

## **THE INDIANAPOLIS LITERARY CLUB – DUTIES OF THE OFFICERS**

The **EXECUTIVE COMMITTEE** consists of the officers listed below. It is called into meeting by the President and serves as the final authority on all affairs of the Club.

### **PRESIDENT**

1. Calls the Executive Committee into meeting in June to consider Club dues and other matters for the coming year. The Past President, Webmaster and Assistant Webmaster should be invited guests of that meeting, and the Past President **must** attend.
2. Presides at all meetings.
3. Opens and closes discussions of the Club, controlling them to have the meeting place cleared by 10:00 p.m.
4. Appoints special committees. This includes appointing members to prepare and present memorials.
5. Announces at the second meeting in March that the election of officers is to be at the second meeting in April; announces the slate at the first meeting April and again before the vote at the second meeting in April. If the President is absent, the Secretary makes the announcements.

### **FIRST VICE PRESIDENT**

1. Substitutes for the President as needed.
2. Acts as chairman of the committee on “Officers and Members:”
  - a) This committee approves the nominations for membership prior to the name being read before the Club. A poll of the committee is acceptable.
  - b) Selects and secures agreement of a slate of officers for the following year, before the second meeting in March.

### **SECOND VICE PRESIDENT**

1. Substitutes for the President or First Vice President as needed.
2. Acts as chairman of the committee on “Arrangements and Exercises:”
  - a) This committee is responsible for the chair arrangement, sound and other physical equipment, of the meeting room and straightens the room, if necessary, after the meeting.
  - b) The committee verifies supplies for Ladies’ Night with the host institution.
3. Plans and handles all dinner and bar arrangements for the January holiday collation:
  - a) Provides the Secretary with details for the announcement letter no later than December 1<sup>st</sup>.
4. Helps the Secretary in the planning and execution of the annual dinner, as needed.
  - a) Secures speakers for the annual dinner at Woodstock. This is best begun early in the year, such as February. Two speakers are customary; more are possible, though the program should not exceed a total of 30 minutes.
  - b) Provides the Secretary with the speakers’ names and subjects for the dinner program by the date assigned by the Secretary.

### **THIRD VICE PRESIDENT**

1. Substitutes for the other officers as needed.
2. Acts as chairman of the committee on “Rooms and Finances:
  - a) Should a move of the Club’s exercises be necessary, this committee finds suitable facilities for meetings.
  - b) Audits the Treasurer’s books around April 1.
  - c) Aids the Treasurer should there be any problem with delinquent dues.

### **TREASURER**

1. Maintains the Club and Foundation account books.
2. Collects dues and membership acceptance fees.
3. Pays all accounts payable, including memorial contributions.
4. Presents an annual report at the second meeting in April.

### **SECRETARY**

1. Assists the President and other officers as needed.
2. Prepares and arranges for distribution of the Secretary’s Letter prior to all meetings and sends other announcements as needed.
3. Requests essayists and arranges the “scheme of exercises” for the Club year.
4. Prepares the yearbook and arranges for its printing and distribution.
5. Reports to the Club on the nominations of prospective members. Notifies new members of their election to the Club by sending “welcome letter” and a copy of the Club yearbook.
6. Sends out all special notices, including the January holiday collation, request for essayists, and the annual dinner.
7. Makes arrangements for the annual dinner at Woodstock Club, including printed menu, engraved gavel, and nameplate for President’s Box.
8. Keeps one paper in reserve, and brings it to the meeting in the event the essayist does not show.
9. Files Club papers with the Indiana Historical Society on a regular basis.
10. Presents an annual report at the second meeting in April.

### **ASSISTANT SECRETARY**

1. Acts as Secretary as needed.
2. Writes a paper and has it ready for any last minute need.
3. Assists the Secretary as needed

Drafted by H. Richard Rosengarten, Secretary (1987-1995); revised by Raymond E. Gnat, Secretary (1995-2003); revised by Thomas Hendrickson, President with Scrivener R. Ronald Calkins 2008; edited by David G. Vanderstel, annually.