

Kansas Memory



Plat Book of Decatur County, Kansas

Section 3, Pages 61 - 90

This atlas shows maps of each township, school district boundaries, and the names of landowners in Decatur County, Kansas. It has a patrons' directory, portraits and plats of towns as of the year of publication.

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ILLUSTRATIONS

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HOME OF J. M. WILLIAMS,
Photo from E. L. Williams,
JENNINGS, KANSAS.



HOME OF HARRY W. SMITH,
CLAYTON, KANSAS.



HOME OF JOHN CHAMBERS,
NORCATOR, KANSAS.



HOME OF E. L. WALKER,
DRESSEN, KANSAS.



HOME OF F. A. BOULLS,
JENNINGS, KANSAS.



SCENE ON THE ORIGINAL HOME-
STEAD OF F. F. BLISS,
OBERLIN, KANSAS.



HOME OF MRS. EVA CURLEY,
Elm Tree Farm, R. P. D.,
SELDEN, KANSAS.



RESIDENCE OF
FRANK J. RUZICKA,
OBERLIN, KANSAS.



RESIDENCE OF R. A. MARKS,
Register of Deeds,
OBERLIN, KANSAS.



HOME OF M. E. CROY,
NORCATOR, KANSAS.



SCENE ON FARM OF C. C. UEHLIN,
OBERLIN, KANSAS.



C. C. UEHLIN AND FAMILY,
OBERLIN, KANSAS.



HOME OF E. P. CHAMBERS,
LEBANON, NEBRASKA.



RESIDENCE OF C. E. JOHNSON,
KANONA, KANSAS.



SCENE ON THE FARM OF J. A. AMLIN
SELDEN, KANSAS.



HOME OF J. A. AMLIN,
SELDEN, KANSAS.



HOME OF G. W. AND DEAN ORR,
KANONA, KANSAS.



RESIDENCE OF C. EMERY VAN VLEET,
DANBURY, NEBRASKA.



FARM HOME OF MRS. E. MAVITY,
NORCATOR, KANSAS.

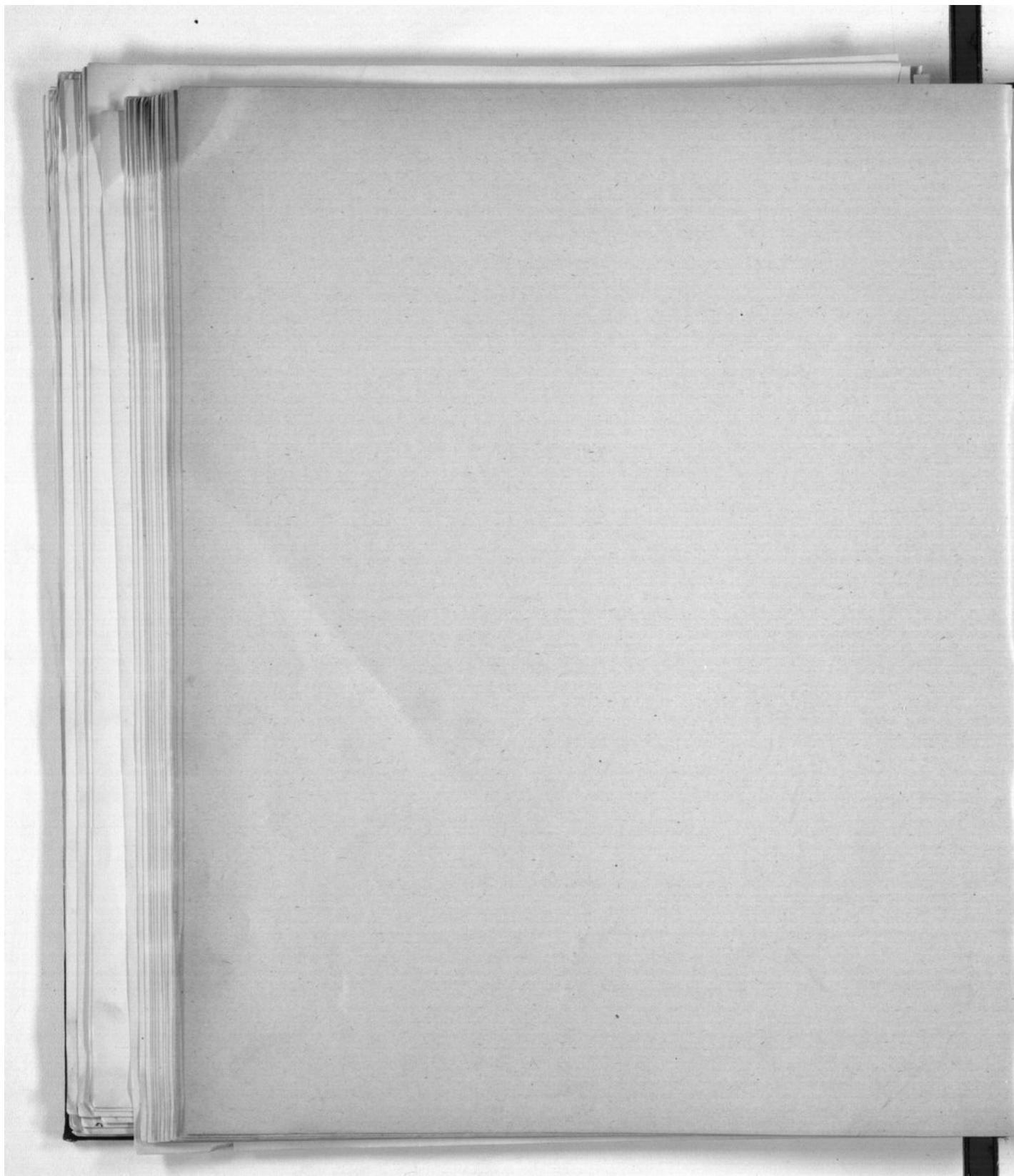


HOME OF S. K. CHRISTIAN,
HERNDON, KANSAS.

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FARM HOME OF E. E. VAN GUNDY,
NORCATOR, KANSAS.



RESIDENCE OF MRS. LONA TOWNSEND,
LEBANON, KANSAS.



RESIDENCE OF WM. HOUSER,
OBERLIN, KANSAS.



SCHOOL HOUSE, DISTRICT No. 4,
Photo from Mr. and Mrs. B. F. Arehart,
OBERLIN, KANSAS.



"PRAIRIE VIEW FARM,"
Home of J. F. Thielbar,
OBERLIN, KANSAS.



PHOTO FROM E. L. SMITH,
DRESDEN, KANSAS.



RESIDENCE OF T. L. HAYWARD,
OBERLIN, KANSAS.



RESIDENCE ON THE C. D. AWTRY ESTATE,
Photo from True Awtry,
CEDAR BLUFFS, KANSAS.



HOME OF J. H. FRICKEY,
OBERLIN, KANSAS.



RESIDENCE OF A. W. RICHARDSON,
KANONA, KANSAS.



HOME OF HENRY BAUMGARTEN,
OBERLIN, KANSAS.



HOME OF D. W. MORTON,
OBERLIN, KANSAS.



RESIDENCE OF H. D. COUNTER,
OBERLIN, KANSAS.



RESIDENCE OF OSCAR JOHNSON,
KANONA, KANSAS.



RESIDENCE OF GEO. W. KEYS,
OBERLIN, KANSAS.



HOME OF FREMONT CHAPIN,
OBERLIN, KANSAS.



HOME OF R. M. MIZER,
JENNINGS, KANSAS.



PHOTO FROM JAMES D. JOLLEY,
OBERLIN, KANSAS.



HOME OF JESS ROBERTSON,
OBERLIN, KANSAS.

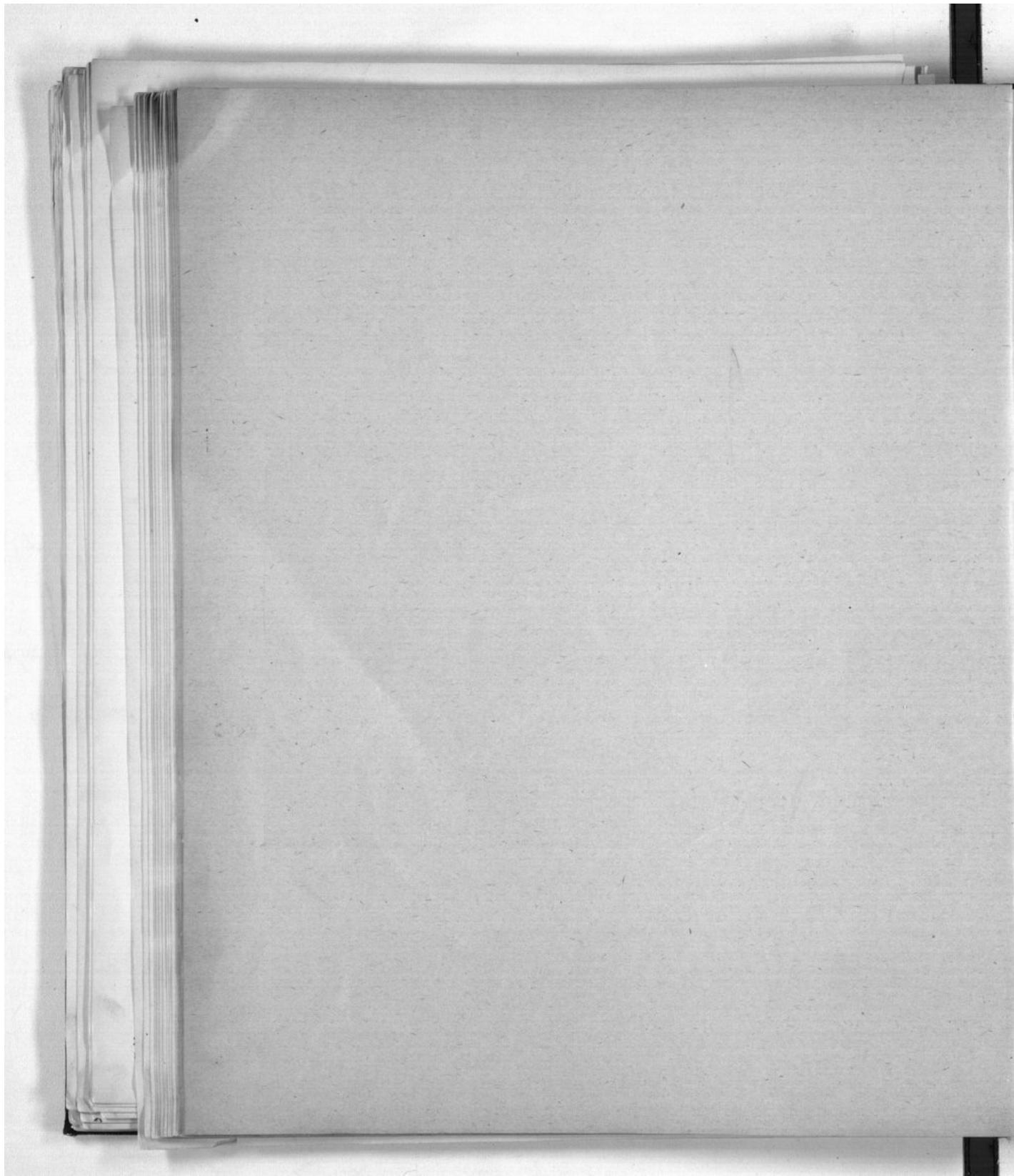


CORN CROP OF 1915, BY GEO. H. ECKHART,
IN GARFIELD TOWNSHIP,
Photo from V. H. Leichter,
CLAYTON, KANSAS.

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HOME OF JOHN FIALA,
OBERLIN, KANSAS.



HOME OF THOS. E. MCKAY,
OBERLIN, KANSAS.



RESIDENCE OF ALBERT CHRISTENSEN,
DANBURY, NEBRASKA.



RESIDENCE OF FLOYD HARSHMAN,
TRAER, KANSAS.



RESIDENCE OF PAUL LEITNER, JR.
TRAER, KANSAS.



HOME OF PHILIP P. MOLER
NORCATUR, KANSAS.



"FAIRVIEW FARM,"
Home of J. R. GOODMAN,
CLAYTON, KANSAS.



HOME OF H. S. SHAW,
LEBANON, NEBRASKA.



RESIDENCE OF EMMA BOULLS,
JENNINGS, KANSAS.



HOME OF CLYDE McLAUGHLIN,
JENNINGS, KANSAS.



