

21:25 Articles + Bylaws

1940-1949

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Articles and By-laws
of the
Northern California Branch
of the
American Civil Liberties Union

1. The name of this organization shall be the Northern California Branch of The American Civil Liberties Union and its headquarters shall be situated in San Francisco and its shall be an affiliate of The American Civil Liberties Union, Inc., a nonprofit charitable and benevolent organization incorporated as such under the laws of the State of New York on March 11, 1929.

2. The objects of the organization shall be to help maintain, preserve and defend in Northern California, by lawful means, the rights of any and all persons and entities to the civil liberties of speech, press, assemblage and religion and the other civil liberties guaranteed by the "bills of rights", as incorporated in the Constitution of the United States of America and the Constitution of the State of California, without charge and without distinction as to race, color, creed or sex and without distinction as to political, social or economic views, tenets or affiliations.

3. The direction of the organization shall be in the hands of an "Executive Committee" of at least nine (9) persons residing in or near San Francisco to be appointed by the organizing director and this body shall have charge of carrying out its policies. The Executive Committee shall be a self-perpetuating body with full power to fill vacancies and to add to and to decrease the number of persons forming the Executive Committee by a four-fifths (4/5ths) majority vote of the total number of persons on said Executive Committee and shall also have the power of suspending and expelling any person from the Executive Committee by a like vote.

4. The officers shall be a Chairman, a Secretary-Treasurer, and a Director, each of whom shall be elected by the Executive Committee and shall hold office at the pleasure of the said Executive Committee. Other officers may be provided as needed from time to time by the Executive Committee to perform the duties usually pertaining to those offices.

5. General membership shall consist of those persons who wish to further the purposes of this organization and who contribute a minimum of two dollars (\$2.00) per year. The general membership shall be without power to exercise control over the work of the organization. General members may attend meetings of the Executive Committee and may address the Executive Committee upon invitation by the Chairman.

6. The Executive Committee shall meet the first Monday of every month. Special meetings of the Executive Committee may be called at any time upon the request of two members of the Executive Committee. At meetings of the Executive Committee one-third of the members thereof shall constitute a quorum.

7. Meetings of the general membership shall be held at the call of the Executive Committee.

8. These by-laws may be amended at any meeting of the Executive Committee provided the proposed amendments are first submitted to the members of the Executive Committee.

9. Rules of Order not herein provided shall be decided according to Robert's Rules of Order.

(The foregoing constitute the articles and by-laws as originally adopted on August 5, 1935, and as subsequently amended and now in full force and effect.)

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1. The name of this non-profit corporation shall be the AMERICAN CIVIL LIBERTIES UNION (Northern California Branch).

2. ~~This non-profit corporation~~ is formed for the purpose of incorporating an existing unincorporated association ~~heretofore~~ known as the "Northern California Branch of the American Civil Liberties Union."

3. The purposes for which ~~this non-profit corporation~~ is formed are to ^{maintain} ~~preserve~~ ^{and} extend and defend throughout the United States of America and its possessions, and particularly in Northern California, ~~by lawful means~~, the civil liberties of speech, press, ^{assembly} and religion ~~and other civil rights and liberties guaranteed by the Constitution of the United States and the Constitution of the State of California~~ ~~to any person~~ civil rights and liberties, to ~~any and all~~ persons and entities without distinction as to ^{them} race, color, creed or sex and without distinction as to ^{them} political, social or economic views, tenets or affiliations, and to take all legitimate action in furtherance of these purposes.

4. This non-profit corporation is a corporation which does not contemplate pecuniary gain or profit to its members.

5. The principal office for the transaction of the business of this corporation is and shall be located and situated in the City and County of San Francisco, State of California.

