meetings any concerns that originate among them and are approved by them. On the other hand, subordinate meetings are in the relation of receiving direction and advice from their superior meetings.

* * *

A Quarterly Meeting may be established, rearranged or discontinued with the consent of the Yearly Meeting; a Monthly Meeting with the consent of the Quarterly Meeting or Meetings concerned; and a Preparative Meeting or a stated meeting for worship with the approval of Monthly and also of the Quarterly Meetings concerned.

* * *

In case of the dissolution of any Preparative, Monthly or Quarterly Meeting, all rights of property which were vested in it shall pass to the meeting to which the members of the meeting, so dissolved or laid down, shall be transferred. The Meeting immediately superior to the Meeting dissolved or laid down shall determine to which Quarterly, Monthly and/or Preparative Meeting (if any) subject to its jurisdiction, the members of the dissolved Meeting shall be transferred. All the powers of management, sale and disposition over any real estate, together with the appointment of new trustees to hold the legal title thereto, previously vested in or exercised by such meeting, so dissolved and laid down, shall thereafter be exercised by the said meeting to which the members may be transferred and attached. Care should be exercised to see that there are no legal difficulties in the way, and that, if any appear, the advice of the Representative Meeting be taken.

pp. 66-67:

UNITED MEETINGS

In view of the fact that there are neighborhoods within the limits of our Yearly Meeting, in which our members are joining in worship, or conducting First-day Schools, or holding meetings for business, with members of the Race Street Yearly Meeting and other Friends, and that in some cases such groups have merged completely, it seems wise for our Yearly Meeting to suggest modes of procedure for the guidance of all such groups as may be recognized by our Quarterly Meetings as United Monthly Meetings, as follows:

1. That members of Arch Street and Race Street Yearly Meetings retain their Yearly Meeting memberships as at present.

* * *

6. That a United Monthly Meeting send annually to each of the two superior Quarterly Meetings prior to Yearly Meeting, a general statement concerning the condition and activities of the Meeting, covering matters suggested by the queries.

7. That a United Monthly Meeting appoint representatives to each Quarterly Meeting with which it has full affiliation.

8. That a United Monthly Meeting should make a financial contribution to each Quarterly Meeting in an amount agreed upon with the Quarterly Meeting.

* * *

10. That important matters difficult for United Monthly Meetings to cope with be referred to the Representative bodies of the two Yearly Meetings.

pp. 103-104:

CERTIFICATES AND REMOVALS

All certificates issued by Monthly Meetings should be prepared in duplicate; one copy to be filed by the issuing meeting.

* * *

The recorder of the Monthly Meeting shall keep on file all certificates received and a copy of all certificates issued by the meeting.

pp. 118-119:

PROPERTY

It is recommended that the Yearly Meeting and all subordinate meetings frequently inspect the titles to meetinghouses, burial grounds, and other real or personal estates vested in trustees, and by them held for the use and benefit of constituents, subject to the control of said meetings.

Meetings are encouraged to utilize Friends' Fiduciary Corporation as trustee for real or personal trust estates, subject to terms suitable to varying circumstances. The Corporation has a perpetual charter and through it the necessity of renewing appointments may be avoided. Friends' Fiduciary Corporation, incorporated in Pennsylvania, in 1920, is the official organ, authorized by the Yearly Meeting, to assume and administer trusts for the Yearly Meeting and its subordinate meetings, and all other unincorporated organizations or committees affiliated with it or with any of them.

If individual trustees are thought preferable, care should be taken to have the trust properties transferred or conveyed to the new appointees by the retiring trustees.

* * *

It is further advised that meetings keep exact records of all trusts and conveyances, and of the places of deposit and the custody of papers, minutes and records of the Society; and further that trust accounts and investments be subjected to yearly audit and inspection by appropriate committees, who should report annually to the meeting in writing, with particular reference to the ear-marking of securities in which trust funds are invested.

In case of the dissolution of any Preparative, Monthly or Quarterly Meeting, all rights of property which were vested in such meeting shall pass to the meeting of Friends to which the members of the meeting so dissolved or laid down shall be transferred and joined by the superior meeting. And all the powers of management, sale and disposition over any real estate, together with the appointment of new trustees to hold the legal title thereto, previously vested in or exercised by such meeting, so dissolved and laid down, shall thereafter be exercised by the said meeting to which the members may be transferred and attached; care being taken to see that there are no legal difficulties in the way, and that, if any appear, the advice of the Representative Meeting be taken.

pp. 123-126:

RECORDS

All meetings for business or discipline are directed to keep minutes of their proceedings in suitable books, carefully indexed, which should be kept in safe places and custody. Books no longer in active use should be stored where they can be protected from damage by fire, and where under proper restrictions they may be open to examination.

Commodious, well-appointed fire-proof vaults are located at Friends' Book Store, 302 Arch Street, Philadelphia. Meetings are particularly urged to deposit their record books at this place, unless equipped with adequate fireproof facilities at their home meeting.

Besides usual minutes, special record should be kept (a) of births, deaths and other changes in membership; (b) of all interments in burial grounds under the care of meetings; (c) of marriage certificates; (d) of certificates liberating members for religious service; (e) of certificates of removal; (f) of sojourning minutes; (g) of conveyances and trusts and changes in the same.

(A) Monthly Meetings as "Meetings of Record" are specially enjoined to exercise care in the keeping and preservation of correct lists of members with post office addresses. Each Monthly Meeting should appoint a careful and judicious Friend as "Recorder," who should preserve in a book provided by the Yearly Meeting all details concerning births, deaths, marriages and changes in membership.

* * *

Monthly Meetings are to keep accurate lists of non-members married to members, of their minor children and of other non-members who regularly attend our meetings for worship, and through their recorders are to forward annually to the committee on records of the Representative Meeting information showing the numbers in each of these classes; and also the number of such, if any who have been received into membership during the year; such information to be embodied in the annual report to the Representative Meeting to be forwarded to the Yearly Meeting.

* * *

(B) Records of interments should be kept by committees appointed for the care of burial grounds.

(C, D, E, F) Monthly Meetings should make definite provision for the recording of marriage certificates; of other certificates and of sojourning minutes.

(G) Meetings are directed to keep careful records of trusts and changes in the same.

While it has been stated that Preparative Meetings usually are not meetings of record, there are instances when such meetings have important property rights and hold title to real estate and other assets. When such is the case, or when other similar interests are involved, care should be taken by Preparative Meetings to keep records appropriate to the purpose and of the same character as herein designated for Monthly Meetings.

PHILADELPHIA YEARLY MEETING (UNITED)

Faith and Practice of the Philadelphia Yearly Meeting of the Religious Society of Friends: A Book of Christian Discipline (1955, revised 1961)

pp. 46-47:

THE MONTHLY MEETING

The Monthly Meeting is the fundamental working unit of the Society of Friends. It receives and records members, extends spiritual care and, if necessary, material aid to its members. The authority to admit new members resides only in the Monthly Meeting. (See section on Membership.) It provides for the oversight of marriages and funerals; for dealing in a spirit of restoring love with those who fail to live in accordance with Friends' principles and testimonies; for the collection of funds required to carry on the work of the Meetings; for holding titles to property and for the suitable administration of trust funds. . . . A Monthly Meeting is free to undertake any work and to assume any function consistent with our principles not specifically referred to some other Meeting.

p. 47:

Appointment of Officers

The Monthly Meeting should appoint suitable persons to serve the Meeting as Clerk, Treasurer and Recorder for definite terms of service. The Clerk presides at the business sessions of the meeting, prepares the minutes of its proceedings, and carries out the instructions of the meeting on all matters pertaining to the accomplishment of its business.

p. 48:

The Preparative Meeting

It may be advantageous for a Monthly Meeting to form small worship groups in outlying areas. This is especially desirable where the membership in a particular Meeting is very large or where there is an endeavor to reach out to a new community. Such worship groups may be placed under the care of a Monthly Meeting committee or established as regular Preparative Meetings for business. A Preparative Meeting should care for its own business and prepare and digest business for the Monthly Meeting. It is necessary to continue the Preparative Meetings as long as titles to real estate, the control and administration of funds and other special functions are in their hands. It may be simpler to transfer all such functions to the Monthly Meeting. Friends are encouraged to use their best judgment in these matters and in cases of doubt to apply for advice to the Representative Meeting.

p. 50:

THE QUARTERLY MEETING

The Quarterly Meeting is designed to bring together a larger group for inspiration and counsel and to consider more varied interests than a Monthly or Preparative Meeting can undertake. It is composed of constituent Monthly Meetings, each of which shall appoint representatives to attend it.

p. 56:

ESTABLISHMENT OF NEW MEETINGS

A Monthly Meeting may be established upon the initiative of a Quarterly Meeting, or with its concurrence, by the request of a group of persons desiring to organize such a Meeting. In either case the Quarterly Meeting should appoint a suitable number of Friends to be present at the organization of a Monthly Meeting and to render assistance or advice if needed.

pp. 58-59:

MERGER OF MEETINGS

If two Monthly Meetings desire to merge into one Monthly Meeting, they may do so with the approval of the Quarterly Meeting or Quarterly Meetings of which they are constituent parts. Two Quarterly Meetings may merge with the approval of the Representative Meeting. Where such a merger occurs the property of each Meeting becomes the property of the merged Meeting. Meetings are cautioned to prepare proper minutes to take care of all legal matters involved in the transaction.

DISCONTINUANCE OF MEETINGS

If the members of a Meeting believe it desirable, either to discontinue it or to unite with another, they should bring such a request to the Meeting to which it reports. If approval is granted, this Meeting should appoint a committee to assist in making the necessary arrangements. In the case of closing a Monthly Meeting, this committee should arrange for the proper transfer of the individual memberships to another Meeting. Notification of such action should be forwarded promptly through proper channels to the Yearly Meeting.

For example: A Preparative Meeting should not be discontinued or suspended, without first consulting the Monthly Meeting of which it is a part; a Monthly Meeting should in like manner, obtain the approval of the Quarterly Meeting, and a Quarterly Meeting should refer a similar request to the Yearly Meeting.

In case of the dissolution of any Preparative, Monthly, or Quarterly Meeting, all rights of property vested in it shall be transferred and conveyed to the larger Meeting of which it is a part. (See section on Property, p. 86.)

p. 72:

TRANSFERS OF MEMBERSHIP

Duties of the Recorder concerning Certificates of Removal:

The Recorder of the Monthly Meeting shall keep a record of all certificates received and issued by the Meeting.

pp. 86-90:

FUNDS, PROPERTY, RECORDS

PROPERTY

It is recommended that all Meetings frequently inspect the titles to meeting houses, burial grounds, and other real or personal estates vested in individual trustees and by them held for the use and benefit of constituents, subject to the control of said Meetings.

If individual trustees are thought preferable, care should be taken to have the trust properties transferred or conveyed to new appointees when necessary.

* * *

All meetings shall keep exact records of all business transactions, all trusts and conveyances, and indicate where all their papers, minutes and records have been deposited. Trust accounts and investments shall be subject to yearly audit and inspection by certified public accountants or by appropriate committees, who shall report annually to the Meeting in writing.

If a Preparative Meeting ceases to exist, all its property shall be transferred and conveyed to its Monthly Meeting. If a Monthly Meeting ceases to exist, without merging or consolidating with another Monthly Meeting, all its property shall be transferred and conveyed to its Quarterly Meeting. If a Quarterly Meeting ceases to exist, without merging or consolidating with another Quarterly Meeting, all its property shall be transferred and conveyed to the Yearly Meeting. If two Monthly Meetings, or if two Quarterly Meetings, merge or consolidate, all the property of both shall be held by the merged Meeting. Such transfer and conveyance shall be authorized by an appropriate minute, duly recorded, and the assignment, transfer and deed of conveyance

shall be executed and delivered by such Meetings before they are formally laid down or disbanded, or, in the case of merged or consolidated Meetings, at the time of merger. In the event that such action is not taken by the Meetings before they are laid down, merged or consolidated, the Monthly Meeting, the Quarterly Meeting or the Yearly Meeting entitled to receive any such property shall become the equitable owner and shall be entitled forthwith to require the assignment or conveyance of the legal title, to be held by such Monthly, Quarterly or Yearly Meeting under and upon the same trusts as the property has been theretofore held, if it is practicable that such trusts be carried out; otherwise, upon trusts similar thereto as the successor Meeting may determine.

No Meeting property shall be distributed or partitioned among the individual members of a Meeting.

RECORDS

All meetings for business are directed to keep minutes of their proceedings in suitable books, carefully indexed, and kept in safe custody. Books no longer in active use should be stored in a central depository approved by the Representative Meeting where they can be protected from damage by fire, and where under proper restrictions they may be open to examination.

Besides minutes, special record should be kept of: (a) births, deaths, and other changes in membership; (b) all interments in burial grounds under the care of Meetings; (c) marriage certificates; (d) minutes liberating members for religious service; (e) certificates of removal; (f) sojourning minutes; (g) conveyances and trusts and changes in the same.

Monthly Meetings are specially enjoined to keep correct lists and post office addresses of members. Each Monthly Meeting should appoint a careful and judicious Friend as Recorder to preserve in a manner provided by the Yearly Meeting all details concerning births, deaths, marriages and changes in membership. To facilitate this work, the Meeting should take steps, by special committees or otherwise, to place in the Recorder's hands all material needful for such records.

* * *

Recorders with the assistance of Overseers are directed to keep accurate lists of non-members married to members, of their minor children and of other non-members who regularly attend our meetings for worship. Monthly Meetings should keep such statistical information as is necessary to enable them to comply with all requests from the Yearly Meeting.

The Overseers in each Monthly Meeting should keep an accurate list of the names and post-office addresses of all members of the Monthly Meeting. The Recorder's list of members shall be compared with the Overseer's list annually before the fourth supplementary query is answered.

If a Preparative Meeting has important property rights and holds title to real estate and other assets, or if other similar interests are involved, it should keep records appropriate to the purpose.

Faith and Practice, Philadelphia Yearly Meeting of the Religious Society of Friends (1972)

p. 127:

THE MONTHLY MEETING

The Monthly Meeting is the fundamental unit of the Religious Society of Friends. It receives and records members; it extends to them spiritual care and, if necessary, material aid. The authority to take action regarding membership lies only in the Monthly Meeting. (See section on membership, pages 155-164.)

The Monthly Meeting provides for the oversight of marriages and assists its members at the times of death. It collects the funds required to carry on the work of the Meeting. It provides for the holding of titles to property and for the administration of trust funds. Where necessary, the Monthly Meeting deals in a spirit of love with those who fail to live in accordance with Friends' testimonies.

p. 128:

APPOINTMENT OF OFFICERS

The Monthly Meeting should appoint suitable persons to serve the Meeting as clerk, treasurer and recorder, for definite terms of service. A recording clerk and an assistant clerk may also be appointed, if needed.

