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CONSTITUTION

OF

The Women's Literary Society

OF

UNIVERSITY COLLEGE, TORONTO

Rowsell & Hutchison
Printers







CONSTITUTION

OF

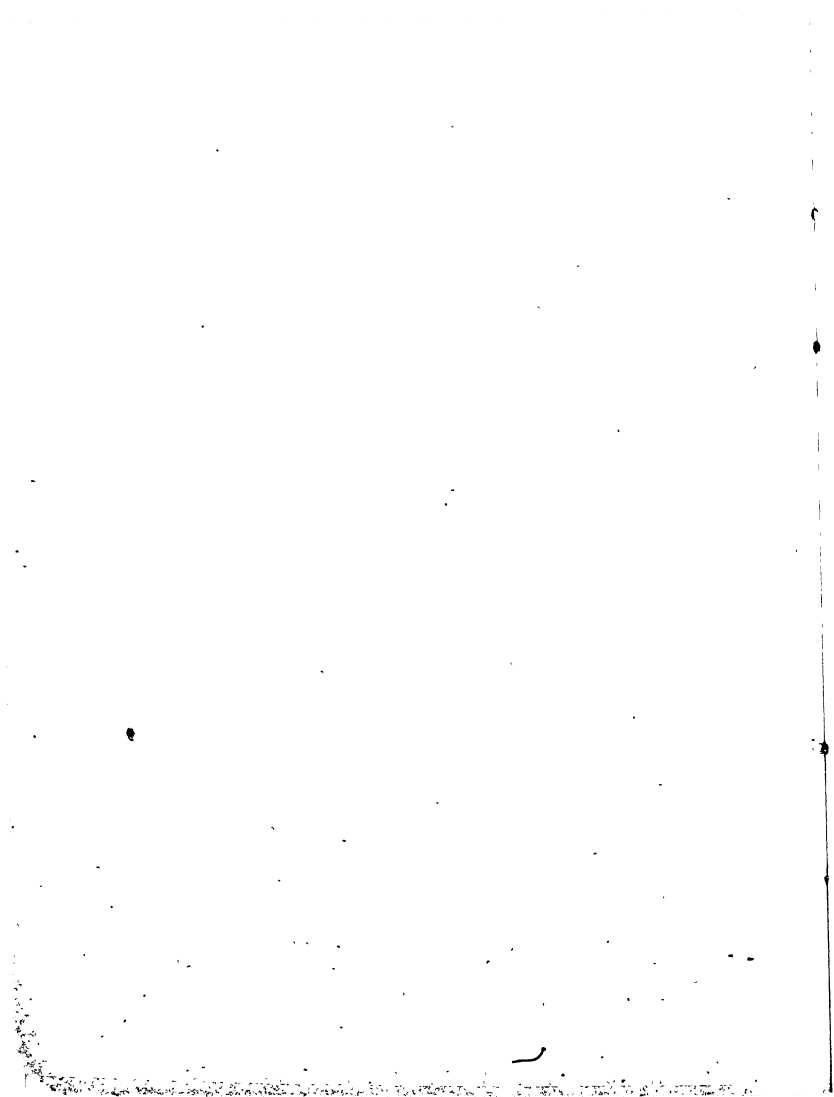
The Women's
Literary Society

OF

UNIVERSITY COLLEGE, TORONTO

APRIL, 1899

Rowsell & Hutchison,
Printers



UNIVERSITY COLLEGE
WOMEN'S LITERARY SOCIETY

Established November 19th, 1891

CONSTITUTION

THE SOCIETY.

Article 1.

1. The Society shall consist of women who are in actual attendance in University College, and of women who on graduation were registered in University College in the Faculty of Arts, and all such shall be considered as admitted and in possession of the rights of members without nomination or election. (*See Article 2.*)

2. The Society shall be called "The Women's Literary Society of University College, Toronto."

3. The objects of the Society shall be : (a) the encouragement of literary and scientific pursuits, and public speaking ; (b) the management of such affairs and the discussion of such questions as come properly within the province of the members of this Society.

