

Constitution and By-Laws

The
Tuesday Evening
Club

Salida, Colorado, 1909

CONSTITUTION AND BY-LAWS

— OF —

The Tuesday Evening Club

SALIDA, COLORADO

Organized . . . 1894

Revised, November, 1906

Revised - April, 1909

CONSTITUTION.

ARTICLE I.

NAME AND MOTTO.

SECTION 1. The name of this organization shall be "Tuesday Evening Club."

SEC. 2. The motto of this club shall be "*Operae Pretium Est.*"

SEC. 3. The colors of this club shall be crimson and cream; the flower, carnation.

ARTICLE II.

OBJECT.

SECTION 1. The object of this club shall be mutual improvement and the forming of a center of thought and action among women, for the promotion of social, educational, literary and artistic growth; and to promote whatever relates to the best interests of our city.

ARTICLE III.

DEPARTMENTS.

SECTION 1. For convenience, the work of this club shall be divided into departments, viz: "Literature," "Home and Current Events," and "Music and Art."

ARTICLE IV.

OFFICERS.

SECTION 1. The officers of this club shall consist of a President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer, all of whom shall hold office for one year.

SEC. 2. These officers with the chairman of each department and two other members elected from each department, shall constitute the Board of Directors.

SEC. 3. Standing Committees shall be formed by the President.

ARTICLE V.

DUTIES OF OFFICERS.

SECTION 1. The President shall preside at all meetings of the general club and at all meetings of the Board of Directors; she shall be an ex-officio member of all committees and of all departments; appoint all committees not otherwise provided for, and all appointive officers, and perform all other duties that pertain

to the office. She shall be excused from all department duties.

SEC. 2. The Vice-President shall act for the President in her absence or at her request.

SEC. 3. The Recording Secretary shall take and preserve the minutes of each general meeting of the club and of the meetings of the Board of Directors; she shall call the meeting to order in the absence of all presiding officers; shall notify all officers of their election and all committees of their appointment.

SEC. 4. The Corresponding Secretary shall carefully attend to all correspondence of the club, presenting the same to the Board of Directors.

SEC. 5. The treasurer shall collect and disburse all funds of the club, and keep a written account of all money transactions; she shall pay out money, only on an order signed by the President and Recording Secretary; she shall notify all members when in arrears for dues; shall render a written account of all money transactions to the Board of Directors once in three months and make an annual report to the general club at its annual meeting. The treasurer of each department shall collect all dues, fines and fees belonging to the general club and turn the same over to the general Treasurer.

SEC. 6. The Board of Directors shall transact all the business of the club.

CONSTITUTION

ARTICLE VI.

AMENDMENTS.

SECTION 1. This constitution can be amended by a two-thirds vote of the members present at any annual meeting, notice of amendment having been given at a previous general meeting.



BY-LAWS.

ARTICLE I.

MEMBERSHIP.

SECTION 1. The membership of this club may consist of active and honorary members. The active membership shall be unlimited.

SEC. 2. Application for membership, containing the name of the department preferred, shall be accompanied by the membership fee of one dollar, and shall be recommended by two active members, and shall be made in writing to the corresponding secretary, who shall present said application to the Board of Directors, to be acted upon at the next regular meeting of the Board.

SEC. 3. The annual dues for each active member shall be one dollar to the general club, and twenty-five cents to her department, which shall be paid within four weeks from the first meeting in October, or within four weeks from her election to membership; otherwise her name is dropped from the roster.

SEC. 4. Upon the payment of five dollars as annual dues, an active member may become a non-working member.

SEC. 5. Honorary membership may be conferred at the discretion of the club.

SEC. 6. Any member failing to perform the duties assigned her for a general meeting of the club, shall be fined two dollars, which fine shall be collected by the Treasurer of her department.

ARTICLE II.

MEETINGS.

SECTION 1. The annual meeting of the club for the election of officers and general business shall be held on the last Tuesday in April, at 8 o'clock P. M. Fifteen members shall constitute a quorum for the transaction of business.