The clerk presides at the business sessions of the Meeting and carries out the instructions of the Meeting on all matters pertaining to the accomplishment of its business. Accurate minutes should be kept. Minutes of decisions about important matters, including those about which there may have been differences of judgment, should be read and approved in the session in which these decisions are made.

p. 129:

PREPARATIVE MEETINGS

It may be advantageous for a Monthly Meeting to divide into two or more worship groups. This is especially desirable when the membership in a Monthly Meeting is very large or when there is an endeavor to reach out to a new community. Such a worship group may be established as a Preparative Meeting, which will carry out its own business and prepare a digest of its minutes for the parent Monthly Meeting. Matters relating to membership and marriages come under the care of that Monthly Meeting.

pp. 129, 131:

THE QUARTERLY MEETING

A Quarterly Meeting is composed of all the members of its constituent Monthly Meetings. . . .

PROCEDURAL FUNCTIONS

5. Assisting new Meetings and, as they become ready, encouraging and authorizing their formal organization.

6. Aiding, as way opens, Meetings that may be experiencing difficulties. (The Representative Meeting may also be involved in this. See page 128.)

7. In case of the dissolution of a Monthly Meeting, taking title to and supervising the care of its property. (See pages 181-182.)

p. 133:

THE YEARLY MEETING

The Yearly Meeting has general oversight and care of its constituent Meetings and of the committees that carry out its work. Both the organization of the committees and the arrangement of the sessions of the Yearly Meeting should be kept flexible so that the energies of Friends may be devoted to advancement of truth, development of new concerns, and growth of our Religious Society rather than to the mere maintenance of formal or traditional procedures.

pp. 140-143:

CHANGES IN STATUS OF MEETINGS

ESTABLISHMENT OF NEW MEETINGS

A Monthly Meeting may be established upon the initiative of a Quarterly Meeting or, with its concurrence, upon the request of a group of persons desiring to organize such a Meeting. In either case the Quarterly Meeting should appoint a suitable number of Friends to be present at the organization of a Monthly Meeting and to render assistance or advice if needed.

After the establishment of a new Meeting the committee appointed by the Quarterly Meeting may continue its oversight, if such a course seems likely to be helpful.

If any Monthly Meeting considers it advantageous to divide or to establish a new Monthly Meeting, the matter should be brought before the

Quarterly Meeting for approval. If the plan seems suitable, the Quarterly Meeting should direct that a group of members be named to constitute the new Monthly Meeting and should appoint a committee to be present at the organization and to assist in making necessary adjustments between the two Meetings.

A group of Friends who are members of various Monthly Meetings and who desire to organize a new Monthly Meeting should bring their request before the Quarterly Meeting with which they wish to be associated. If the request is approved, these members may proceed to select officers; and the Quarterly Meeting which approved the request is directed to appoint a committee to be present and assist, if necessary, in the organization of the new Meeting. Each member of the new Meeting should request that his certificate of transfer be forwarded from his former Monthly Meeting to the clerk of the newly established Monthly Meeting.

If a group of persons in agreement with Friends' principles do not reside in the neighborhood of any Friends Meeting and wish to establish a Meeting, they should lay their request before the Quarterly Meeting of their choice for advice and counsel. If this Meeting, after due investigation, believes it is suitable for the group to be organized into a Monthly Meeting, it should appoint a committee to assist in organizing the Meeting. After the officers are chosen, the clerks should record the names of those forming the new Meeting.

Friends are encouraged to hold meetings for worship whenever a sufficient number of interested persons desires to gather together for the purpose. If it seems desirable regularly to hold a meeting for worship without a meeting for business, it is recommended that such a meeting be placed under the care of a conveniently located Monthly Meeting. This Meeting should appoint a committee of oversight to assume such official duties as are necessary for the orderly conduct of the meeting for worship and for reporting to the Monthly Meeting.

Preparative Meetings should be given independent Monthly Meeting status, if they request it, as soon as it seems to the parent Monthly Meeting that vitality is assured. Title to properties, if not already held by the Preparative Meeting, should be taken in the name of the parent Monthly Meeting and transferred when the Preparative Meeting is given independent status. The advice of the Quarterly Meeting should be sought in these matters.

MERGER OF MEETINGS

If two Monthly Meetings desire to merge into one Monthly Meeting, they may do so with the approval of the Quarterly Meeting or Meetings of which they are constituent parts. Two Quarterly Meetings may merge with the approval of the Representative Meeting. Where such a merger occurs, the property of each Meeting becomes the property of the merged Meeting. Meetings are cautioned to prepare proper minutes to take care of all legal matters involved in the transaction.

DISCONTINUANCE OF MEETINGS

If the members of a Meeting believe it desirable either to discontinue it or to unite with another, they should bring such a request to the Meeting to which they report. If approval is granted, this Meeting should appoint a committee to assist in making the necessary arrangements. In the case of closing a Monthly Meeting, this committee should arrange for the proper transfer of the individual memberships to another Meeting. Notification of such action should be forwarded promptly to the Yearly Meeting.

For example: A Preparative Meeting should not be discontinued or suspended without first consulting the Monthly Meeting of which it is a part; a Monthly Meeting should in like manner obtain the approval of the Quarterly Meeting; and a Quarterly Meeting should refer a similar request to the Yearly Meeting.

In case of the dissolution of any Preparative, Monthly or Quarterly Meeting, all rights of property vested in it and all responsibility for records shall be transferred and conveyed to the larger Meeting of which it is a part. (See section on Property pages 181-182.)

p. 161:

TRANSFER OF MEMBERSHIP

Duties of the recorder concerning certificates of transfer:

The recorder of the Monthly Meeting shall keep a record of all certificates accepted and issued by the Meeting.

pp. 179-180:

PROPERTY

Friends Fiduciary Corporation is empowered to hold title to meetinghouses, burial grounds and other real property as permanent trustee for the Meetings involved and subject to their directions. Many Meetings have heretofore vested title to their real property with this corporation. They have thereby relieved themselves of the necessity of appointing individual trustees and arranging conveyance of the title to them; and they have avoided the possibility of a lapse in the title if, inadvertently, they should fail in the timely renewal of the appointment of individual trustees and the conveyance of title to them. If, however, real property is located in a state in which Friends Fiduciary Corporation is not empowered to act or if for any other reason the use of individual trustees is thought preferable, Meetings should frequently review the titles to their real property and when their trustees have become aged or infirm, appoint other persons as succeeding trustees and arrange for the conveyance of title to them, so that the title may not lapse because of the death of all the trustees under appointment. Meetings which have provided for continuous title to their real property by incorporating their own trustees should take care to see that the requirements of state law for continued corporate existence are regularly met.

* * *

All Meetings shall keep exact records of all business transactions, all trusts and conveyances, and indicate where all their papers, minutes and other records have been deposited. Trust accounts and investments shall be subject to yearly audit and inspection by certified public accountants or by appropriate committees, who shall report to the Meeting annually in writing. Trust accounts and investments held by the Trustees of Philadelphia Yearly Meeting of Friends, or Friends Fiduciary Corporation, shall likewise be subject to yearly audit by certified public accountants, whose report shall be submitted to the Yearly Meeting with the annual report of each corporation.

If a Preparative Meeting ceases to exist, all its property shall be transferred and conveyed to its Monthly Meeting. If a Monthly Meeting ceases to exist, without merging or consolidating with another Monthly Meeting, all its property shall be transferred and conveyed to its Quarterly Meeting. If a Quarterly Meeting ceases to exist, without merging or consolidating with another Quarterly Meeting, all its property shall be transferred and conveyed to the Yearly Meeting. Such transfer and conveyance shall be authorized by an appropriate minute, duly recorded, and the assignment, transfer and deed of conveyance shall be executed and delivered by such a Meeting before it is laid down or disbanded. In the event that such action is not taken by the Meeting before it is laid down, the Monthly Meeting, the Quarterly Meeting or the Yearly Meeting entitled to receive the property of the Meeting ceasing to exist shall become the equitable owner. That Meeting shall be entitled forthwith to require the assignment or conveyance of the legal title, to be held by such Monthly, Quarterly or Yearly Meeting under and upon the same trusts as the property has theretofore been held, if it is practicable that such trusts be carried out; otherwise upon trusts similar thereto as the successor Meeting, may determine.

If two Monthly Meetings or two Quarterly Meetings merge or consolidate, all the property of each shall continue to be held by the merged or consolidated Meeting. In such a case the Meetings that are merging or consolidating shall record appropriate minutes and make any assignments, transfers or conveyances of their property to the merged or consolidated Meeting as required by the state law in order to perfect the title.

No Meeting property shall be distributed to or partitioned among the individual members of a Meeting.

pp. 183-184:

RECORDS

All meetings for business are directed to keep minutes of their proceedings in suitable books, carefully indexed and kept in safe custody. Books no longer in active use should be stored in a central depository approved by the Representative Meeting where they can be protected from damage by fire and where, under proper restrictions, they may be open to examination.

Besides minutes, special record should be kept of: (a) births, deaths, marriages, divorces and other changes in membership; (b) all interments in burial grounds under the care of Meetings; (c) marriage certificates; (d) minutes liberating members for religious service; (e) certificates of transfer; (f) sojourning minutes; (g) conveyances and trusts and changes in the same.

Each Monthly Meeting should appoint a careful and judicious Friend as recorder to preserve in a manner prescribed by the Yearly Meeting all details concerning births, deaths, marriages, divorces and other changes in membership. To facilitate this work the Meeting should take steps, by special committees or otherwise, to place in the recorder's hands all material needful for such records.

* * *

Recorders, with the assistance of overseers, are directed to keep accurate lists of nonmembers married to members, of their minor children and of other nonmembers who regularly attend meetings for worship. Monthly Meetings should keep such statistical information as is necessary to enable them to comply with all requests from the Yearly Meeting.

The overseers in each Monthly Meeting should keep an accurate list of the names and post-office addresses of all members of the Monthly Meeting. The recorder's list of members shall be compared with the overseers' list annually before the third Supplementary Query is answered.

If a Preparative Meeting owns real estate or has other assets, it should keep appropriate records.

ROCKY MOUNTAIN YEARLY MEETING

Discipline of Rocky Mountain Yearly Meeting of the Friends Church (1959)

p. 29:

Trustees 7. Unless the laws of the state pertaining to the appointment and service of trustees provide otherwise, the Monthly Meeting shall appoint three or more trustees for the period of three years; it shall appoint one-third of the number each year. Where the financial responsibility of the Meeting is involved, and in other matters, the trustees should, except in emergencies, act only in accordance with the expressed will of the Meeting.

p. 32:

Records 3. Monthly Meeting records should be kept in a book of form which has been approved by the Meeting. Minute books and records should be carefully preserved, and wherever conditions permit should be placed in a central fire proof vault.

p. 45:

Records 4. The acceptance and issuance of all certificates and letters shall be recorded in the minutes of the Monthly Meeting, and the list of members shall be changed accordingly. Removal certificates for ministers shall include a statement of their position.

p. 48:

Property Rights

(b) All property rights involved in connection with a Preparative Meeting shall be vested in the Yearly Meeting through its Board of Trustees. Projects for buying, building, and remodeling shall be submitted to the proper agencies of the Yearly Meeting and their approval secured before action is taken. (See: Part IV, Board on Evangelism, appointment of building committee)

p. 51:

Relation to Monthly Meetings

Power 1. A Quarterly Meeting has power to establish, discontinue, or divide a Monthly Meeting, or to unite two or more Monthly Meetings.

p. 54:

Trustees 4. The Yearly Meeting shall appoint Trustees in accordance with the laws of the states in which it is located. They shall not be less than three in number nor more than six, unless the laws of the state provide otherwise. They shall be appointed for terms of six years, one-third or other appropriate fraction of their number being appointed every two years. They shall hold the title to real estate and have the same recorded in the official records. Trustees shall invest all funds and other personal property, whether received by bequest, donations, or otherwise, and administer the same according to the direction of the Yearly Meeting and the conditions prescribed by the donors. Due care must be exercised by trustees to observe the requirements of the statutes of their respective states in the administration of their trust. They shall inspect and perfect, when necessary, titles to lands and other estates belonging to any Meeting. They shall attend to the appropriation of charitable legacies and donations. For the benefit of both the local Meeting and the Yearly Meeting, it is advised that all real estate titles shall be vested in the Yearly Meeting Trustees who shall hold the property in trust for the local Meeting. When a Monthly Meeting is discontinued, the property of said Meeting shall be used for either some specific purpose or for the general work of the Yearly Meeting.

pp. 60-61:

Property of Discontinued Meetings 1. When a Meeting is discontinued, the physical property and investments belonging to said Meeting shall be vested in the Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose, or used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held from such discontinued Meetings shall be administered as far as possible in accordance with the prescribed directions of the original donors. A Meeting is not to be considered as discontinued if it unites as an organized group with another Friends Meeting.

Faith and Practice of Rocky Mountain Yearly Meeting of Friends Church (1978)

pp. 15-16:

PART II
THE FORM OF GOVERNMENT
CHAPTER I
Organizational Practice

5. Friends Meeting. A Friends Meeting is composed of Christians who are freely united by common biblical convictions associated in worship, teaching, and public witness of the faith.

A body of members, fully established, is called a local church or local meeting of Friends. It is under the supervision of its pastor and spiritual life committee as to its spiritual interests and as to the moral conduct of its members.

CHAPTER II
GENERAL ORGANIZATION

Section I--The Local Meeting

A. -- Organization and Composition

4. Functions. The local meeting is the general policy-making body. it has authority to call and contract pastoral or other services; to adopt the annual budget; to accept and dismiss members; to hold and administer real estate and other property for the use of the meeting; to consider, adopt, and carry out measures in the interest of the meeting and community at large.

p. 17:

B.--Officers

1. Clerks. Each year the meeting appoints a presiding clerk and a recording clerk. The presiding clerk presides over all business sessions and signs official documents on behalf of the meeting. In the absence of the presiding clerk, the assistant clerk (if one is appointed), the recording clerk, or treasurer, in that order, shall preside over the session. He also serves as chairman of the Executive Council. . . . He is chosen with reference to his sound judgment and spiritual discernment, and to his ability to determine the will of the body as he conducts the business of the meeting. The recording clerk keeps an accurate record of all business proceedings, both for business sessions and Executive Council meetings, and provides copies thereof to those authorized to request them. The recording clerk also serves as the statistical secretary and the correspondence secretary. A meeting may appoint assistant clerks to share in these duties.

p. 21:

5. Executive Council. The Executive Council consists of the pastor, the presiding clerk, the recording clerk, the chairmen of the four main committees, the treasurer, and one Yearly Meeting representative. The presiding clerk serves as chairman. Others may be named to the Executive Council at the discretion of the meeting to maintain a balance of all age and interest groups.

The Executive Council serves as the coordinating body for the committees and concerns of the local meeting. It meets each month and additional sessions may be called if necessary. The schedule for Executive Council meetings shall be made public and any called meeting shall be announced at a regular Sunday morning service at least three days prior to the selected meeting date.