RESIDENCE OF C. A. ECKHART,
NORCATUR, KANSAS.



RESIDENCE OF JOS. PETRACEK,
JENNINGS, KANSAS.



HOME OF FRANK PACHNER,
OBERLIN, KANSAS.



RESIDENCE OF G. H. TUTTLE,
CEDAR BLUFF, KANSAS.



M. E. CHURCH, LYLE, KANSAS.
Erected in 1882. Photo from C. C. Andrews,



HOME OF R. F. MAGGARD,
OBERLIN, KANSAS.



RESIDENCE OF GERHARD BOOR,
BELDEN, KANSAS.



SCENE ON FARM OF L. H. BARNES,
OBERLIN, KANSAS.



HOME OF A. SMALLBERGER,
MARION, NEBRASKA.

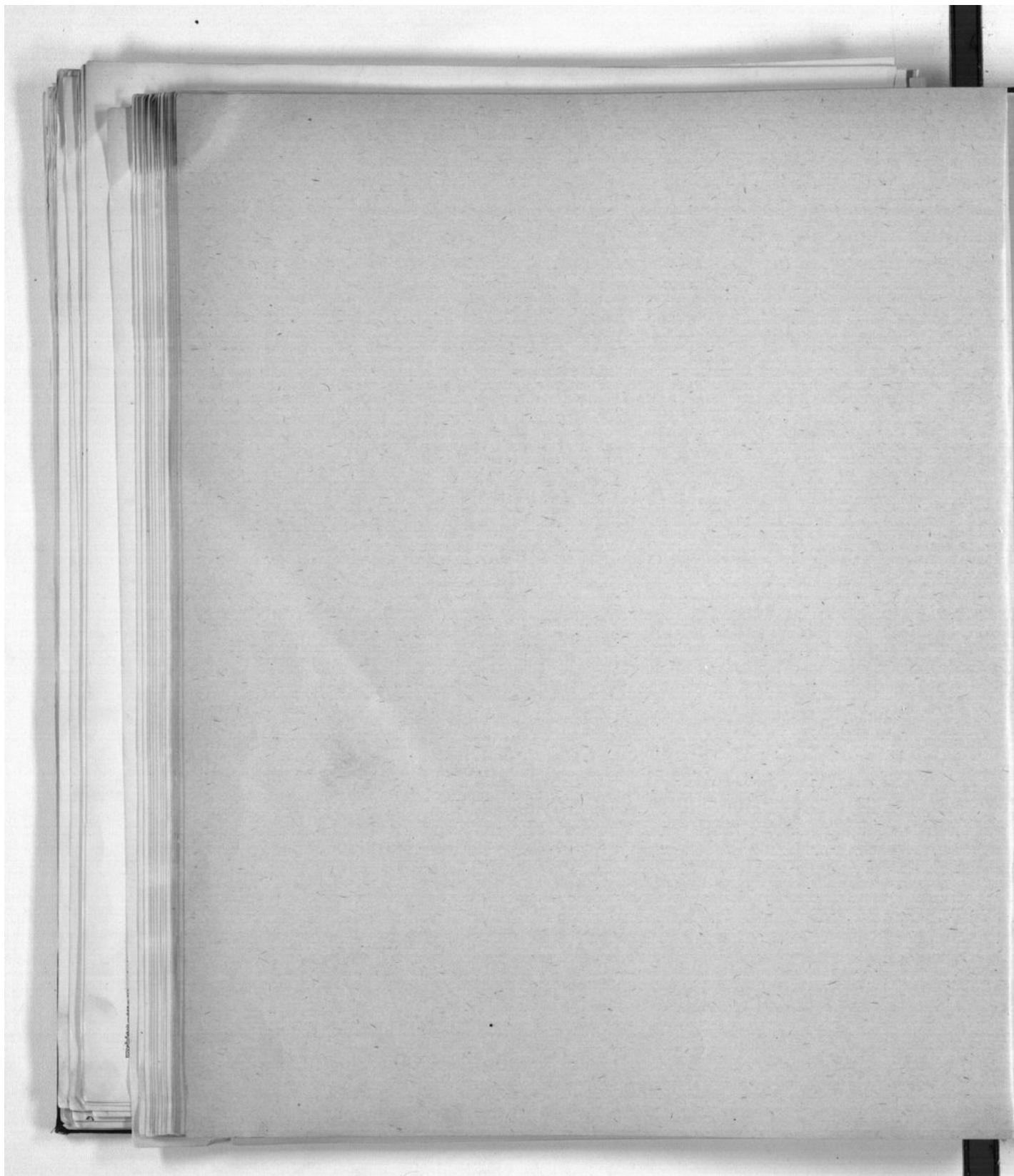


RESIDENCE AND FAMILY OF O. G. BELL.
Mrs. Bell, a Pioneer and Mother of Mr. Bell, is shown
in the foreground.
NORCATUR, KANSAS.

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HOME OF MR. AND MRS. E. J. COLEMAN,
JENNING, KANSAS.



HOME OF A. H. WAGY,
MARION, NEBRASKA.



RESIDENCE OF C. C. ANDREWS,
NORCATUR, KANSAS.



HOME OF B. E. ECKHART,
R. F. D. No. 2,
NORCATUR, KANSAS.



HOME OF H. J. HOCKETT,
DRESDEN, KANSAS.



W. E. UFFORD HOMESTEAD, NEAR OBERLIN,
KANSAS.



HOME OF JOHN HERZOG,
HERNDON, KANSAS.



HOME OF FRED SEIGENTHALER,
R. F. D. No. 6,
OBERLIN, KANSAS.



HOME OF GEO. P. JEFFERY,
OBERLIN, KANSAS.



HOME OF THE NORCATUR DISPATCH,
J. W. Deeter, Publisher,
NORCATUR, KANSAS.



RESIDENCE OF E. H. MAY,
OBERLIN, KANSAS.



HOUSE ON THE L. L. MEEK FARM,
This house was erected in 1906,
NORCATUR, KANSAS.



RESIDENCE OF JOHN HUFF,
LEBANON, NEBRASKA.



HOME OF A. C. VERNON,
NORCATUR, KANSAS.



HOME OF HENRY ASBAHR,
DANBURY, NEBRASKA.



HOME OF GEORGE A. VERNON,
KANONA, KANSAS.



"PLEASANT HILL FARM,"
Home of E. E. Young, R. F. D. No. 2,
DRESDEN, KANSAS.



RESIDENCE OF V. A. ROE,
CEDAR BLUFFS, KANSAS.



HOME OF LEWIS LEIST,
DANBURY, NEBRASKA.

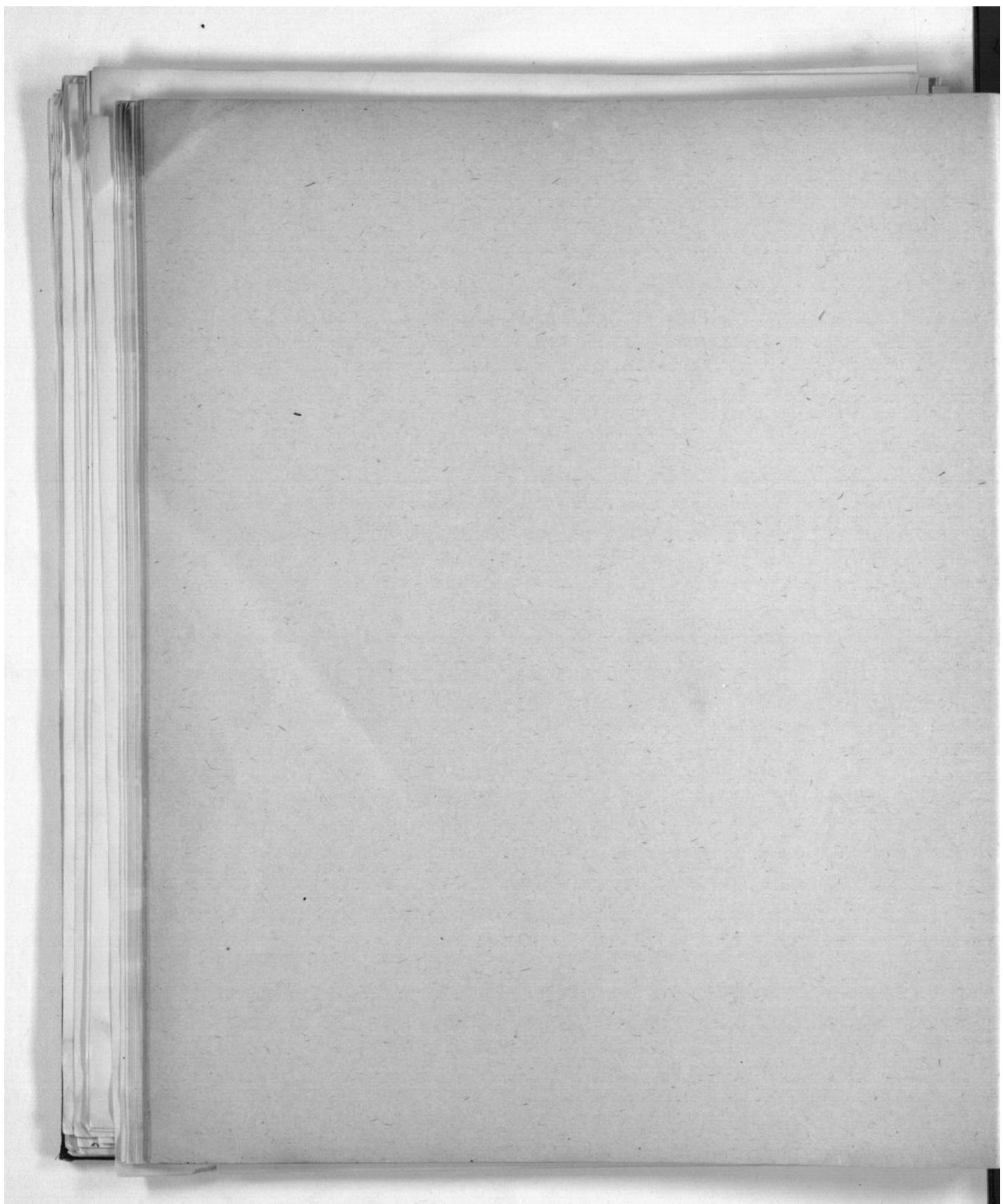


HOME OF H. A. HANSON,
KANONA, KANSAS.

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RESIDENCE ON J. E. WILLCOXON ESTATE,
Photo from A. W. Willcoxon,
OBERLIN, KANSAS.



RESIDENCE OF J. A. STINSON,
RANONA, KANSAS.



HOME OF W. E. BRAINARD,
SELDEN, KANSAS.



RESIDENCE OF MR. AND MRS. B. F. AREHART,
OBERLIN, KANSAS.



HOME OF CHARLES BRUNK,
NORCATOR, KANSAS.



RESIDENCE OF DON A. KOEHLER,
OBERLIN, KANSAS.



HOME OF VICTOR ANDERSON,
DRESDEN, KANSAS.



RESIDENCE OF C. F. KIRKENDALL,
R. F. D. No. 3,
OBERLIN, KANSAS.



VIEW OF THE FARM OF A. O. NORRIS,
CLAYTON, KANSAS.



HOME OF HENRY BRUNK,
NORCATOR, KANSAS.



HOME OF M. NAUER,
JENNINGS, KANSAS.



SCENE ON FARM OF W. C. DAVID,
DANBURY, NEBRASKA.



HOME OF H. H. MILLER,
NORCATOR, KANSAS.



RESIDENCE OF ADAM KOEHLER,
OBERLIN, KANSAS.



HOME OF LEWIS WENTZ,
R. F. D. No. 3,
NORCATOR, KANSAS.



HOME OF R. W. SPIERS,
R. F. D. No. 3,
OBERLIN, KANSAS.



"ELMWOOD STOCK RANCH,"
Clarence B. Scott, Owner,
JENNINGS, KANSAS.



"THE LAZY S RANCH,"
Owned by E. S. Stackhouse, R. F. D. No. 1,
SELDEN, KANSAS.



HOME OF B. F. HASNESS,
NORCATOR, KANSAS.



