

Constitution By-Laws History

Litho Club of Baltimore

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Organized January 30, 1939
Revised Constitution October 1998

Constitution

Article I

Name

The name of this organization shall be the
Litho Club of Baltimore

Article II

Object

The object of this club shall be to provide an opportunity for the mutual interchange of information relative to the science of graphic arts communication as well as to promote a spirit of cooperation and good fellowship among its members and thereby further the maintenance of high standards of craftsmanship and efficiency. To accomplish the above, cooperation with other Litho Clubs and other graphic arts organizations will be encouraged.

Article III

Membership

To be eligible for membership as an active, craftsman, associate or honorary member, a person must be 21 years of age or older.

Interim-sponsored members must be high school graduates and under the age of 21 years of age.

SECTION I. Grades

There shall be five (5) grades of membership, namely:

- A. Active
- B. Craftsman
- C. Associate
- D. Honorary
- E. Interim Sponsored

A. An active member shall be an owner, general executive or department head who, for one year or more, has been associated as such in any of the departments listed below and is actively engaged in any graphic arts manufacturing establishment.

1. Art Department
2. Composition
3. Electronic Imaging
4. Preparation Department
5. Pressroom
6. Materials - all materials used to produce a graphic arts product
7. Finishing - covers any operation necessary after press production to make a finished product
8. Production Management - layout, planning, scheduling, estimating and cost control
9. Purchasing - equipment and supplies
10. Business administration
11. Graphic Arts educational department head or any qualified teacher in Graphic Arts subjects

An active member enjoys full privileges in the club and is subject to all membership obligations.

B. A craftsman member shall have served a minimum period of two (2) years in any department listed above under active membership.

A craftsman member enjoys full privileges in the club and is subject to all membership obligations.

C. An associate member shall be limited to persons serving the graphic arts industries as representatives of supply and equipment firms.

Admittance of associate members to the club will be at the discretion of the Board of Governors. This is only to be a consideration to maintain a good club membership balance of grades.

Two associate members may hold any elected office; however, there shall not be more than two (2) associate members elected during that term of office except as noted in Section 2 of this article.

An associate member enjoys full privileges in the club and is subject to all membership obligations.

D. An honorary member shall be any person who has made an outstanding contribution to the graphic arts industry. They must be proposed by action of the Board of Governors and then elected to honorary membership by all members of that board at a regular meeting.

An honorary member enjoys all privileges in the club. They are exempt from paying dues.

E. An interim-sponsored member shall have graduated from a high school having been a member of the school's Junior Litho Club at the time of graduation. The interim-sponsored member must be under 21 years of age and either employed in the graphic arts industry or

continuing educational studies in the graphic arts. The interim member must be sponsored by a member in good standing who is 21 years of age or older. A sponsor shall accompany the sponsored member to all club functions. Interim-sponsored members have all privileges of membership except they cannot hold a position on the board or hold office.

SECTION 2. Membership Grade Change

Any member changing their status shall notify the secretary, in writing, advising their new qualifications, for consideration by the Board, for a grade classification.

Any officer whose membership grade should change while holding office may, by a vote of the Board of Governors, retain said office.

Article IV

Dues

SECTION 1. Dues for all members shall be at the discretion of the Board of Governors with the approval of the membership.

SECTION 2. All dues shall be due and payable by January 31.

SECTION 3. Any member not having paid dues by February 28th shall be mailed a duplicate bill by the treasurer. Failure to pay the indebtedness within 30 days of date of that notification will be an automatic resignation from the club.* Such a member cannot be reinstated except by application to the Board of Governors for action as specified in Article V Section 6.

*Each member has the responsibility to make certain his/her dues are paid even though they may be paid by their company.

Article V

Proposals from Membership

SECTION 1. All candidates for membership must be proposed in writing on application forms and sponsored by members in good standing to whom such candidate must be personally known. Each application must include his full name, residence, occupation and the name of the establishment with which he is associated. All applications must be signed by the applicant and countersigned by his sponsor and accompanied by the initiation fee plus one (1) year's dues. (After July 1, one half (1/2) year's dues.)

SECTION 2. All applications for membership shall be referred to the membership committee for investigation. They shall report to the Board of Governors if candidates are eligible and to what grade of membership.

