

Utta Sine Literis Mars Est.

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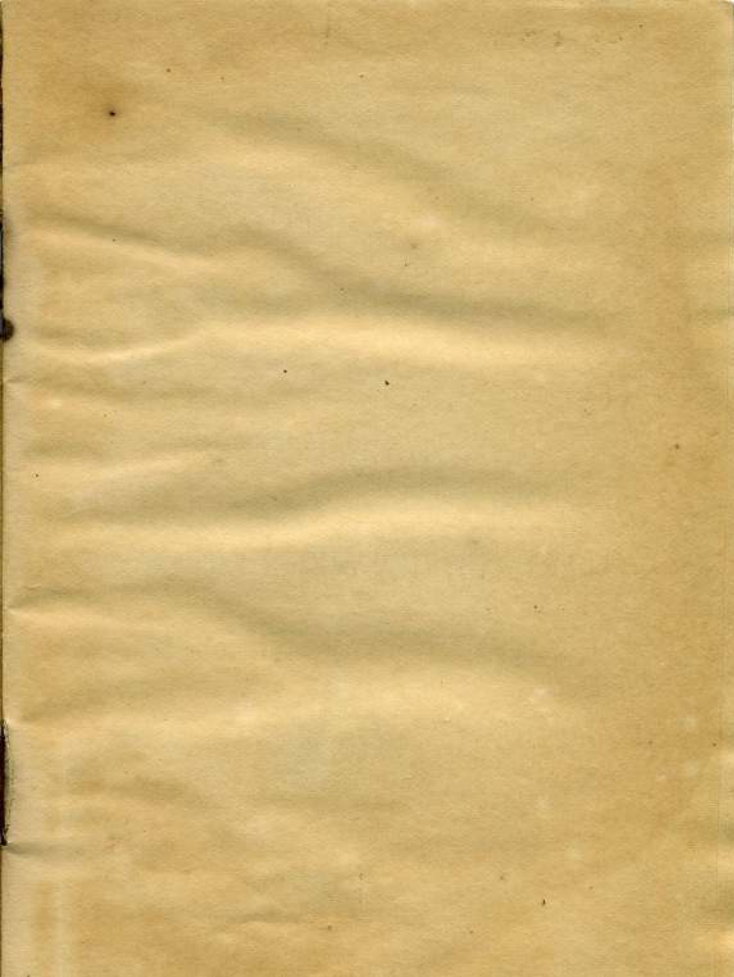
CONSTITUTION,  
BY-LAWS AND RULES OF ORDER  
OF THE  
COLUMBIAN  
LITERARY SOCIETY,  
WEST VIRGINIA UNIVERSITY.

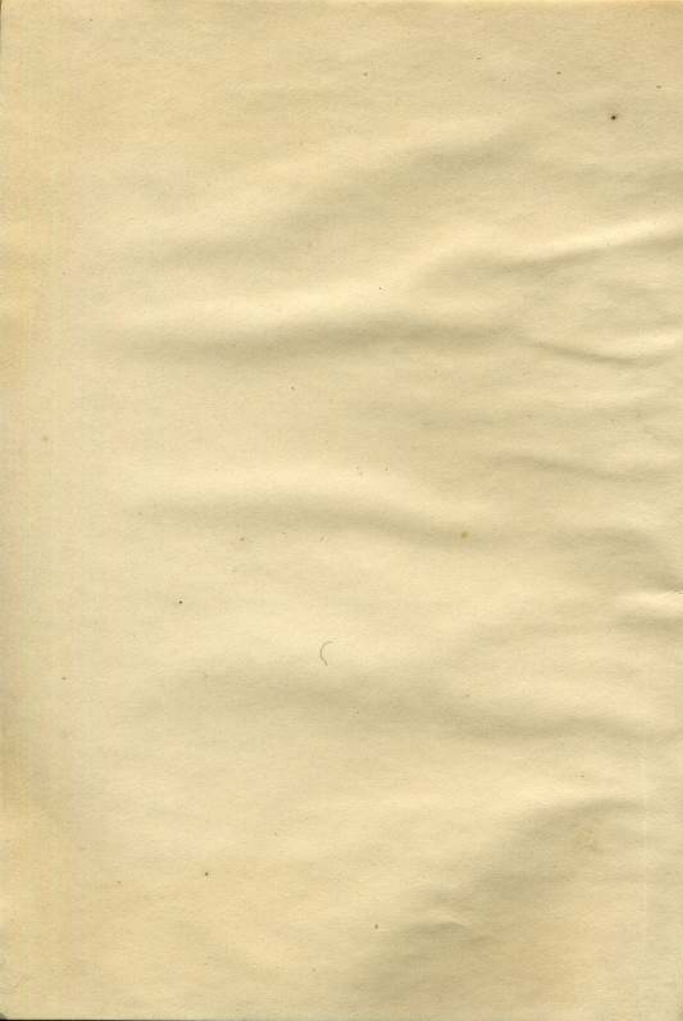
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MORGANTOWN, WEST VIRGINIA, 1898.