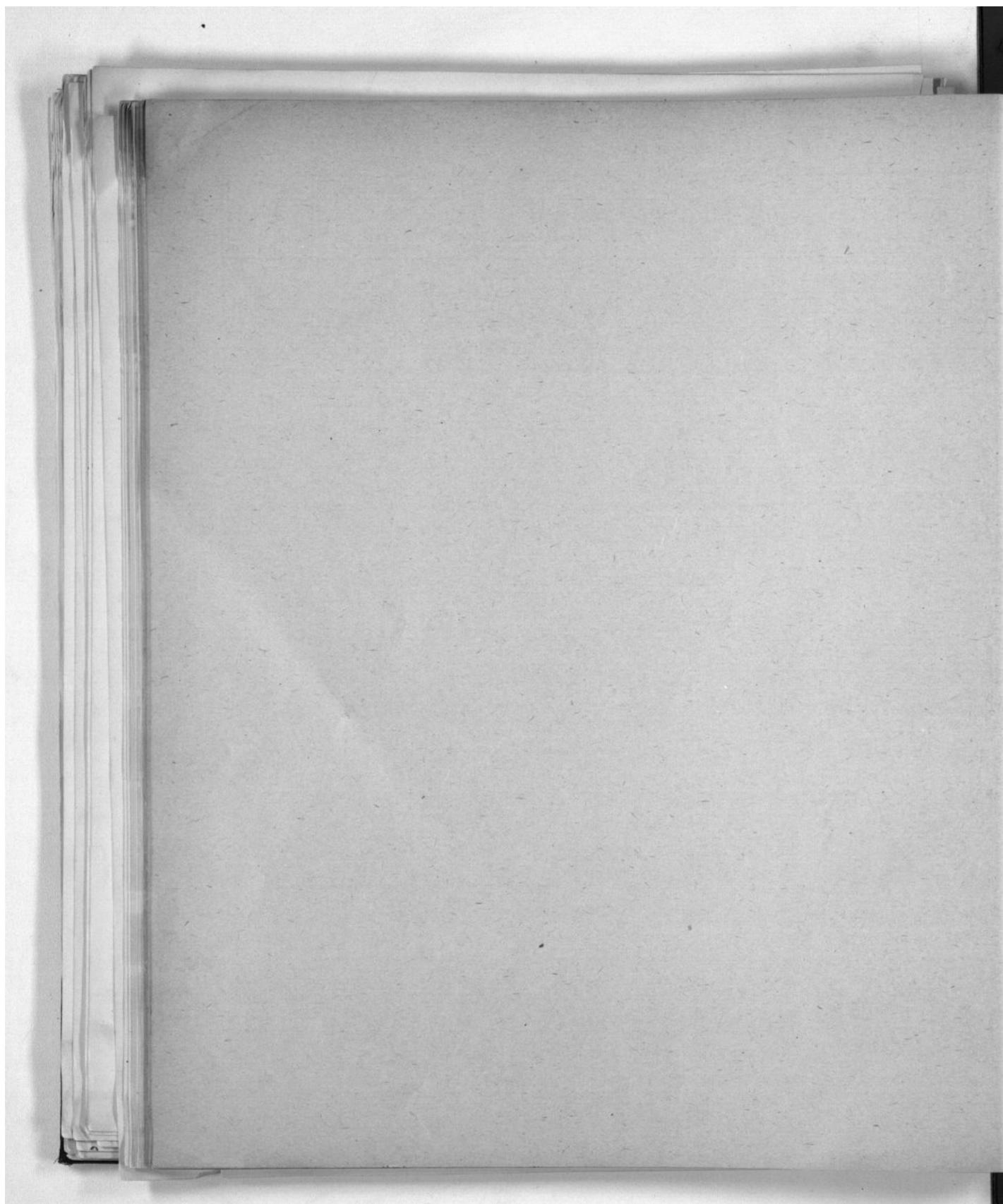
RESIDENCE OF L. W. CILEK,
JENNINGS, KANSAS.

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HOME OF B. C. SCOTT,
JENNINGS, KANSAS.



HOME OF GROVE NEW,
NORCATUR, KANSAS.



HOME OF MR. AND MRS. HERMAN MAY,
OBERLIN, KANSAS.



HOME OF HENRY STEFFEN,
JENNINGS, KANSAS.



HOME OF C. A. ROGERS,
R. F. D. No. 2,
NORCATUR, KANSAS.



SCENE ON FARM OF ED. HELMKAMP,
OBERLIN, KANSAS.



HOME OF S. A. ECKHART,
R. F. D. No. 2,
NORCATUR, KANSAS.



RESIDENCE OF ELFIE BROWN,
OBERLIN, KANSAS.



RESIDENCE OF L. J. HAMPER,
CEDAR BLUFFS, KANSAS.



SCENES ON "GIBSON HOMESTEAD,"
Thirty-eight years the home of A. E. Gibson,
R. F. D. No. 1,
SELDEN, KANSAS.



HOME OF J. L. TAYLOR,
NORCATUR, KANSAS.



PIONEER SOD HOUSE,
Former Residence of Roy Chilson,
OBERLIN, KANSAS.



HOME AND FARM OF
OTTO FRIEDEMANN,
OBERLIN, KANSAS.



VIEW ON THE RANCH OF F. D. SEDUSTINE,
This Ranch contains 1,456 acres,
R. F. D. No. 5,
SELDEN, KANSAS.



VIEW OF THE FARM OF CLAUS THIESSEN,
JENNINGS, KANSAS.



HOME OF IRA WASSON,
SELDEN, KANSAS.



SCENE ON THE FARM OF L. N. HENSLEY,
DRESDEN, KANSAS.



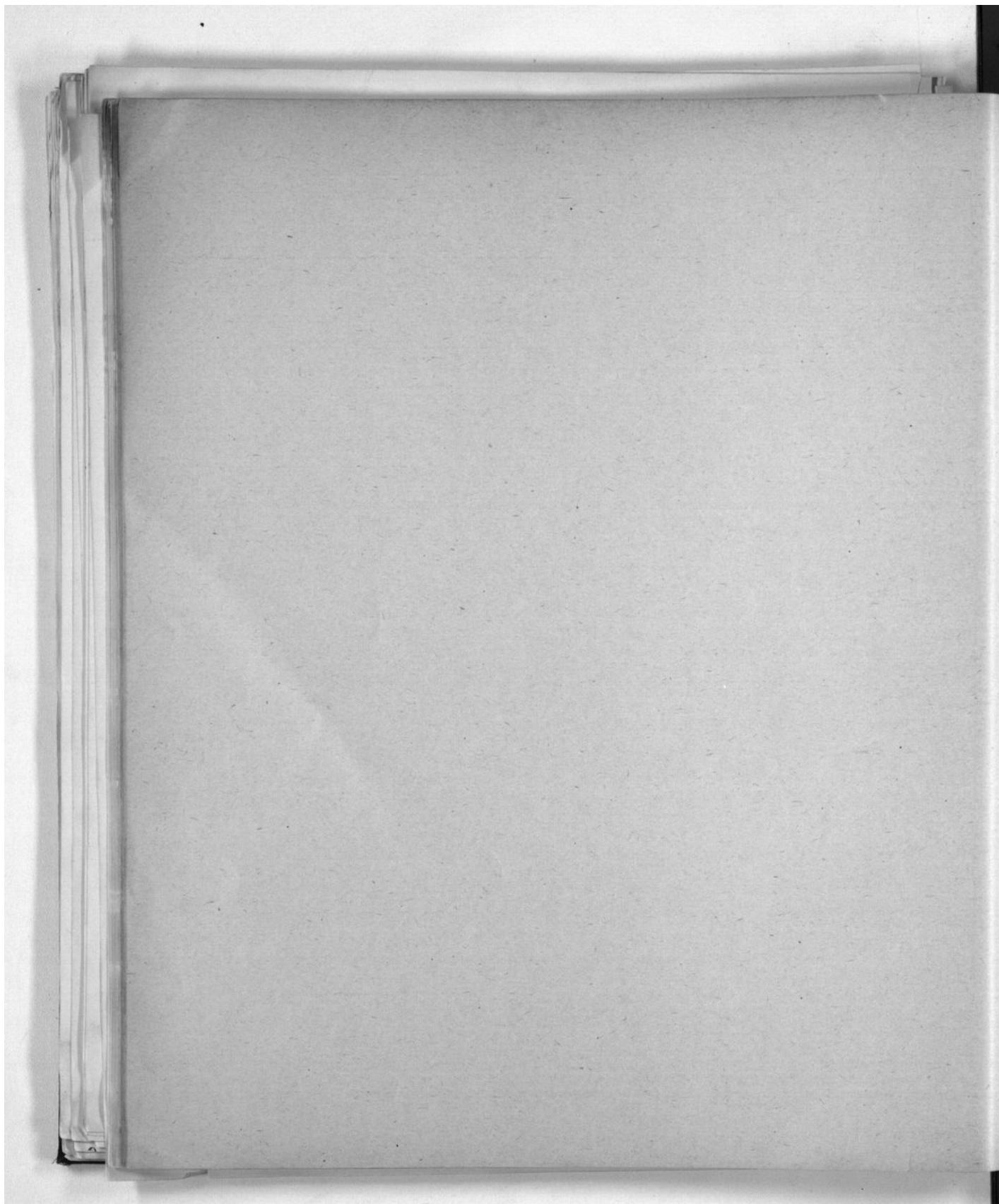
PHOTO FROM W. D. MORSE,
DRESDEN, KANSAS.

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UNITED STATES LAND SURVEYS

SUPPLEMENT I.

ANALYSIS OF THE SYSTEM

United States Land Surveys

METES AND BOUNDS

To the time of the Revolutionary War, or until about the beginning of the present century, land, when parcelled out, and sold or granted, was described by "Metes and Bounds," and that system is still in existence in the following States, or in those portions of them which have been sold or granted when the present plan of surveys was adopted, viz.: New York, Pennsylvania, New Jersey, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, Tennessee, Kentucky, Texas, and the six New England States. To describe land by "Metes and Bounds" is to have a surveyor make a plan at the beginning, and then follow a line according to the compass-needle (or magnetic bearing), or the course of a stream, or track of an ancient highway. This plan has resulted in endless confusion and litigation, as landmarks decay and change, and it is a well-known fact that the compass-needle varies and does not always point due North.

As an example of this plan of dividing lands, the following description of a farm laid out by "Metes and Bounds," is given: "Beginning at a point where the highway from A. to B. crosses said river (see point marked C. on Diagram 1); thence 40° North of West 100 rods; thence 10° North of East 90 rods; thence 15° West of North 80 rods to an oak tree (see Witness Tree on Diagram 1); thence 3° East 150 rods on the highway; thence following the course of the highway 50 rods due North; thence 5° North of East 90 rods; thence 45° East of South 60 rods; thence 10° North of East 200 rods to the Doe River; thence following the course of the river Southwesterly to the place of beginning." This, which is a very simple and moderate description by "Metes and Bounds," would leave the boundaries of the farm as shown in Diagram 1.



MERIDIANS AND BASE LINES

DIAGRAM 2



THE present system of Governmental Land Surveys was adopted by Congress on the 3rd of May, 1785. It has been in use ever since and is the legal method of describing and dividing lands. It is called the "Rectangular System" because all distances and bearings are measured from two lines which run at right angles to each other, viz.: -1. These two lines from which the measurements are made, are the Principal Meridians, which run North and South, and the Base Lines which run East and West. These Principal Meridians are established, with great accuracy. Each Principal Meridian has its Base Line, and these two lines form the basis or foundation for the surveys or measurement of all the lands within the territory which they control. Diagram 2 shows all of the Principal Meridians and Base Lines in the United States, and from it the territory governed by each Meridian and Base Line may be readily

distinguished. Each Meridian and Base Line is marked with its proper number or name, to illustrate what is meant when this method is termed the "Rectangular System," and how the measurements are based on lines which run at right angles to each other. The heavy line running North and South (marked A. A.) on Diagram 3, represents the Principal Meridian, in this case say the 5th Principal Meridian. The heavy line running East and West (marked B. B.) is the Base Line. These lines are used as the starting points on basis of all measurements or surveys made in territory controlled by the 5th Principal Meridian. The same fact applies to all other Principal Meridians and their Base Lines. Commencing at the Principal Meridian, at intervals of six miles, lines are run North and South, parallel to the Meridian. This plan is followed both East and West of the Meridian throughout the territory controlled by the Meridian.

