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CONSTITUTION
AND
BY-LAWS

**Scottish Ladies'
Society**



**OF THE CITY OF
VANCOUVER, B.C.**

Organized September 15, 1908

Constitution and By-Laws of the Scottish Ladies' Society

VANCOUVER, B. C.

ARTICLE I.

Name of Society

The Society shall be called the "SCOTTISH LADIES' SOCIETY" of Vancouver, B. C., and shall consist of at least twelve members.

ARTICLE II.

Objects of the Society.

The objects of the Society shall be to bring together ladies who are natives of Scotland or of Scottish descent, for social intercourse; to afford mutual help and encouragement to each other in case of sickness or other infirmity; and to extend a welcome to strangers from Scotland or other countries.

ARTICLE III.

Membership.

None but natives of Scotland and their descendants shall be eligible as

members of the Society. They shall consist of four classes:—Active, Affiliated, Honorary and Life Members.

Active Members.

Sec. 1. Active members shall consist of ladies residing in the city and of the members of any recognized Scottish society, who may wish to show their interest in the aims and objects of the Society. Such members may become officers of this Society, and shall be entitled to vote.

Honorary Members.

Sec. 2. Honorary members shall consist of ladies resident and non-resident in Vancouver, who have distinguished themselves in Women's Work; and of members who have taken an active part in the work of the Society, or held office in it for a number of years. They shall be elected from time to time but shall not be entitled to vote or hold office.

Sec 3. The annual fee for Active and Affiliated members shall be two dollars (\$2.00), payable in advance quarterly to the Secretary at the regular meetings of the Society.

ARTICLE IV.

Admission to the Society.

Sec. 1. Every candidate for membership shall forward an application in writing to the Secretary, accompanied by an initiation fee of \$1.00. Such application shall state full name, address and place of nativity of the candidate; and shall be signed by two members of the Society in good standing as proposer and seconder of the same respectively.

Sec. 2. All applications for membership shall be referred in the usual way to a committee of two members, who shall report in writing thereon at the next regular meeting of the Society.

Sec. 3. Candidates duly recommended by the committee for membership shall be initiated as soon as convenient after their acceptance as such. The election shall be by ballot, and if three or more black balls be found the candidate shall be rejected.

Sec. 4. Every candidate after initiation shall sign the Constitution and By-Laws of the Society.

ARTICLE V.

Withdrawal from Society

Sec. 1. Any member who may wish to withdraw from the membership of

the Society shall give written notice to the Secretary of her intention to resign and shall make payments of any dues in arrears.

Sec. 2. Members whose dues are in arrears for over 24 months and who do not pay same when called upon to do so by the Secretary, or give some satisfactory and reasonable excuse for non-payment, shall have their names struck off the list of members until such arrears are paid.

Sec. 3. Members who have repeatedly obstructed the business of the Society or defied the Chair in open meeting, shall be temporarily suspended from the privileges of the Society; and by a two-thirds' vote of the members present at a special meeting called for the purpose, may have their names finally erased from the list of members.

ARTICLE VI.

Officers of the Society.

Sec. 1. The executive officers of the Society shall be the President, Past President, Vice-President, Secretary, Treasurer and Chaplain.

Sec. 2. In addition to the above officers there shall be elected annually two Conductors, an Inner and Outer Guard, two Trustees, Pianist, and two Auditors.

Sec. 3. The officers shall be elected yearly at the Annual General Meeting in the month of December, and shall be installed by the Past President at the regular business meeting in January of each year.

Sec. 4. The election shall be by ballot and the majority of the votes cast shall elect; in the event of a tie the President shall give the casting vote.

Sec. 5. Should a vacancy take place during the year from death, resignation, suspension or expulsion, the Society shall choose, without delay, another member to serve for the remainder of the year.

ARTICLE VII.

Duties of Officers.

President.

Sec. 1. The duties of the President shall be to preside at all meetings of the Society; to preserve order and to enforce the rules; put all questions and declare the decision. She shall sign all orders on Treasurer for payment of moneys, and generally shall perform such duties as are enjoined by the laws of the Society.

Vice-President.

Sec. 2. The duties of the Vice-President shall be to act in the place of the

President when she is absent. In the absence of the President and Vice-President, a member may be chosen from those present to preside.