The Executive Council is the meeting in interim, authorized to take any action that is necessary in the interest of the meeting, especially to chart and implement its major goals. It serves as the coordinating body for the committees and the concerns of the meeting. It reports its actions to the regular business sessions.

pp. 24-25:

D.--NEW WORK AND NEW MEETINGS

6. Discontinuance of Meetings.

a. By Yearly Meeting. The Yearly Meeting Spiritual Life Board has authority, when cases of irregularity of procedure or deterioration of status appear in the affairs of a local meeting, to make careful investigation through its officers or an appointed committee. It advises in cases of difficulty, endeavoring to help the meeting to maintain its active relationship with the Yearly Meeting and with its community. When such a meeting is judged by the Board to be no longer effective or to be so irregular in its cooperation with Yearly Meeting programs that continuance is unwarranted, this Board has the authority to: a) advise the local meeting that its relationship with the Yearly Meeting is being terminated, b) dissolve or discontinue the local meeting, or c) effect its union with another meeting.

b. By Request of Local Meeting. When a local meeting wishes to withdraw from the Yearly Meeting, the following procedures shall be followed:

1. A letter stating such intent shall be sent by the meeting to the Spiritual Life Board of RMYM, stating the reasons for such action. A copy of such letter shall be sent to the Yearly Meeting clerk and the Yearly Meeting general superintendent.

2. The above request shall be considered by the Yearly Meeting Board in consultation with the superintendent, with special attention given to seeking to minister to the meeting in love for the purpose of ascertaining the best procedure in the interest of forwarding the work of Christ.

3. If the Yearly Meeting Spiritual Life Board concurs with the request, the local meeting will be dropped from the Yearly Meeting.

c. Property Disposition. If the Spiritual Life Board of the Yearly Meeting concurs with the local meeting on a discontinuance, the properties and assets shall remain in the local meeting. If the Spiritual Life Board of RMYM does not concur or when any meeting is discontinued or withdraws from the Yearly Meeting, the local meeting may, at the discretion of the Spiritual Life Board of the Yearly Meeting, be required to purchase all property and assets from the Yearly Meeting.

p. 38:

5. Stewardship Board

b. Trustees. Elected members of the Stewards Board shall serve as trustees of the Yearly Meeting (see article X, page 103, of the Articles of Incorporation) and shall be responsible to inspect and perfect, or cause to be perfected, when necessary, titles to land and other estates belonging to the Yearly Meeting. It shall attend to the appropriations of charitable legacies and donations when necessary and it may give advice, when needed on such matters as outlined below:

1. Hold title to all real estate held by the Yearly Meeting.

2. In cases where meetings are not incorporated, hold their property in trust for the local meeting.

3. Invest all funds left with the Yearly Meeting for mission fields, individual meetings or any other stipulations made by the donor.

4. Administer the revolving loan fund with the help and advice of the Outreach Board.

5. Administer trusts in accordance with the statutes of the state(s) involved.

p. 39:

c. Public Relations

3. Archivists. This committee of three, named by the Stewardship Board, is responsible for maintaining records of Rocky Mountain Yearly Meeting, including minutes and other documents containing pertinent information and data. These records shall be in such a condition that they can be referred to by persons both within and from outside the Yearly Meeting. In view of the conditions under which records have been received and handled, the following guidelines shall be followed:

a. Documents may be checked out on recognition one at a time with a signed request from the meeting presiding clerk, and

b. These are to be returned to the Yearly Meeting safekeeping facilities within thirty (30) days.

c. Exceptions to a) and b) above would require a minute from the local meeting and approval by the Yearly Meeting trustees.

d. When any such documents are mailed, they should be handled carefully and sent by certified or insured mail.

The archivists are responsible for the maintenance and preservation of the records in their keeping and at their discretion may exempt documents from checkout procedure if their fragile condition warrants such measures.

SOUTHEASTERN YEARLY MEETING

SOUTHEASTERN YEARLY MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS: FAITH AND PRACTICE, A BOOK OF DISCIPLINE (1979)

p. 1:

THE YEARLY MEETING

The Yearly Meeting is composed of the entire membership of the constituent Monthly Meetings and related Worship Groups. . . . The Yearly Meeting exists primarily to provide a larger group to undertake matters of common concern which cannot be accomplished by the smaller bodies. It is a meeting for the transaction of business and can engage in any activity or foster any work which the membership considers appropriate, including provision of funds and supervision of common projects.

Among its numerous functions the Yearly Meeting issues to the Monthly Meetings queries, advices and reports of its proceedings, and it maintains contact with other Yearly Meetings and Friends organizations. It alone has authority to establish or change the Book of Discipline or issue statements of faith of the Yearly Meeting.

p. 2:

'The Incorporated Trustees of Southeastern Yearly Meeting, Religious Society of Friends' is incorporated under the laws of the State of Florida. Under By-Laws, title to and management of Yearly Meeting property, trusts, and funds are vested in six Trustees appointed by the Yearly Meeting for three-year terms. These assets are administered and expended according to the direction of the Yearly Meeting and under conditions prescribed by the donors.

pp. 5-6:

THE REPRESENTATIVE BOARD

The Representative Board is the body which carries out the work of the Yearly Meeting between sessions. . . .

* * *

The Representative Board shall act for the Yearly Meeting when the latter is not in session. . . . It may not issue statements of faith. It has authority to call special sessions of the Yearly Meeting. . . .

Other duties include:

3. Advising and assisting Meetings, upon their request, in the administration of property and trust funds.

pp. 6-8:

THE MONTHLY MEETING

The Society of Friends is so organized that the chief authority in matters of business, and the body in which membership resides, is the business meeting of the local group, known as the Monthly Meeting. It receives and records members, extends spiritual care and, if necessary, material aid to its members. It provides for the oversight of marriages and funerals; for dealing in a spirit of love with those members and attenders who fail to live in accordance with Friends' principles and testimonies; for the collection of funds required to carry on the work of the Meetings; for holding titles to its property and for the suitable administration of its trust funds. These meetings afford opportunity to appoint members to special service; to hear reports by members of committees thus appointed; to encourage Friends to plan together, under Divine Guidance, for work that will assist in bringing about the Kingdom of God on earth.

Organization

As officers it is usual to appoint a Clerk, a Treasurer, and a Recorder for definite terms of service. . . . The Clerk presides at the business sessions, prepares the minutes of the proceedings (usually with the help of a Recording Clerk), and carries out the instructions of the Meeting in matters that have been approved for action.

* * *

The Recorder should preserve all details concerning births, marriages, deaths, and changes in membership. At a time designated by the Yearly Meeting, and on a suitable form provided for that purpose, the Recorder reports to the Yearly Meeting Registrar the statistical matter requested.

p. 11:

ESTABLISHMENT OF MEETINGS

The Yearly Meeting Clerk will appoint a Committee of Oversight to visit a Worship Group requesting Monthly Meeting status and to become acquainted with the status and practices of the Worship Group.

This Committee will submit a report to the next session of the Representative Board regarding the preparedness of the Worship Group for Monthly Meeting status.

The Representative Board at this meeting will review the report and request the Committee to obtain any additional information the Representative Board feels necessary. The Representative Board will then lay the report over until a subsequent meeting, and in the interim will discuss it with the Monthly Meetings.

At a subsequent meeting, the Representative Board will again review the report of the Committee on Oversight and determine what appropriate action should be taken. The Representative Board will then express this action in a formal Minute. The formal Minute should then be submitted to the next session of the Yearly Meeting for recording.

After the Representative Board has approved Monthly Meeting status, the formal Minute will be conveyed to the Worship Group and arrangements will be made for the organizational meeting at which the Southeastern Yearly Meeting will be represented by the same Committee on Oversight or other suitable committee. The Monthly Meeting will then be organized at this meeting.

Since this action will occupy a considerable time, it should wherever possible be recommended to the Worship Group that they should assume Preparative Meeting status under some nearby Monthly Meeting. This will permit the prospective Monthly Meeting to assume immediately a considerable increase in stature and authority and allow it to act as a corporate entity and further develop its personality, organization, and practices. The Worship Group should be assured that such assumption of Preparative Meeting status will not cause any delay by the Representative Board or the Yearly Meeting in acting on its request, and that its request will be considered promptly and in accordance with Quaker tradition.

[subsequent amendment placed in 1979 F&P as p. 10a:]

ESTABLISHMENT OF MEETINGS

A group applies to the clerk of the Yearly Meeting for status as a Worship Group, or the Yearly Meeting recognizes a group as having become a Worship Group. When ready, the Worship Group then sends a written request for Monthly Meeting status to the Clerk of Southeastern Yearly Meeting.

The Yearly Meeting Clerk will appoint a Committee of Oversight to visit a Worship Group requesting Monthly Meeting status and to become acquainted with the status and practices of the Worship Group.

This Committee will submit a report to the next session of the Representative Board or Yearly Meeting regarding the preparedness of the Worship Group for Monthly Meeting status.

At this meeting, the Representative Board or Yearly Meeting will review the report and request the Committee to obtain any additional information deemed necessary. The report will then be laid over until the next meeting, and in the interim, the Monthly Meetings will be informed.

At a subsequent meeting, the Yearly Meeting or Representative Board will again review the report of the Committee on Oversight and determine the appropriate action. This action will then be expressed in a formal minute. The formal minute should then be submitted to the next session of the Yearly Meeting for recording.

After this recording of Monthly Meeting status, the formal minute will be conveyed to the Worship Group and arrangements will be made for the organizational meeting at which Southeastern Yearly Meeting will be represented by the same Committee on Oversight or other suitable committee. The Monthly Meeting will then be organized at this meeting.

THE BOOK OF DISCIPLINE OF SOUTHEASTERN YEARLY MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (1989)

p. 13:

PRACTICE

I. THE YEARLY MEETING

The Yearly Meeting is composed of the entire membership of the constituent Monthly Meetings and Worship Groups. The Yearly Meeting exists primarily to provide a larger group to undertake matters of common concern and to form policy that cannot be accomplished by the smaller bodies. It is a meeting for the transaction of business and can engage in any activity or foster any work which the membership considers appropriate, including provision of funds and supervision of common projects.

The chief authority in matters of business, and the body in which membership resides, is the business meeting of the local group, known as the Monthly Meeting. . . .

Among its functions the Yearly Meeting receives reports of the State of the Monthly Meetings and Worship Groups, issues Queries and Advices and reports of its proceedings, and maintains contact with other Yearly Meetings and Friends organizations. It alone has authority to establish or change the Book of Discipline or issue statements of faith of the Yearly Meeting.

p. 15:

B. TRUSTEES

'The Incorporated Trustees of Southeastern Yearly Meeting, Religious Society of Friends' is incorporated under the laws of the State of Florida. Under its bylaws, title to and management of Yearly Meeting property, trusts, and funds are vested in six Trustees appointed by the Yearly Meeting for three-year terms. These assets are administered and expended according to the direction of the Yearly Meeting and under conditions prescribed by the donors.

p. 16:

C. ARCHIVIST

The Archivist collects and preserves records of Southeastern Yearly Meeting.

pp. 21-22:

II. THE REPRESENTATIVE MEETING

The Representative Meeting exists to carry out the work and policies of the Yearly Meeting between sessions. . . .

The Representative Meeting acts for the Yearly Meeting when the latter is not in session. It may not issue statements of faith. It has authority to call special sessions of the Yearly Meeting.

B. OTHER DUTIES OF THE REPRESENTATIVE MEETING

3. Advising and assisting Meetings, upon their request, in the administration of property and trust funds, with the assistance of the Yearly Meeting Trustees.

pp. 23, 27:

[This section still under revision. It is based on the first paragraph of the description of the Monthly Meeting in the 1979 Revision, pages 6-7.]

III. THE MONTHLY MEETING

The Religious Society of Friends is so organized that the Monthly Meeting is the fundamental unit and the body in which membership resides. It receives and records members and may record ministers. It extends spiritual care and, if necessary, material aid to its members. It provides for the oversight of marriages and funerals; for dealing in a spirit of love with those members and attenders who fail to live in accordance with Friends' principles and testimonies; for the collection of funds required to carry on the work of the Meeting; for holding titles to its property and for the suitable administration of its trust funds. The Monthly Meeting affords opportunity to appoint members to special service; to hear reports by members of committees thus appointed; to encourage Friends to plan together, under Divine Guidance, for work that will assist in bringing about the Kingdom of God on earth.

C. ORGANIZATION

The Monthly Meeting appoints suitable persons to serve the Meeting as Clerk, Treasurer and Membership Recorder, for definite terms of service.

1. Clerk

The Clerk presides at the business sessions, prepares the minutes of the proceedings (usually with the help of a Recording Clerk), and carries out the instructions of the Meeting in matters that have been approved for action.

3. Membership Recorder

The Membership Recorder preserves all details concerning births, marriages, deaths, and changes in membership. The Recorder is encouraged to use the forms provided by Southeastern Yearly Meeting for that purpose. The Recorder reports to the Yearly Meeting Membership Recorder the statistical information requested.

pp. 39-40:

IV. ESTABLISHMENT OF MEETINGS

B. MONTHLY MEETINGS

A Worship Group, when ready, sends a written request for Monthly Meeting status to the Clerk of Southeastern Yearly Meeting.

The Yearly Meeting Clerk will appoint a Committee of Oversight to visit a Worship Group requesting Monthly Meeting status and to become acquainted with the policies and practices of the Worship Group.

This Committee will submit a report to the next session of the Representative Meeting or Yearly Meeting regarding the preparedness of the Worship Group for Monthly Meeting status.

At this session the Representative Meeting or Yearly Meeting will review the report and request the Committee to obtain any additional information deemed necessary. The report will then be laid over until the next sessions, and in the interim the Monthly Meetings will be informed.

At a subsequent session the Yearly Meeting or Representative Meeting will again review the report of the Committee on Oversight and determine the appropriate action. This action will then be expressed in a formal minute. If action is taken by the Representative Meeting the formal minute should then be submitted to the next session of the Yearly Meeting for recording.

After the recording of Monthly Meeting status, the formal minute will be conveyed to the Worship Group and arrangements will be made for the organizational meeting at which Southeastern Yearly Meeting will be represented by the same Committee on Oversight or other suitable committee. The Monthly Meeting will then be organized at this meeting.

* * *

C. PREPARATIVE MEETINGS

Preparative Meetings can be formed by a Monthly Meeting under a wide variety of circumstances, but generally such meetings will develop in order to meet the particular spiritual needs of a local group of Friends. Usually a definite group of Monthly Meeting members will assume responsibility for organizing the Preparative Meeting and for reporting frequently to the Monthly Meeting.

SOUTHERN APPALACHIAN YEARLY MEETING AND ASSOCIATION

A Guide to Our Faith and Our Practice (1990)

p. 9:

Meeting for Business

When it appears to the clerk that the Meeting has come to a decision in which unity has been attained, or agreement is such that those who differ are clear in withdrawing their objections, a tentative minute is formulated to express the sense of the meeting. After discussion, if Friends give their approval, the clerk or recording clerk writes a minute and reads it back to the meeting. Either has the authority to make minor editorial changes to the minute if such changes appear needed. The clerk should call attention to the changes at the next meeting, after the minutes of the previous meeting have been circulated. The corrected minute then becomes part of the Meeting's permanent record, although the subject of the minute may be called up for reconsideration.

pp. 11-14:

Monthly Meeting Officers

The clerk presides at the business sessions of the meeting and carries out the instructions of the meeting on all matters pertaining to the accomplishment of its business. The clerk's responsibilities include seeing that business meetings are held on a regular schedule and, when necessary, seeing that special sessions are called with reasonable notice; and that meetings for worship are opened and closed; . . . preparing the annual state of the meeting report for yearly meeting; handling matters related to the transfer of membership, marriages, and funerals and memorial meetings (see those sections of the Guide); . . .