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SUPPLEMENT II

UNITED STATES LAND SURVEYS

These lines are termed "Range Lines." They divide the land into strips or divisions six miles wide, extending North and South, parallel with the Meridian. Each division is called a Range. Ranges are numbered from one upward, commencing at the Meridian; and their numbers are indicated by Roman characters. For instance, the first division (or first six miles) west of the Meridian is Range I, West; the next is Range II, West; then comes Range III, IV., V., VI., VII., and so on, until the territory governed by another Principal Meridian is reached. In the same manner the Ranges East of the Meridian are numbered, the words East or West being always used to indicate the direction from the Principal Meridian. See Diagram 3.

Commencing at the Base Line, at intervals of six miles, lines are run East and West parallel with the Base Line. These are designated as Township Lines. They divide the land into strips or divisions six miles wide, extending East and West, parallel with the Base Line. The plan is followed both North and South of the Base Line, and the same number is given to all these divisions. These divisions are Township Lines, and their numbers are indicated by figures. For instance: The first six mile division followed South of the Base Line; the Townships being designated as Township 1 North; the next is Township 2 North; then comes Township 3, 4, 5, and 6, North, and so on. The same plan is followed North of the Base Line; the Townships being designated as Township 1 South, Township 2 South; and so on. The "North" or "South" (the initials N. or S. being generally used) indicates the direction from the Base Line. See Diagram 3.

These Township and Range Lines cross each other at right angles, forming a grid, or squares, which are called "Townships" or "Government Townships," which are important features in locating or describing a piece of land. The location of a Government Township, however, is very readily found when the number of the Township and Range is given, by merely counting the numbers indicated from the Base Line and Principal Meridian, is at once located on the square marked \star on Diagram 3, by counting eight tiers north of the Base Line and 4 tiers west of the Meridian.

TOWNSHIPS OF LAND

TOWNSHIPS are the largest subdivisions of land run out by the United States Surveyors. In the Government Surveyors Township Lines are the first to be run, and a Township Corner is established every six miles, and marked with a "T" (Tumult Point). After the Township Corners have been carefully located, the Section and Quarter Section Corners are established. Each Township is six miles square and contains 36,040 acres, or 36 square miles, as near as it is possible to make them. In some cases, however, it is frequently made impossible by: (1st) the presence of lakes or large streams; (2nd) by State boundaries not falling exactly on Township Lines; (3rd) by the convergence of Meridians, so that the corners of the Township's surface; and (4th) by inaccurate surveys.

Each Township, unless it is one of the exceptional cases referred to, is divided into 36 squares, which are called Sections. These Sections are intended to be one mile, or 5,200 rods, square, and contain 640 acres each. Sections are numbered consecutively from 1 to 36, as shown on Diagram 4. Beginning with Section 1 in the Northeast Corner, they run West to 6, then East to 10, then West to 15, and so on, running North, until they end with Section 36 in the Southeast Corner.

Diagram 4 shows a plat of a Township as it is divided and platted by the government surveyors. These Townships are not to be confused with the Civil Townships, or organized Townships, as frequently the lines of organized Townships do not conform to the Government Town ship lines.

SECTIONS OF LAND.

DIAGRAM 5 illustrates how a section may be subdivided, although the Diagram only gives a few of the many subdivisions into which a section may be divided. All sections (except Fractional Sections) are supposed to be 320 acres, or one mile, square and therefore contain 640 acres—a number easily divisible. Sections are subdivided in $\frac{1}{2}$ fractional parts— $\frac{1}{4}$ unit. A half section contains 320 acres; a quarter-section contains 160 acres; half of a quarter contains 80 acres, and quarter of a quarter contains 40 acres, and so on. Each piece of land is cut off according to the position of the line upon which it embarks, and the quarter of Section 10; or the Southeast quarter of the Section, quarter of Section 10. Diagram 5 shows how many of these subdivisions are platted, and also shows the plan of designating and describing them, by initial letters as each parcel of land on the Diagram is marked with its description.

As has already been stated, all Sections (except Fractional Sections which are explained elsewhere) are supposed to contain 640 acres, even though they may differ in size in surveying, as is often the case, due to the fact that over 640 acres, the Government requires no variation, but sells or grants each regular section as containing 640 acres "more or less."

The Government Surveyors are not required to subdivide sections by running lines within them, but they usually establish Quarter Posts on the corners marked A, B, C, and D on Diagram 5.

DIAGRAM 5.

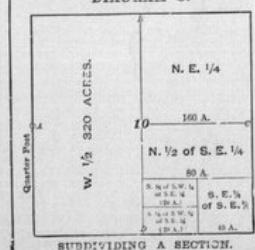
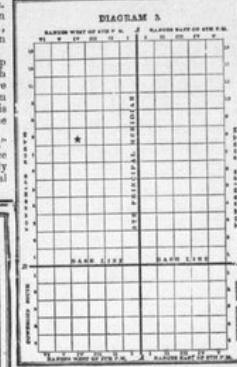
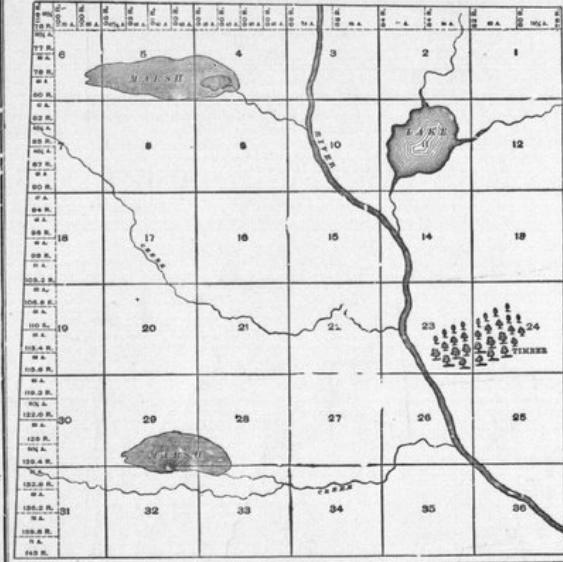


DIAGRAM 4



FRACTIONAL PIECES OF LAND.

CONGRESSIONAL Townships vary considerably as to size and boundaries. Mistakes made in surveying and the fact that Meridians converge as they run North and South, cause them to vary more or less from the 36,040 acres which a perfect Township would contain. See Diagram 4. In arranging a Township into Sections all the surplus or deficiency of land is given to, or taken from, the North and South sides of the Township, so that all Sections in the Township are made full—640 acres—except those on the North and West, which are given all the land that is left after forming the other 25 Sections.

Diagram 4 illustrates the manner of surveying and dividing a Township into Sections, and the arrangement of the Sections it contains. It will be seen that Sections 1, 2, 3, 4, 5, 6, 7, 18, 19, 30 and 31, are the "Fractional Sections," or the Sections which are added if the Township overruns or falls short. Instead of these fractional Sections all of the surplus or deficiency of land (over or under 640 acres) is carried to the "forties" or "eighths" that touch the Township Line. These pieces of land are called "Fractional Forties" or "Fractional Eighths" respectively. Diagrams 4 and 6 show the manner of marking the acreage and outlining the boundaries of these "Fractions."

Diagram 6 illustrates how the surplus or deficiency of land inside of three Sections is distributed with which "forties" it affects. From this arrangement it will be seen that the North or West Township Lines, the Southeast Quarter may be full—160 acres—while another quarter of the same Section may be much larger or smaller. Frequently these fractional "forties" or "eighths" are loted as shown in Diagram 6. They are frequently described as fractional tracts of land, as the "fractional S. W. 4 of Section 6," etc. Of course, the surveyor does not know what the final arrangement will be, as he has to depend upon the Meridian of Longitude (which runs North and South) to lay out his lines. As a rule Townships are narrower at the North than at the South side. The Meridians of Longitude (which run North and South) converge as they run North and South from the Equator. They begin at the Equator with a definite width between them and gradually converge until they meet at the poles. Now, as the Range lines run North and South, the Meridians will converge at the North and at the South side, as stated. See Diagram 4.

W. R.	LOT 4.	LOT 5.	LOT 6.	LOT 7.
23.5 AC.	45 ACRES.	42.5 ACRES.	40.5 ACRES.	
LOT 5.	40 ACRES.	80 ACRES.	80 ACRES.	
LOT 6.	29 AC.	40 ACRES.	80 ACRES.	160 Rods.
LOT 7.	32 AC.	44 AC.	80 ACRES.	100 ACRES.
LOT 8.	37 AC.	38 ACRES.	80 Rods.	160 Rods.

PLAT OF A FRACTIONAL SECTION.

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SUPPLEMENT III

DIGEST OF THE SYSTEM
OF
CIVIL GOVERNMENT
WITH A REVIEW OF THE

Duties and Powers of the Principal Officials Connected with the Various Branches of National, State, County and Township Government.

NATIONAL GOVERNMENT

THE GOVERNMENT of the United States is one of limited and specific powers, strictly confined by the Constitution. The Constitution was adopted in 1789, and with the amendments that have since been made, it forms the basis of the entire fabric of government under which we live. The constitution is divided into three branches, each of which is entirely separate and distinct from the others. They are the executive, legislative and judicial departments. The constitution specifically vests the executive power in the President, but all members of the cabinet are his assistants. The legislative power is vested in the Congress, and the judicial authority is vested in the Supreme Court and various other courts which Congress may establish in proportion of the population of the states.

It has been the task of this digest to explain each of these different branches of government, and to briefly review the duties and powers of the principal officials connected with each department.

The election of the President and Vice-President is by popular vote, but the vote of each State is separate, so that a candidate may have a large majority of the aggregate popular vote of the country and yet fail to be elected. The Presidential election is held on the first Tuesday after the first Monday in November. The President is elected for four years and for the various States, each State having as many electors as it has representatives in both branches of Congress. The electors are chosen by the people of each State and are bound to vote for the candidates who have contested an electoral college. The electors meet in each State at the capital on the first Wednesday in December following a National election and vote for President and Vice-President, certificates of which are issued by the Secretary of State and sent to the Senate on the second Wednesday in February open the certificates and counts the votes in the presence of both Houses of Congress and declares the result. The final step is the election of the Vice-President on the 4th of March. The law provides that if neither of the candidates have a majority then the House of Representatives shall elect a President from the three candidates receiving the highest electoral vote. In elections at which no State is entitled to only one vote, and two-thirds of the States a second vote.

PRESIDENT OF THE UNITED STATES.

The President is the highest executive officer of the United States. He is elected for the term of four years, and receives a salary of \$75,000 per annum. He must be thirty-five years old or more, and a native-born citizen of the United States. The President is charged with a general supervision of all the executive departments of the government and has supervision over all executive departments of the government. He appoints a Cabinet of nine officials who become the heads of the various departments and these departments are to be ministers and secretaries to the President. The President is Commander-in-Chief of the Army and Navy. He has power to grant pardons and reprieves for all offenses against the United States, except in cases of impeachment. He has power to call out the militia to suppress insurrection, to make treaties, to nominate, and with the advice and consent of the Senate, appoint Ambassadors and other public Ministers and Consuls, all Judges of the United States courts, and all other executive officers of the United States. All executive power is to be vested in the various "departments." When the Senate is not in session he can appoint, subject to its action when it reassembles. He has power, in certain cases, to convene the Senate, either at Washington, D. C., or either of them, in extra session; and is required to communicate to Congress, as to the state of the Union, and offer such suggestions or recommendations as he may deem expedient. He can veto any bill passed by Congress, if passed by Congress, but it is provided that any measure may be passed over his veto by a two-thirds vote of Congress.

The President consults frequently with his Cabinet, and nearly all important measures are referred by him to that body. In case the office of President becomes vacant through the death, removal or resignation of the incumbent, the law provides that the office shall in turn be held by the Vice-President, Secretary of State, and other Cabinet Ministers in regular order.

VICE PRESIDENT.

The Vice-President of the United States is elected for the term of four years, and receives a salary of \$12,000. In case of the death, removal or resignation of the President, the Vice-President succeeds him. The Vice-President is to act as the presiding officer of the Senate. He has no vote in the Senate, except in case of a tie, or in equal division of the members of that body. The Vice-President administers the oath of office to the Senators.

STATE DEPARTMENT.

The head of this department is the Secretary of State, who is appointed by the President and confirmed by the Senate, and receives a salary of \$8,000 per year. The law provides that in case the office of President becomes vacant, through the death, removal or resignation of both the President and Vice-President, the Secretary of State assumes the office. The Secretary of State is to act as the official Secretary of the President, and countersign all commissions issued by the President.