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Vita Sine Literis Mors Est.

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CONSTITUTION,  
BY-LAWS AND RULES OF ORDER  
OF THE  
COLUMBIAN  
LITERARY SOCIETY,  
WEST VIRGINIA UNIVERSITY.



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POST PRINTING HOUSE.  
MORGANTOWN, W. VA.  
1898.



THE UNIVERSITY OF CHICAGO

CONSTITUTION

OF THE

1888

COLUMBIAN

LITERARY SOCIETY

WESTERN UNIVERSITY



## **PREAMBLE.**

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We, the undersigned students of the West Virginia University, declare ourselves a society for mutual improvement in Elocution, Composition, Oratory and Debate, and for the acquisition of a knowledge of parliamentary usages; in the pursuit of which objects we desire to exhibit a due consideration of the opinions and feelings of each other, to maintain a perfect command of temper in all our intercourse, to seek for truth in all exercises, and have, therefore, adopted for our government the following Constitution and Rules of Order :

# CONSTITUTION.

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## ARTICLE I.

### NAME.

This organization shall be known as the Columbian Literary Society of the West Virginia University.

## ARTICLE II.

### EMBLEMS.

Section 1. The motto of this society shall be *Vita sine literis mors est.*

Sec. 2. The flower of the society shall be the White Rose.

Sec. 3. The color of this society shall be royal purple.

Sec. 4. The society badge.

## ARTICLE III.

### MEMBERSHIP.

Section 1. Members of this society



shall be of two kinds—active and honorary.

Sec. 2. In order that any person may become an active member of this society it shall be required: *First*, That he be in attendance at the University. *Second*, That at a regular meeting of the society he receive a two-thirds vote of the members present. *Third*, That he take the following affirmation: "I do hereby solemnly promise to observe and strictly obey the rules and requirements prescribed in the Constitution, By-Laws and Rules of Order of this Society." *Fourth*, That within two weeks after his affirmation he pay to the society the sum of two dollars (\$2.00). Upon failure to pay such fee he shall stand expelled. *Provided*, That nothing in this clause shall be construed to apply to lady members.

Sec. 3. The membership of any one, having fulfilled the requirements stated in Art. II, Sec. 2, shall date from the time of his affirmation.

Sec. 4. Any graduate or undergraduate of this University, who may withdraw from the same and is at the time of such withdrawal an active member of this society, shall, upon re-entering the University, be considered an active member, and entitled to all the privileges and immunities of members and shall be liable to all the penalties of the society, until he shall voluntarily withdraw from active membership.

Sec. 5. Any graduate of the University shall, upon his withdrawal from active membership, be considered an honorary member and shall be entitled to all the privileges of honorary members as provided in the next succeeding section.

Sec. 6. Any person may be elected an honorary member of this society by a two-thirds vote of the members present at a regular meeting of the society. He shall be entitled to all the privileges of an active member, except holding office and voting; he shall not be

called upon for the initiation fee or dues, and shall have the privilege of corresponding with the society.

Sec. 7. Any member in good standing in the society, so desiring, shall receive an honorable dismissal upon settling all his indebtedness to the society.

Sec. 8. All members, regular or honorary, shall be elected by a *viva voce* vote, unless one or more members object, in which case the vote shall be by ballot.