6. The names and addresses of the persons who are ~~to~~
 the present directors of the ~~unincorporated~~ existing
 unincorporated association which is hereby incorporated
~~but who are designated~~ "executive
 and who are designated its "executive committee" and who
 are to act in the capacity of directors of this corporation
 are: ^{may be given until there is no way to direct appointments}
 (till successors are elected)

Rt. Rev. Edward L. Parsons,
 Ernest Besig,
 Philip Adams,
 Gladys Brown,
 Prof. Harold Chapman Brown,
 Herbert C. Carrasco,

James J. Cronin, Jr.
 Ralph N. Eckert,
 Morris M. Grupp,
 Prof. Glenn Hoover,
 Dr. Edgar A. Lowther,
 Dr. Alexander Meiklejohn,
 Prof. J. R. Oppenheimer,
 Mrs. Bruce Porter,
 Judge Jackson H. Ralston,
 Clarence E. Rust,
 Helen Salz,
 Joseph S. Thompson,
 Kathleen Drew Tolman,
 Marie de L. Welch,
 Col. Charles Erskine Scott Wood.

Chapman
Quate

Handwritten scribble

The board of

Article

The number of persons named above shall constitute the
 number of directors of this corporation, until changed by
 an amendment ~~to the articles~~ to the by-laws increasing or
 decreasing the number of directors as may be desired.

7. The authorized number and qualifications of members
 of this corporation, the different classes of membership,
 if any, the property, voting and other rights and privileges
 of each class of membership, and the liability of each or

all classes to dues or assessments and the method of collection thereof shall be set forth in the by-laws of this corporation.

8. There shall be issued to each member of this corporation a certificate of membership which shall not be assignable or transferrable.

9. The ^{board of} directors of this corporation ~~shall constitute the~~ ^{to know as the} "Executive Committee" of this corporation and shall constitute a self-perpetuating body with full power to fill vacancies ^{also} and to increase and decrease the number of persons forming the ~~Executive-Committee-By~~ ^{EXMEM} ~~a-four-fifths-(4/5ths)~~ ^{board} ~~Executive Committee~~ by a ^{or written assent} vote of four-fifths (4/5ths) of the total number of directors ^{with the vote of 4/5ths of a quorum at a meeting thereof} and shall also have the power of suspending and expelling any director ^{from the} ~~Executive Committee~~ by a like ~~vote~~ ^{for} ~~for any or no reason whatsoever.~~

10. *On third of total num of directors shall constitute a quorum*

hold office as a director or
No person shall be eligible to hold office as a director who is a believer in violence or of this corporation who advocates the overthrow of the government of the United States or engages in any subversive activity that has for its purpose ^{violence} the overthrow of the government of the United States or the State of California ^{in the State} by violent means. ~~United States by~~ ~~violence or unlawful means~~

^{to the extent of the liability of the agent.}
11. The Rep Co. shall have power to amend these Articles of Incorporation
~~any~~ all or any part of these Articles of Incorporation of the
~~Articles of Incorporation~~, by a $\frac{4}{5}$ of the stockholders
present

~~12. This agent shall have power to accept~~

~~13.~~



CHICAGO CIVIL LIBERTIES COMMITTEE

203 NORTH WABASH AVENUE

TELEPHONE STATE 4103

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Chicago
7-15206

December
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Mr. Ernest Besig
American Civil Liberties Union
216 Pine Street
San Francisco, California

Dear Mr. Besig:

Enclosed herewith is a draft of our revised by-laws which will come up for adoption at our next Annual Meeting, January 10.

As for the articles of incorporation, it will be necessary for you to write to your secretary of state asking for the proper form to incorporate an organization, non-profit corporation. Ours simply sets forth our aims of defense of the Bill of Rights -- free speech, press, religion, assembly, etc.

Yours sincerely,

Ira Latimer
Ira Latimer
Executive Secretary

Resolution of Executive Board Amending Certificate
of Incorporation of Chicago Civil Liberties Committee

Resolved, that sections 2, 3, and 5 of the Certificate of Incorporation be amended so as to extend the business of the corporation, to enlarge and change the objects for which it was formed, to provide for its control and to correct the statement of its post office address and to add section 6, relating to gifts and bequests, in the following manner:

2. The object for which it is formed is the advancement and preservation of the civil rights guaranteed by the Constitution of the United States, and the Constitution of the State of Illinois, and of other civil rights, and the taking of all legitimate action in furtherance of such purposes.