* * *

The recording clerk and the recorder (in some meetings combined) are responsible for the official record of business and special meetings and of historical data such as births, deaths, marriages, divorces, changes in membership, and correct addresses.

The recording clerk should be able to communicate effectively using the written word. This person is responsible for being present at regular monthly and special meetings for business and recording the proceedings. Minutes should state with clarity and precision the decisions reached by the meeting as well as the facts involved in them, but need not recite or summarize the views expressed by individual members.

The recorder is responsible for long-term recordkeeping. Duties include: keeping an updated mailing list of meeting members and attenders and circulating it to all members and regular attenders; keeping current the meeting's Membership Book, with full record of births, deaths, marriages, divorces, and changes in membership; preparing an annual statistical report; seeing to the long-term safekeeping of meeting records.

FRIENDS CHURCH SOUTHWEST
(formerly California Yearly Meeting)

Discipline of California Yearly Meeting of Friends, Being the Constitution and Discipline of the American Yearly Meetings of Friends (1904, revised 1930 and 1938)

1904@p. 47; 1930@pp. 45-46; 1938@p. 48:

CHAPTER IV.

MEETINGS FOR BUSINESS--CLERKS.

The clerk, or presiding officer, of a business meeting has the care of its business, which he lays before it for consideration and determines what conclusion the meeting reaches. . . . The clerk shall keep a faithful record of the proceedings of the meeting, and he shall furnish copies of necessary portions of such records to persons authorized, under the appointment of the same or any superior meeting, to ask for them. He shall sign on the meeting's behalf all official documents put forth by it.

1904@p. 48; 1930@pp. 46-47; 1938@p. 46:

CHAPTER V.

SECTION 1.--MONTHLY MEETINGS.

1. A Monthly Meeting is a regular organization of one or more congregations, and consists of all those persons who are entitled to be recorded upon its list of members. It is charged with the government of the body, according to the Constitution and Discipline, and has authority to receive and dismiss members; to discipline offenders; to grant appeals; to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Church; and to adopt and carry out measures for the improvement of the spiritual interests of the body.

1904@p. 49; 1930@p. 47; 1938@p. 49:

SECTION 2.--CLERK.

The clerk of a Monthly Meeting shall be appointed by the meeting on the nomination of a committee named for the purpose. He shall forward to the Quarterly Meeting such business as requires its attention, and such abstracts of the minutes of the Monthly Meeting as may be necessary. He shall keep (in a book printed for the purpose and provided by the Yearly Meeting) a correct record of the membership, including all births, marriages, deaths, and transfers, and he shall annually furnish the Quarterly Meeting such statistical information as the Yearly Meeting may direct, including the recording, deaths, and transfers of ministers. Where found desirable, a recorder may be appointed to assist the clerk in keeping these records.

1904@pp. 50-51; 1930@pp. 48-49; 1938@pp. 50-51:

SECTION 7.--THE BOARD OF TRUSTEES.

Each Monthly Meeting shall appoint three or more of its members to serve as a Board of Trustees. It shall be the duty of the Trustees to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury or improper use, to preserve all important records and documents, and to make an annual report to the Monthly Meeting. Where Monthly Meetings are incorporated under State laws their property will necessarily be held and administered in accordance therewith.

1904@p. 59; 1930@pp. 57-58; 1938@p. 59:

CHAPTER IX.

QUARTERLY MEETINGS

2. The Quarterly Meeting has the power to establish, divide or discontinue a Monthly Meeting, or to unite two or more Monthly Meetings.

* * *

5. The Quarterly Meeting has supervision over the Monthly Meetings. It may review their proceedings and examine the records thereof, so that any irregularities of proceedings may be corrected by the Monthly Meeting. It shall receive appeals from the Monthly Meetings and decide upon them, and shall grant appeals from its own decisions to the Yearly Meeting.

1938@pp. 59-60:

6. The Quarterly Meeting may appoint a committee to advise with the Monthly Meeting in cases of difficulty, as it may know of such need, or upon the request of the Monthly Meeting.

[added per 1934 Minutes, page 39, minute 55:]

Should the Monthly Meeting refuse, or neglect, to carry out the advice of the Committee appointed by the Quarterly Meeting, the matter shall be reported to the next session of the Quarterly Meeting, either regular or adjourned, and the Quarterly Meeting may then instruct the Monthly Meeting to carry out the decisions of the Quarterly Meeting.

Should the Monthly Meeting still refuse to carry out such instructions, the Quarterly Meeting shall proceed to deal with the Monthly Meeting as provided for in Paragraph 2 of this chapter.

The Monthly Meeting shall have the right to appeal to the next Yearly Meeting. If the period before the next Yearly Meeting is so long that serious injury might accrue to the work in the interim, the matter shall be laid before the Permanent Board, who shall render a decision, which shall be obeyed until the said Yearly Meeting.

When any Monthly Meeting or Pastor is known to be in disagreement with, or disloyal to, the superior meeting, the Quarterly Meeting shall take action on its own motion, and seek to restore unity. In case of failure to do so, the Quarterly Meeting shall report the case to the Yearly Meeting for final action.

1904@p. 63; 1930@p. 59; 1938@p. 62:

CHAPTER X.

SECTION 1.--YEARLY MEETINGS.

4. The Yearly Meeting has the power to decide all questions of administration; to counsel, admonish or discipline its subordinate meetings; . . .

1904@p. 65; 1930@p. 61; 1938@p. 64:

13. When a meeting is discontinued, the property belonging to said meeting shall be vested in the Yearly Meeting, to be held in trust for some specific purpose or to be used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held by such discontinued meeting shall be administered in accordance with the directions of the original donors.

1904@p. 77; 1930@p. 72; 1938@p. 77:

SECTION 2.--RECEPTION BY CERTIFICATE.

3. The acceptance and the issuing of all certificates shall be recorded on the minutes of the Monthly Meetings, and the list of members corrected accordingly.

Faith and Practice (Book of Discipline) as Adopted by California Yearly Meeting of Friends Church (1949, revised 1959)

1949@pp. 46-47; 1959@pp. 49-50:

CHAPTER II MONTHLY MEETING

Organization and Functions

Duties and responsibilities 1. A Monthly Meeting is a regular organization of one or more congregations, and consists of all persons who are recorded upon its list of members. It is charged with the administration of the affairs of the Meeting, and has authority to receive, transfer and dismiss members; to deal with offenders, to grant appeals, to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Meeting, and to adopt and carry out measures for the improvement of the spiritual interests of the body.

* * *

Appointment of Officers 4. The Monthly Meeting should appoint a Clerk and an Assistant Clerk, except that in a small Meeting one clerk may be sufficient. It shall be the duty of the clerk to see that the business is properly presented to the Meeting for its consideration, to announce decisions when made, and to sign documents on behalf of the Monthly Meeting. The assistant clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Meeting and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the Meeting. The minutes of each Meeting must be signed by the clerk and dated correctly. The assistant clerk may also act as Correspondent and as Recorder for the Meeting. The recorder shall keep a correct record of all matters pertaining to membership, such as births, marriages, and deaths; members joining by application, transfers of associate members to active membership, and transfers of members to and from other Meetings and denominations.

1949@p. 50; 1959@p. 54:

Miscellaneous

Records 3. Monthly Meeting records should be kept in a book of a form which has been approved by the Yearly Meeting. Minute books and records should be carefully preserved, and whenever conditions permit, should be placed in a central fireproof vault.

1949@p. 60; 1959@p. 69:

RECEPTION AND TRANSFER BY CERTIFICATE OR LETTER

Records 4. The acceptance and issuance of all certificates and letters shall be recorded in the minutes of the Monthly Meeting, and the list of members shall be changed accordingly. Removal certificates for ministers shall include a statement of their position.

1949@p. 66; 1959@p. 78:

CHAPTER III QUARTERLY MEETING

Relation to Monthly Meetings

Power 1. A Quarterly Meeting has power to establish, discontinue, or divide a Monthly Meeting, or to unite two or more Monthly Meetings.

Supervision 2. A Quarterly Meeting has supervision over the Monthly Meetings. It may review their proceedings and examine the records thereof, so that any irregularities in proceedings may be corrected by the Monthly Meeting. It shall receive appeals from Monthly Meetings and decide upon them, and shall grant appeals from its own decisions to the Yearly Meeting.

1949@p. 75; 1959@p. 89:

Miscellaneous

Property of Discontinued Meetings 1. When a Meeting is discontinued, the physical property and investments belonging to said Meeting shall be vested in the Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose, or used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held from such discontinued Meetings shall be administered as far as possible in accordance with the directions of the original donors. A Meeting is not to be considered as discontinued if it unites as an organized group with another Friends Meeting.

ADDENDUM For Faith & Practice - 1964

pp. 35-36:

BOARD OF CHURCH EXTENSION

C. DUTIES AND RESPONSIBILITIES

The Board shall be concerned with the advancement of the Church and the Gospel of our Lord Jesus Christ by:

1. Making studies to determine areas where new Friends Meetings should be established. Local Monthly or Quarterly Meetings are encouraged to be on the alert for opportunities for the establishment of new Meetings and to work with the Board of Church Extension for the development thereof.
2. Acquiring new church locations, supervising the planning, financing and construction of new Friends Churches.
3. Having the final responsibility for establishing new Meetings.

* * *

6. Giving aid and all assistance possible to those Meetings that are not going forward.

PART TWO OF *FAITH AND PRACTICE* (BOOK OF DISCIPLINE) AS ADOPTED BY CALIFORNIA YEARLY MEETING OF FRIENDS CHURCH, 1967 EDITION

p. 6:

RULES OF MEMBERSHIP

Records

17. The acceptance and issuance of all certificates and letters shall be recorded in the minutes of the Monthly Meeting, and the list of members shall be changed accordingly. Removal certificates for ministers shall include a statement of their position.

pp. 9-10:

CHAPTER II

MONTHLY MEETING

ORGANIZATION AND FUNCTIONS

Duties and Responsibilities

1. A Monthly Meeting is a regular organization of one or more congregations and consists of all persons who are recorded upon its list of members. It is charged with the administration of the affairs of the Meeting and has authority to receive, transfer, and dismiss members; to deal with offenders, to grant appeals, to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Meetings; and to adopt and carry out measures for the improvement of the spiritual interests of the Body.

* * *

APPOINTMENT OF OFFICERS

4. The Monthly Meeting should appoint a Presiding Clerk, an Assistant Presiding Clerk, and a Recording Clerk. It shall be the duty of the Clerk to see that the business is properly presented to the Meeting for its

consideration, to announce decisions when made, to sign documents on behalf of the Monthly Meeting, to see that the decisions and actions of the Monthly Meeting are executed, to meet with the Monthly Meeting committees to advise and recommend, and to work with the Pastor and other members of the Meeting to the end that the program of the Meeting may advance.

The Assistant Presiding Clerk shall preside in the absence of the Presiding Clerk.

The Recording Clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Meeting and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the Meeting. The minutes of each Meeting must be signed by the Clerk and dated correctly. The Recording Clerk shall keep a correct record of all matters pertaining to membership, such as births, marriages, and deaths; members joining by application, transfer of associate members to active membership, and transfers of members to and from other Meetings and denominations.

pp. 13-17:

Rights of Petition

14. Monthly Meetings -- directly or through their Quarterly Meetings -- have the right to petition Yearly Meetings to establish, discontinue, or divide a Quarterly Meeting, to unite two or more Quarterly Meetings, and to promote other religious interests for which there is concern.

PROCEDURES FOR ESTABLISHING NEW MEETINGS

New Meetings may be established as Extension Meetings and, upon meeting the requirements therefor, as Monthly Meetings.

Extension Meetings

15. An Extension Meeting consists of the members of a congregation under the care of the Church Extension Board and/or of an established Monthly Meeting.

Members may be received on confession of faith, by certificate of transfer from a Friends Church, or by letter from a church of another denomination.

Members of Extension Meetings shall have the right to participate in the business and work of the local meeting and of the superior meetings of which the Extension Meeting is a part.

Organization of Extension Meetings

16. *a. Meetings established by the Board of Church Extension:*

The Church Extension Board shall follow the procedures for establishing New Meetings as outlined herein and, in greater detail, in the Church Extension Manual. When the Board deems it advisable to establish a new Extension Meeting, it shall instruct the Pastoral Committee of the Board to proceed accordingly.

* * *

There shall be a minimum of twenty-five active charter members before an extension meeting can be established.

* * *

The organization of the Extension Meeting shall be reported to the Church Extension Board and to the Yearly Meeting through the Presiding Clerk of the Yearly Meeting.

b. Meetings established by an existing Monthly Meeting:

When an existing Monthly Meeting deems it advisable for an Extension Meeting to be established, it shall send a proposition therefor to the Church Extension Board. The Board shall give careful consideration to the request, making its judgment on the basis of the factors outlined in the Church Extension Manual. The Board shall keep the sponsoring Meeting informed of its progress toward a decision and shall inform such Meeting and the Board of Administration of California Yearly Meeting when the decision is made.

If the proposition is approved, the Monthly Meeting shall name three persons to cooperate with the Pastoral Committee of the Church Extension Board to proceed with the establishment of the Extension Meeting. The Chairman of the Pastoral Committee shall serve as Chairman of the joint committee.

The same procedures for the setting up a new Meetings shall be followed as are outlined above for the Church Extension Board.

Administration of Extension Meetings

17. Extension Meetings shall be under the jurisdiction of California Yearly Meeting and responsible to the Board of Church Extension.

* * *

Functions of the Administrative Council

18. The Administrative Council Shall:

d. Act for the congregation on business which needs attention between congregational business sessions. It may also act on minor administrative matters which should not take up the time of the congregational meeting. All actions shall be reported to the congregation in business sessions, exercising care to honor the authority of the congregational meeting;

e. Receive and act upon applications for membership, or requests for transfer either to or from the Meeting;

New Monthly Meetings

19. A Monthly meeting consists of all persons who are recorded upon its list of members. It is charged with the administration of the affairs of the Meeting and has authority to receive, transfer and dismiss members; to deal with offenders, to grant appeals, to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Meeting; and to adopt and carry out measures for the improvement of the spiritual interests of the Body. Each member has the right and obligation to participate in the business and work of the Monthly Meeting.

An Extension Meeting may be organized as a Monthly Meeting when it has a membership of at least fifty active members and when, in the judgment of the Church Extension Board, it is able to meet all financial obligations and is otherwise ready for full Monthly Meeting status.

Organization of New Monthly Meetings

20. An Extension Meeting, having met the minimum membership requirement, may petition the Church Extension board for establishment as a Monthly Meeting. If the Board approves the request, the Pastoral Committee of the Board may proceed to establish the Monthly Meeting.