The Secretary of State is the head of the Department of State and is the representative of the United States. In his department and under his supervision is conducted the public business relating to foreign affairs; to correspondence, communications, instructions to or from public Ministers of the United States; to the Consuls and Consular Agents of foreign States; or to memorials or other applications from foreigners, or foreign public Ministers, or citizens of this country in foreign lands, or complications arising therefrom. The Secretary of State has charge of the diplomatic corps; of the negotiation of foreign affairs, extradition matters and diplomatic officers; furnishing passports to vessels going to foreign countries, etc., and has charge of the Great Seal of the United States.

He is connected with the Department of State and forming a part of it in the great work of performing and caring for the duties outlined are the following bureaus:

The Diplomatic Bureau, which looks after the affairs pertaining to foreign governments.

The Consular Bureau, correspondence with consuls.

The Bureau of Indexes and Archives, the care of which are to open and close letters, to receive and forward the daily correspondence and an index of it, and superintend miscellaneous work of department.

The Bureau of Accounts, in which all of the finances of the department are kept, and the work for the head of the War Department is paid \$2,500 per year; assistant secretary, \$5,000; chief clerk, \$4,000. The most of the subordinates and assistants in the War Department, except those mentioned, are officers of the Regular Army, who are paid salaries and perquisites.

The Bureau of Rolls and Library, which is charged with the custody of treaties, rolls, public documents, etc.; has care of revolutions

ary archives, of international commissions, superintendence of library, etc.

The Bureau of Statistics, for the preparation of reports on commercial relations.

The chiefs of these bureaus receive from \$2,100 per year to \$2,300 per year; subordinates to these are connected with the State Department the offices of translator, at \$2,100 per year; assistant secretary, \$5,000; second assistant secretary, \$4,500; third assistant secretary, \$4,000; collector, \$4,000; chief clerk, \$3,000; clerk to Secretary of State, \$2,500.

The Comptroller, auditor, clerks and assistants, whose number will up into the thousands.

TREASURY DEPARTMENT.

This department was organized in 1789. The head of this department, known as the Secretary of the Treasury, is appointed by the President and receives a salary of \$12,000 per annum. The Treasury Department is one of the most important branches of the national government, as it has charge of the financial affairs of the nation, namely, public funds, coinage, weights and measures, and the issuance of public credit. Among the many important duties devolving upon this department are the following: It attends to the collection of all internal revenues and duties on imports, and the presentation of funds to the government from time to time, either by the United States or against them, and all the accounts in which the United States are interested, either as debtors or creditors, must be settled and adjusted in the treasury. This department also has charge of the issue of the money of the nation, which the government coin and moneys are manufactured. The Treasury Department authorizes the organization of national banks and has supervision over their operations; it issues bonds and notes of the government, etc. It has charge of all moneys belonging to the United States; designates depositories of public moneys, keeps a complete and accurate system of accounting, showing the receipts and disbursements of the public finances, public expenditures and the public debt.

There are a great many important officials connected with the Treasury Department, changing which annually as follows: Vice-Private secretary of the head department, \$2,500 each; assistant secretaries, at \$5,000 each; chief clerk, \$3,000; chief of appointments division, \$3,000; chief of warrants division, \$3,500; chief of revenue marine division, \$2,500; chief of stationery division, \$2,500; chief of loans and currency division, \$3,000; chief of miscellaneous division, \$2,000; supervising special agent, \$8 per day; government auditors, \$2,500; chief of Bureau of Statistics, \$3,000; life saving service superintendent, \$4,500; assistant, \$2,500; commissioner Bureau of Navigation, \$3,000; chief of Bureau of Engraving and Printing, \$5,000; engraving-surgeon-general marine hospital service, \$4,000; Bureau of Engraving and Printing, director, \$5,000; assistant director, \$3,500; superintendent engraving division, \$4,500.

The following officials belong to some of the many lines of work attached to the Treasury Department, as the names of these offices explain the branch of work they are charged with attending to. There are a number of other important offices in the department that should be mentioned, the three being the following:

The **Solicitor of the Treasury**, or chief attorney, who receives \$4,500 per year for attending the legal matters connected with the department.

The **Commissioner of Customs**, who receives \$40,000 per year and his deputy \$2,250, has charge of all accounts of the revenue from customs houses, and for the building and repairing of custom houses.

The **Treasurer of the United States** receives \$20,000 per year, assistant treasurer \$5,000, and superintendent of national banks (Red Bank) \$5,000. The Treasurer receives and keeps all government deposits, either at headquarters or in the Sub-Treasuries or government depots, paying it upon warrants drawn in accordance with the law, and has all interest on the nation's debt.

The **Register of the United States** is paid a salary of \$4,000 per year and his assistant \$2,500. The Register keeps the accounts of public expenditures and receipts; receives the returns and makes out the first and second statement of the annual navigation; receives first controller and Commissioner of Customs all accounts and vouchers acted on by them and files the same.

The **Comptroller of the United States** receives \$5,000 per year and his assistant \$3,000. The Comptroller is connected with the general audit of the national banks and matters connected with the issuing of paper money.

The **Director of the Mint** receives \$4,500 per annum, and is charged with a general supervision over all the coinage of the government.

The **Comptroller of the Treasury** receives \$5,500 per year and is allowed a deputy at a salary of \$2,500 per annum. No one auditor nor controller is allowed to receive a salary and adjust the accounts of the revenue and disbursements, excepting the controller of the division on account of the civil list and under special acts of Congress, reporting the balances to the commissioners of the customs and first auditor, and the controller to the comptroller of the treasury, and most of his attention to army affairs; looks after all the accounts relating to the pay, clothing and recruiting of the army; the arsenals, armories and ordnance depots, and the supplies of the War Department, reporting to the second comptroller. The third auditor has accounts for sustenance of the army, military academy, military roads, fortifications, quartermaster's department, certain pensions, claims arising for the payment of the pension of the veterans of the War of 1812, and the service connected with the navy. The fifth auditor reports to the controller with the accounts of the service connected with the navy. The sixth auditor adjusts all accounts growing from the service of the Post Office Department.

WAR DEPARTMENT.

The War Department was organized in August, 1789. The head of this department is known as the Secretary of War; is appointed by the President and receives a salary of \$12,000 per annum. The War Department attends to the execution of all laws affecting the Regular Army, and carries out and performs such duties as may be provided for by law or directed by the President relative to military forces, and the organization and discipline of the same. In former years this department also had charge of Indian as well as military affairs, but this has been transferred to the Department of the Interior. The War Department is also required among other actions, to make the survey of rivers and harbors for taking topographic observations at various points on the continent, and give telegraphic notice of the approach of storms. There is also maintained a small English Depot of arms and ammunition, and the expense of such improvements of rivers and harbors as may be authorized by Congress.

The Secretary of War also has supervision over the West Point Military Academy.

The work for the head of the War Department is paid \$2,500 per year; assistant secretary, \$5,000; chief clerk, \$4,000. The most of the subordinates and assistants in the War Department, except those mentioned, are officers of the Regular Army, who are paid salaries and perquisites.

The Post Office Department is the chief of divisions mentioned above there are connected with the Post Office Department a law clerk, at \$2,500 per year; appointment clerk, at \$2,000; assistant attorney-general, \$5,000; a discharging clerk, \$2,250; also the auditor of the post office department, at \$4,000.

POSTOFFICE DEPARTMENT.

This is one of the most important branches of the National Government. Its head is the Postmaster-General, who is appointed by the President, and receives a salary of \$12,000 per annum. The Post Office Department is charged with the duty of attending to the construction, armament, equipment and employment of vessels of war, as well as all other matters connected with naval affairs and appropriations for the same. The Comptroller of the Navy has direct control of the United States Naval Academy at Annapolis, Maryland; issues orders to the commanders of the various squadrons; has general authority over the navy; and has control of all the several bureaus of the Navy Department.

There are a number of bureaus organized in the Navy Department for the purpose of more thoroughly handling the work, among the bureaus are the following: Bureau of Steam Engineering; Bureau of Medicine and Surgery; Bureau of Navigation; Bureau of Provisions and Clothing; Bureau of Yards and Docks; Bureau of Ordnance; Bureau of Equipment; Bureau of Construction and Repair. Attached to this department are also officials or bureaus to attend to the following matters: Marine Barracks, Washington, D. C.; Museum of Hygiene; Naval Dispensary; Naval Hospital, New York; Naval Observatory; Hydrographic Office; Library and War Records; Naval Intelligence; Almanac, etc.

The admiral of the navy (line) is paid \$13,500 per year; the first nine admirals each \$12,000 per year and the second nine \$6,000; chiefs of bureaus are paid \$6,000 per year; captains \$4,000; commanders \$3,500; lieutenant-commanders \$3,000; lieutenants \$2,400; junior lieutenants \$2,000; ensigns \$1,700; midshipmen at sea \$1,400; midshipmen at seaboard \$1,200. In the Marine Corps the major general receives \$8,000 per year; colonels \$7,000; lieutenants \$2,600; first lieutenants \$2,000; second lieutenants \$1,700. An increase of ten per cent is given them when on sea duty, or on shore duty beyond the sea. Chaplains of the rank of captain and colonel receive the rank of major and captain respectively. Officers of the navy, engineers, carpenters, sail makers, \$1,700; midshipmen at sea \$1,400; midshipmen at seaboard \$1,200. In the Marine Corps the major general receives \$8,000 per year; colonels \$7,000; lieutenants \$2,600; first lieutenants \$2,000; second lieutenants \$1,700. Petty officers receive rates ranging from \$35 to \$77 per month. First petty officers receive \$26 per month; seamen \$26 per month; firemen, first-class, \$38; ordinary seamen \$21; firemen, second-class, \$33; shipwrights \$27; apprentice seamen \$18; coal passers \$24. The term of enlistment in the United States Navy is four years.

POSTOFFICE DEPARTMENT.

This is one of the most important branches of the National Government. Its head is the Postmaster-General, who is appointed by the President, and receives a salary of \$12,000 per annum. The Post Office Department is charged with the duty of attending to the carrying and distribution of all kinds of mail matter, and the supervision and regulation of and supervision over all persons in the postal service, with reference to their duties.

In proving for handling the general work of the Post Office Department it has been found necessary to create four bureaus, or offices, as they are termed, each of which is presided over by an assistant postmaster-general, who each receive \$5,000 per annum; are all connected with the Postmaster-General, and receive \$12,000 per annum. A review of these various bureaus and their principal officials, with the name of the office, will show very clearly the work handled by each.

The first assistant postmaster-general is allowed a chief clerk at \$2,500 per year; appointment clerk, \$2,000; auditor of accounts \$3,000; superintendent of division appointments \$3,000; superintendent of city-free delivery service \$3,000.

The second assistant postmaster-general has charge of the following divisions, indicated by the following officials who are under his control: superintendent of money-order division \$3,500; superintendent of postage stamp division \$2,500; superintendent of railway mail service \$4,000; superintendent of foreign mails \$3,000.

The third assistant postmaster-general controls the following divisions: superintendent of money-order division \$3,500; superintendent of postage stamp division \$2,500; also the post-card agent and the stamp-envelope agent at \$2,500 each.

The fourth assistant postmaster-general controls the following divisions: superintendent rural free delivery service \$3,000; superintendent of post office supplies \$2,500; superintendent of dead-letter office \$2,500; topographer \$2,750.

The Postmaster-General and the chiefs of divisions mentioned above are connected with the Post Office Department a law clerk, at \$2,500 per year; appointment clerk, at \$2,000; assistant attorney-general, \$5,000; a discharging clerk, \$2,250; also the auditor of the post office department, at \$4,000.

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SUPPLEMENT IV

DIGEST OF THE SYSTEM OF CIVIL GOVERNMENT

DEPARTMENT OF THE INTERIOR.

The Interior Department is under the immediate control of the Secretary of the Interior. He is appointed by the President, and receives a salary of \$12,000 per year. In this department, as the name implies, is a number of public offices, such as those of interior affairs, and, like most of the other executive departments, it is divided into a number of subdivisions and branches. The Secretary of the Interior is the head of this department. The following subjects are connected with the following branches, viz.: 1st. The census of the United States. 2d. All matters connected with public lands. 3d. Every thing relating to the Indians or Indian affairs. 4th. All matters connected with the coast survey. 5th. The compilation of maps, of patents and caskets. 6th. The custody and distribution of publications. 7th. The compilation of statistics relating to educational matters in the United States. 8th. The census of agriculture. 9th. The management of charitable and benevolent institutions. For the purpose of handling properly the business connected with most of the subjects mentioned, there are bureaus organized for the purpose.