3. The management of the aforesaid Chicago Civil Liberties Committee shall be vested in a board of not less than three and not more than twenty-five persons.

5. The location is in the City of Chicago, County of Cook, in the State of Illinois, and the post office address of its business office is at No. 203 N. Wabash Avenue, in the said City of Chicago.

6. The Chicago Civil Liberties Committee shall have power to accept gifts, legacies and bequests for the promotion and furtherance of its objects.

November 19, 1940

CHICAGO CIVIL LIBERTIES COMMITTEE

BY-LAWS

Revised

ARTICLE I. Object. The objects of this corporation, Chicago Civil Liberties Committee (hereinafter for brevity referred to as "the Committee") are, as set forth in its charter as amended, "the advancement and preservation of the civil rights guaranteed by the Constitution of the United States and the Constitution of the State of Illinois and of other civil rights and the taking of all legitimate action in furtherance of such purpose."

ARTICLE II. Membership.

Sec. 1. Dues. Any person becomes a member of the Committee upon the acceptance of dues by the board of directors (hereinafter called "the board"). Persons who assist substantially in the work of the Committee may be elected to membership by the board without payment of dues.

Sec. 2. Expulsion. Any member, after notice, hearing and a showing of due cause may be suspended or expelled from membership by a majority of the total membership of the board.

ARTICLE III. Board of Directors.

Sec. 1. Number. A board of directors shall be elected by the members of the Committee and shall consist of not more than twenty-five members.

Sec. 2. Election. The board shall be divided into three groups as nearly equal as the total membership of the board permits, the term of one group to expire each year. The new group to be elected each year for a term of three years and directors to fill vacancies shall be elected by the members at the annual meeting or by mail vote. There may be mailed to the members with the ballots a leaflet describing each of the candidates in not more than 100 words and illustrated with pictures of the candidates.

Sec. 3. Vacancies. In the event of a vacancy or vacancies, or in case the total number elected by the membership shall be less than 25, the board may fill such vacancy or vacancies at the next annual election of directors at which election vacancies if any shall be filled. In the event any member of the board shall be absent from six consecutive regular meetings, during the period from September 15 of one year to June 15 of the next year, then the position of such member of the board may be declared vacant by a vote of the board.

Sec. 4. Meetings. The board shall meet once each week except during the months of July and August and except when the regular meeting day shall fall on a holiday. Meetings of the board may be held in July and August as determined by the board. The time and place of the meetings shall be fixed by the board. Special meetings shall be held upon the request in writing of any five members of the board or on the call of the chairman. The annual meeting of the board shall be held on a date to be fixed by the chairman within 30 days after the annual meeting of the members.

Sec. 5. Election of Officers. Within thirty days after the annual meeting of the members of the Committee, the board shall elect officers.

Sec. 6. Quorum. Six members of the board shall constitute a quorum for any meeting.

ARTICLE IV. Advisory Board. The board of directors shall elect an advisory board consisting of members other than those on the board, who may be consulted from time to time by the board on questions of policy. The term of office shall be three years.

ARTICLE V. Officers and Tenure.

Sec. 1. Officers. The officers of this corporation shall be: chairman, executive secretary, secretary-treasurer and as many vice-chairmen as the board shall determine, with precedence designated.

Sec. 2. Terms of Officers. Officers, except the executive secretary, shall be elected at the annual meeting of the board and shall hold office for one year from the date of their election and until their respective successors shall be elected and shall have qualified. Any vacancy in office, occurring during the year, shall be filled by the board, and the person elected to fill such vacancy shall serve until the next annual meeting of the board and until his successor shall be elected and shall have qualified.

Sec. 3. Chairman of the Board. The chairman shall preside at all meetings of the board, execute all contracts and other instruments and perform such other duties as shall be required by the board. The chairman shall also have general charge of the property of the corporation and immediate direction of its work, subject to the general control of the board.