* * *

The organization of the Monthly Meeting shall be reported to the Church Extension Board and to the Yearly Meeting through the Presiding Clerk.

p. 18:

MISCELLANEOUS Records

23. Monthly Meeting records should be kept in a book of a form which has been approved by the Yearly Meeting. Minute books and records should be carefully preserved and, whenever conditions permit, should be placed in a central fireproof vault.

pp. 36-37:

CHAPTER III QUARTERLY MEETING ORGANIZATION AND FUNCTION

Monthly Meetings of California Yearly Meeting within a geographic area may choose to remain in a previously-organized Quarterly Meeting, to organize into a new Quarterly Meeting (with the approval of the Yearly Meeting), or to be responsible directly to the Yearly Meeting. Where the Quarterly Meeting

organization presently exists, the constituent Meetings shall continue to be a part of the Quarterly Meeting until such time as the Quarterly Meeting may be discontinued. Provisions of this chapter apply where the Quarterly Meeting organization exists. Where the Quarterly Meeting organization does not exist, the Yearly Meeting has the responsibilities given by this chapter to the Quarterly Meeting.

RELATION TO MONTHLY MEETING

Power

5. A quarterly Meeting has power to establish, discontinue, or divide a Monthly Meeting or to unite two or more Monthly Meetings.

Supervision

6. A quarterly Meeting has supervision over the Monthly Meetings. It may review their proceedings and examine the records thereof, so that any irregularities in proceedings may be corrected by the Monthly Meeting. It shall receive appeals from Monthly Meetings and decide upon them and shall grant appeals from its own decisions to the Yearly Meeting.

pp. 81-82:

MISCELLANEOUS

Property of Discontinued Meetings

When a Meeting is discontinued, the physical property and investments belonging to said Meeting shall be vested in the Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose, or used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held from such discontinued Meetings shall be administered as far as possible in accordance with the directions of the original donors. A Meeting is not to be considered as discontinued if it unites as an organized group with another Friends Meeting.

THE FAITH AND PRACTICE (BOOK OF DISCIPLINE) OF CALIFORNIA YEARLY MEETING OF FRIENDS CHURCH, 1978 EDITION

p. 35:

RULES OF MEMBERSHIP

Records

17. The acceptance and issuance of all certificates and letters shall be recorded in the minutes of the Local Meeting, and the list of members shall be changed accordingly. Removal certificates for ministers shall include a statement of their position.

pp. 38-39:

CHAPTER II

LOCAL MEETING

ORGANIZATION AND FUNCTIONS

Duties and Responsibilities

1. A Local Meeting is a regular organization of the congregation and consists of all persons who are recorded upon its list of members. It is charged with the administration of the affairs of the Meeting and has authority to receive, transfer, and dismiss members; to deal with offenders, to grant appeals, to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Meeting, and to adopt and carry out measures for the improvement of the spiritual interests of the Body.

* * *

APPOINTMENT OF OFFICERS

5. The Local Meeting should appoint a Presiding Clerk, an Assistant Presiding Clerk, and a Recording Clerk. It shall be the duty of the Clerk to

see that the business is properly presented to the Meeting for its consideration, to announce decisions when made, to sign documents on behalf of the Meeting, to see that the decisions and actions of the Meeting are executed, to meet with the Meeting committees to advise and recommend and to work with the Pastor and other members of the Meeting to the end that the program of the Meeting may advance.

The Assistant Presiding Clerk shall preside in the absence of the Presiding Clerk.

The Recording Clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Meeting and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the Meeting. The minutes of each Meeting must be signed by the Clerk and dated correctly. The Recording Clerk shall keep a correct record of all matters pertaining to membership, such as births, marriages, and deaths; members joining by application, transfer of junior members to full membership, and transfers of members to and from other Meetings and denominations.

pp. 41-44:

PROCEDURES FOR ESTABLISHING NEW MEETINGS

New Meetings may be established as Extension Meetings and, upon meeting the requirements therefor, as Local Meetings.

Extension Meetings

14. An Extension Meeting consists of the members of a congregation under the care of the Church Extension Board and/or of an established Local Meeting.

Members may be received on confession of faith, by certificate of transfer from a Friends Church or by letter from a church of another denomination.

Members of Extension Meetings shall have the right to participate in the business and work of the local meeting and of the superior meetings of which the Extension Meeting is a part.

Organization of Extension Meetings

15. *a. Meetings established by the Board of Church Extension:*

The Church Extension Board shall follow the procedures for establishing new Meetings as outlined herein and, in greater detail, in the Church Extension Manual. When the Board deems it advisable to establish a new Extension Meeting, it shall instruct the Pastoral Committee of the Board to proceed accordingly.

* * *

There shall be a minimum of twenty-five active charter members before an Extension Meeting can be established.

* * *

The organization of the Extension Meeting shall be reported to the Church Extension Board and to the Yearly Meeting through the Presiding Clerk of the Yearly Meeting.

b. Meetings established by an existing Local Meeting:

When an existing Local Meeting deems it advisable for an Extension Meeting to be established, it shall send a proposition therefor to the Church Extension Board. The Board shall give careful consideration to the request, making its judgment on the basis of the factors outlined in the Church Extension Manual. The Board shall keep the sponsoring Meeting informed of its progress toward a decision and shall inform such Meeting and the Board of Administration of California Yearly Meeting when the decision is made.

If the proposition is approved, the Local Meeting shall name three persons to cooperate with the Pastoral Committee of the Church Extension Board to proceed with the establishment of the Extension Meeting. The Chairman of the Pastoral Committee shall serve as Chairman of the joint committee.

The same procedures for the setting up a new Meetings shall be followed as are outlined above for the Church Extension Board.

Administration of Extension Meetings

16. Extension Meetings shall be under the jurisdiction of California Yearly Meeting and responsible to the Board of Church Extension.

* * *

Functions of the Administrative Council

17. The Administrative Council Shall:

d. Act for the congregation on business which needs attention between congregational business sessions. It may also act on minor administrative matters which should not take up the time of the congregational meeting. All actions shall be reported to the congregation in business sessions, exercising care to honor the authority of the congregational meeting;

e. Receive and act upon applications for membership, or requests for transfer either to or from the Meeting;

* * *

New Local Meetings

18. A Local meeting consists of all persons who are recorded upon its list of members. It is charged with the administration of the affairs of the Meeting and has authority to receive, transfer and dismiss members; to deal with offenders, to grant appeals, to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Meeting; and to adopt and carry out measures for the improvement of the spiritual interests of the Body. Each member has the right and obligation to participate in the business and work of the Local Meeting.

An Extension Meeting may be organized as a Local Meeting when it has a membership of at least fifty active members and when, in the judgment of the Church Extension Board, it is able to meet all financial obligations and is otherwise ready for full Local Meeting status.

Organization of New Local Meetings

19. An Extension Meeting, having met the minimum membership requirement, may petition the Church Extension board for establishment as a Local Meeting. If the Board approves the request, the Pastoral Committee of the Board may proceed to establish the Local Meeting.

* * *

The organization of the Local Meeting shall be reported to the Church Extension Board and to the Yearly Meeting through the Presiding Clerk.

p. 57:

MISCELLANEOUS Records

23. Local Meeting records should be kept in a book of a form which has been approved by the Yearly Meeting. Minute books and records should be carefully preserved and, whenever conditions permit, should be placed in a central fireproof vault.

pp. 57-58:

MEMBERSHIP IN THE EVANGELICAL FRIENDS ALLIANCE Procedures

61. Affiliation of Local Meetings of California Yearly Meeting with the Evangelical Friends Alliance is initiated by the Local Meeting on Ministry and Counsel. After preliminary study and consideration, the Ministry and Counsel of the Local Meeting may request application forms from the Yearly Meeting. Upon completion of the forms, including a statement of reasons for affiliating with the Evangelical Friends Alliance, consultation with the small committee appointed by the Executive Committee of the Board of the Board of Administration will be arranged.

The next step is action by the Local Meeting for business, upon recommendation from the Ministry and Counsel. If the Meeting approves, the application then goes to the Board of Administration and, following approval,

to the Representatives for final action on the part of California Yearly Meeting.

Disapproval at any point in the procedure would return the application to one or more of the earlier groups indicated for further study and/or guidance by the special committee appointed by the Board of Administration.

Requirements

62. Evidence of wholehearted support of California Yearly Meeting and its program by the Meeting.

Financial obligations to California Yearly Meeting are to take precedence. Budgets and offerings (Missions, Quaker Meadow, etc.) will need to be kept current. If the Meeting should fall in arrears in its budget obligations, the Board of Administration will initiate a procedure for reconsidering the Meeting's membership in the Evangelical Friends Alliance.

Faithful discharge of obligations that come with Evangelical Friends Alliance membership, including financial responsibilities.

pp. 66-67:

CHAPTER III YEARLY MEETING

BOARD OF ADMINISTRATION

20. The continuing executive body of California Yearly Meeting of Friends Church shall be the Board of Administration. * * *

Duties and Responsibilities of the Board of Administration

21. The Board of Administration shall act for the Yearly Meeting on all business needing attention by a governing body between sessions of the Representatives, and business which is not clearly the responsibility of some other body. Reports of all important actions shall be given to the Representatives at the next subsequent session.

The Board shall act as a coordinating council for the total program of the Yearly Meeting. It shall aid in the implementation of the work of all other Boards and Committees, and shall receive and review plans and programs of all Boards throughout the year.

* * *

It shall inspect and perfect -- when necessary -- titles to lands and other estates belonging to any Local Meeting. It shall attend to the appropriation of charitable legacies and donations, except when cared for by Trustees. It shall extend such advice and assistance to persons suffering for their Christian testimonies as their cases may require and petition the government or persons in authority in behalf of such sufferers.

p. 78

BOARD OF CHURCH EXTENSION

Duties and Responsibilities

51. The Board shall be concerned with the advancement of the Church and the Gospel of our Lord Jesus Christ:

a. Making studies to determine where new Friends Meetings should be established. Local Meetings are encouraged to be alert for opportunities for the establishment of new Meetings and to work with the Board of Church Extension for the development thereof.

b. Acquiring new church locations and supervising the planning, financing and construction of New Friends Churches.

c. Having the responsibility for establishing new Meetings.

* * *

i. Developing a manual of procedures and submitting same to the Board of Administration for approval. Subsequent revisions shall also be submitted for approval.

p. 89:

MISCELLANEOUS

Property of Discontinued Meetings

82. When a Meeting is discontinued, the physical property and investments belonging to said Meeting shall be vested in the Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose, or used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held from such discontinued Meetings shall be administered as far as possible in accordance with the directions of the original donors. A Meeting is not to be considered as discontinued if it unites as an organized group with another Friends Meeting.

THE FAITH AND PRACTICE (BOOK OF DISCIPLINE) OF FRIENDS CHURCH SOUTHWEST YEARLY MEETING, 1987 EDITION

p. 37:

RULES OF MEMBERSHIP

Records

18. The acceptance and issuance of all certificates and letters shall be recorded in the minutes of the Local Church, and the list of members shall be changed accordingly. Removal certificates for ministers shall include a statement of their position as recorded Friends ministers.

pp. 40-42:

CHAPTER II

LOCAL CHURCH

ORGANIZATION AND FUNCTIONS

Duties and Responsibilities

1. A local church is an organization of the congregation and consists of all persons who are recorded upon its list of members. It is charged with the administration of the affairs of the Church and has authority to receive, transfer, and dismiss members; to deal with offenders, to grant appeals, to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Church; and to adopt and carry out measures for the improvement of the spiritual interests of the Body.

* * *

Organization

7. A local church is duly organized for the transaction of business when it has been established by the Friends Church Southwest Yearly Meeting and has appointed a clerk or clerks to present its business and record its action.

APPOINTMENT OF OFFICERS

8. The Local Church should appoint a presiding clerk, an assistant presiding clerk, and a recording clerk. It shall be the duty of the Presiding Clerk to see that the business is properly presented to the Meeting for Business for its consideration, to announce decisions when made, to sign documents on behalf of the Church, to see that the decisions and actions of the Church are executed, and to work with the Pastor(s) and other members of the Church to the end that the program of the Church may advance. The Clerk may meet with church committees to advise and recommend.

The Assistant Presiding Clerk shall preside in the absence of the Presiding Clerk, and shall fill the role of the Presiding Clerk if and when the Presiding Clerk is not available.

The Recording Clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Church and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the Church. The minutes of each meeting must be signed by the Presiding

Clerk and Recording Clerk and dated correctly. The Recording Clerk shall keep or cause to be kept a correct record of all matters pertaining to membership, such as births, marriages, deaths; members joining by application, transfer of junior members to full membership and transfers of members to and from other Churches and denominations. Minute books and records should be carefully preserved and, whenever conditions permit, should be placed in a fireproof vault.

pp. 44-46:

PROCEDURES FOR ESTABLISHING NEW CHURCHES

New congregations may be established and, as they grow, may become extension churches. Upon meeting certain requirements, they may be organized into full local churches.

New Congregations and Extension Churches

18. A new congregation is a group of believers, numbering up to 24 members, who meet regularly under the care of the Board of Church Extension and/or an established local church.

An extension church is a group of believers numbering between 25 and 49 members, who meet regularly under the care of the Board of Church Extension and/or an established local church.

Members may be received on confession of faith, by certificate of transfer from a Friends Church or by letter from a church of another denomination, and shall have the right, therefore, to participate in the business and work of that church. . . .

Organization of New and Extension Churches

19. a. Churches established by the Board of Church Extension:

The Board of Church Extension shall follow the procedures for establishing new congregations as outlined herein and, in greater detail, in the Church Extension Manual. When the Board deems it advisable to establish a new congregation, it shall instruct selected representatives of the Board of Church Extension and church planning personnel to proceed accordingly.

* * *

The organization of the Extension Church shall then be reported to the Board of Church Extension and to the Yearly Meeting.

b. Churches established by an existing Local Church:

When an existing local church deems it advisable for a new congregation to be established, it shall send a proposition therefor to the Board of Church Extension. The Board shall give careful consideration to the request, making its judgment on the basis of the factors outlined in the Church Extension Manual. The Board shall keep the sponsoring church informed of its progress toward a decision and shall inform such church and the Board of Administration of the Friends Church Southwest Yearly Meeting when the decision is made.

If the proposal is approved, the Local Church shall name three persons to cooperate with representatives of the Board of Church Extension to proceed with the establishment of the new congregation. A Church Extension Board member shall serve as chairman of the joint committee.

The same procedures for the setting up a new churches shall be followed as are outlined above for the Board of Church Extension .

Administration of New Congregations and Extension Churches

20. New congregations and extension Churches shall be under the jurisdiction of Friends Church Southwest Yearly Meeting and responsible to the Board of Church Extension.

* * *

New Local Churches

22. A local church consists of all persons who are recorded upon its list of members. It is charged with the administration of the affairs of the Church and has authority to receive, transfer and dismiss members; to deal

with offenders, to grant appeals, to consider and act upon all questions affecting the membership; to hold and administer real estate and other property in the name of the Yearly Meeting for the use of the Church; and to adopt and carry out measures for the improvement of the spiritual interests of the Body. Each member has the right and obligation to participate in the business and work of the Church.

