CONSTITUTION
AND
BY-LAWS

THE ATHENA CLUB
Freeport, New York
The Athena Club
of
Freeport, New York
Organized November 16, 1922
Founder, Miss Harriet R. Parsons

Charter Members

Mrs. Howard Arrighi
Mrs. W. B. Barrett*
Mrs. H. L. Bartlett*
Mrs. A. B. Carrington
Mrs. John M. Dotter
Mrs. Z. DeForest Ely
Mrs. Chas. H. Hall
Mrs. John Harrington

Mrs. C. J. Hensley
Mrs. R. V. Holland*
Mrs. S. F. Holladay
Mrs. Paul Johnson*
Miss Jessica Parsons*
Mrs. R. B. Paterson
Mrs. Harold Wilson

Past Presidents

Mrs. H. L. Bartlett*
Mrs. R. I. Deniston*
Mrs. Z. DeForest Ely
Mrs. W. B. Barrett*
Mrs. Paul Johnson*
Mrs. Geo. Hasbrouck*
Mrs. John Low
Mrs. A. B. Carrington
Mrs. John W. Dodd
Mrs. A. Robert Purdy
Mrs. Harold Wilson

Mrs. Maurice White
Mrs. Harold E. Pearson
Mrs. Roy R. Gockley
Mrs. Gerald L. Drach*
Mrs. Cornelius Van Rees
Mrs. Alan Carver
Mrs. Charles Ward (Edna Hubsch)
Mrs. Paul Wilson
Mrs. William S. Hughes
Mrs. R. H. Malone
Mrs. Howard F. Munro

*Deceased
CONSTITUTION
and
BY-LAWS
The Alhena Club of Freeport, New York
(as amended and adopted May, 1964)

CONSTITUTION
ARTICLE I
Name
The name of this organization shall be
The Athena Club of Freeport.

ARTICLE II
Object
The object of this Club shall be the in­
tellectual and social development of its
members and the stimulation of active
interest in civic and welfare work.

ARTICLE III
Members
Section 1. The membership shall consist
of Active, Associate and Honorary mem­
bers.

Section 2. An applicant for membership
shall signify her interest in the objects of
the Club and her willingness to serve on
at least two committees or departments.

ARTICLE IV
Officers
Section 1. The Officers of this Club shall
be a President, a First Vice-President, a
Second Vice-President, a Recording Sec­
retary, a Corresponding Secretary, a
Treasurer, a Financial Secretary, two
Directors and Historian.
Section 2. Term of office shall be one year. No officer shall hold office for more than two consecutive years.

ARTICLE V

Meetings

Section 1. Regular meetings of the Club shall be held monthly from October to May inclusive.

Section 2. The May meeting shall be the Annual Meeting.

ARTICLE VI

Amendments

This Constitution may be amended at the Annual Meeting of the Club by a two-thirds vote of the members present and voting, a quorum being present, provided the proposed amendment shall have been submitted in writing to each member of the Club at least one month before the vote is taken.

BY-LAWS

ARTICLE I

Membership

Section 1. The membership of the Club shall be limited to two hundred and fifty Active members and thirty Associate members.

Section 2. Application for membership shall be made to the membership committee. An applicant for either Active or Associate membership shall be at least 21 years old, must be proposed by an Active member of at least one years' standing and vouched for by two Active members of at least one year's standing,
all of whom shall vouch for the qualifications of said candidate from personal knowledge. A letter of recommendation from the proposer must accompany the application at least one week prior to the Executive Board meeting. After an affirmative vote by two-thirds of the Executive Board, the applicant shall be declared elected a member of the Club upon payment of the initiation fee and dues. Failure to pay such initiation fee and dues within thirty days after election shall nullify that election.

Section 3. Associate membership shall be available for business and professional women and shall entitle the holder to all privileges of the club except those of making motions, of voting, and of holding office. Associate members shall not be required to take part in the programs.

Section 4. (a) Any member who has given outstanding service to the Club shall be eligible to election to Honorary Life Membership, such Honorary Life Membership may be conferred by a three-quarter vote by ballot of the voting members present at any Annual Meeting. This membership shall carry with it none of the obligations of the Club, but shall entitle the holder to all the privileges of the Club except those of making motions, of voting and of holding office. However, Active Membership may be retained by an Honorary Life Member by the payment of Annual Club dues.

(b) Honorary Life Membership shall be conferred on each President of the organization at the end of her term of office.
Honorary Life Membership so conferred shall carry none of the financial obligations of the Club and entitles the holder to all privileges of the Club including making motions, voting and holding office.

Section 5. Any member desiring to resign shall tender her resignation in writing to the Corresponding Secretary, who shall present it to the Executive Board for action. No member's resignation shall be accepted until her dues are paid.

