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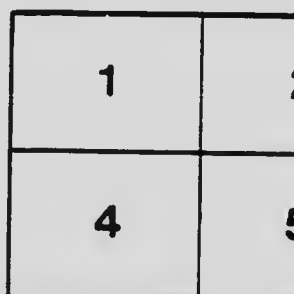
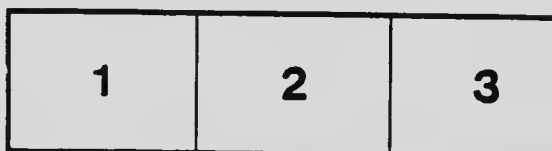
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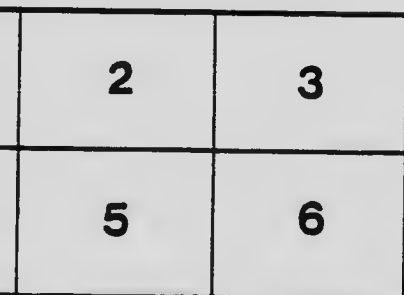
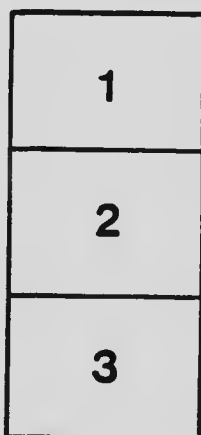
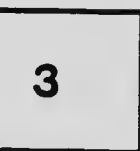
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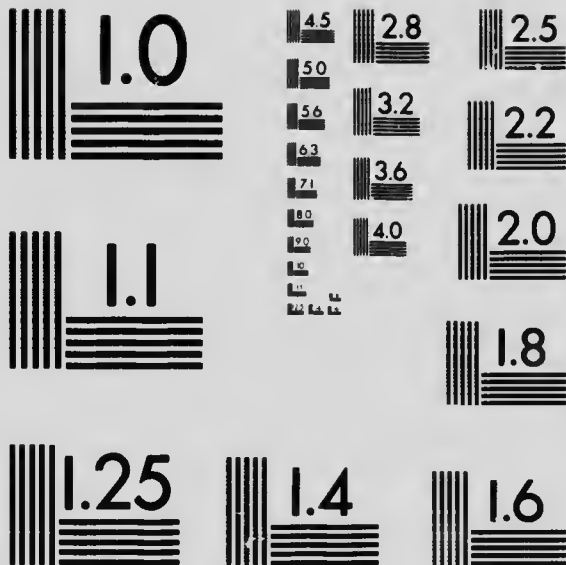
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**Constitution
By-Laws
Rules of Order, Etc.**
of the
WINONA LITERARY SOCIETY