The principal officers connected with the Interior Department are as follows: First assistant secretary of the interior, \$5,000 per year; assistant secretary, \$3,000; chief clerk, \$3,000; superintendent of the coast survey, \$5,000; director of the General Land Office, \$5,000; commissioner of Indian affairs, \$5,000; superintendent of Indian schools, \$3,000; commissioner of the Pension Office, \$3,500; medical referee, \$3,000; commissioner of the Patent Office, \$5,000; director of the Bureau of Education, \$4,500; director of geological surveys, \$6,000; director Reclamation Service, \$7,500.

DEPARTMENT OF AGRICULTURE.

This department was formerly connected with the Interior Department, but, in 1862, it was separated from it, and the Secretary of Agriculture was made a member of the Cabinet. The head of this department is appointed by the President, and receives a salary of \$12,000 per year.

The general duty and design of the Department of Agriculture is to acquire and diffuse among the people of the United States useful information on subjects connected with agriculture in the most general way, so that all the people may have knowledge and information of the products and their uses, and that all the people may benefit and distribute among the people new and valuable seeds and plants.

The following is a list of the chief officers connected with the Department of Agriculture: Director of Agriculture, \$12,000; chief of division of plant industry, \$8,000; assistant director with the Interior Department, \$5,000; assistant with the Interior Department, \$5,000; assistant secretary of agriculture, \$5,000 per annum; chief of Weather Bureau, \$5,000; chief of division of animal husbandry, \$5,000; superintendent of Indian schools, \$3,000; commissioner of the Pension Office, \$5,000; medical referee, \$3,000; commissioner of the Patent Office, \$5,000; director of the Bureau of Education, \$4,500; director of geological surveys, \$6,000; director Reclamation Service, \$7,500.

DEPARTMENT OF JUSTICE.

The head of the Department of Justice is the Attorney-General, who is appointed by the President, and receives a salary of \$12,000 per annum. The principal assistant of the Attorney-General is the Solicitor-General, who receives \$7,500 per year. There are a number of assistant attorneys-general appointed by the President, and connected with the Department of Justice, such as attorney in charge of titles, \$2,700; chief clerk and superintendent of buildings, \$3,000; attorney in charge of prisons, \$4,500; attorney in charge of internal revenue, \$4,500; attorney in charge of post roads, \$3,250; editor, \$3,000; agriculturist, \$3,500; director of public roads, \$3,000; statistical scientist in charge of investigations of production and distribution of coal, \$2,500; chief of division of accounts and disbursements, \$1,500; chief of bureau of plant industry in charge of seed distribution, \$5,000.

DEPARTMENT OF COMMERCE AND LABOR.

The Department of Commerce and Labor was established in February, 1890, and has charge of the collection of facts and systematic statistical details relating to the different branches of labor and commerce in the United States. The head of this department is known as the Secretary of Commerce and Labor, and receives a salary of \$12,000 per annum. The following are the principal officials under his control together with the salary paid: The commissioner of the bureau of labor, \$5,000; commissioner of the bureau of migrations, \$5,000; commissioner of the bureau of labor, \$5,000; director of bureau of the census, \$7,000; superintendent of the coast and geodetic survey, \$8,000; chief of bureau of statistics, \$4,000; supervising architect, \$6,000; chief of division of accounts and disbursements, \$4,000; commissioner of bureau of navigation, \$4,000; commissioner of bureaus of fisheries, \$6,000; commissioners of bureaus of immigration and naturalization, \$3,000; director of bureau of standards, \$3,000.

INDEPENDENT DEPARTMENTS.

There are several independent departments, which, although some of them are as important as the following, their heads are not Cabinet members, yet they form a very necessary part and attend to very important branches of the National Government.

Government Printing Office. The head of this branch of government is the Postmaster-General, appointed by the President, and receives a salary of \$5,500 per year. His chief clerk is paid \$2,400 per year, and there is a foreman of printing and a foreman of binding, each receiving \$2,000 per year.

Civil Service Commission. This commission consists of three commissioners, each of whom are paid \$4,500 per year. The chief examiner connected with the commission is paid \$3,000 per annum, and the other two \$2,500 per year.

Interstate Commerce Commission. This commission was created for the purpose, and charged with the duty, of seeing that the laws regulating interstate commerce are faithfully carried out, and to prevent unjust discrimination on the part of railway corporations and common carriers. The commission consists of seven commissioners appointed from time to time by the President of the United States, and of whom five receive a salary of \$10,000 per year. The secretary of the commission receives a salary of \$5,000 per annum.

JUDICIARY.

The judicial powers of the United States are vested in the following named courts, viz.: The United States Supreme Court, consisting of one chief justice and eight associate justices; the United States Court of Claims, which consists of one chief justice and four associate justices; the Court of Appeals and the United States Circuit and District Courts. All judges of United States Courts are appointed for life, or during "good behavior." The chief justice of the United States Supreme Court receives a salary of \$13,000 per annum, and the associate justices \$6,000 each per annum; each of the Circuit judges, \$6,000, and each of the District judges, \$3,000, and each of the Court of Claims, judges receive \$6,000, and chief justice \$6,500 per year.

The jurisdiction of the United States Courts extends to all cases in law and equity arising under the Constitution, the laws of the United States, and treaties; to all cases affecting ambassadors, other public ministers and consuls; to all cases of admiralty and maritime law; to controversies between citizens of the same State; between citizens of another State; between citizens of different States; between citizens of the same State claiming lands under grants of different States; to controversies affecting ambassadors, other public ministers and consuls, and those in which a State is a party to the Supreme Court has original jurisdiction. In the other cases the Supreme Court has appellate jurisdiction.

LEGISLATIVE DEPARTMENT.

The legislative powers of the United States are vested in a Congress, which consists of a Senate and House of Representatives, and a President and Vice-President, and a Cabinet and a Lieutenant-Governor. The constitution gives to Congress the following general powers: To lay and collect taxes, duties, imposts and excises; to pay the debts of the United States; to borrow money on credit of the United States; to regulate commerce; to establish uniform laws on the subject of bankruptcy; to coin money and regulate the value thereof; fix the standard of weights and measures; to declare war; to raise and support armies; to provide for the calling forth of the militia when required for a longer period than two years); to provide and maintain a navy; to grant letters of marque and reprisal; and make rules concerning captures of ships and naval forces; to establish post roads; to promote the progress of science and the useful arts by securing for limited times, to authors and inventors, the exclusive right to their respective writings and inventions; to punish treasons and felonies committed on the high seas and offense against the law of nations; to declare the law of nations; to fix the compensation of public ministers and places purchased for forts, magazines, arsenals, etc. and further to make all laws necessary for the general welfare of the United States and for carrying into execution the foregoing powers, and all other powers vested by this Constitution in the Government of the United States, or in any department or officer thereof." The Constitution expressly forbids Congress to make any law respecting an establishment of religion, or prohibiting the free exercise thereof; abridging the freedom of speech or of the press, or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances. Congress cannot interfere with the privilege of the writ of habeas corpus; except in cases of rebellion or invasion when the public safety may require it. No bill of attainder or ex post facto law can be passed. No tax or duty can be laid on articles exported except by the consent of the states where the article originates; no commerce or revenue to the ports of one State over those of another. No title of nobility can be granted. Every law passed by Congress must be submitted to the President for his approval. If he returns it with a veto, it is called a pocket veto, and if he does not return it by his veto by a two-thirds vote of both branches of Congress.

The Senate of the United States is the "Upper House of Congress," composed of two senators from each State, chosen by the Legislatures of their respective States, for a term of six years, and receive a salary of \$2,500 per annum. No person can be elected to the Senate unless he has been a citizen of the United States for nine years, been nine years a citizen of the State where he is chosen, and has sole power to try all impeachments. Its consent and confirmation are required for appointments made by the President, and elected an inhabitant of the State where he is chosen. The Senate has sole power to try all impeachments. Its consent and confirmation are required for appointments made by the President, and its consent is also necessary to conclude any treaty.

The House of Representatives is the "Lower House of Congress." Each State in the Union is divided into congressional districts, as nearly equal population is practicable. In each district a representative is elected by the people for a term of two years, and each is paid a salary of \$7,500 per year. Besides these, a delegate from each of the Territories is chosen by the Legislature of each Territory who is not entitled to a vote, but has the right to debate on all subjects in which the Territory which he represents has an interest. No person can be elected to the House of Representatives for more than five years, been seven years a citizen of the United States, and is at the time of his election an inhabitant of the State from which he is chosen. All bills for raising revenue must originate in the House of Representatives.

STATE GOVERNMENT

THIS method of State government throughout the United States follows very closely the general plan of government that prevails in national affairs. The various functions of government are divided among the several departments, and each is placed at the head of each branch, and the lines are clearly drawn between the executive, legislative and judicial powers. All the States are governed by a single executive power, and the heads of the departments which each of these departments shall exercise and possess. All of the most important State offices are elected by the people, but in many of the States the less important offices are filled by appointment of the Governor, or by and with the advice and consent of the Senate.

GOVERNOR.

The Governor is the highest executive officer in all the States of the Union, and is elected by a direct vote of the people. The term of office varies materially in the different States, ranging from two to six years. As to the manner of the election of the Governor, it varies greatly, and in many of the States there is a frequent change. At the present writing three States—New York, Pennsylvania and New Jersey pay their Governors \$10,000 per year; Illinois \$12,000; California \$10,000; Massachusetts, Indiana, Alabama, Colorado, Missouri, Montana, Virginia, West Virginia, North Carolina, South Carolina \$3,500; Iowa, Georgia, Idaho, Kansas, North Carolina, North Dakota and Rhode Island \$3,000; Wyoming \$2,500; South Dakota, Nebraska, Wyoming \$2,000; Vermont \$1,500; New Hampshire \$1,000; Connecticut \$2,000; Oregon and Vermont \$1,000.

About the only statement concerning the qualifications required for this office that would be true to all the States is that he must be a citizen of the State in which he is elected. In some of the States, to the end that he may be able to administer the government with fidelity and integrity, and to prevent unjust discrimination on the part of railway corporations and common carriers. The commission consists of seven commissioners appointed from time to time by the President of the United States, and of whom five receive a salary of \$10,000 per year. The secretary of the commission receives a salary of \$5,000 per annum. The powers and duties that devolve upon the Governor are about the same in all the States, and are substantially the same throughout the country. It is his duty to see that the laws are faithfully executed over the faithful execution of the laws, and is the legal custodian of all the property of the State not specifically entrusted to other officers by law, and is authorized to take summary possession of such property. He is also required to take such measures to carry into effect the laws of the State legislature such information or recommendations regarding State affairs as he may deem necessary and proper, and he is empowered to call a special session of the Legislature whenever he may demand. He accounts to the same body for all money received and paid out, and presents estimates of amounts to be raised by taxation.

He has a negative (or veto) upon all bills passed by the Legislature, but it is provided that the same may be overridden by a two-thirds vote of both bodies. The Governor is commander-in-chief of the State military or naval forces, and has authority to call out such forces to preserve peace and execute the laws when the local authorities are unable to do so. He has the power to pardon the acts of various State officers upon any subject relating to their respective offices, and examines and approves the bonds of State officials. In many States the Governor has power to issue executive orders, and to sue and defend in all cases against the State except in cases of impeachment; but in a few of the States the pardoning power is vested in a board selected for that purpose, of which the Governor is generally ex-officio member. The Governor has the appointment of a number of State officers, and in many cases if an elective office becomes vacant he has the power to fill it by appointment; has power in many States to suspend a law, or even to veto it, and to issue executive orders. The Governor has power to require the services of other Officers for parties charged with crimes who escape to other States, and he has power to issue warrants for fleeing criminals upon requisition of other Governors.

LIEUTENANT-GOVERNOR.

The office of Lieutenant-Governor does not exist in all of the States in the Union, at least not under the name, as in a few of the States this officer is only known as the President of the State Senate. In some of the States the Lieutenant-Governor is paid a certain amount per annum, and in others he is not paid, but it is provided that if the duties of Governor should devolve upon him, he shall during the continuance of such emergency be entitled to the emoluments thereto. The office of Lieutenant-Governor is also known as the Vice-Governor. In case a vacancy should occur in the office of Governor, the Lieutenant-Governor succeeds to the office, and he has power to act in the executive and in all cases where the Lieutenant-Governor is unable to act as presiding officer of the Senate, a President *pro tempore* is chosen by that body. The Lieutenant-Governor has a vote in the Senate except in cases of a tie, when he divides the members.