An extension church may be organized as a local church when it has an active membership of at least fifty and when, in the judgment of the Board of Church Extension, it is able to meet all financial obligations and is otherwise ready for full local church status.

Organization of new Local Churches

23. An extension church, having met the minimum membership requirement, may petition the Board of Church Extension for establishment as a local church. If the Board approves the request, it will proceed to establish the church.

* * *

The organization of the Church shall be reported to the Board of Church Extension and to the Yearly Meeting.

p. 60:

MEMBERSHIP IN THE EVANGELICAL FRIENDS ALLIANCE Procedures

61. Affiliation of local churches of the Friends Church Southwest Yearly Meeting with the Evangelical Friends Alliance is initiated by the Local Church Ministry and Counsel. After preliminary study and consideration, the Ministry and Counsel of the Local Church may request application forms from the Yearly Meeting. Upon completion of the forms, including a statement of the reasons for affiliating with the Evangelical Friends Alliance, consultation with a small committee appointed by the Executive Committee of the Board of Administration will be arranged.

The next step is action by the Meeting for Business upon recommendation from the Ministry and Counsel. If the Church approves, the application then goes to the Board of Administration and, following approval, to the Representatives for final action on the part of the Yearly Meeting.

Disapproval at any point in the procedure returns the application to one or more of the earlier groups indicated for further study and/or guidance by a special committee appointed by the Board of Administration.

Requirements

62. Local churches that wish to affiliate with the Evangelical Friends Alliance shall first give evidence of wholehearted support of the Friends Church Southwest Yearly Meeting and its programs. Financial obligations to the Yearly Meeting are to take precedence. Budgets and offerings (Missions, Quaker Meadow, etc.) will need to be kept current. If the Church should fall in arrears in its budget obligations, the Board of Administration shall initiate a procedure for reconsidering the Church's membership in the Evangelical Friends Alliance.

Obligations to the Evangelical Friends Alliance

63. Member churches of Friends Church Southwest Yearly Meeting which become members of the Evangelical Friends Alliance must faithfully discharge obligations that come with membership in the Evangelical Friends Alliance, including financial responsibilities.

pp. 68-69:

BOARD OF ADMINISTRATION

Purpose

18. The Board of Administration shall act as the official body of Friends Church Southwest Yearly Meeting while the general sessions of representatives are in adjournment. The Board shall conduct all items of business requiring attention by a governing body between sessions of the

representatives, and business which is not clearly the responsibility of some other body.

19. The continuing executive body of Friends Church Southwest Yearly Meeting shall be the Board of Administration.

* * *

Duties and Responsibilities of the Board of Administration

20. The Board of Administration shall act for the Yearly Meeting on all business needing attention by a governing body between sessions of the representatives. It shall also transact business which is not clearly the responsibility of some other body. Reports of all important actions shall be given to the representatives at the next session.

* * *

The Board shall inspect and perfect -- when necessary -- titles to lands and other estates belonging to any local church. It shall attend to the appropriation of charitable legacies and donations, except when cared for by the Trustees. It shall extend such advice and assistance to persons suffering for their Christian testimonies, as their case may require, and petition the government or persons in authority in behalf of such sufferers.

p. 81:

BOARD OF CHURCH EXTENSION

Duties and Responsibilities

54. The Board shall be concerned for the advancement of the Church and the Gospel of our Lord Jesus Christ:

a. making studies to determine where new Friends Churches should be established. Local churches are encouraged to be alert for opportunities for the establishment of new churches and to work with the Board of Church Extension for the development thereof.

b. acquiring new church locations and supervising the planting, financing and construction of new Friends Church facilities.

c. having the responsibility for establishing new churches.

* * *

g. developing a manual of procedures and submitting the same to the Board of Administration for approval. Subsequent revisions shall also be submitted for approval.

pp. 98:

MISCELLANEOUS

Property of Discontinued Churches

102. When a church is discontinued, the physical property and investments belonging to said church shall be vested in the Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose, or used for the advancement of the general work of the Yearly Meeting. A church is not to be considered discontinued if it is united by the Yearly Meeting with another Friends church.

VIRGINIA

Extracts of a letter from George Fox in the opening record of Lower Monthly Meeting [Nansemond & Isle of Wight Counties] (1672)

[repeated in 1756 minutes below]

Rules of discipline in the Yearly Meeting minutes of 1756:

Heare follows the copy of a letter as it was sent forth by George ffox & sent from Elisabeth river to friends at nansemun in the 10th month 1672. . .

. . . and ffriends it is good that ye have a book to register all children that are born and the month and year, if they go out of this Land and return again, after ye desease they may have them to prove where they are registered and so wrong ye Children, therefore register all that is yet to come. also it is good for to gett forte burying places when you shall see moast nearest together, for Abraham bought a burying place and burying ground or purched, ye may enter it into ye courts off records and make firm deeds of sale about other lands and lett them be fenced about, as in England and other places. for if ye Children shall sell ye land where ye boddies lye to others, then they shall sell ye boddies with it to the world which had not power over them whist they lived, and this is not Comendable.

And if any young friend ould doe marrie, it is to be layd before the mans meeting and they are to see that he & she be cleare from all other men & women & then to waight their time, allthings bing cleare & a meeting being appointed for that purpose, they may take one another before the people of God and in the presence of God to live faithfully together according to the Practise of the holly men off God in the Scriptures of truth, and then they are to have a Certificate & be recorded in a Book, . . .

16 ly. And allso that freinds buy a Convenient book for the Registering of births & marriages & Burialls as the holly men of God of old did, as you may read through Scriptures that every one may be readdy to give a testimony & certimony Certificate theareof if neede & require any to be called theareunto.

1756 minutes of Virginia Yearly Meeting:

On Motion made to this meeting for the appointing a committee to examine & correct a manuscript that is designed for the press this meeting therefore appoints . . . [13 men] to examine & correct (if it be found necessary) which shall not pass without the concurrence of eight, but if it meets with their aprobation then they are herby impowered to appoint some of their body to agree for the printing it, and the charge thereof to be raised by each Quarterly Meeting to reimburse the committee appointed to agree for the same

It is represented to this meeting that the records thereof seem some what imperfect and not so well kept as is thought necessisory it is left unto the consideration of the above committee to examine and correct the same & Endeavour to get the former papers belonging to it from the the several Clerks in order to form a more perfect Record, and the Quarterly meetings are to appoint a committee to inspect examine and correct the records and of each Monthly Meeting and the committee aforesaid is to take under their consideration the several Quarries belonging to the Meeting of business and revise Them and add even others as may seem most expedient.

A Book of Discipline Established by the Yearly Meeting for Virginia held at Curls, by adjournments, from the 13th of 5th month to the 15th of the same Inclusive, 1758 (from Benjamin Butterworth ms. copy)

pp. 5-6:

Our Design and endeavour is to be as Concise as posable, in the folloing Particulars, Recommended for general use and practice, as may be with Clearness, and first, as to the Establishment, and order of Meetings that no Quarterly Meeting be set up, or Laid down, without the Consent of the Yearly Meeting, no Monthly Meeting, without the Consent of the Quarterly meeting, nor any preparitive or other Meeting of Business, or worship, without application to, and Consent of the Monthly Meetings.

these meeting are subordinate, and accountable to each other, in the following manner the Preparative to the monthly, the monthly to the Quarterly, and the Quarterly to the Yearly Meeting, so that if the Yearly Meeting be at any time Dissatisfied with the proceeings of any of the said Meeting, or the Quarterly meeting with the proceedings of any Monthly meeting, or the monthly, with the Preparative, within their limits, such meeting or meetings Respectively ought, with readiness and meekness to Render a Satisfactory account accordingly.

pp. 7-8:

that minutes, or due entries be made Every monthly and Quarterly Meeting, of all such matters as Come before them, or are determined By them or that are or may be Removed to the Quarterly or Yearly Meetings, and that all Marriages and Marriage Certificates, Births, and Burials be recorded in each monthly meeting, also, an account of friends sufferings for there Testimony against an hireling Ministry, bearing of Arms, &c, which ought to be transmitted to the Quarterly Meeting, and from thence to the Yearly Meeting,

If any Monthly or Quarlerly Meeting, have occation for, and Requests any of the Records, entries or Minutes of another Monthly, or Quarterly Meeting, it is desired, and advised, that Such Copies may be accordingly Communicated to such meetings, as so requests, or desires them, . . .

A Book of Discipline revised and Established by the Yearly Meeting for Virginia (ms. 1801) [capitalization and Punctuation vary among manuscript copies]

pp. 3-5:

With respect to the establishment and order of Meetings it is directed, that no Quarterly Meeting be set up, or Laid down, without the consent of the Yearly Meeting; no Monthly Meeting without the consent of the Quarterly; nor any preparative, or other Meeting of Business, or worship, without application to, and consent of the Monthly Meetings.

These Meetings are subordinate and accountable to each other in the following manner. The Preparative to the Monthly, the Monthly to the Quarterly, and the Quarterly to the Yearly Meeting: So that if the Yearly Meeting be at any time dissatisfied with the proceedings of any of the said Meetings, or the quarterly Meeting with the proceedings of any Monthly Meeting, or the Monthly Meeting with the preparative within their limits, such Meeting or Meetings respectively, ought with readiness and meekness to render a Satisfactory Account accordingly.

* * *

That minutes or due entries be made in every Monthly and Quarterly Meeting of all such matters as come before them, nor are determined by them; or that are or may be removed to the Quarterly, or from the Quarterly to the Yearly Meeting; and that all Marriages, Marriage Certificates, Birth and Deaths be recorded in each Monthly Meeting; and also an account of friends sufferings for their Testimony against an hireling Ministry, bearing arms &c,

which ought to be transmitted to the Quarterly, and from thence to the Yearly Meeting.

That if any Monthly or Quarterly Meeting have occasion for and request any of the records, entries or minutes of any other Monthly or Quarterly Meeting, it is advised that copies of such records &c, may be accordingly communicated to the Meeting that so requests them.

pp. 31-33 (pp. 29-30 in Huntington Library manuscript version):

And as our Womens Meetings for Discipline have been found of manifest advantage to the society in general, and particularly to their own Sex, it is judged best, in order to promote the uniform practice in all our Meetings for Discipline that the following regulations be observed in regard to their separate and connected duties.

In all places where Meetings for Discipline shall be established for the Men, Meetings of the same kind shall also be established for the women, as far as circumstances will permit. In reading and answering the Queries, taking notice of proposals of Marriage, the appointment of overseers and representatives to superior Meetings, And in their general care and attention to the members of their own sex, the practices shall be the same as that agreed on for the Men; as also in dealing with offenders, or treating with those who may apply for Admission or reinstatement into membership until the case shall be brought before the Monthly Meeting: report thereof shall be made to the mens Meeting, and the proceeding afterwards conducted by Joint Committees of men and women friends; And no proceedings of the women only, shall be sufficient to receive or disown a member.

Certificates of removal for women friends, and certificates or Minutes of Concurrence for women Ministers or others who may be under religious engagements to travel in truths service, shall be given Jointly by the mens and womens Meetings, And where any Certificate of removal is offered to the womens Meeting, the same is not to be fully accepted, before it first be laid before the mens Meeting, and there approved.

It is further enjoined that fair records be kept of the proceedings of the womens Yearly Quarterly and Monthly Meetings and that the men from time to time give them such assistance therein as may be requested, or the nature of the case shall require.

Rules of Discipline of the Yearly Meeting of Friends held in Virginia (1826)

pp. 10-11:

BIRTHS AND BURIALS.

As great inconvenience may arise from the want of due attention to keeping a regular record of Births and Deaths, it is earnestly enjoined on each monthly meeting, that they keep under appointment some careful friend whose duty it shall be, in a book provided for the purpose at the monthly meeting's expense, to keep a record of all births and deaths of members, that shall occur within their respective limits, and which shall be offered to him for that purpose; and in order to engage the attention of monthly meetings more closely to this subject, it is further enjoined, that an explicit answer be annually given by monthly to quarterly and through them to the yearly meeting to the query, whether due care is taken to keep a regular record of births and deaths.

p. 15:

CERTIFICATES.

Monthly meetings are advised to take due care that certificates of removal, be seasonably forwarded by suitable conveyances to those whereto their members shall remove:--such certificates being the exclusive right of said meetings.

It is further directed that all certificates of removal which shall be received, be lodged in the monthly meeting where the same may be accepted; and

also, that every such meeting do keep a copy or record of all certificates they shall issue or receive.

pp 23-25:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

It is directed that no quarterly meeting be set up or laid down without the consent of the yearly meeting; no monthly meeting without the consent of the quarterly meeting, and no preparative or other meeting for business or worship without the consent of the monthly meeting within the limits of which it may be included, which must also be approved by the quarterly meeting.

These meetings are subordinate and accountable to each other in the following manner, viz. The preparative to the monthly, the monthly to the quarterly, and the quarterly to the yearly meeting; so that if the yearly meeting be at any time dissatisfied with the proceedings of any of the aforesaid meetings, or a quarterly meeting with the proceedings of any of its monthly meetings, or a monthly meeting with the conduct of any of its preparative meetings, such meeting or meetings ought with readiness and meekness to render an account thereof when required.

In all monthly and quarterly meetings, books should be provided and kept, and fair minutes entered thereon of all matters that shall come before and be determined by them; . . .

p. 37:

MEETING HOUSES.

It is recommended to quarterly and monthly meetings, to make timely and careful inspection into the situation of the titles of meeting houses, and burial grounds, and other estates which may have been vested in trustees, and by them held for the use and benefit of the society at large, or of any of those meetings; so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable measures may be taken to appoint some others to the trust, or to supply whatever deficiencies (sic) the nature of the case may require, so that future difficulties and the risk of being deprived of such estates may be avoided. And it is further recommended, that the said meetings have all documents and evidences relative to such property carefully deposited and kept with the respective papers and records thereof.

WESTERN YEARLY MEETING (PRE-SEPARATION)

The Discipline of the Society of Friends of Western Yearly Meeting (1865)

p. 72:

TESTIMONIES, &C.

In all cases when a Monthly Meeting apprehends itself under the necessity to disown a member, it is the desire of the Yearly Meeting that such member, if his or her situation will admit of it, be previously informed thereof, and when a testimony of disownment is issued against such individual, a copy thereof should be retained on the minutes of the Monthly Meeting, and one offered to the party testified against.

pp. 84-86:

DISCIPLINE AND MEETINGS FOR DISCIPLINE.

The connection and subordination of our meetings for Discipline are thus: Preparative Meetings are accountable to the Monthly; Monthly to the Quarterly; and Quarterly to the Yearly Meeting; so that if the Yearly Meeting be at any time dissatisfied with the proceedings of any inferior meeting; or a Quarterly Meeting with the proceedings of any of its Monthly Meetings; or a Monthly Meeting with the proceedings of any of its Preparative Meetings; such meetings ought, with readiness and meekness, to render accounts thereof when required; and correct or expunge any of their minutes, according to the direction of the superior meeting.