SECTION 3. In admitting new members to the club, the following procedure shall be observed:

A. New members shall be notified by mail, by the secretary, of their acceptance to the club and be invited to the next meeting for induction.

B. The president, or presiding officer, at the next regular meeting shall officially welcome

the new member to the club and shall have him formally inducted and presented with a copy of the club's constitution and by-laws.

SECTION 4. Should any application be rejected, the prepaid fees shall be returned to the applicant and no reapplication will be considered for the period of one year after date of the rejected application.

SECTION 5. Any member having resigned or forfeited his membership and wishing again to become a member of this club, must be regularly proposed and balloted for the same as a new candidate.

Article VI

Officers

SECTION 1. The officers of this club shall be as follows:

- A. President
- B. First Vice President
- C. Second Vice President
- D. Secretary

The above-mentioned club officers shall be elected annually for a term of one (1) year and no officer is eligible to succeed himself, in the same office, for more than one additional year.

E. Treasurer: The Treasurer shall be appointed by the President, with the approval of the Board of Governors.

SECTION 2. Officer's Duties

A. President

1. To preside over all meetings of the club and the Board of Governors and to enforce strict observance of the Constitution and the By-Laws of this club.
2. To preserve an orderly procedure with the club at all times and to appoint any appointive officers or committees to work under his supervision.
3. To be an ex-officio member of all committees.
4. To countersign all drafts for payment of club funds.
5. To countersign with the secretary, all written obligations of the club.
6. He shall be exempt from payment of regular meeting costs.
7. To represent the Litho Club of Baltimore at all NALC Conventions.

B. First Vice-President

1. To perform the duties of the president in case of the absence, disability or resignation of that officer, also to discharge the duties of the chair when called upon to so do by the president.
2. To countersign all drafts for payment of club funds in the absence of either the president or the treasurer.

C. Second Vice-President

1. To perform the duties of the president in case of the absence, disability or resignation of both the president and first vice-president.
2. To perform the duties of the first vice-president and such other duties as may be

assigned to him by the president.

3. At any meeting, in the absence of the president, first vice-president and second vice-president, the members present shall select a chairperson from the members of the Board of Governors to act as chairperson pro term.

D. Treasurer

1. It shall be the duty of the treasurer to take full charge of all funds of the club and deposit them in the name of the club in a bank approved by the Board of Governors.
2. To keep the financial records ready for inspection by the Board of Governors at all times.
3. At each regular meeting of the Board of Governors and of the club he shall make a general statement of the financial condition of the club.
4. At the first meeting in the new year, to submit a detailed report showing the financial transactions of the club for the preceding year; said report to carry approval of the auditing committee.
5. To prepare all drafts for payment of club funds as ordered by the Board of Governors. All drafts must be signed by two (2) of the following: treasurer, president or first vice-president.
6. To mail dues notices to all eligible members by December 1st of each year for the following year.
7. To keep an accurate record of all member's membership.
8. He shall be exempt from all personal club dues for his term of office.

E. Secretary

1. To take charge of all correspondence and make a careful record of all meetings of the club and Board of Governors.
2. To mail notices of Board of Governors meetings to all members.
3. To sign, with the president, all written obligations and contracts of the club.
4. To keep an accurate record of all members and the details of their grade qualifications.
5. To be custodian of all legal documents of the club.
6. To be exempt from payment of all personal club dues for his term of office.

SECTION 3. Nomination and Election of Officers

A nominating committee consisting of four members shall be appointed by the president no later than March 1st annually. The immediate past president shall be chairperson of the committee. The president may serve as an advisor but a nonvoting member.

A. Nominees must meet all eligibility requirements under this Constitution and By-Laws.

B. Committee recommendations, together with other nominations from the floor, shall be presented at the April club meeting.

C. Election of officers shall be voted on at the regular May club meeting. (Note: This meeting could fall in June due to the Memorial Day holiday.) A plurality of the votes cast by members present, shall be necessary for election.

1. No member shall be entitled to vote who is indebted to the club and in arrears on the date of election.
2. All members shall be notified of this meeting and the election, at least five (5) days prior to the meeting.
3. The Board of Governors shall have power to provide requirements as to balloting at any election as it shall deem necessary.
4. If deemed necessary, the presiding officer at the election meeting shall appoint at least five (5) inspectors of election who will count the ballots. They shall notify

- the presiding officer of the results.
5. Officers and Board members shall be installed and assume their respective duties at the meeting at which they are elected.

