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1939

## 1939 By-Laws

Woman's Literary Union

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BY-LAWS

The  
Woman's Literary Union

PORTLAND, MAINE

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Amended June 16, 1939

BY-LAWS

The  
Woman's Literary Union

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Amended June 16, 1939

## BY-LAWS

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### ARTICLE I.

#### NAME AND SEAL.

This corporation shall be known as "The Woman's Literary Union." It shall have a corporate seal bearing the inscription, "The Woman's Literary Union, incorporated June 2, 1913."

### ARTICLE II.

#### OBJECT.

Its object shall be to stimulate the intellectual life of its members and to promote the spirit of co-operation in this community.

### ARTICLE III.

#### MEMBERSHIP.

SECTION 1. The members shall be divided into resident and non-resident members.

All members residing in Portland and within ten miles thereof shall be known as resident members. All members residing outside this limit shall be known as non-resident members. The number of resident members shall be limited to one thousand; the number of non-resident members shall be limited to two hundred.

SECTION 2. Every application for membership must be approved by two members of the Union, both of whom shall be personally acquainted with the applicant. Upon the acceptance by the Executive Committee of an application so approved, and the payment of the dues for the current year and the membership fee required as hereinafter provided, such applicant shall become a member of the Union.

## ARTICLE IV.

### OFFICERS.

SECTION 1. The officers shall consist of a President, two Vice-Presidents, Recording Secretary, Corresponding Secretary, Treasurer, Auditor and a Board of Directors to consist of not less than twenty nor more than forty members. They shall hold office until their successors are elected.

SECTION 2. The President shall preside at all meetings of the Union, and shall serve as chairman of the Executive Committee and of the Board of Directors, and shall represent the Union at meetings of the Stockholders of the George C. Frye Company.

In the absence of the President the First or Second Vice-President shall perform these duties. The President shall be a member ex-officio of all standing committees.

SECTION 3. The Recording Secretary shall keep the records of the meetings of the Union, of the Executive Committee and of the Board of Directors. She shall have custody of all the records of the Union with the exception of those kept by the Treasurer.

The Corresponding Secretary shall conduct the correspondence and give notice of all meetings.

SECTION 4. The Treasurer shall collect and receive all moneys of the Union, and disburse the same under the direction of the Board of Directors. She shall give an itemized report of receipts and expenditures at each regular meeting of the Board of Directors, and at the annual meeting shall submit a report for the year, which report shall have been audited by the Auditor of the Union. She shall be required to give bond for the faithful performance of her duties in an amount to be fixed by the Board of Directors.

In the absence or incapacity of the Treasurer, checks may be signed by the chairman of the Finance Committee, or such officer as may be authorized by the Board of Directors. The Treasurer shall be a member ex-officio of the Finance Committee.

SECTION 5. The Auditor shall, as requested by the Board of Directors, audit all books of account and financial reports of the Treasurer.

SECTION 6. The President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Auditor shall constitute an Executive Committee. The duties of this committee shall be to appoint all standing committees; to pass upon all applications for membership, and by a majority vote to accept or reject the same; to rent or lease the rooms and halls in the Club House and Frye Hall; to transact all the business of the Union in the interims between meetings of the Board of Directors; and to plan for and recommend to the Board of Directors such measures as in their judgment would tend to advance the interests of the Union.

SECTION 7. A Nominating Committee of seven members shall be chosen annually at the regular meeting of the Board of Directors held on the third Friday in May. This Committee shall be called together by the Corresponding Secretary of the Union within ten days after its election, at which time it shall choose its own chairman and secretary. It shall be the duty of this committee to receive and consider any names submitted by any member of the Union as nominees for the several offices of the Union. The committee shall also present a list of nominees for the several offices to be voted for at the annual meeting of the corporation, which list shall be posted in the Club House for at least two weeks prior to the annual meeting.