ARTICLE II

Dues

Section 1. The fiscal year shall begin May 1.

Section 2. Initiation fee for Active and Associate members shall be five dollars.

Section 3. Annual dues for Active members shall be ten dollars, one dollar of which shall be for the Welfare Fund.

Section 4. Annual dues for Associate members shall be six dollars, one dollar of which shall be for the Welfare Fund.

Section 5. New members entering the Club after February 1, of any year shall pay the initiation fee in full, the one dollar for the Welfare Fund in full, and half the annual dues of the class of membership in which she is entering.

Section 6. The Financial Secretary shall send bills to all members within ten days following the Annual Meeting. Notice shall be sent after the first meeting in October to those whose dues are unpaid and those whose dues are not paid by October twenty-fifth shall automatically be
dropped from the rolls of the Club. Special consideration for the payment of dues shall be reviewed by the President, Treasurer and Financial Secretary.

Section 7. No member’s resignation shall be accepted after October twenty-fifth until dues are paid for the current year. Members resigning in good standing may be re-instated by paying current dues plus a re-instatement fee of two dollars. Members dropped from the Club for non-payment of dues may be re-instated upon payment of said back dues, initiation fee and current dues.

ARTICLE III

Duties of Officers

Section 1. The President shall preside at all meetings of the Club and Executive Board; appoint all chairmen of standing and special committees and of departments with the exception of the Evening Department, which shall elect its own Officers for the transaction of its business; shall appoint a chairman of Board of Elections and two Inspectors at the Annual Meeting; shall appoint all delegates not required to be elected and shall perform all other duties pertaining to this office. She shall be an ex-officio member of all committees except the Nominating and Auditing Committees.

Section 2. The Vice-Presidents shall in the order of their election perform the duties of the President in her absence or at her request.

Section 3. The Recording Secretary shall keep an accurate record of all business meetings of the Club and of the Executive
Board meetings; shall be custodian of all records of the Club and shall keep a record of attendance at meetings of the Executive Board.

Section 4. The Corresponding Secretary shall handle all the correspondence of the Club, except such correspondence as should be handled by respective committees, and notices of monthly meetings.

Section 5. The Treasurer shall be custodian of all Club monies; shall keep an accurate account of all receipts and expenditures; shall set up accounts in the names of the several committees and departments crediting each account with the amount allocated by the Annual Budget as approved by the Executive Board and debiting each account with all expenditures incurred by that particular committee or department. All checks shall be signed by the Treasurer and countersigned by the President or Recording Secretary. At each meeting of the Executive Board and at each regular meeting she shall submit a statement of total receipts and expenditures and balance to date of statement, which shall be filed with the Secretary. She shall credit any allotted balance remaining to any department or committee at the end of the fiscal year to the General Fund of the Club. This balance shall be used at the discretion of the Club. She shall submit her books and accounts to the Auditing Committee for their inspection as required by these By-Laws.

Section 6. The Financial Secretary shall send bills to all members and keep a duplicate set of books for the Treasurer.
She shall be empowered to collect and keep an accurate record of dues. A duplicate membership list shall be filed with the Treasurer.

Section 7. The Directors shall act in an advisory capacity to the President and the Executive Board. At least six years service on the Executive Board, in any capacity, shall be a prerequisite to election as a Director.

Section 8. The Historian shall collect and preserve the History of the Club and shall prepare and present current year's history at the Annual Luncheon.

ARTICLE IV
Executive Board
Section 1. The Executive Board shall consist of the elected officers of the Club, Chairmen of Departments, Chairmen of Standing Committees and the President of the Evening Department. The immediate retiring president shall be a member of the Executive Board for one year.

Section 2. The Executive Board shall have general supervision of the affairs of the Club between business meetings; shall fix the hour and place of business meetings, and shall ratify all expenditures for the regular work of the Club. Appropriations may be made from the Welfare Fund at any Executive Board Meeting to be ratified by the Club at the next regular meeting.

ARTICLE V
Committees
Section 1. The Budget Committee, consisting of the Budget Chairman, the Presi-
dent, the Treasurer and Department Chairmen shall meet at the President's call as soon as convenient after the Annual Meeting and shall prepare a tentative budget for the coming year. Said budget shall be submitted to the Executive Board for ratification at the Board's May meeting. This budget shall allocate to each of the several Committees and Departments certain amounts from the General Fund for their use and expenditure.

Section 2. The Program Committee, consisting of the Program Coordinator and the Chairmen of all Departments, shall meet at the President's call as soon as convenient after the Annual Meeting and shall arrange the program calendar for the Club year and shall submit same to the May Executive Board meeting for approval.

