

THE INDIANAPOLIS LITERARY CLUB

THE LITERARY CLUB YEAR

- June** PRESIDENT calls Executive Board meeting to consider dues and other matters for following year. SECRETARY prepares and submits the Club's yearbook to the printer.
- July** SECRETARY proofs the yearbook and gives printer the final instructions.
- Sept.** SECOND VICE PRESIDENT plans refreshments for first meeting, and assignments for his committee.
SECRETARY mails the yearbook to members
- Oct.** First meeting is Ladies' Night. SECOND VICE PRESIDENT'S committee provides refreshments. SECOND VICE PRESIDENT starts plans for January meeting.
SECRETARY reminds members about new members.
- Dec.** SECRETARY sends out reservation card for January meeting.
- Jan.** SECOND VICE PRESIDENT is in charge of the dinner meeting. This is the first Monday of the month, though avoiding New Year's activities.
- Feb.** SECRETARY requests essayists for the following year.
SECOND VICE PRESIDENT starts finding speakers for the annual dinner.
- Mar.** FIRST VICE PRESIDENT plans new slate of officers for the following year.
PRESIDENT announces an election in April.
- April** FIRST VICE PRESIDENT reads the chosen slate at the first and second meetings.
PRESIDENT conducts voting at second meeting.
THIRD VICE PRESIDENT audits the Treasurer's books.
TREASURER reads his report at the second meeting.
SECRETARY reads his report at the second meeting.
SECRETARY works out details of annual dinner and mails reservation card to members. Orders the printed menu and engraved gavel, and nameplate for President's Box (1 1/2" x 3").
- May** SECOND VICE PRESIDENT'S committee provides the refreshments for Ladies' Night in May.
SECRETARY thanks host organization for May Ladies' Night meeting and requests a date for following year.
SECRETARY makes final arrangements for annual dinner.
SECRETARY thanks Woodstock and requests date for the following year. This includes agreement with the sponsoring Woodstock members.
SECRETARY writes Park Tudor School and secures regular meeting schedule for coming year.

THE 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 the dues and other matters for the following year.
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.

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 telephone poll of the committee is acceptable.
 - b. Selects and secures agreement of a slate of officers for the following year. This is done in March
3. Reads the nominations for officers at the two meetings in April.

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 of the meeting room and straightens the room, if necessary, after the meeting.
 - b. The committee supplies refreshments for the Ladies’ Nights.
3. Plans and handles all arrangements for the January dinner meeting.
 - a. Provides the Secretary with details for the announcement letter no later than December 1st.
4. Helps the Secretary in the planning and execution of the annual dinner, if needed.
 - a. Secures speakers for the annual dinner. This is best done early in the year, such as January or February.
 - b. Provides the Secretary with the speakers’ names and subjects for the program.

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 be necessary, this committee finds suitable quarters for the Club.
 - b. Audits the Treasurer’s books around April 1st.
 - c. Aids the Treasurer should there be any problem with delinquent dues.

TREASURER

1. Maintains the Club’s books.
2. Collects dues and membership acceptance fees.
3. Pays all bills, including memorial contributions.
4. Presents an annual report at the last meeting in April.

SECRETARY

1. Assists the President and other officers as needed.
2. Prepares and mails an announcement letter prior to meetings.
3. Arranges the programs.
4. Prepares the yearbook and arranges for its printing.
5. Reports to the Club on the nominations of prospective members. Notifies new members of their election.
6. Sends out all special notices: January dinner meeting, requests for essayists, and the annual dinner.
7. Makes arrangements for the annual dinner, including printed menu, engraved gavel, and nameplate for President's Box.
8. Maintains the Club's "Timing and Action" calendar.
9. Keeps one paper in reserve, and brings it to meeting, just in case.....
10. Files club papers with the Indiana Historical Society.

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.