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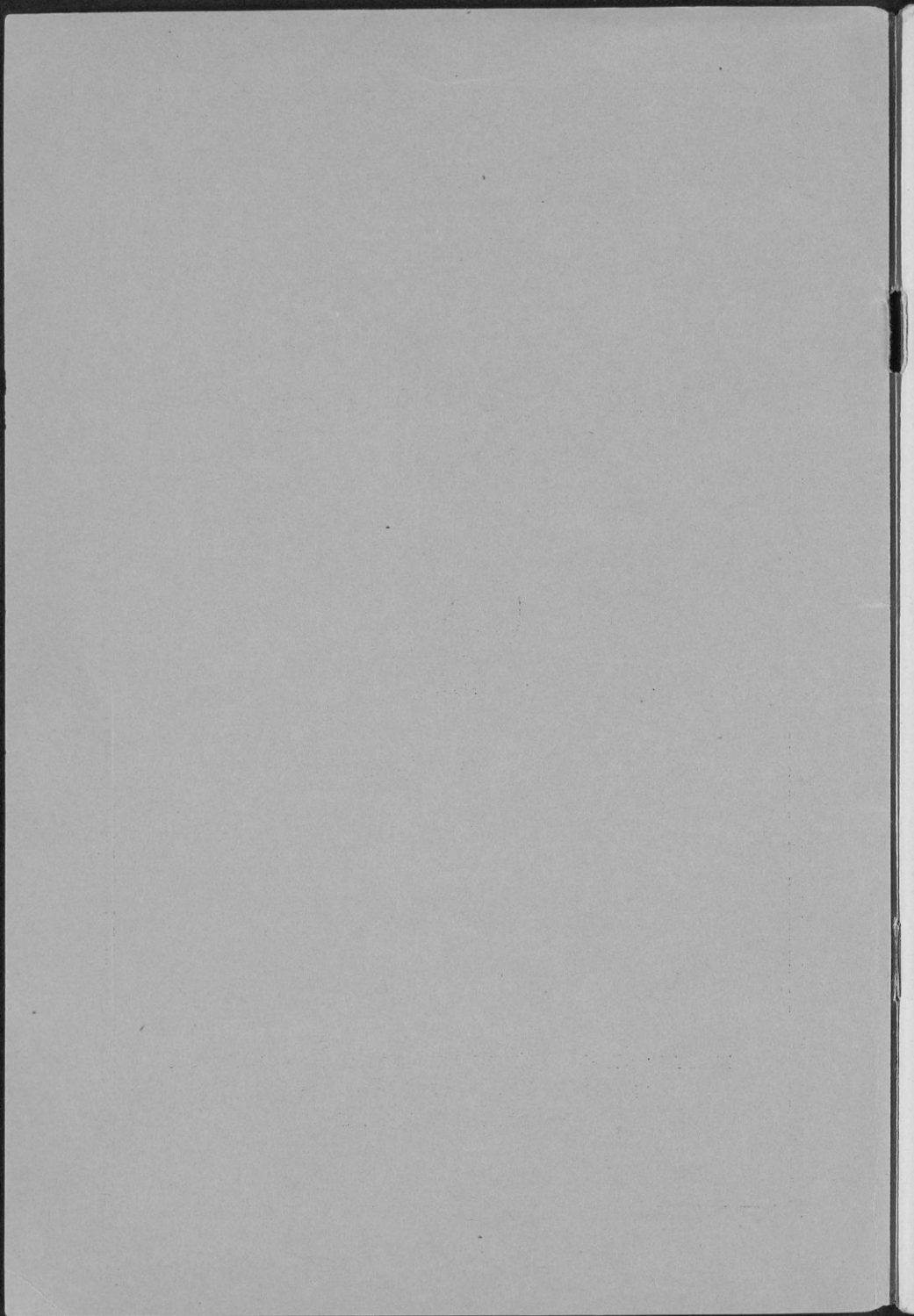
ON THE

RIGHTS AND DUTIES OF
AMERICAN CITIZENS



Seventeenth Edition

NATIONAL CATHOLIC WELFARE CONFERENCE
1312 MASSACHUSETTS AVE., N. W.,
WASHINGTON, D. C.



CIVICS CATECHISM

ON THE

RIGHTS AND DUTIES OF AMERICAN CITIZENS

Questions and Answers Based Upon the
FUNDAMENTALS OF CITIZENSHIP

A Handbook of Civics also Published by the N. C. W. C.



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INTRODUCTION.

The questions and answers contained in the "Civics Catechism on the Rights and Duties of American Citizens" are based upon the text of the "Fundamentals of Citizenship," published originally as a reconstruction pamphlet by the Committee on Special War Activities of the National Catholic War Council and subsequently by the National Catholic Welfare Conference as a handbook of civics for use in the Catholic elementary schools and in civic educational work generally. While neither the "Fundamentals of Citizenship" nor the "Civics Catechism on the Rights and Duties of American Citizens" is intended to serve as a complete text in civics, both have been found exceptionally helpful in introducing the subject in the elementary grades. "The Civics Catechism" is especially recommended for use in the elementary schools as a supplementary text and review book, as a text book for classes preparing for the naturalization process, and in the conduct of civic study clubs by adult groups.

In its nation-wide citizenship campaign, the N. C. W. C. has had in mind the following objects: To help our Catholic schools in their work of civic education; to aid in the civic education of the aliens within our country and to assist them in the process of naturalization; to aid in stimulating greater civic activity on the part of individual Catholics and organizations of Catholic men and women and of all our people; and to hold up before the American people the Catholic principle that religion supplies the highest and noblest motives for the discharge of civic obligations and that our democracy cannot long endure unless all our people are animated by motives of religion in dealing with one another.

The campaign has been based upon the following principles: That every youth should have before leaving school adequate training in the duties, obligations and rights of citizenship, to which end such training should be given in the elementary grades; that a broad program of instruction in social science

should be given in the high schools and colleges for the development and more extensive training of civic leaders; that all persons, native or immigrant, who have not had courses in citizenship should have the opportunity of taking such courses in order better to fulfill their obligations to the community; that immigrants who come to this country with the intention of staying for any great length of time should assume their part of the common burdens of society by seeking citizenship and by performing the tasks of citizenship with understanding; and that development of individual character, the teaching of correct moral principles and the inculcation of religion are essential to the making of good citizens.

"A Course in Civics for Use in the Parochial Schools," published by the N. C. W. C. Bureau of Education, is recommended to civics teachers in connection with the above-named pamphlets. This course of study has been especially adapted to the requirements of the Catholic elementary school and has been prepared to enable teachers to make a good practical beginning in civic instruction in the elementary grades.

The Secretary for the Bureau of Civic Education of the N. C. W. C. will be glad to furnish further information to those interested in becoming citizens; to parochial school instructors, and to adult groups desiring to form civic study clubs.

CHAPTER I.

AMERICAN DEMOCRACY.

LESSON 1.

1. Q. *In what country do you live?*
A. In the United States of America.
2. Q. *When was America discovered?*
A. In 1492.
3. Q. *Who discovered America?*
A. Christopher Columbus, an Italian who sailed under the Spanish flag.
4. Q. *Why did the ships of Columbus fly the Spanish flag?*
A. Because of all the monarchs of Europe, the rulers of Spain, Ferdinand and Isabella, were the only ones willing to supply him with the means for his voyage of discovery.
5. Q. *How did this country receive the name of America?*
A. From the name of Americus Vesputius, an Italian who sailed to the New World shortly after its discovery by Columbus
6. Q. *By whom was America settled?*
A. By people from Spain, France, England, Ireland, Holland, and Sweden.
7. Q. *Why did these colonists come to America?*
A. For many reasons. Some came to seek gold and precious stones, some to have the right of free speech, some to have the freedom of religious worship, some to escape the harsh laws of their own country, others to build up a country where the people might rule.

8. Q. *What European country finally gained control over all the Colonies along the Atlantic Coast?*
 - A. England finally ruled the thirteen American colonies.
9. Q. *Why did England lose control of the Colonies?*
 - A. Because of unjust taxation which caused the Colonists to revolt in 1775.
10. Q. *What famous document was signed July 4, 1776?*
 - A. The Declaration of Independence, written by Thomas Jefferson and signed by representatives of all of the Colonies, declared the Colonies to be free and independent States.

LESSON 2.

1. Q. *What great Americans helped America to secure her independence?*
 - A. Samuel Adams, Patrick Henry, John Hancock, Thomas Jefferson, Benjamin Franklin, Charles Carroll of Carrollton, John Adams, and George Washington.
2. Q. *What noted foreigners helped America in its fight for independence?*
 - A. Lafayette from France, Kosciusko and Pulaski from Poland, Baron Steuben from Prussia, DeKalb from Bavaria, and Barry, Moylan, Montgomery and others from Ireland.
3. Q. *In what year did England acknowledge America to be free and independent?*
 - A. In 1783.
4. Q. *What great event took place after the gaining of independence?*
 - A. The Constitution of the United States was adopted in 1789.
5. Q. *What is the Constitution of the United States?*

- A. The Constitution of the United States is that written document which directs and keeps in check those officials who exercise the powers of administering the national Government. It is the fundamental law under which the country is governed.
6. Q. *On what principle does the Constitution rest?*
A. On the principle that there are certain rights that belong to every man, and which no authority on earth has a right to take away.
7. Q. *What body under the Constitution was given the duty of preserving and interpreting these laws?*
A. The Supreme Court of the United States.
8. Q. *What effect did the Constitution have upon the thirteen States?*
A. The Constitution bound together the thirteen States into a single nation which is now the United States of America.
9. Q. *What effect did the independence of America have upon other countries?*
A. The success of America brought to the peoples of Europe a desire for liberty. Many republics have since been established and the powers of rulers have been greatly lessened.
10. Q. *What form of government was established by the Constitution?*
A. A representative democracy, that is, a republic in which the people rule.