4. No controverted point in religion shall be admitted for discussion in the Society.

5. A magazine, to be known as **SESAME**, may be published under the auspices of this Society.

6. Hon. Edward Blake and Mrs. Blake shall be patrons of this Society, and shall have the right of attendance at all its meetings.

MEMBERS.

Article 2.

1. No member shall be entitled to vote at any election or to be elected for any office until she has paid her fees for the year.

2. No member who is not in actual attendance in University College and proceeding to a degree shall be entitled to vote at the annual election of officers, or to hold office.

OFFICERS.

Article 3.

1. The Officers of this Society shall consist of a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer and a Curator, with a Councillor from each year, all of whom shall constitute a General Committee. The President and Vice-President shall belong to the fourth year. An Honorary President shall be appointed from among the women graduates of University College, in whose election said women graduates may vote.

2. The election shall take place yearly by ballot at the annual meeting, the majority of the votes polled being necessary for an election. The President, Recording Secretary, Treasurer, and two Scrutineers, shall conduct the balloting. There shall be no voting by proxy.

3. The Editorial Board of SESAME shall consist of an Editor-in-Chief, from the fourth year, and one Assistant Editor from each year. The Business Board shall consist of Business Manager and one assistant from each of the third, second and first years. The President of this Society shall be a member of the staff *ex officio*.

4. The members of the Boards of SESAME shall be nominated at the Nomination Meeting and elected at the Election Meeting of this Society.

5. Candidates for office in the Society shall be nominated at the annual meeting, and no candidate shall be eligible for any office but that for which she has been nominated.

6. No member shall be permitted to run for office on the General Committee for two successive years, except in the case of President.

7. The President, or in her absence, the Vice-President, or a member at the request of the President, shall preside over all meetings of the Society, enforce the due observance of the Constitution, decide all questions of order, announce the result of all voting, and shall give the casting vote in case of a tie.

8. The Recording Secretary shall keep full and correct accounts of the proceedings of all the meetings of the Society, the names of all candidates proposed and elected, and the number of votes cast at every election or division. She shall also prepare and sign the notices for all meetings of the Society, and post the same in the Ladies' room of the College. She shall also post in the Ladies' room, for at least four days, all notices of motion.

9. The Corresponding Secretary shall conduct the correspondence of the Society and of the General Committee, under the direction of the President, and shall keep copies of all letters sent and files of all letters received by the Society; shall notify in writing the debaters, essayists and readers for each public meeting, and shall send a report of each such meeting to the VARSITY and leading daily papers.

10. The Treasurer shall receive and account for all money belonging to the Society; shall, under the direction of the General Committee, pay all expenses incurred by the Society, and at the annual meeting submit her report to the Society. She shall keep a roll book in which shall be entered each payment of fees made by each member.

11. Each officer of the Society shall, at the conclusion of her term of office, deliver to her successor all books and docu-

ments in her possession belonging to the Society, and such successor shall henceforth be responsible for the safe keeping of the same.

12. All records in the possession of any officer of the Society shall be open to the inspection of any member thereof.

COMMITTEES.

Article 4.

1. The General Committee shall have the power to make by-laws for conducting the business of the Society, and shall at the annual meeting present a report upon the business of the year.

2. Their meetings shall be held at the call of the President.

3. In case any officer of the Society is absent from three consecutive meetings of the General Committee, it shall be the duty of the Recording Secretary to report the same forthwith to the Society, who may, at their discretion, declare such office vacant.

4. Vacancies occurring under the foregoing section, or by reason of any other cause, shall be filled in the same manner as at an annual election, and the nomination and election shall take place at the first meeting after that at which the vacancy is announced.

5. Special Committees of not less than three members may, after due notice, be appointed by the President for any purpose, and such Committee shall continue in office till discharged.

6. The member first named on any Committee shall be the convener thereof, but the Committee may, at its first meeting, appoint a Chairman and Secretary. A majority of the Committee shall form a quorum.

7. The minutes of every such Committee shall be kept in the special Committee minute book, which shall be deposited

with the Recording Secretary as soon as the Committee has reported.