Nominations may also be made by any group consisting of fifteen members of the Union. A list of such nominations signed by the fifteen members making the same, must be posted upon the bulletin board in the Club House, at least one week previous to the annual meeting. Only those persons whose names appear on the list presented by the Nominating Committee or on a list signed by the fifteen members, and posted as above provided, shall be considered as candidates, and no votes for any other person or persons shall be considered or counted.

SECTION 8. At the annual meeting a majority vote shall be required for the election of all officers on the first ballot, but a plurality vote shall be sufficient to elect on all subsequent ballots. Whenever no nominations are made other than the list presented by the Nominating Committee, the Secretary may be instructed to cast the ballot for the meeting.

SECTION 9. No one shall be eligible to office who has been a member less than one year and no member shall be eligible to the same office on the Executive Committee for the third consecutive year.

#### ARTICLE V. OUTLINE OF WORK.

The work of the Union shall be conducted along literary and educational lines by means of lectures, entertainments, study courses, study clubs and community work.

#### ARTICLE VI. DIRECTORS.

SECTION 1. The Board of Directors shall consist of the members of the Executive Committee, the chairmen of standing committees, and ten members to be elected by the Union, annually, for a term of two years.

SECTION 2. A director who is absent from three consecutive meetings of the Board without being excused for such absence by the Executive Committee shall automatically cease to be a director and the Board of Directors shall proceed to fill the vacancy.

SECTION 3. The Board of Directors shall conduct all business of the Woman's Literary Union except such as shall be conducted by the Executive Committee, as hereinabove provided and such as shall be otherwise provided for by vote of the members at a membership meeting.

#### ARTICLE VII. MEETINGS.

SECTION 1. Regular meetings of the Union shall be held on the third Friday of each month from October to March, inclusive, at the hour of 2.00 P. M.

SECTION 2. The annual meeting shall be held on the first Saturday of April at the hour of 3.00 P. M.

SECTION 3. Regular meetings of the Board of Directors shall be held on the third Friday of each month, excepting the months of July and August, at the hour of 3.00 P. M.

SECTION 4. Special meetings of the Union or of the Board of Directors may be held upon the call of the President or of a majority of the Executive Committee.

#### ARTICLE VIII. STANDING COMMITTEES.

SECTION 1. There shall be standing committees on Finance, House, Investment, Legislative, Membership, Program, Publicity, Social Activities, Scholarship Fund and Rules and Regulations. The members shall be appointed by the Executive Committee. These committees

shall report to the Board of Directors. The President shall be a member ex-officio of all standing committees and the Treasurer shall be a member ex-officio of the Committees on Finance and Investment.

SECTION 2. The Finance Committee shall consist of five members and the President and Treasurer ex-officio. This committee shall, as soon as possible after the annual meeting, prepare and present to the Board of Directors a budget for the ensuing year.

SECTION 3. The House Committee shall consist of five members and the President ex-officio. This committee shall, subject to the approval of the Board of Directors, have charge, control, supervision and management of Frye Hall and of the Club House, including the maintenance, alteration and repair thereof, and shall have power to purchase supplies, contract bills (not in excess of such amounts as shall be authorized by the Board of Directors); and do all other acts and things necessary or incidental to the carrying out of the powers hereinbefore set forth. All bills contracted by this committee, before the same are presented to the Treasurer for payment, shall be approved by the chairman of the committee, or by some other member designated by said committee for that purpose.

It shall be the duty of this Committee to formulate rules concerning the use of the Hall and Club House, which rules shall, when approved by the Board of Directors, remain in force until changed, upon recommendation of the Committee and approval by the Board of Directors. A copy of the rules so adopted shall be at all times posted on the bulletin board in the Club House and in Frye Hall at such place as the Committee shall determine.

SECTION 4. The Investment Committee shall consist of three members and the President and Treasurer ex-officio. The members of this committee shall serve for three years, and one member shall be appointed each year for a period of three years. It shall be the duty of this committee to invest and reinvest such funds of the Union as shall be designated for investment by the Executive Committee and the Board of Directors.

