

THE HAMILTON STREET CLUB
Incorporated January 3, 1929

Bylaws
And
House Rules
Revised October 2021

16 East Hamilton Street
Baltimore, Maryland 21202

BYLAWS

ARTICLE I Name

The name of this organization shall be The Hamilton Street Club.

ARTICLE II Object

The object shall be to provide a meeting place for the members and to offer a variety of programs.

ARTICLE III Members

Section 1. Membership Eligibility. Women engaged in or interested in the liberal arts or professions or who have rendered public service shall be eligible for membership.

Section 2. Membership Categories. A resident member shall live or work in Central Maryland (Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties). A non-resident member shall live outside Central Maryland.

Section 3. Membership Admission Procedure: A candidate must be proposed by a member and endorsed by another member. A candidate may not be proposed nor endorsed by a member of her immediate family nor by the President. Proposals and endorsements shall be submitted in writing to the Chairman of the Membership Committee. No member may propose more than five candidates in the same year. A candidate who has been approved by the Membership Committee and declines membership may later become a member by repeating the process described above.

Section 4. Resignation from Membership. A member desiring to resign from the Club shall send her resignation in writing to the Secretary who shall present it to the Board of Governors for action. A resignation shall be accepted after all indebtedness to the Club has been paid. A member who has resigned in good standing may be reinstated by the Board.

Section 5. Honorary Life Membership. Honorary life membership may be conferred to a member who has given outstanding service to the Club by a vote of the general membership after a unanimous vote by all the members of the Board. An honorary life member shall be exempt from paying dues but shall have all the privileges of the Club.

ARTICLE IV Dues and Charges

Section 1. Dues. Annual dues, determined by the Board, shall be payable semiannually on October 25th and April 25th. Dues notice shall be sent before October 1st and April 1st. Members in arrears one month shall be notified, and their names may be posted on the Club bulletin board. Members in arrears three months shall forfeit membership and shall be liable for current dues and outstanding charges. Members requiring an extension may send a written request to the Board. Dues may be pro-rated for new members.

Section 2. Charges. Bills for house charges shall be sent on the 25th of each month and shall be paid by the 25th of the following month. Members in arrears one month shall be notified, and their names may be posted on the Club bulletin board. Members in arrears three months shall forfeit membership

and shall be liable for current dues and outstanding charges. Members requiring an extension of time may send a written request to the Board.

ARTICLE V Officers

Section 1. Officers and Duties. The officers of the Club shall be a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, an Assistant Treasurer, and three Directors. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Club. The President shall appoint the Chairmen of all Committees except the Nominating Committee and the Membership Committee and shall be an ex-officio member of all committees except the Nominating Committee. The President, or a Board member designated by her, shall sign all contracts. The Secretary shall send an invitation to each new member. The Treasurer and the Assistant Treasurer shall be members of the Finance Committee.

Section 2. Office Holding Limitations. Officers, except for Directors, shall serve for a term of one year or until their successors are elected, and their term of office shall begin at the close of the Annual Meeting at which they are elected. No member, with the exception of the Treasurer, shall serve in the same office for more than three consecutive terms, and Directors may not serve consecutive terms.

Section 3. Directors. There shall be three Directors, one of whom shall be elected each year to serve on the Board for a term of three years. The Director serving her third year shall serve as chair of the Nominating Committee.

Section 4. Vacancies in Office. Vacancies in an office shall be filled for the unexpired term by the Board upon recommendation by the Nominating Committee.

Section 5. Nomination Procedure and Elections. A Nominating Committee of seven members shall consist of the Director serving the third year of her term and six additional members who are elected at the Annual Meeting. The Director serves as the chair of the Committee for a one-year term. Each of the other six members serves a two-year term. These six members shall include a former president and three members from the previous year's Nominating Committee.

ARTICLE VI Meetings

Section 1. Annual Meeting. The Annual Meeting shall be held in October, unless otherwise authorized by the Board of Governors, and shall be for the purpose of electing officers and specified committee members, and for any other business that may arise. Ten days notice shall be given.

Section 2. Special Meetings. Special meetings of the Club may be called by the Board and shall be called upon written request of twenty members. Ten days notice shall be given, with the purpose of the meeting stated, and no other business may be considered.

