

BY-LAWS
of
MATTACHINE MIDWEST
(adopted _____ 1965)

ARTICLE I: MEMBERSHIP

1. An applicant for membership shall complete the application form required by the Board of Directors and shall pay the membership fee required by the By-laws. If a majority of the Board of Directors shall approve the application, the applicant shall become a member of the organization.

2. A person may apply for membership and be entered on the records under a pseudonym, but he must provide or arrange some practical means of mail communication.

3. No last names shall be reported in the Minutes nor be used in any meeting by any person. Persons with the same first name shall be distinguished by addition of an initial or initials.

4. No more than two sets of membership records shall be kept, and these shall be open only to officers of the organization. Under no circumstances whatsoever shall the membership records or any information therein be disclosed to, or be available to, anyone else.

5. In the case of serious misconduct by a member so that the standing of the organization can be endangered, his membership can be suspended or revoked by a two-thirds vote of the Board of Directors voting by secret ballot. This decision is not made until after the member concerned has been given opportunity to appear before the Board of Directors to defend himself. The complaints must be specified in writing and must be submitted to the member before the meeting. The member shall have the right to appeal the decision of the Board of Directors to the membership at a special meeting.

6. Annual dues shall be ten dollars, payable with membership application and each year thereafter on the anniversary of the approval of the application.

7. Any member who for three months does not pay his dues shall be notified in writing that he shall cease to be a member thirty days from the date of the notice unless before that time (1) he shall pay his dues, or (2) the Board of Directors shall find extenuating circumstances, in which event payment of dues by the member may be deferred by the Board of Directors for not more than one year.

ARTICLE II: OFFICERS

1. President.

a. The President shall preside at meetings of the organization and of the Board of Directors.

b. The President shall collaborate with the committee Chairmen on selecting members of their committees. He shall ex officio be a member, without vote, of all committees. He may dissolve any Special Committee which is no longer needed.

c. c. The President shall appoint a temporary successor to fill any elective office which shall become vacant because the incumbent shall die, resign, be unable to serve, or becomes inactive through repeated absence per Article III, Section 3. The member so appointed to serve until a regular or special election has been held to fill the office.

2. Vice President.

a. The Vice President shall act in place of the President, whenever the President is absent or unable to serve, for as long as such absence or inability may continue, and in the event of the President's death, resignation, or extended inability to serve, shall assume the office of President until the next regular election.

b. The Vice President shall assist the President as Coordinator of Committee Activities and as such shall be ex officio a member without vote of all committees.

3. Secretary.

The Secretary shall have charge of all papers, keep such records, make such reports, and perform such duties as are incidental to that office and properly required of him by the Board of Directors and organization.

4. Treasurer.

a. The Treasurer, subject to the direction of the Board of Directors, shall be responsible for the safekeeping of the funds of the organization, shall keep necessary financial records, shall collect and record dues, assessments, and contributions, and shall make disbursements.

b. The Treasurer shall make a financial report at each regular meeting of the Board of Directors and at each regular business meeting.

5. All officers, elected or appointed, shall serve in office until their successors are elected at the next annual meeting.

6. Each officer shall be required to take the following oath of office: "I do solemnly swear to faithfully execute the office of (President, Vice President, etc.) of Mattachine Midwest, to uphold the principles of the organization, to respect the anonymity of all members, and to reveal to no one under any circumstances, except members of the Board as required in the specific function of their office, any information contained in the membership records."

7. No officer may serve for more than two consecutive terms in the same office.

ARTICLE III: BOARD OF DIRECTORS

1. The Board of Directors shall meet at least once in each calendar month, and whenever the President or three members of the Board shall call a meeting.

2. All members of the Board of Directors shall be notified at least three days in advance of any meeting of the Board, but this advance notice may be omitted for a particular meeting if at least five members of the Board agree to the omission and if all of the members, whenever possible, shall have been notified of the meeting.

3. Any member of the Board who fails, without reasonable explanation, to attend three consecutive meetings of the Board of which he was properly notified will be automatically dropped from the Board. The Board may by majority vote suspend this automatic release from the Board in specific cases and for a specific period of time.

4. The Board of Directors shall act by a majority vote of its members voting except as the Constitution or By-laws shall otherwise provide.

5. Five members of the Board shall constitute a quorum of the Board of Directors.

6. Each member of the Board of Directors who is not also an officer of the organization shall be required to take the same oath of office as is required of the officers.

7. Three of the elected Directors shall be elected to serve for a term of three years each, said terms to be staggered so that only one such Director's term shall expire each year. One of the elected Directors shall be elected annually and serve for a term of one year.

ARTICLE IV: ELECTIONS

1. Nominations.

a. The Nominating Committee shall consist of six Active members in good standing. Two of the six shall be the most immediate past Presidents who are able to serve. Four of the members shall be elected by a plurality vote at the regular meeting two months in advance of the annual meeting, from nominations made from the floor. The four candidates receiving the greatest number of votes shall be declared elected.

b. The Nominating Committee shall report a slate of candidates at a regular meeting at least one month in advance of the annual meeting, at which time nominations may also be made from the floor. Such floor nominations must be seconded by at least two members.

c. In no case will a candidate's name appear on the ballot unless he has accepted the nomination.

2. Ballots.

a. Election of officers and Directors shall be by secret ballot in such a form as the Board of Directors shall provide.

b. A request for an absentee ballot must be received by the Secretary no later than ten days before the annual meeting. The completed ballot must be returned at least one day prior to the annual meeting.

3. The Secretary shall preserve all of the ballots for at least two months after the election.

4. The Board of Directors, at its discretion, may call a special election to fill a vacant elective office.

5. Officers and Directors shall assume office immediately upon election.

ARTICLE V: MEETINGS

1. The annual meeting shall be held in November of each year.
2. Special meetings may be called by the President, the Board of Directors, or one-fifth or twenty-five of the members, whichever number is smaller. The notice of the meeting shall state the purpose of the meeting, and no action which does not pertain to the meeting shall be taken at the meeting.
3. The members of the organization shall be notified in writing at least one week in advance of the time and place of a special meeting.
4. Ten per cent of the members, but not less than ten members, shall constitute a quorum for any meeting of the organization. If less than a quorum shall be present at a meeting, the members present shall take such action as may be necessary to obtain a quorum, but may act subject to ratification of their actions by the members at the next meeting at which there is a quorum.

ARTICLE VI: FINANCES

1. Disbursements of funds of the organization shall be made only with the approval of the Board of Directors or the membership.
2. All checks of the organization shall be signed by any two of the four officers.
3. The books of the organization shall be audited at least once a year just prior to the annual meeting.

ARTICLE VII: COMMITTEES

1. The Standing Committees shall be:
 - a. Social Service
 - b. Publications and Public Relations
 - c. Program
 - d. Rights Implementation
2. The Board of Directors will define the functions of each of the Standing Committees.

ARTICLE VIII: AMENDMENTS

The By-laws may be amended by a three-fifths vote of the members present at any regular meeting, provided the proposed amendments were announced at the previous regular meeting.