NOTE—In the American view, the thirteen States had ceased to be colonies after July 4, 1776, while Great Britain acknowledged their independence in 1783. The Constitution made in 1787 became binding in June, 1788.

CHAPTER II.

THE NEEDS OF THE PEOPLE.

LESSON 1.

1. Q. *What is a democracy?*

A. A democracy is a form of government in which the people make their own laws and conduct their own affairs.

2. Q. *What does a democracy require of its citizens?*

A. It requires:

- (1) Respect for order;
- (2) Unselfish regard for rights of others;
- (3) Contributions in the form of taxes for the common good.

3. Q. *In what ways may a citizen aid in maintaining a real democracy?*

- A. (1) By voting at elections;
- (2) By representing the people in office if necessary;
- (3) By taking pains to study and to understand public affairs;
- (4) By paying his fair share of the expense of government.

4. Q. *What must a democracy provide for its citizens?*

A. It must provide:

- (1) Roads and streets to enable them to travel and to carry goods;
- (2) Postal service to enable them to send letters and packages;
- (3) Schools and libraries for the education of all;

- (4) A supply of pure water and the means of disposition of garbage and other waste;
 - (5) Parks and playgrounds for pleasure and healthful exercise.
5. Q. *From what common dangers must a democracy protect its citizens?*
- A. It must protect them from:
- (1) Sickness;
 - (2) Law breakers, who do not respect the lives or property of others;
 - (3) Loss of life and property from fire;
 - (4) From foreign enemies who might invade their country and take away their freedom;
 - (5) From injustice and unfair dealings on the part of their neighbors.
6. Q. *What means must a democracy use to protect its citizens?*
- A. It must furnish:
- (1) Means for caring for sickness and preventing the spread of disease;
 - (2) Guards to prevent crime;
 - (3) Protection against persons who break the law;
 - (4) Means of preventing and stopping fire;
 - (5) An army and navy to protect its citizens;
 - (6) Laws to prevent fraud or unfair dealings;
 - (7) Guards or officers to enforce them.
7. Q. *Why does the Government find it necessary to carry on these activities?*
- A. In order that its people may live safely and happily and to insure justice to all under the law.
8. Q. *Is it the duty of every one to help the Government to provide things necessary for the common good?*
- A. Yes, because every person benefits by the things which are provided by the Government.

9. Q. *Is it a religious duty to do one's part in maintaining the Government?*
- A. It is, because justice requires that we should be willing to bear our share of the burden for the benefits received.
10. Q. *What is necessary to make a real democracy?*
- A. Every one in the democracy must be willing to do his just share of the work in protecting the lives, liberty, and property of all.

CHAPTER III.
THE PEOPLE'S RIGHTS.

LESSON 1.

1. Q. *How are the rights of citizens protected in our country?*
A. They are protected by our Constitution.
2. Q. *Can laws ever be passed to take away these rights from citizens?*
A. No, for any attempt to take away the rights of citizens would be a violation of the Constitution, which is the basis of all of our laws.
3. Q. *What are these rights which are held sacred in America?*
A. They are the rights of:
 - (1) Free speech;
 - (2) Religious liberty;
 - (3) Freedom from search;
 - (4) Protection of life and property;
 - (5) Protection from false imprisonment;
 - (6) Protection from imprisonment for debt;
 - (7) Voting and holding office.
4. Q. *Are these rights guaranteed to every one who lives in America?*
A. These rights, except the right to vote and hold office, are guaranteed to every one who lives in America.
5. Q. *Who has the right to vote and hold office?*
A. Every citizen who has been given the right by law.
6. Q. *What is the right of free speech?*
A. It is the right of every man freely to speak and write his opinions.

7. Q. *How is this right insured to every man?*
A. It is insured to every man by the Constitution of the United States, and the Constitutions of the individual States.
8. Q. *Does this right protect a man in any statements he may make?*
A. No, it does not protect a man when he makes statements that injure the rights of another.
9. Q. *Is it ever necessary to limit the right of free speech?*
A. It is sometimes necessary during times of war to limit free speech for the public safety.
10. Q. *Does the Government ever limit the right of free speech at other times?*
A. Yes, free speech is denied sometimes to those who preach the destruction of the government by force.

LESSON 2.

1. Q. *What is religious liberty?*
A. Religious liberty is the right of man to a free exercise of the religion of his choice.
2. Q. *In America is any man ever compelled to contribute to a religion against his will?*
A. No, for under our laws no man can be compelled to worship in a church or support a religion which is not of his own choice.
3. Q. *Why do Americans cherish so strongly the right of religious freedom?*
A. Because many of our colonies were founded by people who fled from religious persecution in the old world.
4. Q. *Were these colonies founded by one people of one religious faith?*
A. No, Catholics and Protestants both founded colonies in America, and people of all religious beliefs have always found a refuge in our country.

5. Q. *Who secured the earliest guarantee of religious freedom in America?*
A. Lord Baltimore, the Catholic proprietary of Maryland.
6. Q. *If I suspect that my neighbor has stolen my money or property, may I look through his house for it?*
A. No, I cannot go into the house of another to search for my property unless I have a search warrant.
7. Q. *What is a search warrant?*
A. A search warrant is a document issued by one of our courts, authorizing an officer to search the house of another for stolen goods.
8. Q. *If the officers of the law suspect some one of concealing a person who has committed a crime, may they search his house for the criminal?*
A. They may, if they have first secured from the court a warrant of arrest.
9. Q. *Why may I refuse to allow the officers of the law to search my house unless they have warrants from the courts?*
A. Because this right of "Freedom of Search" is guaranteed me by the Constitution.
10. Q. *May every man look to the State to protect his life and property for him?*
A. Yes, because this right of protection is guaranteed to everyone by the Constitution.
11. Q. *How does the State protect the property of its citizens?*
A. By guaranteeing to every one that his property can only be taken from him for cause after a just trial in the courts.
12. Q. *May a man's property be taken from him for public use?*
A. Yes, if the property is needed for public use, the Government may take a man's property, but only by paying a fair price for it.

LESSON 3.

1. Q. *In America, may a man be thrown into prison on the request of another or on suspicion of the police officers?*
 - A. No, in America every one is guaranteed freedom from imprisonment, except after a fair trial.
2. Q. *If a man is arrested, what are his rights?*
 - A. Every man who is arrested has the right to demand a trial and to have his own lawyer and witnesses.
3. Q. *What other rights has he?*
 - A. A man who has been arrested has the right to be released until his trial, on bail, except in very serious crimes, when there is strong evidence against him. He also has the right of appeal to higher courts.
4. Q. *What is the purpose of our laws concerning arrest and imprisonment?*
 - A. To prevent imprisonment by mistake and to insure a fair trial to all.
5. Q. *Under what conditions may a man be imprisoned for debt?*
 - A. A man can only be imprisoned for debt if he has committed fraud.
6. Q. *Why do you think a man should be protected from imprisonment for debts, if he is, through misfortune, unable to pay?*
 - A. Because this is a right which saves people from being imprisoned through no fault of their own.
7. Q. *What is the result if a man is sent to prison for debt?*
 - A. If a man is sent to prison for debt, he cannot earn money while he is in prison, and therefore cannot pay his debt.

8. Q. *What rights do voters have in a democracy?*
 - A. They have the right to elect their own officers of Government and to help decide how the business of government shall be carried on.
9. Q. *Who may be an office-holder?*
 - A. Any citizen may hold office if a majority of the voters choose him as their representative.
10. Q. *Why is it the duty of citizens to vote?*
 - A. Because every citizen receives benefit from his government, and by voting intelligently he is doing his share in carrying the common burden.

CHAPTER IV.

EDUCATION.

LESSON 1.

1. Q. *Why do the American people firmly believe in education?*
A. Because education helps the people to become better citizens.
2. Q. *Are immigrants who come to our country anxious to have their children educated?*
A. Yes, because many of them were denied the benefits of education in the old country.
3. Q. *Why do Americans provide free schools?*
A. Because in America we want all the people to have the benefits of education.
4. Q. *Does a complete education include religious training?*
A. Yes, all authorities agree that it does, and for this reason Catholics and others maintain their own schools.
5. Q. *What does education do for people?*
A. It teaches them fair play toward each other and to do their duty as citizens and it helps to build character.
6. Q. *Why is it necessary for every one to know how to read and write?*
A. Every one must know how to read and write in order to be able to learn and to get along in the world.
7. Q. *Is it necessary for every one to know how to use figures?*
A. Yes, in order to conduct his business affairs.

8. Q. *What else should everyone know?*
A. Every one should know how to keep healthy and how to perform some useful work.
9. Q. *What do the elementary schools teach children?*
A. They teach children reading, writing, spelling, arithmetic, health, history, civics, and vocational work.
10. Q. *Must every child attend school in America?*
A. Yes, in all of our States, all children must attend school usually between the ages of 8 and 14.
11. Q. *Would it be well to have all children continue in school after they are 14?*
A. Yes, because the children who make special efforts to stay in school usually succeed in life better and are better citizens than those who leave at 14.
12. Q. *What other kinds of schools are provided for children after they have finished the work in the elementary grades?*
A. High schools teach children many valuable things, and the colleges and universities, both public and private, prepare students to be lawyers, doctors, dentists, teachers, engineers, and for other trades and professions.

LESSON 2.

1. Q. *Is it a good thing to teach occupations in the schools?*
A. Yes, in order that the children may later become skilled workers in the occupations they select when they leave school.
2. Q. *If a child does not have some vocational training, what kind of a job can he get when he leaves school?*
A. If a child has not learned to do some kind of work he can only secure an unskilled job at poor pay.
3. Q. *Is it wise for children to stay in school longer in order to learn a trade?*
A. Yes, because they can earn more pay, can get ahead faster, and are more sure of steady work.