SECRETARY OF STATE.

The office of Secretary of State is one of the most important offices within the gift of the people of a State, and the office exists under this name in every State in the Union. The Secretary of State may be called the secretary of the Government and the counselor and confidant of the President, and he is the custodian of the Great Seal of the State. As a rule it is the duty of the Secretary of State to call the House of Representatives to order and prorate un-tilled meetings, and to preside over the same; it is his duty to see that the halls are prepared for the Legislature or General Assembly; he prepares the legislative manual and causes it to be printed and distributed; prepares and prints all documents, bills, etc., for the use of the Legislature; provides and distributes election blanks; has charge of all books, bills, papers, etc., of the Legislature, and is practical keeper of all public acts, laws, records, etc.; keeps a record of State resolutions and the acts of all the official acts of the Legislature, and affixes the Seal of the State to all official commissions, etc., keeps a record of them, and is obliged to give to the general assembly when it meets, a copy of all of the acts of the Legislature of State, *ex officio* member of a number of the State boards, but no list of these could be given that would apply to all States; they are different in the various States.

STATE AUDITOR.

The office of Auditor of State exists under one name or another in most of the States, as many of them, notably California, Connecticut, Florida, Georgia, Maryland, Nevada, New Jersey, New York, South Carolina, Tennessee, Texas, and a few others, it is known as State Comptroller. In a few of the States Michigan, Illinois and Pennsylvania, the office is called Auditor-General, and in two of the States the public accounts are audited by a Board of Auditors. In all the States the auditor's office is the same, and the duties of the State Government are practically the same, and a general explanation of the scope of work handled by the State Auditor in one State will apply, except as regards minor details, to all of the States. It is the duty of the Auditor to audit all the accounts of the State, and of every other State, Territory, and with the United States and all public officers, corporations and individuals having accounts with this State. He audits the accounts of the State, and makes a report of the same to the State Treasury, and all persons who are authorized to receive money out of the State Treasury. In fact, all claims against the State which are to be paid out of the State Treasury must be presented to the Auditor, after which he makes an adjustment, and then pays the money at the State Treasury. A complete record of each warrant is kept by the Auditor, who also keeps an account with the State Treasurer, charging him for all expenses, and debiting him for all money paid out at the State Treasury, and the books and vouchers of the Treasury must balance, otherwise there will be settlements made between these two officers at stated intervals. In a number of the States the Auditor is charged with general supervisory power over all the accounts of the State, and with auditing the accounts of banking corporations and building and loan associations, and in some States is *ex officio* member of a number of State boards. He generally acts as the agent of the State in the collection of judgments and assignments thereto in behalf of the State.

STATE TREASURER.

This is one of the most important executive offices in the gift of the people of a State. The State Treasurer handles vast sums of the people's money, and as a rule a very heavy bond, ranging from \$500,000 up to \$1,000,000, is required of him. The State Treasurer is empowered to demand additional bonds if he deems the bond insufficient to fully protect the State. The State Treasurer is the legal custodian of all the public funds of the State, and are very safe the same throughout all the States of the Union. The State Treasurer is custodian of all the State funds. He deposits these funds in banks, which give bonds to secure the payment of the same, and the State Treasurer is liable for all losses and damages sustained by the State. The State Treasurer is required to keep an account with the Auditor, and both the auditing office and the Treasurer's office are in different places. In some States the Auditor issues an order for him to receive the same and charges the same to the Auditor, and it is his duty to make out a receipt for the same, which he is entitled to, and then give credit for delinquent. In still other States the Treasurer issues duplicate receipts for the same, and which must be countersigned by the Auditor to be valid, and one of them must be filed with the Auditor. The Auditor may change the amount against the Treasurer. In this way a double system is carried on—both Auditor and Treasurer keeping a full account of the State funds. The Auditor's accounts must balance, as at stated intervals the Treasurer must make settlements with the Auditor and other books, vouchers, etc., to the Auditor's satisfaction. The Auditor is required to publish to the public at stated times in the newspapers at the discretion of the Auditor, all the public accounts, expenditures, funds, receipts and disbursements. He is also required to make a complete report and statement of the financial condition of the State at the end of each year. The law is very explicit in defining the duties of the State Treasurer, the following being very common provisions in relation to his office: "That all moneys received by the State Treasurer, or held in his hands, must be kept in his safe, and all moneys must be kept in separate accounts. In several of the

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SUPPLEMENT

DIGEST OF THE SYSTEM OF CIVIL GOVERNMENT

States the Governor and one or two other State officials constitute a board, which must at certain times examine and check up the accounts, books and vouchers of the State Treasurer and ascertain the amount of funds in the Treasury.

ATTORNEY-GENERAL.

The Attorney-General, as the name implies, is the general legal counsel of the State for all civil cases. The powers and duties of the Attorney-General are very similar. It is his duty to appear for the State in all actions and proceedings in the Supreme Court in which the State has an interest; to prosecute for the State in all criminal cases, either for or against a State officer, in which the State has an interest; to consult with and advise the various county or state's attorneys in matters relating to their offices, and to advise the State in all cases relating to criminal prosecutions. It is his duty to consult with and advise the Governor and other State officers, and give, when requested, written opinions on legal or constitutional questions relating to the State, and to advise the Legislature on all bills introduced by the Legislature, or any committee thereof. It is also his duty to prepare, when necessary, drafts for contracts or other writings relating to subjects in which the State is interested. He is required to represent the State in all cases in which the State has an interest before various State institutions, and prosecute breaches of trust in the administration of the same; and when necessary to prosecute corporations for failure or refusal to comply with the laws of the State. He is also required to represent other corporations in which the State has an interest. The Attorney-General is required to keep a record of all actions, complaints, opinions, etc.

SUPERINTENDENT OR SUPERINTENDENT OF PUBLIC INSTRUCTION.

This is an office which exists in nearly every State in the Union. In three or four of the States the control of the educational interests of the State is vested in a State Board of Education, but in these cases the secretary of the board assumes most of the detail work that is done in the State. In most of the States the power is given to the State Superintendent to exercise the functions of the Board of Education, but it is generally called "State Superintendent of Public Instruction or State Schools." In Ohio, Maine and Rhode Island, and a few others, this office is termed "State Commissioner of Education."

The duties of the State Superintendent are very much alike in all of the States, as he is charged with a general supervision over the educational interests of the State and of the public schools. In many States he is the chief executive officer of the State Board of Education, authorized by law to demand full reports from all colleges, academies or private schools. It is his duty to secure at regular intervals reports from all school educators and make all the reports, reports and recommendations transmitted to him by local or county officers. He is the general adviser and assistant of the various county superintendents or school officers, to whom he must give, when requested, his whole opinion upon questions of education. It is his duty also to hear and determine controversies arising under the school laws coming to him by appeal from a county superintendent or school official. He prepares and distributes school registers, school lists, and is responsible for the making of all rules and regulations as are necessary to carry into efficient and uniform effect the provisions of the laws relating to schools. The State Superintendent is required to make a detailed report to the Legislature at each session of the Legislature showing an abstract of the condition school reports; a statement of the condition of public schools and State educational institutions; the amount of money collected and expended, and all other information and reports which may be required, and to have reported to him. He is forbidden from becoming interested in the sale of any school furniture, book or apparatus.

STATE LIBRARIAN.

In nearly all of the States the laws provide for a State officers under the title of "State Librarian." As a rule the office is filled by appointment of the Governor, although in a few States it is an elected office. In some of the States the State Librarian is the custodian of the State library, and is required to give a bond for the proper discharge of his duties and to keep the property intrusted to his care as in the case of the State Library is of the utmost importance and valuable collection. In some of the States the Supreme Court judges prescribe all library rules and regulations. In others the State Board of Education makes all rules and regulations, and of other matters relating to the men, property, ordinance, stores, camp and garrison equipage pertaining to the State militia or military forces.

PUBLIC EXAMINER OR BANK EXAMINER.

This is a State office found in only about one-half of the States. In those States it is known as Bank Controller and in others the duties which devolve upon this officer are handled by a "department" in the State Auditor's office. The general duties and plan of conduct of the State Auditor's office are the same in all of these, except where there is a great difference between the various States in the officers who attend to it. Where this is made a separate State office, generally speaking, the requirements are that he must be a skilled accountant and expert in financial and regulatory work, and of other matters relating to the men, property, ordinance, stores, camp and garrison equipage pertaining to the State militia or military forces.

COMMISSIONER OR SUPERINTENDENT OF INSURANCE.
In all of the States of the Union the legislation relating to insurance is now known as a branch of State government. The method of controlling the insurance business differs materially in many of the States, although they are all gradually moving in the same direction, viz., that a department or office is created to interpret, and thereby either annul or give validity to all the most important measures and acts of both the legislative and executive branches.

It is impossible in a general article to give a detailed review or description of the construction and make-up of the judicial departments of the various States. The courts are so differently arranged both as to the number and the jurisdiction that it is difficult to give the reader a general description that would accurately cover the ground.

In all of the States, except, possibly, one or two, the highest judicial authority of the State is the Supreme Court, and its general provision is that the head of this department must be experienced in insurance matters, and he is prohibited from holding an interest in any insurance company. Some of the States have a general insurance law, and the powers concerning insurance matters, and it is his duty to see that all laws respecting and regulating insurance and insurance companies, are faithfully observed; he issues licenses to insurance companies, and it is his duty to revoke the license of any company not conforming to law. Reports are made to him at stated times by the various companies, and he has power to examine fully into their affairs, assets, etc. He files in his office a series of reports relating to insurance companies, together with their statements, etc., and at regular intervals makes full reports to the Governor or Legislature.

COMMISSIONER OF LABOR STATISTICS.

In several of the States a "Commissioner of Labor Statistics" is appointed by the Governor, who is the head of what may be termed the Bureau of Statistics. This is a general bureau of the State, however, this branch of work is taken care of by a bureau of statistics, or a branch of a bureau of statistics or by the State Auditor and his appointees. The general design of this bureau or commission is to collect, assort and publish statistics relating to the labor force of the State, and to furnish details relating to the different departments of labor in the State, and make such recommendations as may be deemed proper and necessary concerning the commercial, industrial, social, educational and sanitary conditions of the laboring classes.

STATE STATE OFFICERS.

In all of the States there exist one or more other State officers who are those addition to the principal ones which are made necessary by local condition or local business interests. It is, therefore, unnecessary to mention any of these at length in this article. It may be stated, however, that in all of the States may be found two or more of the following State officers, and further, that in some of the various named offices is found in some State in the Union, viz.: Superintendent or commissioner of agriculture, commissioner of mines and mineral lands, state geologist, state attorney, state auditor, state of the Supreme Court, commissioner of railroads, commissioner of immigration, State printer, State binder, land agent or commissioner, commissioner, register or superintendent of State land office, register of deeds, commissioners of schools and lands, surveyor-general, inspector-general, State oil inspector-general, State oil inspector, dairy commissioners, etc.

STATE BOARDS.

Besides the officers and departments which have already been mentioned, there are numerous State boards or bureaus that are necessary in carrying on the complex business connected with the State. The following are the names of the various State boards and bureaus includes all that can be found in the majority of the States; some of them, however, are only found in a few of the States, because they are not of general interest. The State boards and bureaus include certain local conditions or business interests. It will also be observed that some of the boards named cover the same line of work of certain lines of work in the hands of a State board, while in others, instead of having a State board they delegate the powers and duties to a State board. All of these, however, are not found in every State. The State boards mentioned in this list, the names of which imply the line of work each attends to, viz.: Railroad and warehouse commissioners, board of equalization, board or commission of agriculture, mining and mineral lands, state geologists, commissioners of犯, commissioners, penitentiary commissioners, board of health, dental examiners, trustees of historical library, board of pharmacy, commission of mines, live stock commissioners, fish and game commissioners, inspectors of marine lakes and streams, board of education, board of public works, board of pardons, assessment commissioners.

LEGISLATURE OR GENERAL ASSEMBLY.