#### ARTICLE IV.

##### OFFICERS.

The officers of this society shall consist of a President, Vice President, Recording Secretary, Critic, Treasurer, Censor, Corresponding Secretary, Librarian, Marshal and Chorister.

#### ARTICLE V.

##### DUTIES OF OFFICERS.

Section 1. It shall be the duty of the President to preside at all meetings of the society; enforce a due observance

of the Constitution, By-Laws and Rules of Order; offer for consideration all motions and resolutions; appoint all committees not otherwise provided for; fill all vacancies pro tem by appointment, and perform such other duties as his office may require. He shall deliver an inaugural address upon taking his seat, and appoint a chaplain for his term of office. He shall vote as any other member when the vote is by ballot. When the vote is not by ballot, he shall not vote, unless the society is equally divide, in which case he shall give the deciding vote, except in cases of appeal.

Sec. 2. In the absence, or at the request, of the President, the Vice President shall take the chair and perform the duties of that office. He shall constitute a committee to present to the President, at each regular meeting, three questions, from which the society shall select one for discussion.

Sec. 3. It shall be the duty of the



Recording Secretary to keep, in a book provided for that purpose, a record of all the proceedings of the society; to have charge of all books, documents and papers belonging to the society, except those otherwise provided for, and those pertaining to the functions of other officers; to procure from the President a list of all persons on performance, post the same on the bulletin board, at least two weeks in advance, and he shall, within three days after each regular meeting, deliver to the College Librarian a copy of the question selected for debate.

Sec. 4. It shall be the duty of the Critic to offer such criticisms on the proceedings of the society as he may deem necessary.

Sec. 5. It shall be the duty of the Treasurer to receive all money belonging to the society; to keep account of the dues and fines, receipts and expenditures; to notify the members (each term) of their dues and fines,

and to collect the same, to call the roll, to report all absentees to the Censor, and to report monthly the condition of the treasury. He shall make no payment without a written order from the President, countersigned by the Recording Secretary. At the expiration of his term of office he shall present to the society, in writing, a full report of the financial condition of the society.

Sec. 6. It shall be the duty of the Censor to note and report to the society all finable offenses, and at each regular meeting hand to the Treasurer a written report of all fines imposed.

Sec. 7. It shall be the duty of the Corresponding Secretary to notify all persons elected honorary members, and to write all communications for the society.

Sec. 8. The Librarian shall keep, in a book provided for the purpose, a list of all books belonging to the society, with the name and number of each. He shall also keep an account of the name

and number of each book drawn from the library, when and to whom issued.

Sec. 9. It shall be the duty of the Marshal to distribute and collect the ballots at elections; to act as usher and select his assistants to usher upon all occasions and to carry and deliver all messages for the society.

Sec. 10. Every officer, on leaving his office, shall give to his successor, all papers, documents, moneys or any property whatever which he may have belonging to the society.

## ARTICLE VI.

### ELECTION OF OFFICERS.

Section 1. The officers of this society shall be elected by ballot, and it shall require a majority vote to elect. The election shall be held at a regular meeting on the Friday evening next preceding the beginning of examinations of each college term. In case such election is not held as above provided, the election of officers shall be the order



of the day at each succeeding regular meeting of the society until said officers shall be elected.

Sec. 2. In case of a vacancy occurring in any office, the society, at its next regular meeting, shall elect an officer to fill the same, and the officer-elect shall take his seat immediately after his installation.

Sec. 3. No member shall be eligible to vote at any election unless he shall have been in actual attendance at the University and a member of the society at least two weeks previous to such election, and shall have paid all his dues and fines.

Sec. 4. Every officer, before entering upon the duties of his office, shall be required to make the following affirmation: "I do hereby solemnly promise that I will punctually and faithfully discharge all the duties of my office to the best of my knowledge and ability."



**ARTICLE VII.****MEETINGS.**

Section 1. A motion to suspend any regular meeting shall require for its adoption a two-thirds vote of the members present.