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4. Q. *What kinds of useful work are taught in the vocational schools for boys?*
 - A. Carpentry, machine shop practice, electrical construction, plumbing, etc.
5. Q. *Are vocational courses given to girls also?*
 - A. Yes, they are taught home making, cooking, dress making, millinery, etc.
6. Q. *When boys and girls have to leave school and go to work at the age of 14, is it possible for them to continue their education?*
 - A. Yes, the American people have provided part-time schools for them, because we want them all to have as much education as possible.
7. Q. *Where are these schools?*
 - A. In nearly every large city, and in some of the smaller communities part-time schools have been established where children who work may go to school an hour or two a day.
8. Q. *What are correspondence schools?*
 - A. Many schools and colleges offer courses by correspondence which young men and women can take by studying at home.
9. Q. *Are libraries a means of education?*
 - A. Yes, because any one can borrow books from them on any subject he wishes to study.
10. Q. *Is it possible for men to educate themselves by study?*
 - A. Yes, many of our greatest men have done so. Abraham Lincoln was one of these.
11. Q. *Can you name a man who was a native of your country who educated himself in this way?*

CHAPTER V.

HEALTH.

LESSON 1.

1. Q. *Can a man work well if he does not have good health?*
A. No, a man must have health to be able to work and earn his living.
2. Q. *Is it a man's own fault if he becomes sick?*
A. Sometimes, but it is not always his own fault if he gets a contagious disease.
3. Q. *Can a man protect himself from contagious disease?*
A. He cannot do it alone, but by uniting with other men he can pass laws to protect the health of all citizens.
4. Q. *Name one method used to protect the health of citizens.*
A. Quarantine. By this method the health officer can compel any one who has a contagious disease to stay at home until he is well.
5. Q. *Has the Health Officer the right to quarantine any one who has a contagious disease?*
A. Yes, this right is given him by law in order to protect the lives of greater numbers.
6. Q. *In what other way can the carelessness of one person endanger the health of others?*
A. If one man is careless about removing dirt or garbage from his premises he endangers the health of all.

7. Q. *Is there danger to health in the water supply of cities?*
A. Yes, unless the water supply is kept pure and free from disease germs.
8. Q. *How can water supply be made safe for cities?*
A. By bringing pure water from sources outside the city, and by examining it daily to see that it is free from disease germs.
9. Q. *When there is fear of disease germs in water, how can it be made safe?*
A. By boiling.
10. Q. *Why is it difficult to get good milk in the city?*
A. Because milk has to be brought from farms many miles away, and care must be taken to keep it sweet.
11. Q. *If the milk supply is not good, what happens to those who drink it?*
A. Babies often die if they do not have pure milk. Impure milk may carry disease germs to anyone.
12. Q. *If pure milk is essential for every one, how can it be provided for all?*
A. The people make provision for the inspection of all milk brought into the city and also of the places from which it comes.

LESSON 2.

1. Q. *How can the food supply be made safe for every one?*
A. The people can regulate the food supply through their government and appoint inspectors to see that the laws are obeyed.
2. Q. *What is necessary to make the food supply safe?*
A. Food must be fresh and pure. It must be kept in a clean place. Harmful drugs and materials must not be used to preserve it.
3. Q. *Name two insects which carry disease from one person to another?*
A. Flies and mosquitos.

4. Q. *Why ought every one join in the "swat-the-fly" campaign?*
A. Because it is for the benefit of all the people to kill these carriers of disease.
5. Q. *Was it necessary for the people to pass laws against the common drinking cup and towel?*
A. Yes, because the use of these things spreads disease.
6. Q. *Is spitting harmful to others?*
A. Yes, when done in public places, in the street car or on the sidewalk it spreads disease.
7. Q. *Why should accidents be prevented?*
A. Because they cause suffering and loss of wages to those who are injured and because every man's labor is needed at all times by the community.
8. Q. *What can each one do to prevent accidents?*
A. By being always careful a man can frequently prevent accidents to himself and to others, and he should join in helping all movements which prevent accidents.
9. Q. *Do health laws often interfere with personal liberty?*
A. Yes, but only when the liberty of one means danger to many.
10. Q. *How can all the people be safe from the few careless and selfish persons who think only of themselves?*
A. By taking away the liberty of any one who is dangerous to others.

CHAPTER VI.

MAKING LAWS.

LESSON 1.

1. Q. *What are laws?*
A. Laws are rules which govern people in their relations to each other.
2. Q. *Why do we have laws?*
A. We have laws to protect the rights of people in their dealings with each other.
3. Q. *When do people find it necessary to make laws?*
A. Whenever a group of people live in the same locality it is necessary for them to pass laws to keep some from interfering with the rights of others.
4. Q. *How are laws made in this country?*
A. Laws are made by the people themselves whenever they are needed.
5. Q. *If a law is found to be unjust or not needed, what can we do?*
A. In this country the people who make the laws can repeal them if they are found to be useless or unfair.
6. Q. *Do all of the people make the laws?*
A. No, they can not do this because so many laws have to be made that it would take all of their time.
7. Q. *How do they manage to have this done for them?*
A. They elect men to represent them and these representatives are the law-making body.
8. Q. *Why are special laws needed for cities?*
A. Because people live very closely together in cities.

9. Q. *What special dangers to people in cities make it necessary to pass city laws?*
A. People who live in cities must pass laws to protect them on the streets, from disease, and from fires.
10. Q. *What are city laws called?*
A. They are called ordinances.

LESSON 2.

1. Q. *Who makes the laws in cities?*
A. Laws are made in cities by the City Council or City Commission.
2. Q. *Does the Council or Commission in all cities have the entire control in making laws?*
A. No, in many cities the people, if they wish, may vote whether the laws of the Council or Commission shall go into effect or not.
3. Q. *What is this right of the people called?*
A. It is called the "referendum."
4. Q. *How may the people pass a law against the wish of the Council?*
A. The people may present a law to the vote under what is known as the "initiative."
5. Q. *How are laws passed under the "initiative" and "referendum?"*
A. Laws are passed under the "initiative" and "referendum" by a majority vote.
6. Q. *How are laws made in each of our forty-eight States?*
A. Laws are made for each State by the State Legislatures and approved by the Governor.
7. Q. *How are the State Legislatures elected?*
A. The people elect the Legislatures, which consist of two separate groups of delegates, one called the Senate, and the other the House of Representatives, or the Assembly.

8. Q. *If the Governor disapproves a law which the Legislature has passed, and refuses to sign it, may the Legislature pass it without his approval?*
- A. Yes, usually the Legislature may, by a vote of two-thirds of its members, pass a law disapproved by the Governor.
9. Q. *Can the "initiative" and "referendum" be used in passing State laws?*
- A. Yes, in nearly half of our States the people may pass laws through the "initiative" and "referendum."
10. Q. *What matters of importance to the people must the State regulate by law?*
- A. The State must pass laws relating to roads, education, police protection and property rights.

LESSON 3.

1. Q. *What are the three chief law-making bodies in our country?*
- A. The Congress of the United States, the State Legislature, and the City Council or Commission.
2. Q. *What powers of law-making has the Congress of the United States?*
- A. Congress has power to pass laws which relate to matters in which all the States are interested.
3. Q. *How many lawmakers do the people of each State have in the Senate?*
- A. Each State has two lawmakers in the Senate.
4. Q. *How many representatives does each State have in the House of Representatives?*
- A. Each State has one member in the House of Representatives for every 230,000 people living within the State, but each State has at least one member.
5. Q. *Whenever we need a law for all the States how can it be enacted?*

- A. Whenever we need a law, a bill may be introduced into Congress, and if approved by both Houses and signed by the President, it becomes a law.
6. Q. *Why do we give Congress the right to pass a law without the approval of the President?*
- A. Because in America we believe that laws must be passed by the rule of the majority.
7. Q. *What is the only way that laws can be passed in this country?*
- A. Laws can only be passed in this country by the majority of the people, acting directly or through their representatives.
8. Q. *In what way do we protect the few from possible injustice by the majority?*
- A. Our Constitution guarantees certain rights to every one and even a majority cannot pass laws on these matters.
9. Q. *What are these rights which the Constitution guarantees?*
- A. The Constitution guarantees to every one the inalienable right of free speech, freedom of religion, freedom from search, from false imprisonment and trial by jury.
10. Q. *If mistakes are made in passing laws, what can each citizen do to correct them?*
- A. He must take pains to learn about public matters, and to vote for law-makers who know what is best to be done and who are honest and fair representatives.

CHAPTER VII.

CARRYING ON THE PEOPLE'S WORK.

LESSON 1.

1. Q. *How do the people decide what must be done for their common benefit and protection?*
 - A. The people decide what they want done either by themselves directly or through their representatives in City Councils, State Legislatures, or Congress.
2. Q. *Are most of the people able to do their share of the common work for all?*
 - A. No, most of the people are too busy to do it, because they must do their own work on the farms, in shops, factories, the professions, etc.
3. Q. *What else makes it hard for the people to do their share of public work?*
 - A. They live far off, frequently, from the place where they are needed to work, and they cannot come together to do it.
4. Q. *How do people get their public work done?*
 - A. They select representatives to do it for them.
5. Q. *What department of the Government does the people's work?*
 - A. The Executive Department does the work for the people.
6. Q. *How is the Executive Department made up?*
 - A. The people elect the chief executive, who in the city is called the Mayor, in the State the Governor, and in the Nation the President, and they allow these officers to select assistants.

