

LAWS
of the
Christchurch
Literary Institute.

8 January 1868



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LAW S
of the
Christchurch
Literary
Institute

Passed and adopted at a general ii
Meeting of Members held on Wednesday
the Eighth day of January 1868.

Edward Preston
Chairman

I.

That this institution shall be called the
"Christchurch Literary Institute."

II.

That the objects of this Institute be, the
mental improvement and recreation of
its members by the establishment of a
Library and Reading Rooms, the delivery
of Lectures, and the formation of Discussion,
Elementary, and other Classes.

III

That the terms of subscription to this Institute
shall be Twenty shillings per annum, Ten or
shillings half yearly or Five shillings per quarter,
payable in advance entitling the member to
a free admission to all public lectures, and
the enjoyment of all privileges and advantages
of the Institute, Non-members to be admitted

to the reading rooms on payment of One shilling per week.

IV.

That the government of this Institute is shall be vested in a Managing Committee, consisting of the President 2 Vice-Presidents, Treasurer, Librarian, and Secretary, and a seven Committee-men; all to be elected ^{except the three junior committee-men who shall remain in office for another year} annually. Three to be a quorum.

V

That the President shall be chairman, at all meetings of this Institute; in his absence the Vice President, and in his absence the members present may appoint a chairman for the time from amongst themselves. The ruling of the chairman shall be absolute and final on all points of order, at any meeting.

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VI.

That the Treasurer shall receive and pay all monies for and in behalf of this Institute; and shall have the general house-management, including the appointment and dismissal of the said officers and servants of the Institute, subject to the approval of the Committee.

VII.

That except as hereinafter provided, the Treasurer shall pay into the Bank appointed by the Committee, to the credit of the Institute, all monies received by him, on its behalf, within forty-eight hours after he shall have received the same.

VIII

That the Treasurer may retain a balance not exceeding ten pounds for incidental expenses connected with the house-management.

IX.

That all accounts exceeding five pounds in amount and which shall have been u approved by the Committee shall be met by cheques drawn by the Treasurer.

X.

That at each monthly meeting of the Committee, the Treasurer shall lay his books on the table, and shall report the receipts and disbursements for the month, all rules laid down by him under the authority of these laws, and u u generally on all matters connected with u his office.

XI.

That the Treasurer, as house manager, shall have power to make from time to time such regulations as may be necessary as to the hours and days on which the

Institute shall be open, and for the the maintenance of order and good conduct in the rooms of the society; and any member transgressing such rules shall be liable to a fine not exceeding two shillings and sixpence, subject to an appeal to the Committee.

Provided, always that such regulations shall be reported to the committee at its next sitting for confirmation or otherwise; and provided further, that no regulation once cancelled by the committee, shall be promulgated it again without its formal sanction.

XII.

That the Treasurer shall cause a suggestion book to be kept in the rooms of the Institute, in which any member may make such it suggestions, as he may wish.

XIII.

That the Treasurer shall keep in the Library a copy of all regulations in force under his authority.

XIV.

That the Librarian shall have charge of the Library of the Institute, and order all books, newspapers, and periodicals.

XV.

That the Librarian shall be assisted by a sub-committee of two named by himself and approved by the committee.

XVI

That the Librarian shall have power to make from time to time such regulations as may be necessary as to the issue, use, and circulation of the books; and any member transgressing

such rules shall be liable to a fine not exceeding two shillings and sixpence, subject to an appeal to the Committee. Provided always that such regulations shall be reported to the committee at its next sitting for confirmation or otherwise; and provided further, that no regulation once cancelled by the committee shall be again promulgated without its formal sanction.

XVII.

That the Librarian shall cause a suggestion book to be kept in the Library of the Institute, in which any member may suggest new books or periodicals.

XVIII.

That the Librarian shall with the advice of his committee, dispose of such funds as may from time to time be entrusted to him,

for securing such books, as might otherwise be lost to the Institute.

XIX.

That except in the case, above specially provided for, the Librarian shall make no purchases or for the Library without a vote in Committee or authorising him so to do; and it shall be his duty to prepare, and submit to the Committee from time to time, lists of books &c., for their approval.