**As Adopted by the Society
December, 1905**

Constitution
By-Laws
Rules of Order, Etc.
of the
WINONA LITERARY SOCIETY



As Adopted by the Society
December, 1905

Pamph

1905

no. 54

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Certificate

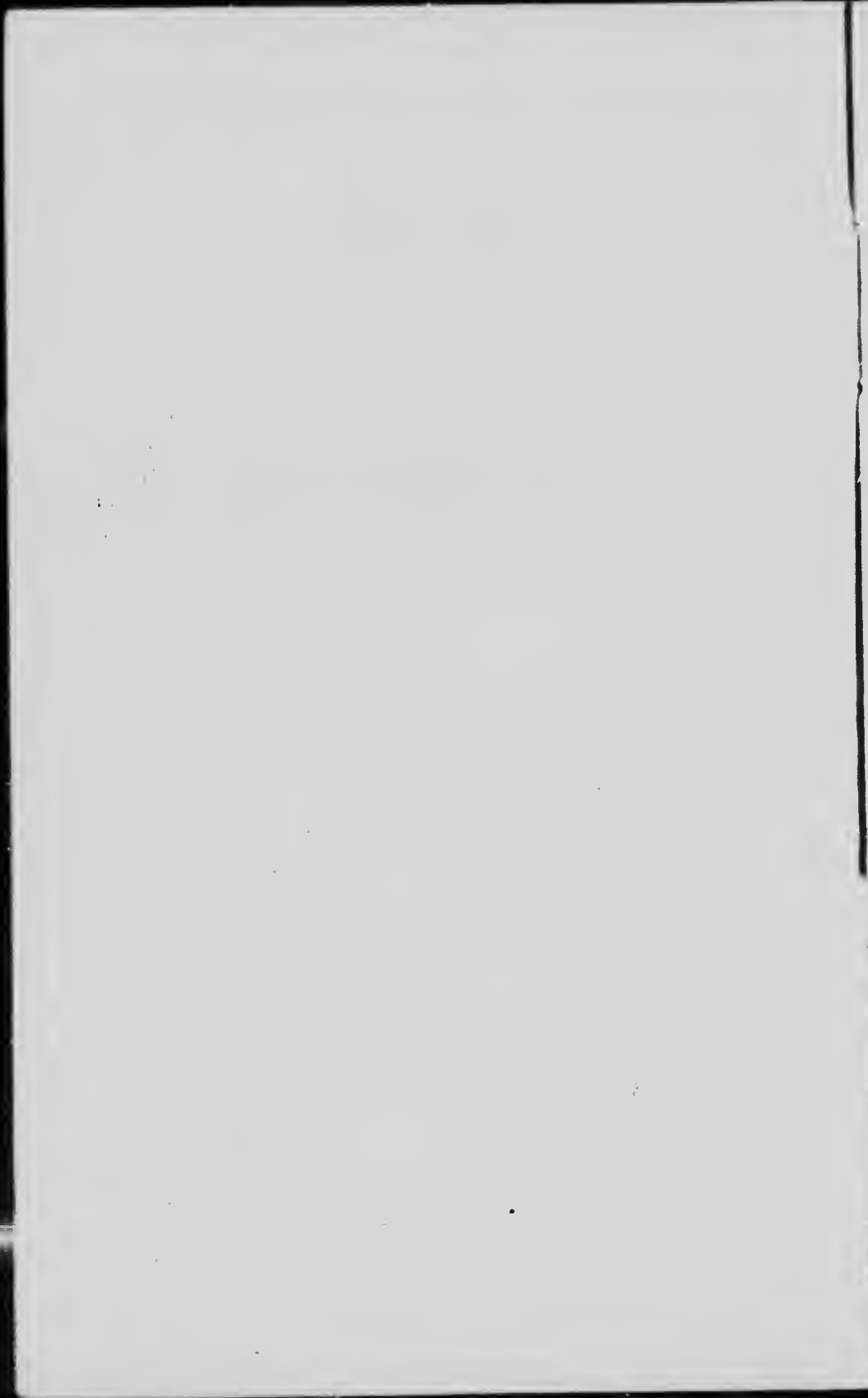
Winona Literary Society

This is to Certify that E. L. A. MacDONALD *..*
was regularly admitted a Member of this Society
on the *day of*

A. D., 190 ⁴ *...*

.....
Secretary.

Treasurer,



PREAMBLE

Whereas, experience has shown that literary and musical improvement can be more readily acquired by combination of effort than singly. We, whose names are hereunto affixed, have agreed to form a Society, and for its better government do hereby establish the following Constitution, By-Laws and Rules of Order :—

CONSTITUTION

Article 1—Name

This Society shall be called the Winona Literary Society.

Article 2—Object

The object of this Society shall be the encouraging of literary and musical talent, and the development of public speaking in its members.

Article 3—Membership

Any person may become a member of this Society by signing this Constitution and paying over to the treasurer the sum of twenty-five cents and paying the like sum annually in advance.

Article 4—Officers

CLAUSE 1—The Officers of this Society shall consist of an Honorary President, a President, three Vice-Presidents, a Secretary, a Treasurer and three Conveners, representing respectively the Literary, Debating and Musical Departments, who shall be elected twice per term by a ballot vote of the members of the Society.

CLAUSE 2—Members alone are eligible for office.