7. Q. *Why do we make up our Executive Departments in this way?*
 - A. Because it is better to select one man and make him responsible for the work than to elect a number who are not under the control of the person directing their work.
8. Q. *How is the Executive Department of the Nation appointed?*
 - A. The people elect the President, Vice-President, Senators and Representatives, and the President appoints the heads of departments who select their assistants.
9. Q. *How are the assistants to the heads of departments selected for service in the Executive Department of the Nation?*
 - A. They are selected by civil service examinations and remain in service as long as they are capable and honest workers.
10. Q. *Is this a good way to get our public work well done?*
 - A. Yes, because in this way we make the President responsible for the appointment of men who are at the head of affairs, and we can praise or blame him according to the way the work is done.

LESSON 2.

1. Q. *How do the people arrange to have their work carried on in the States?*
 - A. In the States the people elect a Governor and several other officers, and the Governor appoints several assistants.
2. Q. *Is the system of management of public affairs in the States different from that of the United States?*
 - A. Yes, in the States the management of affairs is divided between the Governor and other officers.
3. Q. *Does this method give the Governor control in the management of State affairs?*

- A. No, it does not give him the entire control, and he has not as much power in the management of State affairs as the President has in national affairs.
4. Q. *How do cities manage their affairs?*
A. The cities elect a Mayor, and other officers, or a commission.
5. Q. *What is the commission form of government in city affairs?*
A. The commission of 3 or 5 members, each having charge of a municipal department, is elected by the people.
6. Q. *What is a "business manager" of a city?*
A. A business manager is an agent appointed by the commission to run the affairs of the city just the same as the head of a store or plant runs the business.
7. Q. *What business for the people is taken care of in counties and townships?*
A. The counties and townships look after the business of enforcing the law, keeping the jails, taking care of the poor, repairing the roads, keeping the schools, etc.
8. Q. *If an officer does not do his duty, can the people remove him?*
A. Yes, in many places there is a plan called the "recall" to remove officers.
9. Q. *How can an officer be removed under this plan?*
A. If a number of people wish to remove an officer they may sign a petition demanding his removal, and it is then voted on by all the people.
10. Q. *What is the more usual way of removing public servants?*
A. The public servants who are not liked by the citizens are usually removed by being turned out of office at the regular election, when their term expires.

CHAPTER VIII.

THE COURTS AND THEIR WORK.

LESSON 1.

1. Q. *Why do we have courts?*
A. We have courts to see that justice is done between man and man.
2. Q. *How do the courts maintain justice?*
A. They try cases of persons who are charged with breaking the laws, and fix the punishment of those who are found guilty.
3. Q. *When may a man call upon the courts to protect his rights?*
A. If a man is harmed by another, if his property is unjustly taken from him, or if he needs assistance in securing his just share of property by inheritance, he may appeal to the courts for aid.
4. Q. *What other work is done by the courts?*
A. The courts decide whether a man who is charged with crime really did break the law, and if he did, they fix his punishment.
5. Q. *Do we need courts to enforce the laws?*
A. Yes, because there are always some who do not play fair, and when laws are made they are useless if not obeyed.
6. Q. *What are the justice of the peace courts?*
A. They are courts where the disputes over small amounts of property, or small debts are settled, and cases of persons charged with lesser crimes are heard.

7. Q. *How are these courts established?*
A. Justices of the peace are elected by the people as their representatives in settling small cases.
8. Q. *What other officer is necessary to carry on the work of these courts?*
A. The constable or other officer who serves the warrants on people against whom charges are made to the justice of the peace.
9. Q. *Does the justice of the peace alone determine who is guilty?*
A. Not in all cases. A jury may be demanded in many cases.
10. Q. *If a person loses his trial in a justice court, can he secure another hearing?*
A. Yes, he can appeal his case to a higher court.

LESSON 2.

1. Q. *What are the city courts?*
A. These are courts established in most cities instead of justice courts, where cases of persons who are charged with breaking the city laws and lesser crimes are heard.
2. Q. *Who decides the cases in the city courts?*
A. Most cases are decided by the judge, though a jury may be demanded in certain cases.
3. Q. *Do persons tried in the city courts have the right of appeal?*
A. Yes, any person who does not feel that justice has been done him in the city courts may appeal to the higher courts.
4. Q. *What is the next higher court?*
A. The next higher court is the county court, sometimes called the circuit or district court.
5. Q. *What is the purpose of the county court?*
A. Its purpose is to try more important cases which do not go before the justice of the peace or city court.

6. Q. *How is a case brought into the city or county courts?*
 - A. Complaint must be made, and the person complained of is notified by an officer of the court to come to court on a certain day when the case will be tried.
7. Q. *What are the criminal courts?*
 - A. They are either city or county courts provided to try all cases of persons accused of crime.
8. Q. *If a man is accused of crime is he summoned to appear in court on a certain day?*
 - A. No, he is arrested and brought into court, though he may be released on bail until the time of his trial.
9. Q. *How is a man tried who is accused of crime?*
 - A. He is usually tried by jury. The judge sees that the facts are clearly brought out on both sides and fixes the sentence if the man is found guilty.
10. Q. *Why is the right of appeal given to any person tried in these courts?*
 - A. Because the people do not want to punish any one unjustly, and they have always been careful to see that every one can get justice by appealing to the higher courts.

LESSON 3.

1. Q. *How many United States courts are there?*
 - A. There are three—the district court, the circuit court of appeals, and the Supreme Court of the United States.
2. Q. *What cases do they try?*
 - A. They try all cases of persons accused of breaking the laws of the United States.
3. Q. *What other cases do they try?*
 - A. They try all cases of importance between citizens of different States, cases of disputes between two States, and a few other matters.

4. Q. *How are cases tried in the United States courts?*
 - A. They are tried in the same way as in the city or State courts, and they may be decided by judge or jury.
5. Q. *How are the judges of the United States Supreme Court appointed?*
 - A. They are appointed by the President to serve during good behavior.
6. Q. *What is the duty of this court?*
 - A. Its duty is to go over the cases which have been tried in the lower courts to see that justice has been done.
7. Q. *What kind of cases are brought before this court?*
 - A. Cases from the Federal Courts, and some cases from the State courts may be appealed to the Supreme Court.
8. Q. *Why have we always had in America trial by jury?*
 - A. Because the people have always believed that a man would be more secure from injustice if his case were decided by a jury of his fellowmen, than if he were tried by one man.
9. Q. *Is a jury trial final?*
 - A. It is usually final unless appealed, but when a jury sets free a man who has been accused of serious crime, he can never be tried for the same crime again.
10. Q. *How important have the people considered trial by jury?*
 - A. The people have considered it so important that they have guaranteed in the Constitution of the United States the right of trial by jury to every person accused of crime and in all property suits where the value of the property is more than twenty dollars.

CHAPTER IX.

DEALINGS WITH OTHER COUNTRIES.

LESSON 1.

1. Q. *Why do people of one country travel in other countries?*
A. Some travel to get education, some to secure trade or find work, and others to visit relatives.
2. Q. *Is it necessary for us to trade with other countries?*
A. Yes, because we do not make or grow all we need and we must buy these things from the countries which produce them.
3. Q. *Is fair play among nations necessary to carry on trade?*
A. Yes, it is right and necessary.
4. Q. *What happens when countries deal unfairly with each other?*
A. Very often wars are brought on by unfair dealings.
5. Q. *Why is there unfairness between peoples of different countries?*
A. The principal reason why there is unfairness is that people of different nations do not know each other.
6. Q. *How do nations try to prevent misunderstandings and unfair dealings?*
A. They send ministers and ambassadors to other countries.
7. Q. *What do these agents of the government in foreign countries do?*
A. They act as friendly visitors and look after the interests of their own citizens.

8. Q. *What are consuls and agents?*
A. They are representatives of governments who are sent to all the leading cities of foreign lands to assist their own people in their daily life or trade with the foreign country.
9. Q. *Are consuls and agents able to help merchants in their own lands?*
A. Yes, they furnish to the merchants and manufacturers of their own lands information about markets for goods.
10. Q. *Do they also help nations to become acquainted with each other?*
A. Yes, by having these representatives it is possible to learn the facts in any case, and thus to prevent quarrels from arising.

LESSON 2.

1. Q. *What system has been set up between nations for settling their differences?*
A. A system of courts called arbitration courts.
2. Q. *How are these courts established?*
A. They are appointed by the nations which have differences to settle.
3. Q. *Does America believe in arbitration?*
A. Yes, for many years America has settled most of her difficulties in this way, and she prefers to do this rather than go to war.
4. Q. *What is immigration?*
A. Immigration is the movement of peoples from one country to another.
5. Q. *Does America offer a home to peoples from other lands?*
A. Yes, America has always kept the door open and made it possible for other people to become citizens of this country.

6. Q. *What does America ask of those who come here to live?*
- A. All that she asks of people who wish to live here is that they abide by the Constitution and laws of the country.
7. Q. *Does America invite immigrants to be citizens?*
- A. Yes, America invites every one to become a citizen and help in the work of the country.

CHAPTER X.
MILITARY SERVICE.

LESSON 1.

1. Q. *Who protects the safety and welfare of our country?*
A. The people protect our country and every citizen must do his part in this.
2. Q. *What is each citizen expected to do?*
A. Each citizen is expected to understand and vote on public questions and to give his property and even his life to his country in time of need.
3. Q. *If the country is compelled to go to war, must every citizen take part?*
A. Yes, every citizen must take part, and it is the right of citizens to compel each to do his duty.
4. Q. *How is the age of military service fixed?*
A. The age of military service is fixed by the State Constitutions, and by Congress.
5. Q. *What was the age of military service in the World War?*
A. The ages were fixed by Congress first at 21 to 30, and later extended to the ages of 18 to 45.
6. Q. *In the early years of our history how did the country recruit an army?*
A. It depended on men to volunteer their services.
7. Q. *Was this a good method?*
A. No, because all men who should have enlisted did not do so voluntarily, and many who, for some special reason ought to have remained at home, enlisted through a sense of patriotism.