SEC. 2. The regular general meetings of the club shall be held at 8 o'clock P. M. on the last Tuesday of each month from October until May inclusive, except the months of December and April. Absence from these and from the annual meeting shall entail a fine of twenty-five cents, except in case of illness or absence from the city.

SEC. 3. The regular meetings of the Board of Directors shall be held on the first and third Saturdays of each month during the club year. Special meetings may be called by the President and she shall call a meeting

at the request of three members of the Board, notice, in each case, being sent to each member of the Board, stating the purpose of the meeting. No business shall be transacted at a special meeting except such as is stated in the notice. Seven members shall constitute a quorum.

SEC. 4. This club shall have a Rally meeting to be held each year after the convention of the State Federation, at which meeting, one feature of the program shall be the report of the delegates to the convention.

ARTICLE III.

ELECTIONS.

SECTION 1. The officers shall be elected at the annual meeting in April. Nominations shall be made by written ballot, the two members receiving the highest number of votes shall be declared nominees. A majority of the votes cast shall elect. The officers elected shall be installed at the general meeting in May, at which time the duties of their respective offices shall be turned over to them.

SEC. 2. Resignation of an officer shall be made in writing to the Recording Secretary who shall present the same to the Board of Directors at a regular meeting. This resignation shall be acted upon at the next regular meeting of the Board.

SEC. 3. Vacancies caused by the removal, resignation or death of an officer shall be filled by an election at a regular meeting of the Board of Directors, a two-thirds vote of all the members of the Board being necessary to elect.

SEC. 4. Application for membership shall be voted upon by the Board of Directors by secret ballot, a two-thirds majority of ballots being favorable, the application is accepted.

SEC. 5. Delegates to General, State and District Federation conventions shall be elected by the Board of Directors, except the President of the club, who shall be an ex-officio delegate to all conventions. The President shall have the power to fill vacancies that may occur in the elected delegation.

SEC. 6. The expenses of the President or her alternate to all Federated Club Conventions to which she is a delegate shall be paid by this club.

ARTICLE IV.

DEPARTMENTS.

SECTION 1. Departments may elect such officers and make such rules for their government as do not conflict with the Constitution and By-Laws of the general club.

SEC. 2. The program for the general meetings shall be furnished by the departments according to their order in the Year Book.

SEC. 3. Upon the written request of eight members a new department may be formed.

ARTICLE V.

GUESTS.

SECTION 1. The department in charge of the general meeting shall have the privilege of inviting guests. No guests are allowed at the annual business meeting.

SEC. 2. No visitors except club members and out-of-town guests shall attend department meetings; except that the hostess of the day shall have the privilege of inviting not more than three.

ARTICLE VI.

YEAR BOOK.

SECTION 1. The Year Book shall be published not later than the first Tuesday in October. It shall contain the names of the members, names of officers of the club and of each department, and the program of each department for the year.

SEC. 2. Each member shall be entitled to one copy of the Year Book, but shall pay ten cents for each extra copy.

SEC. 3. The Recording Secretary shall take charge of the Year Book and deliver the same to the members, and receive the

money for extra copies and turn the same over to the Treasurer.

SEC. 4. The President, Recording Secretary and the Chairman of each department shall constitute the committee to prepare the Year Book.

ARTICLE VII.

ORDER OF BUSINESS.

SECTION 1. In all meetings of Club, "Roberts' Rules of Order" shall be the authority; and the following shall be the regular order of business for the Board of Directors:

1. Roll Call.
2. Reading and approval of minutes.
3. Reports of Committees.
4. Unfinished business.
5. New business.
6. Adjournment.

ARTICLE VIII.

AUDITING COMMITTEE.

SECTION 1. An Auditing Committee shall be appointed to audit the accounts of the Treasurer. This committee shall report to the Board of Directors once in three months and to the club at its annual business meeting.

ARTICLE IX.

AMENDMENTS.

SECTION 1. These By Laws can be amended by a two-thirds vote of the members present at any regular meeting of the Board of Directors, notice of the amendment having been given at a previous regular meeting of the Board.

COMMITTEE ON REVISION:

GENERAL OFFICERS OF THE CLUB.

March 16, 1909.