8. In case a quorum is not present at any duly appointed meeting of any Committee, the Secretary thereof shall record the names of those members present, and report the same at the next ordinary meeting of the Society.

MEETINGS.

Article 5.

1. The regular meetings of the Society shall consist of ordinary and public meetings, and the annual meeting. These meetings shall be held at 7.30 o'clock on the second and fourth Saturdays of every month until the end of February and in addition an annual meeting on the second Saturday of March.

2. Eight members shall form a quorum.

3. Announcements for ordinary meetings shall be posted in the Ladies' room of the College by the Recording Secretary at least one week previous to such meetings.

4. A public meeting of the Society, to which the patrons shall be invited, may be held on any evening appointed by the General Committee.

5. Members who take part in the programme of any public meeting, shall be elected by the General Committee at least three weeks before such meeting. The General Committee shall have power to fill vacancies arising from resignations. Each reader shall submit her selection to the General Committee for their approval. Debaters shall select their subject and report the same to the Society one week after their election; in default thereof, the General Committee shall select a subject for them.

6. At the close of each debate, the decision shall be given by the Chairman according to the merits of the arguments, or be referred by her to a vote of the members present; and at private meetings she may criticise any defects in the style of the essayists, readers, or speakers.

7. The Society may have an annual reception, to the incoming students, which shall be under the management of the General Committee, with power on the part of the Society to add to their numbers.

8. The General Committee shall have authority to call a special meeting of the Society at any time, and for any purpose, by giving not less than twenty-four hours' notice thereof.

9. The General Committee shall prepare and submit to the Society the programme for each ordinary meeting at least one week previous to such meeting.

10. The President is empowered to call a meeting of the members of the Society, for the discussion of any subject not forbidden by the Constitution, on the presentation to her of a petition to that effect, signed by eight members.

11. A General Meeting of the Society shall be held one week before the regular March meeting, for the purpose of nominating officers for the new Committee, the time and place of such meeting to be decided by the General Committee and announced at least two weeks previous to it.

FINANCE.

Article 6.

1. The annual subscription shall be fifty cents.

2. Whereas SESAME is a publication under the auspices of this Society, which is therefore responsible for any deficit, in case there is a surplus, one-half of said surplus shall be put aside for the publication of the following year and the other half of same shall go to the Treasury of this Society.

ALTERATIONS IN THE LAWS.

Article 7.

1. Alterations in the laws shall be discussed only at the March meeting, or at such other meetings as the General Committee may appoint.

2. No such alteration shall take place without receiving the votes of two-thirds of the members present.

RULES OF ORDER.

1. The order of business at ordinary meetings of the Society shall be as follows :—

- (a) Minutes read, approved, signed.
- (b) Business arising out of the Minutes.
- (c) Notices of Motion.
- (d) Business from General Committee.
- (e) Nominations for Officers and Committees.
- (f) Business from Committees.
- (g) Communications received.
- (h) New Business.
- (i) Literary Programme.
- (j) Announcements.

2. In the above Order of Business there shall be allowed :—

- (a) To the Essayist, twenty minutes.
- (b) To each speaker, ten minutes, and five minutes for reply, if she be entitled to reply.

3. In every public debate there shall be allowed to each speaker fifteen minutes, and five minutes for reply, if she be entitled to reply.

4. The Order of Business at the annual meeting shall be as follows :—

- (a) Minutes read, approved, and signed.
- (b) Business arising out of the Minutes.
- (c) Reports of General Committee and Treasurer.
- (d) Reports of Special Committees.
- (e) Election of Officers.

5. Every member in speaking shall address the Chair, confine herself to the subject under discussion, and avoid personalities and indecorous language.

6. No member shall speak more than once on any question unless with the permission of the Society, except in explanation of a material part of her speech which may have been misconceived, and no new matter shall be introduced upon such explanation. A reply is allowed to a member who has opened a debate or moved a substantive motion other than those enumerated in Rule 15, but not to the mover of an amendment.