Section 3. An Auditing Committee of three shall be appointed by the President at the April meeting to audit the books of the Treasurer and to report at the Annual Meeting.

Section 4. There shall be the following Standing Committees: Budget, Bulletin, (or Year Book) Hospitality, Hostess, Membership, Press, Program, Projects Fund and Spring Luncheon.

Section 5. The Projects Fund Chairman shall be responsible for raising money for the Athena Projects and Scholarship Funds.

Section 6. The Hostess Chairman shall keep a record of attendance at the regular meetings.
Section 7. Chairmen of Standing Committees and of Departments shall be appointed for a term of one year. They shall be empowered to select members of their respective committees. No member shall hold the Chairmanship of the same Department or Standing Committee for more than two years.

Section 8. Such other Committees shall be appointed by the President as the Club shall from time to time deem necessary to carry on the work of the Club.

ARTICLE VI

Departments

Section 1. There shall be the following Departments: Art, Civics, Community Service, Drama, Literature, Music, Welfare and Evening Department. Such other Departments may be created by the Club as deemed necessary.

Section 2. A Department is authorized to adopt rules for the transaction of its business, provided they do not conflict with the By-Laws of the Club. A Department may in its rules provide for officers and dues for its own use.

Section 3. Each Department shall submit a plan of work for the current year for the approval of the Executive Board on or before the September meeting.

ARTICLE VII

Meetings and Quorums

Section 1. Regular meetings shall be held the first Monday of each month from October to May inclusive, unless otherwise ordered by the Club or the Execu-
tive Board. Departmental meetings shall be held at the discretion of the respective Chairman.

Section 2. The regular meeting held in May shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving reports and transacting such other business as may come before it.

Section 3. The Executive Board shall meet once a month from September to May, inclusive on a day designated by the President.

Section 4. Special meetings may be called by the President and must be called by her upon the written request of ten active members. The purpose of the meeting must be stated in the call.

Section 5. Special meetings of the Executive Board may be called by the President and must be called by her upon the written request of five members of the Board. The purpose of the meeting must be stated in the call.

Section 6. Ten percent of the Active membership shall constitute a quorum for the transaction of business at a regular meeting and one-fifth the Active membership shall constitute a quorum for the Annual Meeting.

Section 7. A quorum of the Executive Board shall consist of one-third of its membership.
ARTICLE VIII

Nominations and Elections

Section 1. The Nominating Committee shall consist of five members, two of whom shall be appointed by the Executive Board and three shall be elected by the Club at the March meeting. It shall be the duty of this committee to present at the April meeting a slate of candidates for those offices to be voted upon at the Annual Meeting. Nominations may be made from the floor following the report of the Nominating Committee in April and at the Annual Meeting.

Section 2. All candidates for office shall be elected by written ballot at the Annual Meeting and a plurality of votes shall elect. Officers shall assume their duties after installation at Annual Luncheon and shall serve for a term of one year or until their successors are elected. Officers may serve two consecutive terms in the same office.

Section 3. No member shall be eligible for the Presidency unless she has been a member of the Executive Board for at least two years.

Section 4. No member shall hold more than one office at any one time, and no officer shall hold a chairmanship of a Standing Committee or Department while holding office with the exception of the First Vice-President, who shall be Program Coordinator.

Section 5. The Executive Board shall fill all vacancies occurring in any elective office. A written notice of election to fill
such vacancy shall be given all members of the Executive Board. A majority vote, by ballot, shall elect. In the absence of such notice an affirmative vote by a majority of the entire Board shall be necessary to elect. The officer so elected shall serve until the next Annual Meeting.

ARTICLE IX

BY-LAWS AND RULES FOR THE EVENING DEPARTMENT

Section 1. Officers

a. The officers of this department shall be a President, who is acting chairman of the department, Vice-President, a Recording Secretary, a Corresponding Secretary and a Treasurer.

b. Terms of office shall be one year. Officers may serve two consecutive terms in the same office.

Section 2. Duties of Officers

a. The President shall preside at all meetings of the department and its Executive Board; appoint all chairmen of standing and special committees; shall be an ex-officio member of all committees except the nominating and Auditing Committees. She shall be a member of the Athena Executive Board and shall submit a plan of work for the current year for the approval of the Athena Executive Board on or before the September meeting.

b. The Vice-President shall perform the duties of the President in her absence or at her request; and shall assume the responsibilities of Program Chairman for the year.
c. The Recording Secretary shall keep an accurate record of all business meetings of the Department and of its Executive Board meetings.

d. The Corresponding Secretary shall handle all correspondence of the Department except such correspondence as should be handled by respective committees. She shall send out notices of meetings at least five days before the meeting.

e. The Treasurer shall be custodian of all Department monies; shall keep an accurate account of all receipts and expenditures. All checks shall be signed by the Treasurer and countersigned by the Department President. At each meeting of the Executive Board and at each regular meeting she shall submit a statement of total receipts and expenditures and balance to date. She shall submit her books and accounts to the Auditing Committee of the department for their inspection.