XX.

That the Secretary shall keep correct minutes of the proceedings, conduct the correspondence, and summon all meetings of the members of the Institute.

XXI.

That at every meeting of the Committee, so or

soon as the chairman shall declare the meeting duly constituted and ready for the despatch of business it shall be the duty of the Secretary to lay before the committee the minutes of the meeting last preceding.

XXII.

That the Secretary shall preserve all documents belonging to the Institute, other than those u u belonging to the offices of the Treasurer and u Librarian; all letters received, and copies of all letters sent by him on behalf of the Institute.

XXIII.

That the Secretary shall cause notice by circular of all ordinary and special meetings of the Committee, and of the business to be u u u transacted at the latter, to be sent to u the members of committee.

XXIV.

That the Secretary shall write such letters, and see to the performance of such matters appertaining to the office of Secretary, as the Committee shall from time to time direct.

XXV.

That the Secretary shall have power to remove the minute book from the rooms of the Institute for a period not exceeding four days between each meeting of the Committee, to insert the minutes of the meeting last past.

XXVI.

That the Secretary shall see that a complete copy of the laws and bye-laws of the Institute, corrected from time to time be kept in a book for that purpose in the Custody of the Clerk, and accessible at all times when the Institute is open, to all the ~~members~~ members thereof.

XXVII.

That the Committee shall make all bye-laws necessary for conducting the business of the Institute; and all such bye-laws shall be valid until repealed by the Committee or a general meeting of the members of the Institute.

XXVIII.

That the Committee shall report their u u proceedings and the position and affairs of the Institute to each quarterly general meeting.

XXIX.

That any two members of the Institute having been members for not less than three months last past, shall be at liberty to propose any member or members to fill any or all of the aforesaid offices, or places on Committee, by placing their names in a List, prepared for that purpose, not less than seven days u u

prior to the Annual General Meeting, or or
provided always that the consent of the persons
proposed shall have been previously obtained,
but failing the nomination of the requisite or or
number of Officers and Committee-men, it
shall be the duty of the retiring Committee
to fill up such List.

XXX.

That all contested elections shall be decided
by ballot or otherwise of the members present
at the general meeting.

XXXI.

That where any vacancy or vacancies shall
occur by resignation or otherwise among the
officers and Committee-men, such vacancy
or vacancies shall be filled up at the next
quarterly general meeting, subject in every or
respect to the regulations laid down for the

annual election. Such person or persons as may be elected shall serve till the next annual meeting, and no longer, unless re-elected.

XXXII.

That a majority of the Committee shall have power to expel any member whose conduct may appear to them calculated to disgrace or injure the Institute; the person so expelled may upon giving fourteen days notice to the Clerk appeal to a general meeting of the members, a majority of whom may cancel or confirm such expulsion, such notice to be posted in the reading room by the Clerk.

XXXIII.

That in each year the meetings of the Institute be as follows; The Committee meetings on the second Thursday in each month or such other day as may be convenient, at seven o'clock

in the evening. The quarterly meetings for members on the last Thursday in the months of September, December, and March, at seven o'clock in the evening. The annual meeting to be on the first Thursday in the month of July at seven o'clock in the evening.

XXXIV.

That the Secretary shall, at the request of twelve members of the Institute, call a special meeting of the members by advertisement in a local newspaper and by notice posted in the reading rooms, such advertisement and notice to state the object of the meeting, and to give at least three days notice thereof.

XXXV.

That all notices of motion shall be posted on the notice-board of the Institute three days prior to any quarterly, annual,

or special general meeting at which they
are to be submitted for consideration.

XXXVI.

That these laws shall not be altered, repealed,
or added to, except by a majority of the members
present at the half yearly meetings in July and
and December, Notice of alterations to be given
at the previous quarterly meeting, and a copy
of the proposed alterations to be posted in the
reading room Fourteen days previous to such
half yearly meeting, and no amendment shall
shall be received by the chairman unless a
copy thereof be posted in the reading room seven
seven days before such half yearly meeting.

Edward Preston

Chairman

Confirmed this 2nd July 1868
at a General Meeting of the Members
Edw. Bishop Secy