8. Q. *Did injustice sometimes happen through this method of raising an army?*
 - A. Yes, it was possible for a man to get out of going to war.
9. Q. *Do we wish to force men into military service?*
 - A. No, America desires to remain at peace with the world,
10. Q. *Why do we keep a small army?*
 - A. We keep a small army because we want it only for protection, and we do not want it to control other people or the people of this country.

LESSON 2.

1. Q. *Why do Americans fear to have the army control civil affairs?*
 - A. Because they have seen the evil results of this policy in Europe, where armies destroyed and set up governments for their own purposes.
2. Q. *Were the American Colonies willing to have standing armies kept among them?*
 - A. No, one of the reasons why they revolted against the King of England was that he kept standing armies among them in time of peace without their consent.
3. Q. *Were the Colonists willing to feed and keep soldiers in their homes?*
 - A. No, the Colonists felt that this was an injustice.
4. Q. *What did they do to protect themselves against such injustice?*
 - A. When they formed their own Constitution it declared that no soldiers should, in time of peace, be kept in any one's home without his consent.

5. Q. *How can we control the army in America?*
 - A. Our Constitution provides that Congress cannot vote money for the army for more than two years at a time, and the people can control it by refusing to vote the money.
6. Q. *Why is it not necessary for America to maintain a large army?*
 - A. Because our army is for defence only, and not to take territory from other peoples.
7. Q. *Can the United States increase her army rapidly if need be?*
 - A. Yes, we rapidly increased our small army in the World War until it included about 4,000,000 men.
8. Q. *What will help to prevent wars?*
 - A. The growth of better understanding between countries and the establishing of means to settle disputes when they arise.

CHAPTER XI.

PREVENTING FRAUDS.

LESSON 1.

1. Q. *What do people wish to accomplish in their dealings with each other?*
A. People wish to prevent fraud in their dealings with each other.
2. Q. *What is fraud?*
A. Fraud is an unfair method of dealing with others by which many people try to get what does not belong to them or to keep others from having what is theirs.
3. Q. *Is it good policy to deal fairly with others?*
A. Yes, because if unfairness is permitted to one, all suffer.
4. Q. *Are laws passed to punish fraud and unfair dealings?*
A. Yes, because unfair dealing is a form of stealing.
5. Q. *What is one of the common ways of fraud?*
A. One of the common ways of fraud is to give short weights and measures in the sale of goods.
6. Q. *Do States and cities try to protect their citizens from fraud of this kind?*
A. Yes, they have departments of weights and measures to test the weights and measures used.
7. Q. *What is the duty of the officers of these departments?*
A. Their duty is to arrest and punish any one whom they find using short weights or measures.
8. Q. *Are employers and employees sometimes guilty of unfair practices in their dealings with each other?*

- A. Yes, if an employer overworks or underpays his men, or an employee shirks his job, he is guilty of fraud or unfair dealing.
9. Q. *What other frauds are practiced in selling goods?*
A. Imitations or substitutes are sometimes used in selling goods.
10. Q. *Why is this unfair dealing?*
A. Because imitations or substitutes can only be seen by an expert or one who knows how the goods are made, and the goods are not what they are said to be.

LESSON 2.

1. Q. *What is a bank?*
A. A bank is a place where people may leave their money and have it protected?
2. Q. *Is a bank useful to the people?*
A. Yes, it is of great service to the people because it protects their money, earns interest for them, and provides the means by which the business of the community is run.
3. Q. *Is a good bank a safe place to put your money?*
A. Yes, because it is constantly looked after by the Government.
4. Q. *Are laws passed to punish people who practice fraud through the banks?*
A. Yes, laws are passed to punish men who use the banks to commit fraud.
5. Q. *Are there good banks in every community?*
A. Yes, there are plenty of good banks, but if any one is in doubt he should get the advice of a good business man.
6. Q. *What banks have the people provided for themselves?*
A. The people have established the postal savings bank where every one may safely deposit his money.

7. Q. *What are blue sky frauds?*
 - A. Blue sky frauds is a name given to the sale of false stocks, bonds or lands which do not exist.
8. Q. *Are men always dishonest who sell these?*
 - A. Not always. There have been cases of men who were not intentionally dishonest, but who did not have good business judgment, and whose plans did not work out as they expected.
9. Q. *Are there laws always able to protect people against these frauds?*
 - A. Sometimes clever men get around the law before they are found out, and so every one must take care to have good advice about his investments.
10. Q. *How are men sometimes cheated by others in regard to employment?*
 - A. Sometimes men are cheated by others who pretend they can secure work for them by payment of part of their weekly wages, or that they can have a man discharged unless he pays them money.
11. Q. *What other ways of fraud are there?*
 - A. Selling false steamship or railroad tickets, or charging more than they are worth are ways of practicing fraud.
12. Q. *How should everyone try to make it impossible for men to succeed by practicing fraud?*
 - A. Every one should be careful to deal with honest men and have good advice about spending and investing his money. He should also understand the laws and be prepared to vote intelligently on them when there is occasion to do so.

CHAPTER XII.

INSURANCE.

LESSON 1.

1. Q. *What is insurance?*
A. Insurance is a means of sharing each other's burdens.
2. Q. *What burdens and worries do most men face all the time?*
A. The fear that through illness or accident they may be unable to work, the fear of becoming old without means of support, and the fear of being without work.
3. Q. *How is insurance carried on?*
A. By the payment into a common fund by individual men and women.
4. Q. *How does insurance help those who suffer.*
A. When any one who has contributed to the fund is in trouble for any of these reasons, he may receive payments from the fund.
5. Q. *If one is injured while at work, can he collect insurance?*
A. Yes, in nearly all the States there is a plan of insurance against accidents.
6. Q. *What does the injured man receive in this case?*
A. He receives a part of his wages and pay for the doctor and hospital bills.
7. Q. *What must the injured workman do to collect this insurance?*
A. All that is necessary is that he have proper papers made out by the doctor and employer, and no fee should be paid to any one to collect the amount.

8. Q. *In case of death, is insurance paid to the man's family?*
A. Yes, and in most States this payment is made to them, whether they live in this country or not.
9. Q. *In States where there is no system of accident insurance, may the worker collect any damages from the employer in case of accident?*
A. Yes, in those States the injured workman may collect damages if the accident is due to the fault of the employer.
10. Q. *If it is necessary to employ a lawyer in such cases, what should the workman do?*
A. He should take great care to get a capable and honest lawyer and not sign any papers that he does not fully understand without consulting his lawyer.

LESSON 2.

1. Q. *How may a worker protect himself against illness?*
A. By the payment of a small amount each week or month into a fund for health insurance.
2. Q. *Do our States have a system of health insurance?*
A. No, none of our States have at this time adopted this method of protection.
3. Q. *How may the worker carry health insurance now?*
A. He may carry it in a fraternal or friendly order, in an insurance company, and in some trade unions; in some industries there are mutual societies composed of the workmen in the shop.
4. Q. *How are these insurance organizations carried on?*
A. Every member pays a certain sum each week or month for this protection in case of sickness.
5. Q. *How much insurance is usually paid in these societies?*
A. The usual pay is from \$5.00 to \$7.00 a week, and some medical care is given.

6. Q. *Is it for a man's benefit to insure himself?*
A. Yes, the loss of wages and the cost of medical care is so great that every man ought to insure himself, so that he and those dependent on him may have enough to live on while the sickness lasts.
7. Q. *Why ought a man to carry life insurance?*
A. Because he ought to leave enough money to pay for his sickness and burial, and some support for any who are dependent on him.
8. Q. *How may insurance best be carried at the present time?*
A. In the fraternal societies or insurance companies.
9. Q. *May a man insure himself against unemployment?*
A. Yes, if he belongs to certain of the labor unions who pay their members who cannot get a job a certain amount each week.
10. Q. *Does the Government provide unemployment insurance?*
A. No, but it tries to find work for people through free employment agencies.
11. Q. *Is there a government system of old age insurance in America?*
A. No, but plans are being considered in several States.
12. Q. *Are there other systems of old age insurance?*
A. Yes, some of the labor unions give their members an old age pension, and a few industries, do. Policemen, soldiers, firemen, and teachers usually receive a pension from the public treasury when they are old or disabled.

CHAPTER XIII.

TAXATION.

LESSON 1.

1. Q. *What do people provide for their own protection?*
A. Roads and streets, education, health departments, fire and police departments, army, navy, hospitals and asylums.
2. Q. *Who receives the benefit of these means of protection?*
A. These means of protection are all for the benefit of the people.
3. Q. *Whose duty is it to pay for these?*
A. It is the people's duty to pay for them.
4. Q. *How can they be paid for?*
A. By taxes, which are distributed in such a way that every one will pay his fair share.
5. Q. *What is a poll tax?*
A. A poll tax is a special tax placed upon every man who is over a certain age, usually 21 years.
6. Q. *Do you think this is a good form of tax?*
A. No, because it is too hard to collect. Men can easily get out of paying it.
7. Q. *What is the most common tax?*
A. The most common is the general property tax.
8. Q. *How is the property tax assessed?*
A. The tax is assessed upon the amount of property one possesses.
9. Q. *Does the man who owns property always pay the tax directly?*
A. No, for if he rents his property, the rent is usually high enough to pay the taxes.

10. Q. *Who finally pays property tax?*

A. The property tax is finally paid by the man who rents property or uses goods.

LESSON 2.