No Quarterly Meeting should be set up or laid down, without the consent of the Yearly Meeting; no Monthly Meeting without the consent of the Quarterly Meeting; nor any Preparative or other Meeting for business or worship, until application to the Monthly Meeting be first made; and when there approved, the consent of the Quarterly Meeting be also obtained. Also, no meeting for worship, intended to consist of Friends belonging to two or more Monthly Meetings, shall be established, until the proposal be offered to, and approved by, those Monthly Meetings, and the consent of their respective Quarterly Meeting or Meetings be obtained; . . .

* * *

It is directed that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein of their proceedings. Monthly Meetings, particularly, are advised to attend to, and finish all such business with care and dispatch, that it may, at no time, suffer by improper delay; and if any case under consideration prove too weighty or difficult for them to determine, they should apply to their respective Quarterly Meetings for assistance; or, if the circumstances be such as to require it, refer it thereto by minute.

It is the conclusion of the Yearly Meeting, as a general rule in all cases, that where any Monthly or Quarterly Meeting has occasion for, and requests copies of any papers, minutes, or records of another Monthly or Quarterly Meeting, the same should be accordingly granted.

pp. 114-115:

MEETING HOUSES.

Quarterly and Monthly Meetings are directed to make timely and careful inspection into the situation of the titles of meeting houses, and burial grounds; and other estates which have been vested in trustees, and by them held for the use and benefit of the Society at large, or of any of those meetings; so that if it should appear needful, by the death of any such trustees, or otherwise, due and seasonable care may be taken to appoint some others to the trust; that future difficulties and the risk of being deprived of such estates may be avoided. And it is further directed that Quarterly and Monthly Meetings respectively, as the case may require, keep exact records of all such trusts and conveyances and see that the same be duly recorded in the County Record, as required by law; and also that a clear and regular account be kept by each respective meeting, of the place where, and the persons with

whom, the papers, minutes, and records belonging to our religious society, are from time to time deposited; wherein due care should be taken to lodge them with suitable Friends.

WESTERN YEARLY MEETING (PROGRESSIVE/FUM)

The Discipline of the Society of Friends of Western Yearly Meeting
[Progressive] (1879)

1879@pp. 36-38:

MEETINGS FOR DISCIPLINE.

. . . For this purpose, and in addition to Meetings for Worship, Meetings for Discipline have been established, viz: Preparative Meetings, which commonly consist of the members of a Meeting for Worship; Monthly Meetings, which consist of one or more Preparative Meetings; Quarterly Meetings, which consist of two or more Monthly Meetings, and the Yearly Meeting, consisting of all the Quarterly Meetings. . . .

The acting officers of these meetings are clerks, annually appointed, whose duty it is to present the business in proper order to the Meeting, ascertain its judgment thereon, and keep an accurate record of the same.

* * *

Every Meeting for Discipline shall keep a record of its proceedings, which shall, in all cases, contain a clear and explicit narrative.

* * *

All Meetings for Discipline holding titles to land, &c., for the benefit of the Society, should look well to their security, and keep properly incorporated, or appoint and sustain a regular succession of Trustees, as provided by law.

* * *

Meetings for Discipline are subordinate and accountable in the following manner: Preparative to Monthly, Monthly to Quarterly, and Quarterly to the Yearly Meeting. No Preparative is to be set up or discontinued but by consent of the Monthly Meeting and approbation of the Quarterly Meeting. No Monthly but by the Quarterly Meeting. No Quarterly but by the Yearly Meeting, and if at any time the Yearly Meeting be dissatisfied with the proceedings of any of said meetings, or a Quarterly with any of its Monthly or other subordinate Meetings, or a Monthly Meeting with the proceedings of its preparative Meeting, such subordinate meetings should render a full and clear account when required, or correct or erase any of their minutes according to the direction of superior Meetings, and they should be held subject to the directions of said superior Meetings.

1879@pp. 40-41:

MONTHLY MEETINGS.

Monthly Meetings should consist of one or more Preparatives, and hold their sessions monthly.

* * *

Monthly Meetings shall keep a complete record of their membership, and of births and deaths, as far as possible.

They shall appoint committees on funerals, for the advice and assistance of those concerned--said committee to have care of the Burial Grounds, on lands held by their Trustees, and see that they are properly enclosed and kept in decent order, also a map of Burying Ground and record of graves, and if application be made for the interment of a person who was not a member therein, said committee should see that interments shall conform to our order.

* * *

All documents or certificates of membership issued should be transmitted through the Monthly Meeting correspondents, and they shall keep a correct list of such correspondents of Monthly Meetings of our own and other Yearly Meetings, so far as they may be notified of them.

1879@p. 66:

BASIS OF MEMBERSHIP, AND HOW MEMBERSHIP MAY BE ACQUIRED.

When a Monthly Meeting confers the right of membership, a record should be made of such action, and the party informed.

1879@p. 70:

MARRIAGES

Monthly Meetings shall keep a record of Marriage Certificates, and in all cases of marriage, the newly-married husband should be careful to present to the proper officer at the county-seat a certificate of the marriage.

The Discipline of Western Yearly Meeting of the Friends' Church (Orthodox.)
[Progressive] (1891)

p. 79:

BASIS OF MEMBERSHIP AND HOW APPLICANTS MAY BE RECEIVED INTO MEMBERSHIP.

When a Monthly Meeting confers the right of membership, a record should be made of such action, and the party informed.

p. 95:

Monthly Meetings shall keep a record of marriage certificates, and in all cases of marriage, the newly-married husband should be careful to present to the proper officer at the county-seat a certificate of marriage, if the law so requires.

p. 100:

Meetings for discipline shall keep a record of their proceedings, which shall, in all cases, contain a correct and explicit narrative, and be signed by the clerks.

They shall have discretionary power in granting copies of minutes to other meetings for discipline, or individuals, when requested.

* * *

All meetings for discipline holding titles to land, trust funds, or other property, for the benefit of the Church, shall look well to their security, and keep properly incorporated, by appointing and sustaining a regular succession of trustees, as provided by law.

pp. 101-102:

Meetings for discipline are subordinate and accountable in the following manner: Preparative to Monthly, Monthly to Quarterly, and Quarterly to the Yearly Meeting. No Preparative is to be set up or discontinued but by consent of the Monthly Meeting and approbation of the Quarterly Meeting; no Monthly but by the Quarterly Meeting; no Quarterly but by the Yearly Meeting, and if at any time the Yearly Meeting be dissatisfied with the proceedings of any of said meetings, or a Quarterly with any of its Monthly or other subordinate meetings, or a Monthly Meeting with the proceedings of its Preparative Meeting, such subordinate meetings should render a full and clear account when required, or correct or erase any of their minutes according to the direction of superior meetings, and they should be held subject to the directions of said superior meetings.

Preparative, Monthly and Quarterly Meetings should carry out all the orders which they may receive from superior meetings.

pp. 102-103:

PREPARATIVE MEETINGS.

Each established meeting for worship is Preparative, except where the Quarterly Meeting judges it inexpedient, and should hold a session preceding the Monthly Meeting to which it belongs.

Preparative Meetings have no disciplinary control, but are mediums to prepare and forward business to the Monthly Meetings. They should be careful not to forward business prematurely, nor to delay it improperly, nor to decide upon matters which belong to the Monthly Meetings.

pp. 103-104:

MONTHLY MEETINGS.

Monthly Meetings should consist of one or more Preparatives, and hold their sessions monthly. When there is but one Preparative, it may be discontinued, with the consent of the Quarterly Meeting, in which case the duties of the Preparative are conferred upon the Monthly Meeting.

* * *

Monthly Meetings shall keep a complete record of their membership, noting births, deaths, receptions, disownments, and transfers, as far as possible.

DISCIPLINE of Western Yearly Meeting, Being the Constitution and Discipline of the American Yearly Meeting of Friends (1901, Revised 1920, Revised 1925)

1920 & 1925@pp. 45-46:

CHAPTER IV.

MEETINGS FOR BUSINESS--CLERKS.

The clerk, or presiding officer, of a business meeting has the care of its business, which he lays before it for consideration and determines what conclusion the meeting reaches. In a meeting for business it should be the chief desire to ascertain what may be the mind of the Lord, and the clerks should be chosen with a special reference to their sound judgment and gift of spiritual discernment, and their ability to determine what is the will of the meeting as indicated by the expression made. Clerks should be familiar with the usages of the denomination and with all its departments of work. The clerk shall keep a faithful record of the proceedings of the meeting, and he shall furnish copies of necessary portions of such records to persons authorized, under the appointment of the same or any superior meeting, to ask for them. He shall sign on the meeting's behalf all official documents put forth by it. Meetings which may desire to continue the ancient practice of holding separate business meetings of men and women are at liberty to do so, appointing separate Clerks from their number. In all business meetings such assistant Clerks may be appointed as may be found advisable.

1920 & 1925@p. 46:

CHAPTER V

SECTION 1.--MONTHLY MEETINGS

1. A Monthly Meeting is a regular organization of one or more congregations, and consists of all those persons who are entitled to be recorded upon its list of members. It is charged with the government of the body, according to the Constitution and Discipline, and has authority to receive and dismiss members; to discipline offenders; to grant appeals; to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Church; and to adopt and carry out measures for the improvement of the spiritual interests of the body. It meets monthly for the transaction of business; once in three months it reports, in an abstract of its minutes, such business as should be laid before the Quarterly Meeting of which it forms a part and to which it is subordinate, and to attend which it may appoint two or more representatives.

1920 & 1925@p. 47:

SECTION 2.--THE CLERK.

The clerk of a Monthly Meeting shall . . . keep (in a book printed for the purpose and provided by the Yearly Meeting) a correct record of the membership, including all births, marriages, deaths and transfers, and he shall annually furnish the Quarterly Meeting such statistical information as the Yearly Meeting may direct, including the recording, deaths and transfers of ministers. Where found desirable, a recorder may be appointed to assist the Clerk in keeping these records.

1920 & 1925@pp. 48-49:

SECTION 7.--THE BOARD OF TRUSTEES.

Each Monthly Meeting shall appoint three or more of its members to serve as a Board of Trustees. It shall be the duty of the Trustees to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury or improper use, to preserve all important records and documents, and to make an annual report to the Monthly Meeting. Where Monthly Meetings are incorporated under State laws their property will necessarily be held and administered in accordance therewith. Yearly Meetings may provide for the holding and transferring of real estate and other property by their own Trustees.

1920@p. 57; 1925@p. 56:

CHAPTER IX.

QUARTERLY MEETINGS.

2. The Quarterly Meeting has the power to establish, divide or discontinue a Monthly Meeting, or to unite two or more Monthly Meetings.

1920@pp. 60-61; 1925@p. 60:

CHAPTER X

SECTION 1.--YEARLY MEETINGS

10. The Yearly Meeting, unless incorporated under the laws of a state making it unnecessary, shall appoint Trustees--not fewer than three nor more than seven in each case--who shall hold the titles of its real estate, and have the same duly recorded in the official records of the state or county. Trustees shall be similarly appointed to invest all funds and other personal property, whether received by bequest, donation or otherwise, and to administer the same according to the direction of the donors. The Yearly Meeting shall have one or more such boards of Trustees as it may deem advisable. Due care must be exercised by Trustees to observe the requirements of the statutes of their several States in the administration of their trusts. [1901: Trustees shall be *ex officio* members of the Permanent Board.]

1920 & 1925@p. 61:

13. When a meeting is discontinued, the property belonging to said meeting shall be vested in the Yearly Meeting, to be held in trust for some specific purpose, or to be used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held by such discontinued meeting shall be administered in accordance with the directions of the original donors.

1920 & 1925@p. 72:

SECTION 2.--RECEPTION BY CERTIFICATE.

3. The acceptance and the issuing of all certificates shall be recorded on the minutes of Monthly Meetings, and the list of members corrected accordingly.

Faith and Practice of Western Yearly Meeting of Friends Church (Book of Discipline) [FUM] (1955, revised 1962)

p. 97:

CHAPTER II

MONTHLY MEETING

Organization and Functions

Appointment of Officers

4. The Monthly Meeting should appoint a Clerk and an Assistant Clerk, except that in a small Meeting one clerk may be sufficient. It shall be the duty of the clerk to see that the business is properly presented to the Meeting for its consideration, to announce decisions when made, and to sign documents on behalf of the Monthly Meeting. The assistant clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Meeting and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the Meeting. The minutes of each Meeting must be signed by the clerk and dated correctly. The assistant clerk may also act as Correspondent and as Recorder for the Meeting. The recorder shall keep a correct record of all matters pertaining to membership, such as births, marriages, and deaths; members joining by application, transfers of associate members to active membership, and transfers of members to and from other Meetings and denominations.

pp. 97-98:

Trustees

7. Unless the laws of the state pertaining to the appointment and service of trustees provide otherwise, the Monthly Meeting shall appoint three or more trustees for the period of three years; it shall appoint one-third of the number each year. Where the financial responsibility of the Meeting is involved, and in other matters, the trustees should, except in emergencies, act only in accordance with the expressed will of the Meeting.

p. 100:

Miscellaneous

Records

3. Monthly Meeting records should be kept in a book of a form which has been approved by the Yearly Meeting. Minute books and records should be carefully preserved, and wherever conditions permit, should be placed in a central fireproof vault.

p. 112:

RECEPTION AND TRANSFER BY CERTIFICATE OR LETTER

Records

4. The acceptance and issuance of all certificates and letters shall be recorded in the minutes of the Monthly Meeting, and the list of members shall be changed accordingly. Removal certificates for ministers shall include a statement of their position.

p. 119:

QUARTERLY MEETING

Relation to Monthly Meetings

Power

1. A Quarterly Meeting has power to establish, discontinue, or divide a Monthly Meeting, or to unite two or more Monthly Meetings.

p. 129:

CHAPTER IV
YEARLY MEETING
Miscellaneous

Property of Discontinued Meetings

1. When a Meeting is discontinued, the physical property and investments belonging to said Meeting shall be vested in the Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose, or used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held from such discontinued Meetings shall be administered as far as possible in accordance with the directions of the original donors. A Meeting is not to be considered as discontinued if it unites as an organized group with another Friends Meeting.

Faith and Practice of Western Yearly Meeting of Friends Church (Book of Discipline) (1974, revised 1986)

p. 97:

CHAPTER II
MONTHLY MEETING
ORGANIZATION AND FUNCTION
Duties and Responsibilities

A Monthly Meeting is a regular organization of one or more congregations and consists of all persons who are recorded upon its list of members. It is charged with the administration of the affairs of the Meeting, has authority to receive, transfer, dismiss members, deal with offenders, grant appeals, and to consider and act upon all questions affecting the membership. It holds and administers real estate and other property for the use of the Meeting and adopts and carries out measures for the improvement of the spiritual interests of the body. It shall meet monthly for the transaction of business. Each member has the right and obligation to participate in the business and work of the Monthly Meeting.

1986@p. 98:

Preparative Meetings
New Monthly Meetings

A Preparative Meeting may be established upon the initiative of a Monthly Meeting as or by the Yearly Meeting. A Preparative Meeting may hold title to property and conduct business subject to approval by the parent Meeting. If a Preparative Meeting ceases to exist, its property automatically passes to the Monthly Meeting of which it is a part.