The law-making power of every State is termed the "Legislative Department." The legislative power, according to the constitutions of the various States, is vested in a body termed the Legislature or General Assembly, which consists of an upper and lower house, usually as the Senate and House of Representatives. In a few of the States the Lower House is called "The Assembly." In most of the States the Legislature meets in regular session every two years, but in others it is called "The Legislature," and in still others it is called "The Legislature and General Assembly." The Legislature has the power to make all laws as may be necessary for the welfare of the State and carry into effect the provisions of the constitution. The Legislature receives the reports of the various State officers and the reports of the various State auditors; they provide by appropriation for the ordinary and contingent expenses of the government; at regular times provided by law they appropriate the State into political districts, and make all other provisions for the election of members of the Legislature. They have the power to impeach, or to pass any ex post facto law, or law impairing the obligation of contracts, or making any irrevocable grant of special privileges or immunities. They have the power to declare war, and to make all laws necessary for the conduct of war. They have the power to prohibit the passage of any ex post facto law, or law impairing the obligation of contracts, or making any irrevocable grant of special privileges or immunities. They have the power to declare war, and to make all laws necessary for the conduct of war.

SENATE.

The Senate is the Upper House of the Legislatures or General Assembly. The various States are divided into senatorial districts, in each of which a Senator is elected—the term of office varying from two to four years. Except in three or four of the States the presiding officer of the Senate is the Lieutenant-Governor, although a President is chosen to preside over the Senate in the other States. The term of the office of the Lieutenant-Governor is the same as that of the Senate, and the term of office is usually either two or four years, but a very common provision in the various States is that after serving for one term as a common treasurer a man shall be elected to the office of the Lieutenant-Governor at least once during the expiration of the term for which he was elected. This provision, however, does not exist in all of the States, as in some of them the county treasurer is eligible for re-election.

The general duties of the county treasurers throughout the various States is very similar. The county treasurer is the principal custodian of the funds belonging to the county. It is his duty to receive and safe-keep the money and other property belonging to the State, and all funds authorized to be paid to him, and disburse the same pursuant to law. He is required to keep proper books of accounts, in which he keeps a record of all money received and disbursed, and all funds received by him, stating particularly the time, when, of whom and on what fund or account each particular sum was received; and also of all moneys, revenues and funds paid out by him according to law, and the time when paid out, and the place where payment is made from. The books of the county treasurer must always be subject to the inspection of the county board, which at stated intervals examines his books and accounts with him.

The State provisions of the law relating to county treasurer are very strict; some of them provide for a chief county auditor, who are expected several times a year, to examine the funds, accounts and books of the county treasurer, and the treasurer must balance in some in it is provided that this board, or the county board, shall designate a bank (or banks) in which the treasurer is required to keep the county funds deposited—the banks being required to pay interest on the same at a rate not exceeding six percent per annum, and to deduct no loss. As a general rule the county treasurer is only authorized to pay on own commands, or warrants or orders issued by the chairman of the board, or by the auditor, or by the chief county auditor.

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COUNTY RECORDER OR REGISTER OF DEEDS.

In a few of the States the office of county recorder or register of deeds is merged with some other county office, in counties where the population falls below a certain amount. A notable example of this is found in both the States of Illinois and Missouri (and there are others), where it is merged with the office of circuit recorder, and the title of the joint office is "circuit clerk and recorder," and the duties of both offices are looked after by one official. The office of county recorder or register of deeds is very similar in the various States, although in some of the Eastern and Southern States the office is called by other names. The usual name, however, is county recorder or register of deeds. In Illinois, Indiana,

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SUPPLEMENT VII

GENERAL INFORMATION ON BANKING AND BUSINESS METHODS.

GENERAL INFORMATION
 ON
Banking and Business Methods.

RELATIONS BETWEEN A BANK AND ITS CUSTOMERS.
 In business life there is no more complex or important relationship than that which exists between the business men generally and the banks, and it should be guarded with jealous care. That bank which fails to do its duty to its customers, business development in the United States has progressed with such gigantic strides that it has long since passed the stage where it is safe to let the customer take his chances with him. They are today a necessity in the transaction of business and making exchanges. It has been said with a great deal of truth, that the greatest service a bank can render is that of facilitating the business in the transfer of credits on the books of the banking house. It is the function of the bank to receive deposits, to make small change or paying balances. Business, in the most general and comprehensive sense, is almost wholly carried on by the exchange of money. In the course of business, it may be seen what a very important part the element of confidence plays in business life, when it is remembered that every draft drawn on a bank is a statement of the credit standing of the party receiving and accepting it, that it will be honored at the bank when presented.

OPENING AN ACCOUNT.
 THE first step in the matter of becoming a depositor and customer of a bank is to enter into the terms with the banker. If he is a "Private" or "Cashier" at the time may be. If we know the banker it is necessary for him to state what is reasonable and straightforward, for banks are compelled to be careful in this matter as they subsequently must handle all the checks and drafts of the depositor. When a man employs himself in his business, so also will the business of an honest man be conducted. He is apprehensive that his name will be stained by those who are engaged in a life of risk and danger—the same to them as to every one else with whom he deals.

To secure the services of a bank, the prospective customer is given a pass book or account book, writes his signature in a book kept for that purpose, made known to the cashier the amount of his deposit, and then is then a full fledged customer and depositor of the bank.

DEPOSITS.
 DEPOSITS are made in the following manner: "A Deposit Ticket" is given to the customer on his opening account, upon which a full description of all the items which he desires entered in his credit, stating whether it is gold, silver or currency, and the amount of each item. This ticket is then signed by the customer and the cashier, and is then a draft or check is drawn. After having endorsed his name on the back of the ticket, the customer presents it to the cashier along with all the items named upon it, and his Pass Book to the receiving teller, who examines the checks off the various items to see if they correspond with the items listed on the ticket, and the customer's credit in the "Pass Book"; and it is also carried to his credit from the "Deposit Book" on his bookkeeping account—"Deposit Book". An important feature of the transaction, and the customer is required to fill this out with ink. It bears his name and address, and is signed by the cashier, and is then sent to the bank to settle any dispute or difference that may arise. As all men are liable to serve the depositor, to prevent misappropriation, the cashier sends a copy of the ticket to the auditor, deposited upon the circumstances and varies in different cases. In cities, when they have a "Clearing House", the tickets are accepted by the clearing house. Hence on the day succeeding the time of the deposit, but as to checks and drafts drawn upon other banks, the cashier is compelled to wait until the day before payment is to be presented for payment. If the banker, however, is negligent concerning it, he must stand the loss. Such cases are not to be considered as being within the scope of the "Days of Grace", as when banks are established for largely, and they are always glad to "get their money out and keep it in their vaults", and when it is necessary to pay the note, the applicant is unable to furnish reasonable security, or is irresponsible, the banker is compelled to decline giving him the money which he cannot guarantee the return of, whether it is due to the fact that the customer is not a good risk, or to the interests of business generally. However, every business man in need will be compelled to give his word, and when he does, go to the banker, and submit the situation, securities, etc., to him, as of all men he is by training the best judge of the value of a note, and when he declines to decline to give the required aid, but this refusal should never be taken as a personal slight, as it is the banker's duty to protect his customers and to serve and depositors, stockholders and directors to protect before following his own personal desires.

COLLECTIONS.
 IN leaving notes or other items for collection the customer writes on the back of each the words: "For Collection for _____" and the name of the person to whom it is to be sent. Except of this, the proper officer or clerk of the bank, will enter the items either in the "Collection Book" or in the "Bank Book" as the case may be. When the bank receives payment on the items the customer is notified and the amount paid is deducted from the balance of the account, and the books of the bank the same as any other deposit. A bank in receiving paper for collection acts only as the agent of the customer and is not responsible for the collection, unless it is negligent. All banks make collections either in or out of the city where they are located, and in some cases out of the state. They are always left at the bank before they become due, so as to give the bank time to give an abundant notice to the

parties. If the customer desires to make a "sight" or "time draft" upon a debtor, upon application the bank will furnish him with blank drafts.

STATEMENTS AND BALANCES.
 A FEW words concerning statements and balances will not be inappropriate. It is the custom of the bank to issue a statement always and without fail, once in each month, should have his "Pass Book" balanced by the banker. This rule should be observed, as it will save the customer many a care and avoid losses and complications. The amount of deposits is added up and a balance is struck by deducting the total amount of the checks and drafts drawn by the customer, and the balance certified during the month. The certified checks are returned to the customer. If any error is discovered it should be reported immediately to the bank so that it may be investigated and rectified.

NEGOTIABLE PAPER.
 PROBABLY the greatest factor in the business world of to-day is "Negotiable Paper", without which it is not probable that the present condition of the world would be as it is. The importance of it has reached in America; and without which the business of the civilized world could not be carried on. It is the instrument of exchange, which is used in making small change or paying balances. Business, in the most general and comprehensive sense, is almost wholly carried on by the exchange of money. In the course of business, it may be seen what a very important part the element of confidence plays in business life, when it is remembered that every draft or bill of exchange is a statement of the credit standing of the party receiving and accepting it, that it will be honored at the bank when presented.

PROMISSORY NOTES.
 ACCORDING to the general law "merchant," unaffected by statute, a promissory note is the written promise of a person to pay to another a sum of money on demand or at a certain time to a designated person termed the "payee" or to his order. In most all cases, however, it has been modified for negotiable papers, otherwise if it fails in any of these matters it becomes a contract, as it thus loses the character of a promissory note. There are, however, in all these respects, but they do not possess the peculiar qualities which belong to promissory notes.

DRAFTS.
 A DRAFT is a form of an "inland bill of exchange." The two forms of bills of exchange called "Draft" and the "Bank Draft" or "Extraction" and the "Bill of Exchange" or "Draft". The bank draft is to all intents and purposes the same as a check, except that it is issued by a bank, and the bank upon which it may have in some other bank, termed its "correspondent". A draft is but very seldom made payable to a bank, as it is usually made payable to a certain person or to a certain payee or order. They are negotiable and can be transferred by mere endorsement. If a draft is lost or stolen, by applying to the bank on which it is drawn, it can be stopped, and after the expiration of thirty days a duplicate will be issued.

PAYMENT BY DRAFT—It is common practice to pay by draft after a certain number of days, is a very common method of making collections in-day by creditors, and it serves the double purpose of giving the creditor time to collect his debts, and also a receipt to the debtor. It is simple in its working, the following being a general form:
 CHICAGO, June 1, 1894.
 At sight (or so many days after sight as the case may be) pay to the order of _____ Bank One Thousand Dollars and charge to my account.
 TO JOHN SIMS, NEW YORK, N. Y.

ENDORSEMENTS.
 THE signature of any payee or holder on the back of any check, draft, bill of exchange, note or other negotiable instrument is termed his "endorsement." It simply means the placing of the name of the holder, or payee, on the back of the instrument, and it is a condition of the instrument that it has relinquished his title to it, and in the absence of any condition or reservation, it is held by the payee. It implies that the person who sees that the instrument is paid to him, it is not taken up by the maker or payee. Where the instrument is made payable to a bank, it is necessary to endorse it to the bank, and it is necessary to pass the title—it passes with delivery and any holder may collect or sue upon it the same as if he were the payee. If a person signs his name on the back of an instrument, and endorses the instrument, the law is construed strictly against him, and it was the intent of the legislature that he should not be liable in the absence of a positive qualification that his endorsement was made for the purpose of indicating that he would not be liable for the payment of the instrument. If the name is not signed in the instrument it must bear the endorsement of all of them, and the payee is liable for it. In this case, however, to have two or more persons endorse one after the other in making a transfer, is not valid.

Every check, draft, bill of exchange, note or other negotiable instrument which is made payable to a certain "payee" or order, and even in cases where they are made payable to "bearer" it is generally customary for the party to whom it is payable to make an endorsement, and to declare it to place his endorsement thereon.

There are several kinds of endorsement which should be mentioned in this connection. The first is the "blank endorsement" or "endorsement in blank", in making which the payee simply signs his name on the back of the instrument. The second is the "qualified endorsement" or "qualification of any kind." This passes the title to the instrument to the person to whom it is paid, and the title passes with delivery, until some subsequent holder sees fit to limit it by making it payable to some other payee, or places a condition on it, or makes it contingent.

When a negotiable instrument bearing a "blank endorsement" has been put into circulation, any subsequent holder of it has the right to make a "full endorsement" or "qualified endorsement", or, by writing over the endorsement of the original endorser, to qualify it in making it payable to some other person or by writing the words "Accepted" across his face and signs his name, and the instrument is then qualified. This is a common method of making it payable to some other certain payee or order. To do this the endorser signs on the back of the instrument, and places his signature below it. This does not limit his liability as an endorser, but it does limit his liability as a payee, and it is the duty of the endorser to sign his name above the signature of the payee, and it must bear his endorsement before it will be paid or honored.

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