CLAUSE 3—The said Officers shall hold their offices until their successors shall have been elected and their powers and duties shall be similar to those of like officers in like societies.

CLAUSE 4—The Executive Committee shall consist of the officers named in Clause 1. It shall be its duty to arrange a programme for each meeting of the Society, to determine the annual fee and to attend to all business referred to it.

Article 5—Vacancies

CLAUSE 1—If any officer be absent the Society shall appoint a substitute pro tem in cases not otherwise provided for.

CLAUSE 2—If any office becomes vacant before the expiration of the session, a successor to such office shall be elected at the next regular meeting.

Article 6—Violation

CLAUSE 1—Any Member who shall persistently violate any of the By-Laws or Rules of Order after being reprimanded by the President or shall be guilty of disrespectful conduct at any meeting shall be censured, suspended or expelled by a majority vote of the members present.

CLAUSE 4—Said critics shall be appointed for each meeting by the Executive Committee of the Society.

CLAUSE 5—A critic need not necessarily be a member of the Society.

RULES OF ORDER

1—No speaking shall be in order unless there be a motion before the house. It may be permitted at times through courtesy, if not objected to by any member.

2—When a member intends to speak on a question he shall rise in his place and respectfully address the chair, confine himself to the question and avoid personalities and indecorous language.

3—No member shall speak on any question more than twice unless with the permission of the Society, except in explanation of a misconceived part of his speech, in which explanation no new matter shall be introduced.

4—No member shall speak for more than five minutes at a time, except by permission of the President.

5—All motions shall be seconded and read from the chair before being discussed.

6—It shall not be in order to make more than an amendment to an amendment and no motion or proposition on a subject different from that under consideration shall be admitted under color of an amendment.

7—When a member is speaking no member shall interrupt him except for the purpose of calling him to order.

8—If any member be called to order he shall immediately take his seat until the point is stated and determined by the Chairman, whose decision shall be given without debate, unless, being in doubt, he shall invite discussion.

9—Any member may appeal to the Society from the decision of the chair. The grounds of appeal and the reasons for the decision having been stated, the question, without debate shall be put as follows ; “ Shall the decision of the chair be sustained ? ”

10—When a question is before the Society the only motions in order shall be 1st, to adjourn ; 2nd, the previous question ; 3rd, to postpone ; 4th, to amend ; to take precedence as herewith arranged, and the first two to be decided without debate.

11—When the previous question is moved and seconded it shall be put in this form : “ Shall the main question be now put ? ” If this be carried all further motions, amendments and debate shall be excluded, and the question shall be put without delay.

12—The President shall state every question properly presented to the Society, and before putting it to the vote shall ask : “ Are you ready for the question ? Should no member offer to speak he shall rise to put it, and after he has risen no member shall be permitted to speak upon it.

13—Upon the request of five members the yeas and nays of any question shall be recorded in the minutes.

14—Any member offering a protest against any of the proceedings of the Society may have the same, if in respectful language, entered in full upon the minutes.

15—It shall be in order to move a reconsideration of any question decided by the Society, but such motion shall be made only by a member who voted in favor of the decision.

16—A motion to adjourn shall always be in order except, 1st, when a member is in possession of the floor; 2nd, when members are voting; 3rd, when it has been declared that the previous question shall be put.

17—A motion to adjourn cannot be amended, but a motion to adjourn to a given time may be amended and debated.

18—Any conversation, whispering, reading of books or papers calculated to disturb a member speaking or hinder the transaction of business shall be deemed a violation of order.

ORDER OF BUSINESS

- 1—Calling House to order by the Chairman.
- 2—Reading of minutes by Secretary and approval of same.
- 3—Communications received.
- 4—Nomination of Officers.
- 5—Election.
- 6—Unfinished Business.
- 7—Reading Reports of Committees.
- 8—New Business.
- 9—Programme, Readings, Debates, Music, Etc.
- 10—Open Discussion.
- 11—Decision of Committee on Debate.
- 12—Criticisms.
- 13—Adjournment.

**F. G. Smith, Printer
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