SECTION 5. The Committee on Legislation shall consist of three members and the President ex-officio. It shall be the duty of this Committee to bring matters of legislation to the attention of the members of the Union for consideration. No action of approval or disapproval upon any matter of legislation shall be taken by the Union unless notice of such proposed action has been given at a previous meeting or sent to each member of the Union.

SECTION 6. The Membership Committee shall consist of seven members and the President ex-officio. This committee shall have charge of all applications for membership until such applications have been acted upon by the Executive Committee. It shall be the duty of the committee to notify persons of their election, to issue membership cards to those entitled to them, and, upon request of the Treasurer, to assist in the collection of dues. All dues so collected shall be forthwith delivered to the Treasurer.

SECTION 7. The Program Committee shall consist of five members and the President ex-officio. Subject to the approval of the Board of Directors, this Committee shall plan, arrange, and provide all programs to be given by the Union, except such as shall be specifically provided by the Executive Committee or the Board of Directors. It shall have power to contract bills for

carrying on of the work of the committee, to an amount not exceeding that authorized by the Board of Directors, which bills shall be paid by the Treasurer after they shall have been approved by the chairman of the committee or some other member designated by the Committee for that purpose.

The committee shall have power to appoint sub-committees to provide for such programs as may be assigned to them.

SECTION 8. The Publicity Committee shall consist of five members and the President ex-officio. It shall be the duty of this committee to see that there are given to the Press notices and reports of the activities of the Union.

SECTION 9. The Social Activities Committee shall consist of seven members and the President ex-officio. Subject to the approval of the Board of Directors, said committee shall have entire charge of the social activities of the Union, and shall have power to contract bills for such purpose, but not in excess of such an amount as may be authorized by the Board of Directors. All bills so contracted by this committee, before the same are presented to the Treasurer for payment, shall be approved by the chairman of the committee, or by some other member duly delegated by said committee for said purpose.

SECTION 10. The Scholarship Fund Committee shall consist of five members and the President ex-officio. Subject to the approval of the Board of Directors, this committee shall render assistance to students from the funds appropriated for such purpose by the Board of Directors, shall fix the terms of loans made, arrange for the repayment thereof and have charge of the collection of the same.

SECTION 11. The Rules and Regulations Committee shall consist of three members and the President ex-officio. It shall be the duty of this committee to consider and make recommendations concerning any proposed amendments to the By-laws which shall be referred to it for consideration by the Board of Directors or by the members.

SECTION 12. Such other committees shall be appointed by the Executive Committee as the Board of Directors shall from time to time deem necessary to carry on the work of the club.

## ARTICLE IX.

### DUES.

SECTION 1. The annual dues for resident and non-resident members shall be \$5.00 which shall be due and payable on the first Saturday of April of each year. Any member failing to pay such dues on or before the first day of the following June shall cease to be a member of the Union and forfeit all rights therein. There shall be a membership fee of \$2.00 payable upon election to membership. Former members may be reinstated without paying the membership fee.

SECTION 2. New members shall be permitted to join the Woman's Literary Union February 1st of each year on payment of seven dollars (\$7.00) for the ensuing fourteen (14) months.

SECTION 3. A ticket signed by the Treasurer, admitting a member to all meetings of the Union, shall be furnished to each member annually upon receipt of dues. Such tickets are transferable only by vote of the Executive Committee, and under such restrictions as it may impose, and the holder of such a transferred ticket is in no sense a member of the Union.



## ARTICLE X.

### VACANCIES.

Vacancies occurring in any office during the year shall be filled by the Board of Directors at any regular meeting of said Board.

## ARTICLE XI.

### AMENDMENTS.

These by-laws may be amended at any regular meeting of the Board of Directors by a two-thirds vote of the members present, providing notice of the proposed amendment has been given at the previous regular meeting of the Board and that each absent member has been notified of the article and section to be amended.