1. Q. *How ought taxes be distributed among the people?*

A. They ought to be distributed according to the ability of people to pay.

2. Q. *Upon what does the ability to pay depend?*

A. The ability to pay depends upon the amount of income a man may have.

3. Q. *Does the Government take this into account in collecting income taxes?*

A. Yes, the income tax exempts enough for living expenses, and increases as the income increases.

4. Q. *Why is the income tax coming into general use now?*

A. Because it is easier to make each person pay his fair share of the cost than by the property tax.

5. Q. *What is the inheritance tax?*

A. The inheritance tax is the money taken for public use from the property which a man leaves when he dies.

6. Q. *Is the inheritance tax the same for all?*

A. No. The tax is increased as the amount which a man leaves increases.

7. Q. *Why do we have inheritance taxes?*

A. Because many of our people believe that if large amounts of property are left at death, they should be taxed for the benefit of all the people.

8. Q. *Are some taxes paid indirectly?*

A. Yes, they are added to the cost of goods and paid by the person who uses the goods.

9. Q. *Do all people think this is a good way to tax people?*

A. No. People pay this kind of tax without knowing it, but many think they would rather know how much it is and pay it directly.

LESSON 3.

1. Q. *What is the single tax?*
A. The single tax is a system which places all taxes on land, but none on buildings or improvements.
2. Q. *Under this system, if the land increased in value, would the tax be increased?*
A. Yes, all increases in land value would be taken as a tax.
3. Q. *Why do many people want this system of taxation?*
A. Because they think that it is the people who live in the community and not the owner who make the land valuable, and they ought to have the benefit of the increased value.
4. Q. *Why do governments raise money by taxation?*
A. In order to carry on work for the welfare of all citizens and to distribute the cost justly among them.
5. Q. *Do the people sometimes raise money for the Government in other ways?*
A. Yes. The people sometimes borrow money through their government and give their bonds for it.
6. Q. *What are bonds?*
A. Bonds are promises made by the people to pay a certain sum of money at a certain time.
7. Q. *Why do governments issue bonds?*
A. To pay for some public work when they cannot raise money through taxes without too much cost to the people.
8. Q. *Is this a just way of distributing the cost of public works?*
A. Yes, especially if it is for improvements which are expected to last a long time, for it is only fair that future generations who will use them pay something toward them.

9. Q. *Is it good policy to borrow money for the use of the people?*
A. Yes, but the people should not borrow too much, nor for things which are not needed.
10. Q. *Do you think we are compelled to pay too much money to support the Government?*
A. No, as long as the money is used for things the people need and approve.
11. Q. *What do all the people approve using money for?*
A. They approve the use of money for good roads and streets, health, police and fire protection, libraries, schools, armies, and many other things.

CHAPTER XIV.

THE CITIZEN'S PART.

LESSON 1.

1. Q. *Why should men and women do their share of the work in government?*
A. Because everything that the Government does benefits nearly every one.
2. Q. *What is the first duty of a citizen?*
A. The first duty of a citizen is to vote at every election.
3. Q. *Why should every citizen vote?*
A. He should vote to help elect the men who are to act as his agents in conducting public affairs.
4. Q. *What should every citizen know before he votes?*
A. He should understand public questions and know about the men who are to be voted for.
5. Q. *What should he know about men who are seeking office?*
A. He should know whether they are able to do the work the office requires, and whether they are honest men.
6. Q. *Why is it necessary for every citizen to know about public men?*
A. Every citizen should learn about public men in order to know who are faithful to the people's interest, which are also his interests.
7. Q. *How can he help to select good men for public work?*
A. By studying public questions and knowing about public men.

8. Q. *How else can he help to get good government?*
A. Every citizen can help to get good government by praising the men who do good work.
9. Q. *How can he help to prevent bad government?*
A. He can help to prevent bad government by condemning men who do not do faithful work.
10. Q. *How can a citizen learn about public questions and office seekers?*
A. By reading the papers and magazines, by listening to speeches by public men and by following their actions while in office.

LESSON 2.

1. Q. *Is it ever the duty of a citizen to hold office?*
A. Yes, whenever he believes he can be of special service in handling public affairs.
2. Q. *Why are good citizens sometimes slow in seeking office?*
A. Because they are busy with their own affairs and do not like to give the time.
3. Q. *Did men and women show they were good citizens during the war?*
A. Yes, during the war men and women everywhere left their own work to help the country.
4. Q. *Should every citizen be willing to work for his country?*
A. Yes, he should be willing at all times to work for his country if necessary.
5. Q. *Why is it the duty of every one to pay taxes?*
A. Every one must pay taxes because it is his duty to pay his share of the cost of government.
6. Q. *Does every citizen receive more benefits than he pays for?*
A. Yes, the benefits of government to every person are far greater than the cost.

7. Q. *Why do men sometimes think they have not received their money's worth?*
A. Because in times past in other lands taxes were not paid for the benefit of the people but of the rulers.
8. Q. *Were taxes in America ever paid for the benefit of the ruling class?*
A. No, in America taxes have always been levied and paid by the people themselves.
9. Q. *Are taxes forced upon the people in this country?*
A. No, here the people tax themselves for their own benefit.
10. Q. *Besides paying his own share of the taxes, what should every citizen do?*
A. He should see that every other citizen pays his share, so that no one will shirk or not play fair with all.

CHAPTER XV.
NATURALIZATION.

LESSON 1.

1. Q. *What are the three steps in the process of naturalization?*
A. First, "The Declaration of Intention;" second, "The Petition for Naturalization;" third, "The Final Hearing in Open Court."
2. Q. *Who may make "The Declaration of Intention?"*
A. Any immigrant who has reached the age of 18 years and desires to be a citizen of the United States.
3. Q. *What must an immigrant do to make "The Declaration of Intention?"*
A. He must obtain from the Naturalization Service, of the United States Dept. of Labor, form A-2213. These forms may be obtained from the various offices of the Naturalization Service throughout the United States, and when filled out should be returned to the officer whose address is given on the form.*
4. Q. *When may an immigrant make a request for his "First Paper" or "Declaration of Intention?"*
A. An immigrant may make a request for his "First Paper" any time after he arrives in the United States and has decided that he wishes to be a citizen of the United States.
5. Q. *Does the immigrant need to know how to speak or write English before securing his "First Paper?"*
A. No, he does not need to know English before securing his "First Paper."
6. Q. *What is the only thing required of an immigrant who wishes his "First Paper?"*
A. He must have been legally admitted to the United States for permanent residence and must take an oath that "it is his honest intention to become a citizen of the United States."

*For further information see Page 72 (1).

7. Q. *When an immigrant goes to court what must he do?*
A. He is given a paper called "The Declaration of Intention," which must be filled out.
8. Q. *What is done with this paper?*
A. It is given to the clerk of the court, who later returns it to the immigrant.
9. Q. *Is there any fee collected by the court for this service?*
A. Yes, there is a fee of five dollars.
10. Q. *What facts must be stated in the "First Paper?"*
A. The main facts which must be stated are: Name, age, occupation, date of arrival in the United States, name of vessel on which applicant arrived, and present address.
11. Q. *If an applicant is known by more than one name, must these be stated?*
A. Yes, all names by which the applicant is known must be stated, as well as his full true name.

LESSON 2.

1. Q. *How long must an immigrant reside in the United States before receiving his "Certificate of Naturalization?"*
A. An applicant must have resided here at least five years immediately preceding the date of his application.
2. Q. *How long must he have lived in the State?*
A. He must have lived at least six months within the County where he files his petition.
3. Q. *After the "Declaration of Intention" is made, how long must an immigrant wait before he may apply for his final naturalization paper, or "Certificate of Naturalization?"*
A. He must wait at least two years, but he cannot apply for his final papers until he has lived in the United States continuously for five years.*
4. Q. *What must the applicant do to get his "Second Paper?"*

*For further information see Page 72 (2).

- A. He must go to the same court where he received his "First Paper," or to any court of naturalization in the district where he has resided a year.
5. Q. *What papers must he take with him?*
A. He must take with him his "First Paper" and a "Certificate of Arrival" if he has come to America since June 29, 1906.
6. Q. *What is the "Certificate of Arrival?"*
A. It is a form certifying to the name of the ship on which he came and the date and place of his arrival.
7. Q. *How may this form be secured?*
A. This form is obtained by the naturalization officer for the applicant.
8. Q. *Must the applicant have witnesses?*
A. Yes, he must have two witnesses who are citizens of the United States.
9. Q. *What must the witnesses be able to swear to about the applicant?*
A. They must be able to swear that they have known him during all of his residence (up to five years) in the County and to testify as to his fitness for citizenship.
10. Q. *What are some things which make an applicant fit for citizenship?*
A. To be fit for citizenship in the United States an applicant must be of good moral character, must be able to read and write, must know something about the government and history of the United States. He must not be a criminal, or believe in polygamy, or be opposed to organized government.
11. Q. *If the testimony of the applicant and the witnesses is satisfactory to the naturalization examiner, what is then done?*
A. If the testimony of applicant and witnesses is satisfactory, the applicant is given a certificate showing the number of his application as filed in court.

LESSON 3.

1. Q. *After the "Petition for Naturalization" or "Second Paper" is filed in court, what is then done?*
 - A. The court makes a thorough investigation of both applicant and witnesses and summons them to appear in open court before the judge.
2. Q. *When does the court hearing take place?*
 - A. Not less than 90 days after the filing of the "Second Paper."
3. Q. *Does the court inquire about the moral character of the applicant for citizenship?*
 - A. Yes, the applicant must satisfy the court that he is of good moral character.
4. Q. *What must he know about the United States?*
 - A. He must be able to answer general questions about the more important points of American history and government.
5. Q. *Are there definite questions he will be required to answer?*
 - A. No, the court is usually satisfied if he understands the main privileges and duties of citizenship.
6. Q. *Must he know how to speak and write simple English?*
 - A. Yes.
7. Q. *If the applicant satisfies the court that he is fit for citizenship, what must he do before receiving his final papers?*
 - A. He must take the oath of allegiance to the United States.
8. Q. *What does the "Oath of Allegiance" require of him?*
 - A. It requires his promise to uphold the government of the United States, and to be a good citizen by obeying its laws.
9. Q. *Does the "Oath of Allegiance" require him to renounce his allegiance to any other government?*

- A. Yes, he must renounce all allegiance to his former government.
10. Q. *When the "Oath of Allegiance" has been taken what does the court then give him?*
- A. It gives him a "Certificate of Citizenship" or, in some cases, sends it to him later by registered mail.