Secretary.

Sec. 3. The duties of the Secretary shall be to keep a correct list of the members; to notify new members of their election, and to erase members from the roll when so directed by the Society. She shall keep a correct account between the Society and its members, and shall receive all moneys and pay them over to the Treasurer, taking her receipt for same. She shall at each regular meeting give a report showing the total amount of receipts since the preceding meeting; and shall at the Annual General Meeting present a written report as to the moneys collected during the fiscal year. She shall set opposite the names of the members of the Society the amounts severally due, which list shall be placed before the Board of Management annually. She shall from time to time notify all members who are over 24 months in arrears for dues, and if no answers be received before next regular meeting she shall present to the management a statement giving the names of such members so notified. She shall have the custody of

the seal of the Society and shall at the expiration of her term of office, or when called upon to do so by special resolution, deliver over to her successor, all the property, books, papers, etc., in her possession belonging to the Society.

Treasurer.

Sec. 4. The Treasurer shall have the custody of all moneys and other properties or securities belonging to the Society. She shall keep regular accounts of her receipts and disbursements in suitable books provided for that purpose. She shall at each quarterly meeting present an abstract of her accounts, stating the sums received and expended since the previous quarter; and in addition, shall, at the Annual General Meeting, present a statement of the financial affairs of the Society, showing in detail the progress of the Society since the last Annual General Meeting. She shall deposit all moneys handed to her without delay, in one of the chartered banks of the City of Vancouver, on account of and in the name of the Society. She shall not pay out any money on account of the Society except by cheque upon the order of the Board of Management, which order must be duly signed by the President,

or by the Vice-President and the Treasurer. She shall, at the expiration of her term of office, hand over to her successor the cash balance and all books, papers and property of the Society. All cheques must be signed by the Treasurer and countersigned by the President.

Chaplain.

Sec. 5. The Chaplain shall assist the President in opening and closing the meetings of the Society, and shall assist at all religious services held in connection therewith and at the burial of deceased members.

ARTICLE VIII.

Sec. 1. The Board of Management shall consist of the Past Presidents. Five shall constitute a quorum.

ARTICLE IX.

Auditors.

The Auditors shall consist of two members of the Society who shall be elected at the Annual General Meeting.

ARTICLE X.

Meeting of the Society.

Sec. 1. The Society shall hold regular business meetings once a month.

The meetings in March, June, September and December shall be the quarterly meetings, and the last of these the Annual General Meeting.

Sec. 2. Seven members shall constitute a quorum at all meetings.

Sec. 3. The President, or in her absence the Vice-President, may call a special meeting of the Society for urgent business, or at the written request of four members. Notices of such special meetings shall state the business for which the meeting is called and no other business may be transacted.

ARTICLE XI.

Motions and Reports.

Sec. 1. At regular or special meetings of the Society any member making a motion shall, upon the request of the President, put the same in writing, and it shall be read by the Secretary and seconded before discussion. Reports of committees shall be in writing and shall be signed by the President of said committee; also all notices of motion.

Sec. 2. No person shall speak more than once upon any subject, except the person proposing a resolution, who shall have the right to reply and close the debate. The President shall de-

cide all questions of order and if any member be dissatisfied therewith she shall have the right to appeal to the Society.

ARTICLE XII.

Amending the Constitution.

The Constitution shall not be amended or altered except at a quarterly meeting.

The consent of three-quarters of the members present at such meeting shall be necessary to ratify an amendment, and notice of all proposed amendments shall be given in writing at the previous meeting.

The foregoing copy of the Constitution and By-Laws of the Scottish Ladies' Society of Vancouver was read and duly accepted at a meeting held in the Jewish Community Centre, Oak Street, Vancouver, on the evening of October 2nd, 1933.

ORDER OF BUSINESS. .

1. Opening of meeting.
2. Reading the minutes of previous meeting.
3. Proposing and balloting for candidates.
4. Initiation of candidates.
5. Introduction of new members.
6. Communications, accounts, etc.
7. Reports of special committees.
8. Secretary's report.
9. Unfinished business.
10. Election of officers.
11. Installation of officers.
12. General business.
13. Report of receipts.
14. Closing the meeting.

NOTE 1. Dues shall be paid immediately before or after the meeting.