WAYLANDCIVIC CLUB

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, RESPON-SIBLE 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 MEETINGSAS REQUIRED AND PERFORM ALL FUNCTIONS CUS-TOMARY IN ACCORDANCE WITH ROBERTS STANDARD PROCEDURE; THE VICE PRES-IDENT 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 TUSINESS, BUT ANY MOTION OR PROPOSITION INVOLVING THE USE OF CAPITAL FUNDS MUST BE APPROVED BY SEVEN DIRECTORS BEFORE BECOMING EFFECT! VE.

5 - MEMBERSHIP

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

6 - MEETINGS

THE CLUB SHALL MEET ANNUALLY, IN JANUARY OF EACH YEAR, DAY AND HOTO BE DECIDED BY THE PRESIDENT. ADDITIONAL MEETINGS MAY BE CALLED IN FOLLOWING MANNER: (1) BY THE PRESIDENT, (2) OR BY THE VICE PRESUNINT, (3) OR BY THREE MEMBERS JOINTLY; THE PRESIDENT AND VICE PRESIDENT BY PERSONAL CONTACT OR BY MAILING A NOTICE TO EACH DIRECTOR AT THE R LAST KNOWN ADDRESS; THE THREE DIRECTORS MAY CALL THE MEETS ING BY SIGN NG THE NOTICE JOINTLY AND MAILING A COPY TO EACH DIRECT AT THEIR LAST KNOWN ADDRESS. ON ALL MEETINGS INVOLVING MAJOR EXPEN-DITURES, 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 TREAS-URER, 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 IN THE TREASURER, APPROVED BY THE DIRECTORS, AND THE PREMIUM PAID OUT OF CLUB FUNDS.

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 BALANCES TO BE NOT MORE THAN FIFTY DOLLARS AT ANY TIME, WITHOUT APPROVAL BY THE BOARD OF DIRECTORS.

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7 - FUNDS Cont.

(C)

Any motion, proposition or suggestion involving the expenditure of Capital funds shall not be submitted to the Directors for their approval nor the funds pledged or paid out until a full investigation is made as follows:

(1) The project, after being seconded, shall be submitted to a special committee to be appointed by the President to make a study and report in detail their findings. The committee to be known as the "FINANCE ADVISORY COMMITTEE"

(2) No vote shall be made until the committee makes their report which shall be at a later meeting and not until at the earliest five days after being given to the committee.

The foregoing restrictions on Club Funds are intended as a safe-(d) guard on paying them out or pledging them impulsively on the spur of enthusiasm for a project which could be regretted later, and to assure a more careful study than would normally be the case without some restrictions; we are also reminded that these funds should be dedicated to the local community as a TRUST and the Wayland Civic Club as TRUSTEE.

8 - AMENDMENTS

The By-Laws may be amended, by a motion to amend at any meeting after being seconded, and being held over until the next meeting before being submitted for a vote. The meeting at which the motion was made and when submitted for a vote must be at least five days apart.

9 - Miscellaneous

The President shall be an ex-officio member of all committees and at his discretion may appoint additional committees.

10 -

The foregoing is submitted for our immediate guidance and safety with the reservation that the Club may make other regulations or amend existing by-laws under the proscribed procedure. As a matter of record, it is suggested that each Director casting a vote to adopt the above, to sign a copy for the foles.

* APPROVED	APPROVED Journ Jo
X DE Parker	
X James B. Trice	