Sec. 2. A special meeting of this society may be called (1) at the option of the President, provided that such meeting shall have been previously announced at chapel exercises; (2) upon the written petition of ten regular members of the society, provided that such petition shall have been posted on the society bulletin board at least twenty-four hours prior to such meeting; (3) without further notice upon the written petition of two-thirds of the active members of the society being presented to the President; but in such cases a record of such petition shall be kept by the secretary. No business shall be transacted at any special meeting other than that designated in the call for such meeting.

Sec. 3. Ten members shall be necessary to constitute a quorum at any meeting.

## ARTICLE VIII.

### PERFORMANCES.

Section 1. The performances of this society shall consist of Declamation, Essay, Original Oration, Debate, Regular and General, and Extempore Addresses.

Sec. 2. The President shall appoint the performers for each regular meeting from the roll of active membership, with greatest possible equity, and shall read the programme—extraordinaries excepted—at least two weeks in advance; except the orators who shall be announced four weeks in advance.

Sec. 3. Any member shall have the right to volunteer on any class of performances. If a vacancy on debate be not thus filled, the President shall appoint some member to fill the vacancy.

**ARTICLE IX.****PENALTIES.**

Section 1. The penalties of this society shall consist of fines, suspension and expulsion.

Sec. 2. Fines shall be as follows: Non-performance of duty, 20 cents; non-performance when appointed to fill vacancy, 10 cents; absence from each roll call, 10 cents; absence from the hall for more than twenty minutes, 10 cents; failure to present to the President subject of performance prior to appearance on the floor, 5 cents.

Sec. 3. The validity of all excuses shall be decided by the President, except when otherwise ordered by a three-fourths vote of the members present.

Sec. 4. The President shall have power to fine any member for misconduct, from 5 to 50 cents, at his discretion.

Sec. 5. All fines imposed by the Pres-

dent may be remitted by a three-fourths vote.

Sec. 6. Charges against officers or members of this society must be presented in writing at a regular meeting. At the next regular meeting, if the society decides by a majority vote to consider the charges, they shall lie on the table for one week, when they shall be taken up and the society may remove or expel such officers or members by a two-thirds vote of the members present. After the society has decided to consider charges, the accused officer or member shall be deprived of the privileges of active membership until the matter is decided.

Sec. 7. Any member who shall be indebted to the society to the amount of fifty cents shall be notified thereof by the Treasurer within two weeks, and if in arrears at the expiration of two weeks after receiving such notice, he shall be suspended, and if in arrears two weeks thereafter, he shall stand



expelled, unless further respite be allowed by a two-thirds vote of the members present.

Sec. 8. The society may, by a two-thirds vote of all members present, reinstate any member who may have been previously expelled for non-payment of dues and fines, upon payment of said dues and fines.

## **ARTICEE X.**

### **APPEALS.**

Section 1. An appeal may, in all cases, be made from any decision of the President, and a majority of those voting shall be necessary to sustain the appeal.

## **ARTICLE XI.**

### **COMMITTEES.**

Section 1. The President, within two weeks after his installation, shall appoint an Executive Committee. It shall consist of three members, none of whom shall hold office during that official term. This committee shall have super-

vision of the business and property of the society, and the duties and records of each officer. At the first regular meeting in each official term, after the reports of the retiring officers have been received, it shall make a written report, stating :

1. How the duties of each officer have been performed.

2. How the records of each office have been kept, and how its papers have been preserved.

3. What action is recommended as to each officer's report.

4. What recommendations are offered as to the business of the society.

Sec. 2. This report when adopted shall be recorded in the minutes of the society.

## **ARTICLE XII.**

### **REPORTS OF COMMITTEES.**

All committees shall present reports, when required by the society, which reports shall be in writing.

## **ARTICLE XIII.**

### **AMENDMENTS.**

Every proposed alteration, addition

or amendment to this Constitution must be presented in writing to the President, who shall announce the same to the society, and at the next regular meeting it may be adopted by a three-fourths vote of the members present.

#### **ARTICLE XIV.**

##### **BY-LAWS AND RULES OF ORDER.**

Such By-Laws and Rules of Order as are not inconsistent with the provisions of this Constitution, may be adopted by a two-thirds vote of the members present at any regular meeting.