LESSON 4.

1. Q. *If witnesses are naturalized citizens must they prove their citizenship to the court?*
- A. Yes, they must take their "Certificates of Citizenship" to the court.
2. Q. *If a witness is ill, or unable to appear in court, may the applicant get some one to go in his place?*
- A. Yes, another witness may be substituted if he can take the oath to the same statements as the original witness.
3. Q. *If the judge thinks it necessary can he compel the original witness to go to court?*
- A. Yes, the original witness can be compelled by law to go to court.
4. Q. *If the applicant has not lived in the State five years, can he secure statements from witnesses where he lived before?*
- A. Yes, he can secure statements which are called depositions.
5. Q. *Is it necessary in this case that each witness shall have known him five years?*
- A. No, in this case it is enough if the witnesses collectively have known him five years.
6. Q. *If a man loses his citizenship papers, may he secure others?*
- A. He may secure a duplicate by making a sworn statement in court that he has lost them.

7. Q. *Can anyone receive his citizenship papers just before election?*
 - A. No, applicants cannot receive papers within 30 days before general elections in any State.
8. Q. *May an applicant for citizenship change his name?*
 - A. Yes, he may do it at the time he secures his citizenship papers if the court allows it.
9. Q. *May an applicant holding a foreign title be given citizenship?*
 - A. Yes, if he renounces the foreign title.
10. Q. *If an applicant is refused citizen's papers, will his fees be returned to him?*
 - A. No, he cannot recover any fees if he is refused citizen's papers.

LESSON 5.

1. Q. *Does the naturalization of a married man make his wife a citizen?*
 - A. No. Since 1922 the wife does not become a citizen through the naturalization of her husband.
2. Q. *May the wife of an alien become a citizen?*
 - A. Yes, the wife of an alien may become a citizen.
3. Q. *Does the naturalization of a parent naturalize the children under twenty-one also?*
 - A. Yes, providing the children are residents or become residents before they are twenty-one years of age.
4. Q. *Does an American woman who marries a foreigner lose her citizenship?*
 - A. No.
5. Q. *Can anyone opposed to organized government become a citizen of the United States?*
 - A. No.
6. Q. *What other conditions may prevent an applicant from becoming a citizen?*

- A. No one who believes in polygamy, who is a criminal or illiterate may become a citizen.
7. Q. *May an alien become a citizen if we are at war with his country?*
- A. No, no alien or foreigner may become naturalized while we are at war with the country of which he is a subject.
8. Q. *Who may become naturalized Americans?*
- A. Only free white persons or those of African nativity or descent.
9. Q. *Are there special rules for alien seamen who wish to become naturalized?*
- A. Yes, any alien seaman may become naturalized after having taken out his "First Paper" if he has served 3 years on a United States merchant vessel, and has a certificate of discharge and good conduct.
10. Q. *What other class of aliens are given special privileges in securing citizenship?*
- A. All aliens who have completed an enlistment in the United States Navy, Marine Corps or Army.
11. Q. *Is it illegal to try to obtain citizen's papers on false pretences?*
- A. Yes, it is illegal and there is a severe penalty for papers secured by false statements and frauds.

CHAPTER XVI.

THE DECLARATION OF INDEPENDENCE.

LESSON 1.

1. Q. *What is the Declaration of Independence?*
 - A. It is a statement agreed to in Philadelphia on July 4, 1776, by delegates from the thirteen American Colonies of Great Britain, which declared that the thirteen United Colonies are absolved from allegiance to the British Crown and are, and of right ought to be, free and independent states.
2. Q. *What cause led the Colonists to rebel against England?*
 - A. There were many reasons, all set forth in the Declaration of Independence. The most important were:
That the English King had quartered large bodies of troops upon them against their will;
That he had protected in mock trials his soldiers who had murdered Colonists without just cause;
That he had imposed taxes without the consent of the Colonies;
That he had refused representation to the Colonists in the English Parliament;
That he had taken away the right of trial by jury and of trial in the place in which crimes were alleged to have been committed.
3. Q. *What actions of the British minority forced the Colonists to continue the struggle after they had rebelled?*
 - A. These causes were many in number and are recited in detail in the Declaration. Among them are these:

The Crown has refused assent to laws necessary for the public good; of the King is it said:

He has forbidden his Governors to pass and enforce laws of pressing importance until his consent was obtained, and has then neglected to attend to them;

He has called together legislative bodies at places unusual and distant from the depository of records;

He has dissolved Representative Houses for opposing his will;

He has neglected to cause others to be elected in the places of those removed;

He has prevented immigration and naturalization of foreigners;

He has made judges dependent for their office, activities, and salaries upon himself alone;

He has created a multitude of unnecessary officers, harassing the people, and reducing them to poverty;

He has rendered the military power independent of and superior to the civil;

He has taken away charters and altered the forms of government;

He has plundered property and destroyed the laws of people;

He has put a price on the heads of them who resist his oppressions;

He has incited against us the Indian savages on our borders.

4. Q. *Did the Colonists appeal to the Crown to right their wrongs before they rebelled?*

A. In the words of the Declaration the Colonists made their appeal to the world: "In every stage of these oppressions we have petitioned for redress in the most humble terms: our repeated petitions have been answered only by repeated injury."

5. Q. *Did the Colonists appeal directly to the British people through their Parliament?*

- A. The Colonists repeatedly advised the British Parliament of the wrongs they were enduring, and appealed to its sense of justice and to the ties of relationship which bound them together to disavow the acts of the Crown, but to no avail.
6. Q. *Had America no champions among the British statesmen?*
- A. Some leading Englishmen and most of the Irish members of Parliament openly justified the action of the Colonists in rebelling.
7. Q. *What was the immediate result of the Declaration of Independence?*
- A. By it the Colonists cut off all hope of reconciliation with England and were encouraged to continue the fight for independence.
8. Q. *What nation in particular was quick to recognize the new government adopted by the Colonies?*
- A. France speedily recognized the new federation and sent men and ships to help their cause. Other nations of Europe followed the example of France, and many lovers of liberty crossed to America to enlist in the American army.
9. Q. *What event brought about English recognition of America's independence?*
- A. The surrender of Cornwallis at Yorktown, Virginia, forced England to acknowledge the freedom of her American colonies.
10. Q. *When did the federation of the thirteen Colonies become the United States of America?*
- A. By the adoption of the Articles of Confederation in 1781.

CHAPTER XVII.

THE CONSTITUTION OF THE UNITED STATES OF AMERICA.

LESSON 1.

1. *Q. Why did the Americans adopt a second Constitution?*

A. The preamble or foreword of the Constitution explains their reasons as follows:

“We the People of the United States, in order to form a more perfect Union, establish Justice, insure domestic Tranquillity, provide for the common Defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.”

2. *Q. What does the Constitution contain?*

A. It contains seven articles and eighteen amendments. The first ten amendments became a part of the Constitution in 1791. The others have been adopted since that time.

3. *Q. What is the Constitution of the United States?*

A. The Constitution of the United States is a document which makes our Government a democratic Republic. It secures certain important rights for all of the people. It defines and limits the powers of the officials of the Government. It is the fundamental law of our nation.

4. *Q. Into what branches is the Government divided by the Constitution?*

A. It is divided into three branches: the Legislative, the Executive, and the Judicial.

5. Q. *What is the Legislative power of our Government?*
A. That power which makes the laws.
6. Q. *What is the Executive power of our Government?*
A. The power which executes the laws.
7. Q. *What is the Judicial power of our Government?*
A. The power which interprets the laws.
8. Q. *Of what does the Legislative or law-making body consist?*
A. The Congress of the United States consists of two houses—the House of Representatives and the Senate. Representatives are elected for a term of two years by the voters of each of the States in proportion to the population of that State as determined by the latest Federal census. Senators are now elected by the voters to serve for six years. Each State is represented by two Senators.
9. Q. *Why is there a difference in the time for which Representatives and Senators are elected?*
A. Representatives are elected for only two years in order that the people may control their actions; Senators are elected for six years, one-third of the number being elected every two years, in order that each session of the Congress may have in it men experienced in public affairs.
10. Q. *What is the object in having two legislative houses?*
A. That one may act as a check upon the other.

LESSON 2.

1. Q. *What qualifications must a Representative have?*
A. No person shall be a Representative, who shall not have attained to the age of twenty-five years, and been seven years a citizen of the United States, and who shall not, when elected, be an inhabitant of that State in which he shall be chosen.

2. *Q. What qualifications must a Senator have?*
 - A. No person shall be a Senator, who shall not have attained to the age of thirty years, and been nine years a citizen of the United States, and who shall not, when elected, be an inhabitant of that State for which he shall be chosen.
3. *Q. How often does the Congress meet?*
 - A. The Congress shall assemble at least once in every year, and such meeting shall be on the first Monday in December, unless they shall by law appoint a different day.
4. *Q. How does a bill become a law?*
 - A. Every bill which passes the House of Representatives and the Senate is presented to the President for his signature. If he signs it, the bill becomes a law. If he vetoes it (returns it without approval), both houses may again pass the bill by a vote of two-thirds of each house, in which case the bill becomes a law without the President's signature. If the President fails to veto or return a bill to the House in which it originated before the end of ten days from the time he receives it, the bill becomes a law.
5. *Q. What are the powers granted to the Congress by the Constitution?*
 - A. 1. To lay and collect taxes, duties, imposts, and excises, to pay the debts and provide for the common defence and general welfare of the United States; but all duties, imposts, and excises shall be uniform throughout the United States.
 2. To borrow money on the credit of the United States.
 3. To regulate commerce with foreign nations, and among the several States, and with the Indian tribes.

