

WAYLAND CIVIC CLUB

BY-LAWS

THE WAYLAND CIVIC CLUB WAS ORGANIZED JANUARY 16, 1961 AS SUCCESSORS TO THE WAYLAND LIONS CLUB. THE WAYLAND LIONS CLUB HAVING BEEN CLOSED AND DISCONTINUED ON JUNE 30, 1960 BY THE ELEVEN MEMBERS IN GOOD STANDING. THE ELEVEN MEMBERS ARE ELIGIBLE AS DIRECTORS OF THE NEW ORGANIZATION AND AFTER SIGNING THE ARTICLES OF ORGANIZATION WILL AUTOMATICALLY BECOME DIRECTORS OF THE WAYLAND CIVIC CLUB.

1 - OBJECT

THE PURPOSE OF THIS CLUB IS TO CREATE AN EXECUTIVE AGENT, RESPONSIBLE FOR RECEIVING, LIQUIDATING, CONSERVING AND FINALLY, AT THE PROPER TIME, ALLOCATING THE FUNDS REALIZED FROM THE WAYLAND LIONS CLUB, TO A WORTHY PROJECT OF THE WAYLAND-GLO-ESTILL COMMUNITY, UNTIL SUCH TIME THE PRINCIPAL WITH INTEREST EARNINGS TO BE HELD INTACT EXCEPT FOR SUFFICIENT AMOUNT OF EARNINGS TO COVER CURRENT OPERATING EXPENSE.

2 - OFFICERS

OFFICERS OF THE CLUB SHALL BE, A PRESIDENT, VICE PRESIDENT AND A SECRETARY-TREASURER, ELECTED BY AND FROM THE DIRECTORS FOR A TERM OF TWO YEARS, AND SHALL SERVE UNTIL THEIR SUCCESSORS HAVE BEEN ELECTED AND INSTALLED.

3 - DUTIES OF OFFICERS

THE PRESIDENT SHALL PRESIDE AT MEETINGS, APPOINT COMMITTEES AND CALL ADDITIONAL MEETINGS AS REQUIRED AND PERFORM ALL FUNCTIONS CUSTOMARY IN ACCORDANCE WITH ROBERTS STANDARD PROCEDURE; THE VICE PRESIDENT SHALL ASSIST THE PRESIDENT AND IN HIS ABSENCE PERFORM THE DUTIES OF THAT OFFICE; THE SECRETARY-TREASURER SHALL MAKE A RECORD OF THE PROCEEDINGS OF EACH MEETING, MAKE AN ACCURATE RECORD OF ALL TRANSACTIONS. HE SHALL BE CUSTODIAN OF THE CLUB FUNDS AND PAY THEM OUT ON ORDERS OF THE DIRECTORS, AND BE PREPARED TO SUBMIT AT ALL MEETINGS A DETAILED FINANCIAL REPORT.

4 - QUORUM

SEVEN DIRECTORS SHALL CONSTITUTE A QUORUM FOR THE TRANSACTION OF ROUTINE BUSINESS, BUT ANY MOTION OR PROPOSITION INVOLVING THE USE OF CAPITAL FUNDS MUST BE APPROVED BY SEVEN DIRECTORS BEFORE BECOMING EFFECTIVE.

5 - MEMBERSHIP

MEMBERSHIP IN THIS CLUB SHALL BE CLOSED, EXCEPT AS NOTED IN THE OPENING PARAGRAPH, BUT MAY BE ACTIVATED AND THE MEMBERS INCREASED WHEN APPROVED BY THREE FOURTHS OF THE DIRECTORS.

6 - MEETINGS

THE CLUB SHALL MEET ANNUALLY, IN JANUARY OF EACH YEAR, DAY AND HOUR TO BE DECIDED BY THE PRESIDENT. ADDITIONAL MEETINGS MAY BE CALLED IN FOLLOWING MANNER: (1) BY THE PRESIDENT, (2) OR BY THE VICE PRESIDENT, (3) OR BY THREE MEMBERS JOINTLY; THE PRESIDENT AND VICE PRESIDENT BY PERSONAL CONTACT OR BY MAILING A NOTICE TO EACH DIRECTOR AT THEIR LAST KNOWN ADDRESS; THE THREE DIRECTORS MAY CALL THE MEETING BY SIGNING THE NOTICE JOINTLY AND MAILING A COPY TO EACH DIRECTOR AT THEIR LAST KNOWN ADDRESS. ON ALL MEETINGS INVOLVING MAJOR EXPENDITURES, THE NOTICE MUST BE FIVE DAYS BEFORE THE MEETING.

7 - FUNDS

(A)

CLUB FUNDS SHALL BE MAINTAINED IN AN ACCOUNT UNDER NAME "WAYLAND CIVIC CLUB" AND BE PAID OUT ON ORDERS OF THE DIRECTORS, BY THE TREASURER, AND THE BOOKS AND RECORDS OF THE TREASURER SHALL BE OPEN FOR INSPECTION AT ALL MEETINGS OR ON REQUEST BY A DIRECTOR. A GOOD AND SUFFICIENT BOND SHALL BE CARRIED BY THE TREASURER, APPROVED BY THE DIRECTORS, AND THE PREMIUM PAID OUT OF CLUB FUNDS.

(B)

THE TREASURER MAY MAINTAIN AN ACCOUNT, CHECKING OR PETTY CASH, FOR CURRENT EXPENSE, MAINTAINED BY INTEREST EARNINGS FROM THE SAVINGS ACCOUNT AS NEEDED, BUT THE MAXIMUM AMOUNT OF THE BALANCE TO BE NOT MORE THAN FIFTY DOLLARS AT ANY TIME, WITHOUT APPROVAL BY THE BOARD OF DIRECTORS.

