1924

1924 By-Laws

Woman's Literary Union
BY-LAWS

The
Woman's Literary Union
Portland, Maine

Amended April 5, 1924

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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 within the limits of Portland and South Portland shall be known as resident members. All members residing outside the limits of Portland and South Portland 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 five members of the Union, two of whom shall be members of the Board of
Directors. Upon the acceptance by the Executive Board of an application so approved and the payment of a membership fee of two dollars and of the dues for the current year, any such applicant shall thereupon become a member of the Union.

Members of the Executive Board may not approve applications for membership.

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. 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 transact such business as may be assigned to it by 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 balloted for at the annual meeting of the corporation, which list shall be posted in the Club House for at least ten days prior to the annual meeting.

Nominations for any of the officers of the Union may be made from the floor at the annual meeting.

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.

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 Board 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 IX.

DUES.

SECTION 1. The annual dues for resident and non-resident members shall be five dollars, which shall become 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.

SECTION 2. 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.

DUTIES OF COMMITTEES.

FINANCE COMMITTEE.

The Finance Committee shall consist of a chairman and four other members, all to be appointed by the Executive Committee, with the President and Treasurer members 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. Subject to the approval of the Board of Directors, this committee shall have the charge, control, supervision and management of Frye Hall and the Club House, including the maintenance, alteration and
repair thereof; and shall have power to purchase supplies, employ servants, contract bills, but not in excess of such amounts as may be authorized by the Board of Directors; rent or lease the rooms and halls of said Frye Hall and Club House, 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. All money received by said committee or any member thereof from the leasing or renting of rooms or halls as aforesaid, or from any other source, shall be forthwith delivered to the Treasurer of the Union.

MEMBERSHIP COMMITTEE.
The Membership Committee shall consist of a chairman and at least four other members, all to be appointed by the Executive Committee. This committee shall have charge of all applications for membership until such applications have been submitted to the Executive Committee. They shall, as requested by the Treasurer, assist in the collection of membership dues. All dues so collected shall be forthwith delivered to the Treasurer.

PROGRAM COMMITTEE.
The Program Committee shall consist of a chairman and four other members, all to be appointed by the Executive Committee, and such other members as they may choose to associate with themselves for the convenient and efficient carrying out of the work of the committee. Subject to the approval of the Board of Directors, this committee shall plan, arrange and provide all programs to be given by the Union for the ensuing year, and shall have power to contract all necessary bills for the carrying on of said work, but not in excess of an amount 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, or by some other member designated by said committee for said purpose.

SOCIAL ACTIVITIES COMMITTEE.
The Social Activities Committee shall consist of a chairman and at least four other members, all to be appointed by the Executive Committee. 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.
SCHOLARSHIP FUND COMMITTEE.

The Scholarship Fund Committee shall consist of a chairman and at least two other members, all to be appointed by the Executive Committee. Said committee shall formulate, prepare and recommend to the Board of Directors a plan for the allotment of aid under the scholarship fund of the Union.

STANDING RULES.

1. Meetings and social gatherings of the Union shall be limited to members of the Union, except by permission of the Executive Committee.

2. Study clubs may be arranged by the Executive Committee, subject to the approval of the Board of Directors. The leaders of such clubs shall be appointed by the Executive Committee. The course of study and program offered shall be under the supervision of the Program Committee.