Sec. 4. Vice-Chairman. A vice-chairman in the order of precedence shall perform the duties of the chairman in the absence of that officer.

Sec. 5. Secretary-Treasurer. The secretary-treasurer shall keep complete books of account and the usual vouchers for money paid; deposit the funds of the corporation in such bank or banks as the board may direct; pay all and only such bills as shall be incurred under the authority of the board and perform such other duties as may from time to time be directed by the board. There shall be an annual audit by a certified or public accountant. No funds shall be solicited in the name of the Committee or its branches except upon authority of the board. The secretary-treasurer shall have custody of the books and records.

Sec. 6. Executive Secretary. The executive secretary shall have such duties as are prescribed by the board and shall act under the immediate direction of the chairman. The executive secretary shall be appointed by the board which shall have power to provide for a contract for the employment of the executive secretary. He shall be a member of all standing committees without vote. A secretary to keep minutes of meetings may be appointed by the chairman.

Sec. 7. The executive secretary, secretary-treasurer and such employees as have access to funds of the Committee shall be bonded in such amount as the board shall determine.

ARTICLE VI. Nominations and Elections.

Sec. 1. Nominating Committee. Each year not less than forty-five days before the annual election of the board of directors, the board shall designate a nominating committee from the active membership consisting of not more than nine members, at least one-third of whom shall not be members of the board. It shall be the duty of the nominating committee to submit to the members nominations for vacancies in the board of directors not less than thirty days before the annual election. In so doing it shall request suggestions from the branches. It shall be the duty of the executive secretary within 5 days after receipt of the report of the nominating committee to mail the same to the members together with a copy of the provision of the by-laws governing nominations and elections. (See Section 2 below after Section 5)

Sec. 3. Mail Election. If the election is held by mail nominations made after the nominating committee has reported may be made only by petition of at least ten members in good standing and must be filed with the executive secretary fifteen days before the ballots are counted. Ballots shall be mailed out ten days before they are counted and the closing date of the vote shall be the day before the ballots are counted.

Sec. 4. Election at Meeting. If the election is held at an annual meeting nominations can be made from the floor by members.

Sec. 5. Nominations of Officers. The board of directors may entrust either to the nominating committee or to a special nominating committee of its own members the nomination for officers of the Committee who are to be elected by the board of directors.

Sec. 2. Elections shall be held either by mail or at the annual meeting of members as determined by the board.

ARTICLE VII. Branches and Committees.

Sec. 1. Organization. Any group of members residing in the Chicago area may apply for a charter as an affiliated local branch of the Committee, and the board of directors shall authorize such persons to so act when satisfied that the purposes of the Committee will be served by the organization proposed.

Sec. 2. Policies. Such local branches shall be governed in their relations to the Committee by rules adopted from time to time by the board of directors. All declarations of policy and activities for educational purposes by branches shall be in conformity with the policies and educational purposes of the Committee as decided by the board and members. Branches may make recommendations to the board on all matters of policy. Audits of books kept by the branches shall be furnished periodically to the board. No branch shall have the power to incur or create any liability against the Committee.

Sec. 3. Separation. Any branch may be disaffiliated by action of the board of directors after an opportunity is given for the presentation to the board of all facts in controversy. A branch thus disaffiliated by action of the board of directors may appeal to the membership by mail vote under the direction of the board of directors and a full explanation of both sides of the controversy may be made. A majority of the ballots cast shall decide the issue.

Sec. 4. Standing Committees. The board of directors shall appoint such standing committees or create such agencies as it may regard desirable in carrying out the program of the Committee. Such committees or agencies shall be responsible to the board of directors in matters of policy, personnel and activity.

ARTICLE VIII. Membership Meetings.

Sec. 1. Time of Meetings. The annual meeting of the members of the Committee shall be held during the first half of the year at a time and place to be fixed by the board. Special meetings of the members of the Committee shall be called upon the request to the executive secretary in writing of any twenty-five members or upon the call of the chairman. Periodic meetings of the members may be held and the members at such meetings shall exercise equal powers with those of the board except in regard to the election or appointment of officers or the appropriation of money. Members shall be entitled to vote in accord with rules adopted by the board. Sixty members present in person shall constitute a quorum. The board on its own initiative or upon petition of twenty-five members may refer to a referendum vote to be taken by the membership any question of policy that may have been determined by a meeting of the membership.