1974@p. 98; 1986@pp. 98-99:

Appointment of Officers

4. It is recommended that persons appointed as officers or to standing boards/committees be duly recorded members of the Meeting. The Monthly Meeting shall appoint a presiding clerk and a recording clerk, except that in a small Meeting one clerk may be sufficient. It shall be the duty of the presiding clerk to see that the business is properly presented to the Meeting for its consideration, to announce decisions when made, and to sign documents on behalf of the Monthly Meeting. The recording clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Meeting and the actions taken. This shall include a correct record of all matters pertaining to membership such as births, marriages, and deaths. It shall also show members joining by application, transfers of junior members to membership, and transfer of members to and from other Meetings and denominations. These shall be kept in permanent form in a minute book after they have been approved by the Meeting. The minutes of each Meeting must be

signed by the clerks and dated correctly. The Recording Clerk may also act as Correspondent for the Meeting.

1974@p. 99; 1986@ pp. 99-100:

Trustees

7. The Monthly Meeting shall appoint Trustees in accordance with the laws of the state in which it is located. They shall be not fewer than three in number nor more than six, unless the laws of the state provide otherwise. They shall be appointed for terms of three years, one-third or other appropriate fraction of their number being appointed each year. They shall have care of the Meeting's property. Investment Trustees may similarly be appointed to invest and manage assets, whether received by bequest, donation, or otherwise, and administer the same according to the direction of the Monthly Meeting and any conditions prescribed by the donors. Due care must be exercised by trustees to observe the requirements of the statutes of their respective states in administration of their trust. Where the financial responsibility of the Meeting is involved and in other matters, the trustees shall, except in emergencies, act only in accordance with the prior expressed will of the Meeting.

pp. 110-111:

RECEPTION AND TRANSFER BY CERTIFICATE OR LETTER

Records

3. The acceptance and issuance of all certificates and letters shall be recorded in the minutes of the Monthly Meeting, and the list of members shall be changed accordingly.

1986@p. 116:

CHAPTER IV

YEARLY MEETING

Organization and Functions

The Yearly Meeting has the authority to set up new meetings, to discontinue or divide meetings, or to reduce a Monthly Meeting to Preparative Meeting status and place it under another Monthly Meeting's care or under the Yearly Meeting's care. It shall determine the groupings of Monthly Meetings into Area Meetings.

The Yearly Meeting has supervision over the Monthly Meetings. It may review their proceedings and examine the records thereof, so that any irregularities of proceedings may be corrected by the Monthly Meeting. It shall receive appeals from Monthly Meetings and decide upon them.

1974@pp. 116-117; 1986@pp. 119-120:

ADMINISTRATIVE COUNCIL

Duties

6. It shall inspect and perfect, when necessary, titles to lands and estates belonging to any Meeting.

* * *

8. Matters concerning relations between Monthly Meetings; setting up, transferring, or laying down Monthly Meetings when coming between sessions of Yearly Meeting shall be referred to the Administrative Council.

1986@p. 120:

Records

The Administrative Council shall keep a record of its proceedings and annually report its actions to the Yearly Meeting.

1974@pp. 119-120; 1986@p. 124:

DISCONTINUED MEETINGS

1. When a Meeting is discontinued, the physical property and investments belonging to said Meeting shall be vested in the Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose or used for the advancement of the general work of the Yearly Meeting as that body may determine. All funds held from such discontinued Meetings shall be administered insofar as possible in accordance with the directions of the original donor. A Meeting is not to be considered as discontinued if it unites as an organized group with another Friends Meeting.

WILMINGTON YEARLY MEETING

Discipline of Wilmington Yearly Meeting of Friends (adopted 1892,
revised 1896)

p. 70:

It is directed that a book be provided by every Monthly and Quarterly Meeting, and fair records kept therein of their proceedings.

p. 120:

As great inconvenience may arise from a want of due attention to keeping a regular record of births and deaths, it is enjoined upon each Monthly Meeting, to appoint a careful Friend, whose duty it shall be, to keep, in a book provided at the expense of the Monthly Meeting, for the purpose, a record of all births and deaths of members, which occur within their respective limits.

It is further enjoined that committees be appointed annually, to examine the records, and to assist in bringing them up.

DISCIPLINE of Wilmington Yearly Meeting of Friends, Being the Constitution and Discipline of the Five Years Meeting of Friends in America (1904, revised 1930)

1904@pp. 47-48; 1930@pp. 45-46:

CHAPTER IV.

MEETING FOR BUSINESS.--CLERKS.

The clerk, or presiding officer, of a business meeting has the care of its business, which he lays before it for consideration and determines what conclusion the meeting reaches. . . . The clerk shall keep a faithful record of the proceedings of the meeting, and he shall furnish copies of necessary portions of such records to persons authorized, under the appointment of the same or any superior meeting, to ask for them. He shall sign on the meeting's behalf all official documents put forth by it.

1904@pp. 48-50; 1930@pp. 46-47:

CHAPTER V.

SECTION 1.--MONTHLY MEETINGS.

1. A Monthly Meeting is a regular organization of one or more congregations, and consists of all those persons who are entitled to be recorded upon its list of members. It is charged with the government of the body, according to the Constitution and Discipline, and has authority to receive and dismiss members; to discipline offenders; to grant appeals; to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Church; and to adopt and carry out measures for the improvement of the spiritual interests of the body. It meets monthly for the transaction of business; once in three months it reports, in an abstract of its minutes, such business as should be laid before the Quarterly Meeting of which it forms a part and to which it is subordinate, and to attend which it may appoint two or more representatives.

* * *

SECTION 2.--CLERK.

The clerk of a Monthly Meeting shall be appointed by the meeting on the nomination of a committee named for the purpose. He shall forward to the Quarterly Meeting such business as requires its attention, and such abstracts of the minutes of the Monthly Meeting as may be necessary. He shall keep (in a book printed for the purpose and provided by the Yearly Meeting) a correct record of the membership, including all births, marriages, deaths and transfers, and he shall annually furnish the Quarterly Meeting such

statistical information as the Yearly Meeting may direct, including the recording, deaths and transfers of ministers. Where found desirable, a recorder may be appointed to assist the clerk in keeping these records.

1904@p. 51; 1930@pp. 48-49:

SECTION 7.--THE BOARD OF TRUSTEES.

Each Monthly Meeting shall appoint three or more of its members to serve as a Board of Trustees. It shall be the duty of the trustees to hold and manage all real estate and personal property belonging to the meeting, to keep all deeds legally recorded, to guard all property from injury or improper use, to preserve all important records and documents, and to make an annual report to the Monthly Meeting. Where Monthly Meetings are incorporated under State laws their property will necessarily be held and administered in accordance therewith.

1904@p. 60; 1930@p. 57:

CHAPTER IX. QUARTERLY MEETINGS.

2. The Quarterly Meeting has the power to establish, divide or discontinue a Monthly Meeting, or to unite two or more Monthly Meetings.

1904@p. 65; 1930@p. 61:

CHAPTER X. SECTION 1--YEARLY MEETINGS.

13. When a meeting is discontinued, the property belonging to said meeting shall be vested in the Yearly Meeting, to be held in trust for some specific purpose, or to be used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held by such discontinued meeting shall be administered in accordance with the directions of the original donors.

PART III. -- RULES OF DISCIPLINE

1904@p. 77; 1930@p. 72:

CHAPTER I SECTION 2.--RECEPTION BY CERTIFICATE

3. The acceptance and the issuing of all certificates shall be recorded on the minutes of the Monthly Meetings, and the list of members corrected accordingly.

Faith and Practice of Wilmington Yearly Meeting of The Religious Society of Friends (1946, corrected 1949, revised 1956)

PART II -- ORGANIZATION and BUSINESS PROCEDURE pp. 58-59:

CHAPTER II MONTHLY MEETING

Appointment of Officers 4. The Monthly Meeting should appoint a Clerk and an Assistant Clerk, except that in a small Meeting one clerk may be sufficient. It shall be the duty of the clerk to see that the business is properly presented to the Meeting for its consideration, to announce decisions when made, and to sign documents on behalf of the Monthly Meeting. The assistant clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Meeting and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the Meeting. The minutes of each Meeting must be signed by the clerk and dated correctly. The assistant clerk may also act as Correspondent and as Recorder for the Meeting. The recorder shall keep a correct record of all matters pertaining

to membership, such as births, marriages, and deaths; members joining by application, transfers of associate members to active membership, and transfers of members to and from other Meetings and denominations.

p. 62:

Miscellaneous

Records 3. Monthly Meeting records should be kept in a book of a form which has been approved by the Yearly Meeting. Minute books and records should be carefully preserved, and wherever conditions permit, should be placed in a central fireproof vault.

CHAPTER III -- QUARTERLY MEETING

p. 78:

Relation to Monthly Meetings

Power 1. A Quarterly Meeting has the power to establish, discontinue, or divide a Monthly Meeting, or to unite two or more Monthly Meetings.

CHAPTER IV -- YEARLY MEETING

p. 87:

Miscellaneous

Property of Discontinued Meetings 1. When a Meeting is discontinued, the physical property and investments belonging to said Meeting shall be vested in the Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose, or used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held from such discontinued Meetings shall be administered as far as possible in accordance with the directions of the original donors. A Meeting is not to be considered as discontinued if it unites as an organized group with another Friends Meeting.

Faith and Practice of Wilmington Yearly Meeting of the Religious Society of Friends (1977)

p. 62:

Appointment of Officers

A Monthly Meeting shall appoint Clerks as needed, such as: Presiding, Recording, etc.

It shall be the duty of the Presiding Clerks to see that the business is properly presented to the Meeting for its consideration, to announce decisions when made, to make certain that all actions are properly recorded and to sign documents on behalf of the Monthly Meeting. The Recording Clerk shall keep an accurate set of minutes showing all matters brought to the attention of the Meeting and the action taken. These minutes shall be kept in permanent form in a Minute Book. They will become the permanent record of the Meeting when they have been approved and signed by the Clerks and properly dated.

p. 63:

Records

Monthly Meeting minute books and valuable papers shall be carefully preserved and, wherever conditions permit, shall be placed in a fireproof safe or vault. The Yearly Meeting urges the Monthly Meeting to send all record books and valuable papers to the vault of the Quaker Room at Wilmington College, when there is no longer an immediate need for them. This would include the deeds and abstracts to property, as well as membership records and minutes.

p. 80:

Trustees

The Yearly Meeting shall appoint six Trustees in accordance with the laws of the state in which it is incorporated. They shall be appointed for terms of six years, one-third of their number being appointed every two years, with a limit of two consecutive full terms of service. Due care must be exercised by Trustees to observe the requirements of the statutes of their respective states in administration of their trust.

Fiduciary Corporation

Wilmington Yearly Meeting Fiduciary Corporation is to provide for the establishment and administration of an endowment fund for the benefit of Wilmington Yearly Meeting. The Corporation has authority to receive, hold and disburse gifts, devises, bequests and funds from other sources and to invest, manage, and dispose of such funds subject to regulations of the donor and/or Wilmington Yearly Meeting. The Corporation has charge of all property owned by Wilmington Yearly Meeting with authority to hold, invest, control and manage such property for its benefit and to purchase, sell, lease, mortgage any real estate owned by Wilmington Yearly Meeting.

Members of the Corporation shall be the Trustees of Wilmington Yearly Meeting.

p. 91:

Property of Discontinued Meetings

When a Meeting is discontinued, the physical property and investments belonging to said Meeting shall be vested in the Wilmington Yearly Meeting Fiduciary Corporation, a subsidiary corporation of Wilmington Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be held for some specific purpose, or used for the advancement of the general work of the Yearly Meeting, as that body may determine. All funds held from such discontinued Meetings shall be administered as far as possible in accordance with the directions of the original donors. A Meeting is not to be considered as discontinued if it unites as an organized group with another Friends Meeting.

Agreement Between Wilmington Yearly Meeting of Friends and the Curator of the Quaker Collection, Wilmington College, Wilmington, Ohio (October 1984)

Wilmington Yearly Meeting of Friends, through its Executive Committee, has made arrangements for storing of the records of the Yearly Meeting in the facilities of the Quaker Collection, housed in the Wilmington College Library. The records involved include all records of monthly meetings, quarterly meetings and the Yearly Meeting itself, nearly all of which are in the Quaker Collection vault pursuant to informal arrangements with earlier curators. This Agreement will serve to confirm the earlier arrangements.

1. The Yearly Meeting agrees to deposit and the Quaker collection agrees to receive and store the Yearly Meeting's archives, consisting of the following types of documents:
 - A. Minutes of meetings.
 - B. Minutes of the preparative meetings, the Committees on Ministry & Counsel, and the like.
 - C. Membership, statistical, marriage and burial records.
 - D. Official correspondence of meetings.
 - E. Deeds or other similar documents relating to any property held by the meeting.
 - F. Newsletters or church bulletins.
 - G. Any other Sunday School, USFW or committee records.
 - H. The treasurer's records.
 - I. Photographs, slides, tapes, etc. of meeting events.

- J. Correspondence to or from the meeting or the clerk, except routine printed communications such as annual reports from Friends organizations.
2. These records should be deposited as soon as they are no longer needed for the business of the Meeting, which will normally be within three to five years. These records will remain available for withdrawal for the purpose of making additions or updating the records upon the presentation to the Curator of a letter of authorization from the clerk of the meeting making the deposit or its successor. Thus, meetings will be encouraged to store records in the fire-resistant vault at the College even if the records may be needed at some time in the future.
 3. The records have been indexed and filed in the manner in which other similar Friends materials are being handled and the Yearly Meeting consents to their being made available to researchers under the supervision of the Curator of the Quaker Collection and in accordance with the general policies of the Quaker Collection. Records not already so may be microfilmed when the opportunity arises.
 4. Wilmington Yearly Meeting retains ownership of its records and subscribes to the above Agreement with the provision that, if the Yearly Meeting feels that such an arrangement is no longer satisfactory, action may be taken by the Yearly Meeting or its Executive Committee to withdraw the records on twelve months notice. Should Wilmington College find the above agreement no longer satisfactory, it may act similarly to discontinue this agreement on a twelve months notice.
- (1984 Minute book p. 58)

Disciplines Available to Quaker Libraries

Contact:

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Baltimore (FGC)	1928 (1950 printing)
California Y.M., now Friends Church Southwest	1938, 1949
Central Y.M.	1928/1940/1960
EFC-Eastern Region (formerly Ohio Y.M.-Orthodox/Gurneyite)	1980
Iowa Y.M. (Conservative)	1974/1984
Iowa Y.M. (Progressive/FUM)	1902
New England Y.M. (Reunited)	1985
New York Y.M. (United)	1995, 1998
North Pacific Y.M.	1993
Ohio Y.M. (Wilburite/Conservative)	1977, 1992
Philadelphia Y.M. (Orthodox)	1834
Philadelphia Y.M. (Reunited)	1955/1961, 1955/1972, 1997
Rocky Mountain Y.M.	1959, 1964 Supplement, 1974 Supplement, 1978
Southeastern Y.M.	1979, 1989
Southern Appalachian Y.M. & Association	1990
Western Y.M. (Progressive/FUM)	1955, 1986

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