## ARTICLE XII.

### RULES OF ORDER.

All meetings shall be conducted by rules of parliamentary procedure, "Roberts' Rules of Order" being authority.

## ARTICLE XIII.

### QUORUM.

In meetings of the Union fifty members shall constitute a quorum for the transaction of business. In meetings of the Board of Directors a majority of said Board shall constitute a quorum.

## STANDING RULES

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RULE 1. Except as hereinafter provided, meetings and social gatherings of the Union or of any class or other department of the Union, shall be limited to members of the Union except by permission of the Executive Committee.

RULE 2. Membership tickets must be presented at the door for every occasion.

RULE 3. A woman eligible to resident membership may be invited, by a member, to one Friday afternoon informal meeting, to one luncheon, or to one class during a club year, but no woman eligible to resident membership may be so invited to more than one meeting during any one club year.

RULE 4. Study classes may be arranged by the Executive Committee, subject to the approval of the Board of Directors. The leaders of such classes shall be appointed by the Executive Committee. Such classes shall be limited to members of the Union.

RULE 5. A guest ticket limited to one month may upon request of a member be issued to a woman not eligible to resident membership, and such ticket shall entitle such guest to all the privileges of membership in the Union for the period named in such guest ticket. No member shall be entitled to the issuance of more than two such guest tickets in any one year; and no person shall be granted such guest privileges for more than one month in any one year.

RULE 6. A woman not eligible for resident membership and temporarily within the limits fixed for resident membership may, upon request of a member and by

vote of the Executive Committee, be granted a guest card entitling her to membership privileges for a period of three months upon the payment of the sum of four dollars.

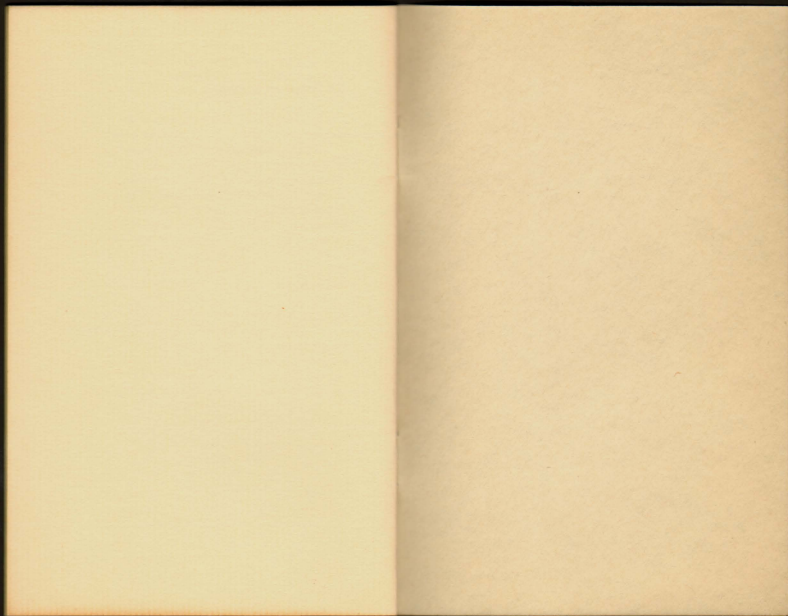
RULE 7. A member may bring to any informal Friday afternoon meeting, or to a Club luncheon, any guest not eligible to resident membership.

RULE 8. Members of the Maine Federation of Women's Clubs, not eligible to resident membership, temporarily in Portland, shall be admitted to meetings, as guests of the Club, upon application to the President, or some person designated by her, and upon satisfactory evidence that said applicant is a member of the Federation.

RULE 9. Reciprocal relations may be entered into with other clubs of women by vote of the Board of Directors.

RULE 10. Terms and price of admission to every program shall be pre-arranged and made public.

RULE 11. A reception in honor of the newly elected officers shall be arranged by the outgoing Executive Committee as soon as possible after the annual meeting, at which time opportunity shall be given to pay the dues for the coming year.



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