Sec. 2. Vote by Proxy. At all meetings of the membership all members in good standing may take part and vote in person or by proxy; provided, however, that any member giving a proxy shall designate the date thereof and the person to whom such proxy is given, which said proxy before being voted or eligible for voting shall be signed and dated in the presence of the executive secretary, or shall be notarized.

ARTICLE IX. Notice of Meetings.

Sec. 1. Notice. At least five days notice shall be given of all meetings to all persons entitled to vote or to be present at such meetings. Such notice may be given by mail, telegraph or telephone. Any person entitled to vote or to be present at any meeting of the members or of the board may waive notice of such meeting at any time prior thereto, and any action taken at such meeting shall be as valid as though due notice had been given to such person.

Sec. 2. Emergency Action. Whenever any emergency shall arise, which in the opinion of the chairman or the executive secretary necessitates action before the next regular meeting of the board, or before a special meeting of the board can be conveniently called, the chairman and the executive secretary and any five members of the board consulted by either of them, may act, such action to be reported to the board at the next regular meeting thereof for ratification or disapproval. The chairman or executive secretary shall attempt if practicable to communicate with at least fifteen members of the board before acting.

ARTICLE X. Amendments. These by-laws and the certificate of incorporation may be amended by passing resolutions of amendments at two membership meetings, two board meetings or one meeting of each body, such meetings to be held within a 60 day period. All by-laws, as amended by the board, shall be submitted to the members at their next annual meeting for amendment, ratification, or repeal. If repealed, such by-laws shall not be re-enacted by the board in any form for at least six months after such amendment. No amendment shall be considered at the second of the two required meetings unless a copy thereof has been included in the notice of such second meeting.

ARTICLE XI. Parliamentary Procedure. The rules contained in Robert's Rules of Order - Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with rules regularly adopted by the Committee.

Adopted by the Executive Board November 19, 1940.

Chicago Civil Liberties Committee
203 North Wabash Avenue
State 4103

BY-LAWS OF THE CHICAGO CIVIL LIBERTIES COMMITTEE

I The object of this corporation, Chicago Civil Liberties Committee (hereinafter for brevity referred to as "the committee") is, as set forth in its charter, "to maintain the rights of free speech, free press, and free assembly" and more generally to maintain all civil rights and to take all legitimate action in furtherance of such purposes.

MEMBERSHIP

II Any person becomes a member of the committee upon the acceptance of dues by the executive board.

III Persons who assist substantially in the work of the committee may be elected to membership by the executive board without payment of dues.

IV Any member, after notice, hearing and due cause shown to the satisfaction of the executive board may be suspended or expelled from membership.

EXECUTIVE BOARD

V An executive board shall be elected by the members of the committee and shall consist of not less than fifteen and not more than twenty five members.

VI The executive board shall be divided into three groups as nearly equal as the total membership of the executive board permits, the term of one group to expire each year. The new group to be elected each year shall be elected by the members at the annual meeting. The executive board elected at the annual meeting of May 14, 1935 shall be divided into three groups by lot, the term of the first group to expire at the annual meeting of 1936, of the second at the annual meeting of 1937, and of the third at the annual meeting of 1938.

VII In the event of a vacancy or vacancies, or in case the total number elected by the membership shall be less than 25, the executive board may fill such vacancy or vacancies, subject to confirmation by the membership at the next annual meeting. In the event any member of the executive board shall be absent from six consecutive regular weekly meetings, during

the period from September 15 of one year to June 15 of the next year, then such member of the executive board shall automatically be transferred from the executive board to the advisory board and the secretary is directed to note such automatic transfer upon the minutes of such sixth consecutive meeting; unless leave of absence shall within such period, or from time to time thereafter, within any extended period be granted by vote of the executive board, in which case he shall continue as a member of the executive board during such original or extended periods of leave of absence. *

ADVISORY BOARD

VIII The executive board shall elect an advisory board consisting of members other than those on the executive board, who shall be consulted from time to time by the executive board on questions of policy.