Section 3. Executive Board

a. The Executive Board shall consist of the elected officers of the Department, the chairman of the Standing Committees and the immediate past president of the Department.

b. The Executive Board shall meet in August to plan the year's activities and whenever deemed necessary by the President or by several members of the Board.

Section 4. Committees

a. There shall be the following Standing Committees; Hospitality, Welfare, Bud-
get, Membership and Historian. Each chairman shall be empowered to select members of the department to serve with her in carrying out her duties.

b. An Auditing Committee of three shall be appointed by the President at the first meeting in April to audit the books of the Department.

c. A Nominating Committee of three, the Chairman of which shall be any past President and the two members selected by her at the March business meeting, shall prepare a slate of officers for presentation to the Department in April.

d. Such other Committees shall be appointed by the President as the Department from time to time shall deem necessary to carry out the work of the Department.

Section 5. Duties of Standing Committee Chairmen

a. The hospitality chairman shall arrange for a hostess and co-hostess for each meeting and shall use her budgeted amount of money to divide among the hostesses.

b. The welfare chairman shall direct the welfare projects of the department.

c. The budget chairman shall prepare a budget based on a sum allocated from the general fund of Athena. The budget shall allocate to each project or area of the department certain amounts for their use and expenditure. A tentative budget for the coming year should be submitted to the executive board at the August meeting.
d. The membership chairman shall greet all new and prospective members and shall see that all applications are filled out properly. She shall also make a complete list of department members for distribution as soon as possible after the start of the year.

e. The Historian shall give a resume of the year’s activities at the Annual Banquet.

Section 6. Meetings

a. Meetings shall be held on the second and fourth Monday evenings of the month from the fourth Monday in September to the fourth Monday in May.

b. The first meeting of the month shall be a business meeting and the second meeting shall be a planned program.

c. The May business meeting shall be the Annual Meeting at which time election of officers will be held.

d. The June meeting shall be the Annual Banquet at which time a historian’s report shall be given and a check given to the PHILANTHROPIC Organization chosen by the department. New officers shall assume their duties at this time.

Section 7. Philanthropy

a. At the August meeting of the executive board, some philanthropic endeavor shall be selected to receive the department’s financial support during the year. Preferably, this organization should be one that is not already re-
ceiving much support from other sources. The selection of this organization is subject to the approval of the department membership.

Section 8. Standing Rules
a. Club meetings shall be called to order at 8:30 P.M.

b. A member who finds she is unable to attend a meeting is requested to notify the hostess as soon as possible.

c. Each member is requested to have a meeting in her home or act as a co-hostess.

d. Any member who does not attend at least 3 meetings a year will be dropped from the department membership list.

ARTICLE X
Parliamentary Authority
The rules contained in Robert’s “Rules of Order, Revised” shall govern the Club in all cases in which they are applicable and are not inconsistent with these By-Laws.

ARTICLE XI
Amendments to By-Laws
These By-Laws may be amended at any regular business meeting of the Club by a two-thirds vote of the members present and voting, provided written notice has been given each member at the previous regular business meeting.

STANDING RULES
1. Club meetings shall be called to order at 1:30 P.M.
2. No member may propose more than one member or vouch for more than two members a year.

3. Business and Professional Women are those who have full time positions outside the home for which they receive remuneration.

4. The same resident guest will not be admitted to more than two meetings a year, including departmental meetings.

5. Members may bring guests to any regular or departmental meeting except to the Annual Meeting and Annual Luncheon which are for members only.

6. The guest fees shall be one dollar for regular meetings, which shall be credited to the Hospitality Chairman. The guest fee for departmental meetings shall be seventy-five cents, which shall go to the department giving the program.

7. Any committee for special work or study of a question shall consist of five members, three of whom shall be from the Club and two from the Executive Board.

8. There shall be no soliciting of funds nor selling of tickets at any meeting of the Club for the benefit of other organizations.

9. All delegates to conventions shall be elected by the members.

10. Fees for departmental study groups
must be paid in advance of entering class.

11. Non-members are not eligible to join departmental study groups.

Order of business at regular business meeting shall be

Call to Order
Pledge of Allegiance to the Flag
National Anthem
Reading of minutes of previous meeting
Treasurer's statement
Officers' and Chairmen's reports
Special Committee reports
Old business
Communications
New business
Adjournment