7. When two or more members rise to speak at once, the Chairman shall determine their precedence.

8. When a member is speaking no person shall interrupt except for the purpose of calling her to order or asking a question.

9. A member called to order shall at once sit down until the point is stated and determined by the Chairman, whose decision shall be given without debate, unless being in doubt, she shall invite discussion. If such decision is appealed from, the grounds for appeal and the reasons for the decision having been stated the question shall, without debate, be put as follows:—" Shall the decision of the chair be sustained."

10. Any member may require the question under discussion to be read at any time, but not so as to interrupt a member while speaking.

11. When a member is speaking, a motion being read, or a vote being taken, no member shall walk out of, or across the room, or make any noise. Conversation calculated to disturb any member while speaking or reading, or to hinder the transaction of business, shall be deemed a violation of order, and, if persisted in, shall incur censure.

12. Every motion shall be seconded and read from the Chair before it is discussed.

13. All motions and notices of motion shall be in writing, except votes of thanks and motions to reconsider, to adjourn, to take the previous question, to close the debate, to lay on

the table, to postpone the discussion to some future meeting, to divide (when the same will admit of it), or to refer.

14. A motion to adjourn shall be in order at any time, except when a member is speaking, during a division or election, or immediately after a motion, or the adoption of the previous question. A motion to adjourn simply shall be decided without debate.

15. The previous question shall precede, and, until decided, preclude all amendments to the main motion, and shall be in the form : " Shall the main motion be put now ? "

16. On the adoption of a motion to close a debate, the main motion and all amendments already moved, shall be put in the usual order without further discussion.

17. Only one amendment to an amendment shall be in order, and no irrelevant amendment shall be permitted.

18. One week's notice in writing shall be given of motions for the appointment of committees, the suspension, expulsion, re-election, or censuring of a member, the reconsideration or discussion of any question or resolution, to amend the laws or rules of order, or for a return from any officer or committee ; and the President may, subject to an appeal to the Society, direct any motion made to stand as a notice.

19. A motion to reconsider the decision of the Society on any question must be made by a member who voted in favor of such decision.

20. The Society may, by a vote at any regular meeting, alter, add, strike out, or suspend a rule of order, change the order of business, or suspend a member.

21. When the Society goes into Committee of the Whole, the President may leave the chair and call upon some other member to preside. The Minutes of the Committee shall be kept by the Secretary of Committees in the Special Committee minute-book.

22. Twenty-four hours' notice in writing of the meeting of every Committee shall be posted up in the Ladies' room.

23. Reports of Committees, other than reports of progress, shall be in writing, signed by some officer of the Committee.

24. When the report of any Committee has been read to the Society, it shall be deemed to be received without any motion to that effect, and may then be adopted with or without amendment, considered in Committee of the Whole, referred or laid on the table.

25. Any member may admit a visitor to a private meeting of the Society.

26. One week's notice in writing shall be given for the granting of the Society's funds for any purpose other than the defraying of the expenses incurred by the Literary Society proper.

27. Neither clause 26 nor this clause shall be suspended except by a two-thirds' vote.

28. Cases not provided for in the foregoing rules shall be governed, as far as possible, by the practice of the Legislative Assembly of Ontario.

CONSTITUTION

OF

The Grace Hall Memorial Library

1. At a meeting of the Women's Literary Society of University College it was resolved :

"That a library be formed, having Grace Hall's books as a nucleus, to be extended by donations of books from graduates as they leave college, for the use of undergraduates who may need such help."

2. The library shall be known as the Grace Hall Memorial Library.

3. The officers shall be elected at a mass meeting in the spring.

4. The officers shall consist of President, Vice-President and Secretary-Treasurer.

5. The President shall be convener of the committee, and, with the Vice-President, shall form an Advisory Board.

6. The Secretary-Treasurer shall receive applications for the loan of books and donations for the extension of the library.

7. The Committee shall consider applications and have full power of decision.

8. Two members of the Committee shall form a quorum.

UNIVERSITY COLLEGE,
December 8th, 1898.