## **BY-LAWS.**

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1. All fines shall be payable when officially announced before the society ; and all debts whatever shall be charged upon the Treasurer's book, whenever they become payable.

2. Any member of this society, having settled all dues, may be granted optional attendance by a two-thirds vote of the members present. Such members shall be fined for non-performance.

3. If at any time the regular meeting or meetings of the society should not be held, the performances for such meeting or meetings shall not be set aside, but will take place in the same order in which they would have come had there been no suspension.

4. All performances on the program



of this society shall be limited in time as follows: Declamation, 5 minutes; Essay and Original Oration, each 10 minutes; Regular Debate, 10 minutes to each speaker, with 3 minutes for a summary at the close by first affirmative; General Debate and Extempore Speaking, 5 minutes to each speaker. The number of performers on Regular Debate shall be not more than four. The whole class in General Debate shall be limited in time to twenty minutes, and Extempore Addresses to ten minutes. No member shall speak more than once on this class—General Debate—until all wishing to speak have spoken.

5. The Order of Business shall be as follows:

1. Prayer by the Chaplain.
2. Calling the roll.
3. Reading and adoption of minutes.
4. Election and installation of officers.
5. Election and reception of members.
6. Performances; Decision of Judges;

General Debate; Extempore Addresses; Report of Critic.

7. Announcing performances.
8. Report of Committees.
9. Unfinished business.
10. Report of Censor.
11. New and miscellaneous business.
12. Calling the roll.
13. Adjournment.

6. The monthly dues of each member shall be 10 cents.

7. The regular meetings of this society shall be held on Friday evening of each week during the college terms. The hour of meeting shall be 7 o'clock, p. m., except that during the summer term it shall be 7:30 o'clock, p. m.

8. Any section of these By-Laws may be amended or altered by a two-thirds vote of the members present, at any regular meeting.

## RULES OF ORDER.

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RULE 1. In the absence of both President and Vice President, a President pro tem. shall be chosen by the society, who shall immediately take the chair.

RULE 2. The President shall be privileged to debate on all subjects, upon calling the Vice President or any other member, willing, to the chair.

RULE 3. After the meeting has been called to order, each member shall be seated and shall not interrupt the proceedings by reading or conversation unless by permission of the President.

RULE 4. No member shall speak on any motion more than twice, nor shall he speak more than once until all wishing to speak have spoken; nor shall he



speak longer than 10 and 5 minutes respectively.

RULE 5. When a motion or amendment has been made and seconded, the mover thereof may be called upon by the President or any member to reduce the same to writing and to present the same to the President, who shall announce it before it is open to the society for discussion.

RULE 6. Before taking the vote on any debatable question, the President shall ask: "Are you ready for the question?" Should no one offer to speak, the President shall rise to put the question; after he has risen no member can speak upon it without special permission.

RULE 7. When a motion has been made and decided it shall be in order for any member (except such as voted in the minority) to move the reconsideration thereof, if done within three weeks after having been voted upon.

RULE 8. The Chaplain shall open the



exercises of each meeting, immediately after it has been called to order, by prayer. In his absence the President shall make selections to fill his place.

**RULE 9.** The President, on announcing the performances for the evening, shall appoint three judges, who shall make an impartial decision upon the same.

**RULE 10.** No using of tobacco or taking of refreshments shall be allowed in the society's hall.

**RULE 11.** The library shall be held open for the use of all members, provided no member of the society have more than one book at once.

**RULE 12.** Any member who shall keep a book from the library more than three weeks, shall be fined twenty cents for each succeeding week.

**RULE 13.** Not more than three members shall absent themselves from the hall at the same time.

**RULE 14.** These Rules of Order or Order of Business may be suspended,

in case of emergency, by a two-thirds vote of the members present, but only for a single evening.

**RULE 15.** Any addition, alteration or amendment to these Rules of Order can be made in the manner prescribed in Article XII of the Constitution, by a two-thirds vote of the members present at a regular meeting.

**RULE 16.** All points not provided for under the Constitution, By-Laws and Rules of Order of this society, shall be referred to and decided in accordance with Robert's Rules of Order.

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