4. To establish a uniform rule of naturalization, and uniform laws on the subject of bankruptcies, throughout the United States.
5. To coin money, regulate the value thereof, and of foreign coin, and fix the standard of weights and measures.
6. To provide for the punishment of counterfeiting the securities and current coin of the United States.
7. To establish post offices and post roads.
8. To promote the progress of science and useful arts, by securing, for limited times, to authors and inventors, the exclusive right to their respective writings and discoveries.
9. To constitute tribunals inferior to the Supreme Court.
10. To define and punish piracies and felonies committed on the high seas, and offences against the law of nations.
11. To declare war, grant letters of marque and reprisal, and make rules concerning captures on land and water.
12. To raise and support armies; but no appropriation of money to that use shall be for a longer term than two years.
13. To provide and maintain a navy.
14. To make rules for the government and regulation of the land and naval forces.
15. To provide for calling forth the militia to execute the laws of the Union, suppress insurrections and repel invasions.
16. To provide for organizing, arming, and disciplining the militia, and for governing such part of them as may be employed in the service of the United States; reserving to the States respectively, the

appointment of the officers, and the authority of training the militia, according to the discipline prescribed by Congress.

17. To exercise exclusive legislation in all cases whatsoever, over such district (not exceeding ten miles square), as may, by cession of particular States, and the acceptance of Congress, become the seat of the Government of the United States, and to exercise like authority over all places, purchased by the consent of the legislature of the State in which the same shall be, for the erection of forts, magazines, arsenals, dockyards, and other needful buildings.
18. To make all laws which shall be necessary and proper 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.
6. Q. *What rights are in general denied to the States?*
 A. Those rights which are granted in particular to the Congress of the United States and the right to pass laws which are in violation of the Constitution.
7. Q. *In whom is the Executive power of the United States vested?*
 A. The Executive power is vested in the President of the United States of America.
8. Q. *What other Executive officer is chosen at the same time and for the same term?*
 A. The Vice-President.
9. Q. *Who may become President of the United States?*
 A. No person except a natural-born citizen shall be eligible to the office of President; neither shall any person be eligible to that office who shall not have attained to the age of thirty-five years; and been fourteen years a resident within the United States.

10. Q. *How are the President and Vice-President elected?*
- A. (a) Every four years the citizens of each State elect qualified voters of that State to act as electors of the President and Vice-President.
- (b) There are as many electors in each State as it has Representatives and Senators in Congress.
- (c) The electors of each State have only one vote.
- (d) All votes for President and Vice-President are signed, sealed, and delivered to the President of the Senate.
- (e) A majority of the votes of all the States is necessary for a choice.

Executive Department.

11. Q. *What are the most important powers of the President?*
- A. 1. He is Commander-in-Chief of the Army and Navy;
2. He has the power to make treaties by and with the advice and consent of the Senate;
3. He appoints by and with the advice and consent of the Senate, judges of the Supreme Court, ambassadors, ministers, and consuls;
4. In case a vacancy occurs during a recess, he may appoint an official whose term shall expire at the end of the next session;
5. He may convene the Congress in special session and, when the two Houses are unable to agree upon a date, he may adjourn the Congress.
12. Q. *What are the duties of the President?*
- A. 1. He must keep Congress informed of the state of the Union;
2. He must receive foreign ambassadors and ministers;
3. He must take care that the laws are faithfully executed;
4. He must commission all officers of the United States.

LESSON 3.

1. Q. *In what body does the Judicial power of the United States lie?*
 - A. The Judicial power of the United States is vested in one Supreme Court, and in such inferior courts as the Congress has, from time to time, ordained and established.
2. Q. *How are judges of the Supreme Court appointed?*
 - A. By the President by and with the advice and consent of the Senate.
3. Q. *In what cases do the United States Courts have judicial power?*
 - A. 1. In all cases, in law and equity, arising under this Constitution, the laws of the United States, and treaties made, or which shall be made, under their authority;
 2. In all cases affecting ambassadors, other public ministers, and consuls;
 3. In all cases of admiralty and maritime jurisdiction;
 4. In controversies to which the United States shall be a party;
 5. In controversies between two or more States, between a State and citizens of another State, between citizens of different States, between citizens of the same State, claiming lands under grants of different States, and between a State, or the citizens thereof, and foreign States, citizens, or subjects.
4. Q. *What provision does the Constitution make for trial of all crimes except in cases of impeachment?*
 - A. The trials of all crimes except in cases of impeachment shall be by jury.

5. Q. *What is the greatest crime which can be committed against the people of the United States?*
- A. Treason, which is defined in the Constitution as follows: "Treason against the United States shall consist only in levying war against them, or in adhering to their enemies, giving them aid and comfort."
6. Q. *What provision has been made for acceptance of the legal findings of one State in every other State?*
- A. Full faith and credit shall be given in each State to the public acts, records, and judicial proceedings of every other State. And the Congress may, by general laws, prescribe the manner in which such acts, records, and proceedings shall be proved and the effect thereof.
7. Q. *What legal guarantee has the citizen of one State while resident in another State?*
- A. The citizens of each State shall be entitled to all privileges and immunities of citizens in the several States.
8. Q. *How may a person charged with a crime be returned to the State from which he has fled?*
- A. A person charged in any State with treason, felony, or other crime, who shall flee from justice, and be found in another State, shall, on demand of the executive authority of the State from which he fled, be delivered up, to be removed to the State having jurisdiction of the crime.
9. Q. *How may new States be admitted to the Union?*
- A. New States may be admitted by the Congress into this Union; but no new State shall be formed, or erected, within the jurisdiction of any other State; nor any State be formed, by the junction of two or more States, or parts of States, without the consent of the Legislatures of the States concerned, as well as of the Congress.

10. Q. *What does the Constitution guarantee to every State?*
A. The United States shall guarantee to every State in this Union a republican form of government, and shall protect each of them against invasion; and, on application of the Legislature, or of the executive (when the Legislature cannot be convened), against domestic violence.

LESSON 4.

1. Q. *How may the Constitution be amended?*
A. Whenever two-thirds of both Houses deem it necessary to propose amendments, or when the legislatures of two-thirds of the States call a convention for proposing amendments, such proposed amendments become a part of the Constitution when ratified by three-fourths of the States.
2. Q. *In what words does the Constitution declare itself to be the supreme law of the land?*
A. "This Constitution, and the laws of the United States which shall be made in pursuance thereof, and all treaties made, or which shall be made, under the authority of the United States, shall be the supreme law of the land; and the judges in every State shall be bound thereby, anything in the Constitution or laws of any State to the contrary notwithstanding."
3. Q. *What guarantee must every executive, legislative, and judicial officer of this country give before taking office?*
A. He must bind himself by oath or by affirmation to support the Constitution.
4. Q. *What provision does the Constitution make for freedom from disqualification for religious belief?*
A. The Constitution declares that no religious test shall ever be required as a qualification to any office or public trust under the United States.

5. Q. *What personal rights are guaranteed by the first and other amendments?*
 - A. The right of religious freedom, of free speech, of a free press, of peaceful assembly, or petitioning the government for a redress of grievances, of freedom from enforced quartering of soldiers, of freedom from unreasonable searches and seizures, of speedy trial where accused of crime, of freedom from excessive bail, fines, and cruel and unusual punishments.
6. Q. *With what question does the Thirteenth Amendment deal?*
 - A. This amendment, ratified in 1865, abolished slavery in the United States.
7. Q. *What other amendment was necessary to secure the right of suffrage to negroes freed by the Thirteenth amendment?*
 - A. The Fifteenth Amendment, which states that the right to vote shall not be denied or abridged because of race, color, or previous condition of servitude.
8. Q. *What amendment gives Congress the right to lay and collect taxes on incomes?*
 - A. The Sixteenth Amendment gives to Congress the power of laying and collecting taxes on incomes derived from any source.
9. Q. *By what means is the manufacture and sale of intoxicating beverages prevented in the United States.*
 - A. The Eighteenth Amendment forbids the manufacture, sale, transportation, or importation of intoxicating beverages.
10. Q. *What pledge should every man, woman, and child in America learn and keep?*
 - A. The pledge to the Flag: "I pledge allegiance to my flag and to the Republic for which it stands, one nation indivisible, with liberty and justice for all."

RECENT LEGISLATION ON NATURALIZATION

Q. What papers must be sent with the application form A-2213?

A. Two photographs of the applicant and a Post Office Money Order in the sum of \$5.00. The photographs must be made strictly in accordance with the instructions printed on the application blank. The Money Order must be in the sum of \$5.00, exactly, and must be made payable to the COMMISSIONER OF NATURALIZATION, Washington, D. C., notwithstanding the fact that it is to be sent to one of the Naturalization field offices in some other city.

Q. After the application for "Declaration of Intention" is sent to the Naturalization Officer, what is the next step?

A. The Naturalization Officer will notify the applicant when to call at the office of the Clerk of Court to file his "Declaration of Intention."

Q. For how many years is the "Declaration of Intention" valid?

A. For seven years only. If an immigrant waits for more than seven years after making his "Declaration of Intention," he must then make a new "Declaration of Intention" and wait at least two more years to apply for final papers.

Q. When is the best time to apply for "Declaration of Intention?"

A. Any time during the first three years of immigrant's residence in the United States. Then when he has been in the United States five years he may apply for his final papers.

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