OFFICERS

IX The officers of this corporation shall be: chairman, vice-chairman, executive secretary and treasurer.

X Officers shall be elected at the annual meeting of the executive board and shall hold office for one year from the date of their election and until their respective successors shall be elected and shall have qualified. Any vacancy in office, occurring during the year, shall be filled by the executive board, and the person elected to fill such vacancy shall serve until the next annual meeting of the executive board and until his successor shall be elected and shall have qualified.

XI The chairman shall preside at all meetings of the executive board, execute all contracts and other instruments when directed by the executive board, and perform such other duties as shall be required by the executive board. The chairman shall also have general charge of the property of the corporation and immediate direction of its work, subject to the general control of the executive board.

XII The vice chairman shall perform the duties of the chairman in the absence of that officer.

XIII The treasurer shall keep complete books of account and the usual vouchers for moneys paid; deposit the funds of the corporation in such bank or banks as the executive board may direct; pay all and only such bills as shall be incurred under the authority of the executive board and approved by the chairman, and perform such other duties as may from time to time be directed by the executive board.

XIV The executive secretary shall have such duties as are prescribed by the executive board and shall act under the immediate direction of the chairman.

MEETINGS

XV The annual meeting of the members of the committee shall be held during the first quarter of the year at a time and place to be fixed by the executive board. Special meetings of the members of the committee shall be called upon the request in writing of any ten members or upon the call of the chairman.

Each member shall be entitled to one vote and members may vote either in person or by proxy. Fifteen members present in person and by proxy shall constitute a quorum.

XVI The executive board shall meet once each week at a time and place to be fixed by it. Special meetings shall be held upon the request in writing of any five members of the executive board or on the call of the chairman.

XVII Within ten days after the annual meeting of the members of the Committee, the executive board shall hold its annual meeting and elect officers.

XVIII Five members of the executive board shall constitute a quorum for any meeting.

XIX At least five days notice shall be given of all annual meetings to all persons entitled to vote or to be present at such meetings. Such notice may be given by mail, telegraph, or telephone.

AMENDMENTS

XX These by-laws may be amended at any annual meeting or special meeting of the members or at any annual or regular or special meeting of the executive board. All by-laws, as amended by the executive board, shall be submitted to the members at their next annual meeting for amendment, ratification, or repeal. If repealed, such by-laws shall not be re-enacted by the executive board in any form for at least six months after such repeal; if amended, shall not again be amended by the executive board for at least six months after such amendment.

WAIVER OF NOTICE

XXI Any person entitled to vote or to be present at any meeting of the members or of the executive board may waive notice of such meeting at any time prior thereto, and any action taken at such meeting shall be as valid as the due notice had been given to such person.

EMERGENCY ACTION

XXII Whenever any emergency shall arise, which in the opinion of the chairman or the executive secretary necessitates action before the next regular meeting of the executive board, or before a special meeting of the executive board can be conveniently called, the chairman and the executive secretary and any five members of the executive board consulted by either of them, may act, such action to be reported to the executive board at the next regular meeting thereof for ratification or disapproval.

MISCELLANEOUS

XXIII A majority vote of those present (including the vote of the chairman) shall be sufficient for action at all meetings of the members, at all meetings of the executive board, and in the disposition of questions for emergency action.

June 24, 1935

*Amended April 23, 1940.

Chicago Civil Liberties Committee
203 North Wabash Avenue
State 4103

BY-LAWS

of

AMERICAN CIVIL LIBERTIES UNION
of Northern California

- As Amended June 30, 1949 -

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Article I.

Name

The name of this organization shall be the American Civil Liberties Union of Northern California.

Article II.

Headquarters

The headquarters of the Union shall be in San Francisco, California.

Article III.

Affiliation

This organization shall function as an affiliate of the American Civil Liberties Union, Inc., of New York.