Article VII

Board of Governors

The full Board of Governors of sixteen (16) members shall consist of the immediate Past President, the five (5) Club Officers as specified in Article VI Section 1 and ten (10) members.

SECTION 1. Board Members

- A. Five (5) of these Board members shall be elected each year for a term of two (2) years.
- B. No member may be elected to serve two (2) consecutive terms, but should no member step forward to fill an office and the existing member is willing to continue, the President may appoint said member to be re-elected with the approval of the Board.

SECTION 2. Nomination and Elections of Board of Governors Members

All requirements for election of Officers (Article VI Section 3) shall be deemed necessary for nomination and election to the Board of Governors.

SECTION 3.

Should a vacancy occur on the Board of Governors, between elections, the President shall submit a successor for the Board's approval to fill the unexpired term.

SECTION 4. Responsibilities

The Board of Governors shall make all rules and regulations pertaining to the business of the Club which are not contrary to this Constitution and By-Laws.

A. Attendance at Board of Governors meetings is compulsory and obligatory on its members. Any Board member who shall absent himself/herself from three (3) consecutive meetings, without a satisfactory explanation acceptable to the majority of the Board, shall be considered as having resigned his membership on the Board. Replacement shall be made in accordance with Section three (3) of this article.

B. The Board of Governors is required to meet at least once a month with exception of July and August. Special or extra meetings of the Board may be called at any time by the President on forty-eight (48) hours notice to the members.

C. Nine out of the sixteen (16) specified Board members will constitute a quorum at any Board Meeting.

D. A majority vote of all Board members present at a Board meeting constitutes a definite action.

SECTION 5. Duties

- A. They shall approve the bank in which Club refunds are to be deposited.
- B. They shall pass for payment, by the Treasurer, all justified financial obligations of the Club.
- C. They shall exercise the power of elections.

D. They shall rule on all membership grade changes and eligibility for membership.

SECTION 6. Committees

- A. Education
- B. Entertainment
- C. Fraternal
- D. House
- E. Membership
- F. Parliamentarian
- G. Publicity
- H. Special - appointed by President as deemed necessary

ARTICLE VIII

Junior Litho Club

The Litho Club of Baltimore will assist in the formation and functioning of area Junior Litho Clubs.

ARTICLE IX

Amendments

SECTION 1. Any proposed alterations, additions or amendments to the Constitution or By-Laws must be submitted, in writing, to the Board of Governors.

SECTION 2. A copy of the proposed change shall be mailed to each member of the Club before the regular Club meeting at which a vote will be taken.

SECTION 3. A two-thirds (2/3) vote of members present at a regular Club meeting, provided a quorum is in attendance, is required to pass.

BY-LAWS

- I. The Club year will be from June 1 to May 30 inclusive.
 - A. The Fiscal year will be from January 1 to December 31 inclusive.
- II. Regular monthly meetings will be held at a time and place set by the Board of Governors. No regular meetings will be held during June, July or August.
- III. Fifty (50) members, in good standing, present at a regular monthly meeting shall constitute a quorum when items are to be brought before the Club for a vote.
- IV. Special meetings of the Club, as a whole, may be called by the President on request of the majority of the Board of Governors or on request of ten (10) members of the Club in good standing. Notice of such meeting shall be sent to all members at least forty-eight (48) hours in advance of said meeting stating the business other than that specified may be transacted, except a call for another special meeting.
- V. The order of business at a regular meeting will be as follows:
 - A. Invocation
 - B. Pledge of Allegiance
 - C. Reading of Minutes of previous meeting

- D. Reading of correspondence
- E. Treasurer's Report
- F. Committee Reports
- G. Induction of New Members
- H. Unfinished Business
- I. New Business
- J. Program
- K. Adjournment

Any part may be dispensed with at the discretion of the presiding Officer.

- VI. Members may bring guests to any regular Club meeting, but the same guest, if eligible for membership, cannot be invited to more than three (3) meetings in any one (1) year.
- VII. All questions of Parliamentary procedure in the conduct of meetings shall be decided in accordance with Robert's "Rules of Order" by the Club Parliamentarian.