Article IV.

Object

Its object shall be to maintain the rights of free speech, free press, free assemblage and other civil rights and to take all legitimate action in furtherance of such purposes. The Union's objects shall be sought wholly without political partisanship.

Article V.

Membership and Dues

All persons wishing to further the purposes of the Union are eligible for membership. Membership is established by signing an application and paying the annual dues. Dues shall be fixed by the Executive Committee.

Article VI.

Committees and Officers

- 1a. The direction and administration of the Union shall be under the control of an Executive Committee of not less than fifteen (15), nor more than twenty-five (25), members. The Executive Committee shall meet

once each month, at a time and place fixed by the Chairman, or on request of five or more of its members. Members of the Committee who fail to attend five consecutive meetings without explanation may be dropped from membership in the Committee by a majority vote of all of the members of the Committee. Seven members of the Committee shall constitute a quorum.

- 1b. Members of the Executive Committee shall hereafter be elected for three-year terms, commencing November 1, 1950, and may be elected to successive terms. The length of the terms of the present members, however, shall be determined by lot, as follows: The first eight names drawn by the Chairman shall serve three-year terms, the second eight drawn shall serve two-year terms and the remainder shall serve one-year terms, all of which terms shall commence November 1, 1949.

Each year, at the June meeting of the Executive Committee, a sub-committee of five persons shall be appointed by the Chairman to serve as a nominating committee to nominate persons to fill Executive Committee terms expiring during the current year as well as any unexpired terms that may be vacant. The sub-committee shall report its recommendations to the Executive Committee at the September meeting, the proposed nominations of which shall be subject to approval or change by the Executive Committee at the said meeting. The names finally approved by the Executive Committee shall be submitted for confirmation to the annual membership meeting, which shall be held sometime during the month of October.

Every year, the June issue of the A.C.L.U.--NEWS shall carry an invitation to the Union's membership to suggest names to the nominating committee, and such names must reach the Union's office not later than June 30 in order to receive consideration. The nominating committee shall consider such suggestions but shall not make any nominations until after June 30.

2. The officers of the Union shall be: a Chairman, two Vice-Chairmen, a Secretary-Treasurer, and a Director, who shall be elected by, and hold office at the pleasure of, the Executive Committee.
3. The Chairman shall preside at all meetings of the membership and the Executive Committee and act in cooperation with the other officers and with committees as found necessary or desirable.
4. The Vice-Chairmen shall act in lieu of the Chairman in event of the latter's absence or inability to do so.
5. The Secretary-Treasurer shall perform the usual duties of such an office.
6. The Director shall conduct the office of the Union, issue its monthly publication, maintain minutes of all meetings of the Union and the Executive Committee, keep the records of membership and of

receipts and disbursements, handle all matters of civil liberties coming to the attention of the Union between meetings of the Executive Committee and report thereon at the following meetings of the Committee, secure the services of attorneys, appear before public bodies on behalf of the Union, and perform such other duties as may be assigned by the Executive Committee.

- 7. Such other committees as may be found necessary or desirable may be elected or appointed as determined by the Executive Committee.

Article VII.

Meetings

- 1. A general membership meeting shall be held in San Francisco at least once each year for the purpose of acting on elections of members of the Executive Committee, as prescribed by Section 1b of Article VI of these BY-LAWS, receiving reports of activities during the preceding year, and considering such other business as the Executive Committee may lay before it.
- 2. Additional membership meetings for the transaction of business indicated in the preceding section shall be held at the call of the Executive Committee.
- 3. Luncheon, dinner, mass or area meetings may be held or lectures may be sponsored, as directed by the Executive Committee.

Article VIII.

Rules of Order

Except as covered by the foregoing, "Robert's Rules of Order, Revised", shall govern the conduct of all meetings of the membership and the committees of the Union.

Article IX.

Amending By-Laws

These BY-LAWS may be amended at any meeting of the Executive Committee by a vote of a majority of all of the members of the Committee, provided the proposed amendments are first submitted to the members of the Committee.

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