Section 3. Quorum. Twenty members shall constitute a quorum.

ARTICLE VII Board of Governors

Section 1. The Board of Governors shall consist of the officers and the Chairs of the Standing Committees.

Section 2. Meetings. Meetings shall be held monthly unless otherwise authorized by the Board. A Board member who fails to attend three consecutive meetings without an excuse is subject to removal.

Section 3. Special Meetings. Special meetings may be called by the President and must be called upon the written request of three members of the Board. Seven days notice shall be given.

Section 4. Duties of the Board. The Board shall have general supervision of the affairs of the Club, make policies and, and employ the manager. The Board must authorize any expenditure over \$500.00 not included in the budget. The Board may reinstate a member of the Club who has resigned in good standing or a member who has shown good reason for default of dues and indebtedness.

Section 5. Quorum. Five members of the Board shall constitute a quorum.

ARTICLE VIII Committees

Section 1. Nominating Committee. The Nominating Committee shall consist of seven members including the Director serving the third year of her term. Vacancies on the Committee shall be filled by the Board. The duty of the Nominating Committee is to nominate a candidate for each office, three members to serve on the Membership Committee and six members to serve on the next Nominating Committee. The slate shall be submitted to the Board no later than the September Meeting and shall be sent to all members at least ten days prior to the Annual Meeting. At the Annual Meeting nominations from the floor shall be permitted. Election shall be by ballot, unless there is only one nominee for each office

Section 2. Finance Committee. The Finance Committee shall consist of the immediate past President, the Treasurer, the Assistant Treasurer, the Chair of the House Committee, and two members appointed by the President. The Committee shall prepare a budget for the fiscal year to present at the September Board meeting. It shall approve expenditures under \$500.00 that are not included in the budget and shall make recommendations to the Board for expenses of \$500.00 and over. It shall provide for proper auditing of accounts of the Club and perform other duties that may be assigned to it by the Board.

Section 3. House Committee. The House Committee shall consist of at least three members. The Chair, with the approval of the Board, shall appoint the other members of the Committee. The Committee shall manage the Club, including maintenance, use of the Club, parties, food prices, and décor, and shall establish prices. The Committee shall propose House Rules for approval by the Board.

Section 4. Membership Committee. The Membership Committee shall consist of nine members, for a term of three years. Members may not serve consecutive terms. Vacancies shall be filled by the Board upon recommendation from the Nominating Committee. The duty of the Membership Committee is to receive proposals for membership. The proceedings of the Committee shall be confidential.

Section 5. Program Committee. The Program Committee shall consist of a Chair and at least three members. The Chairman shall, with the approval of the Board, appoint the members of the Committee. Under the general direction of the Board the Committee shall arrange programs.

Section 6. Trip Committee. The Trip Committee shall consist of a Chair and at least four other members. The Chair shall, with approval of the Board, appoint the members of the Committee. Under the general direction of the Board, the Committee shall arrange events and trips that do not take place in the Club and set the charge to members for all its events. The Chair shall coordinate all events with the Chair of the Programs Committee.

ARTICLE IX Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and not inconsistent with these Bylaws and with any special rules of order the Club may adopt.

ARTICLE X Amendment

These Bylaws may be amended at any regular or special meeting of the Club by a two-thirds vote, provided that the amendment has been approved by the Board of Governors and submitted in writing to the membership at least ten days in advance of the meeting.

HOUSE RULES

GENERAL

The Club Membership List is for the confidential use of Club members only.

The name, address, and stationery of the Club is to be used for Club business only.

A Member may remove property of the Club only with permission of the House Committee.

A Member may make suggestions, in writing, to the President, in care of the Club. Suggestions or complaints concerning the dining room or the building should be directed to the House Committee, in care of the Club.

The chairman of the House Committee is to bring House Rules to the attention of those who violate them.

CALENDAR

The Club is open for lunch, Monday through Friday, from 12 noon until 2 pm.

The Club will be closed on: New Year's Day; Martin Luther King, Jr.'s Birthday; Presidents' Day; Memorial Day; Juneteenth; Fourth of July; Veterans' Day; Thanksgiving Day and the day following; Christmas Day; and the week between Christmas and New Year's Day.

The Club will close for summer vacation on the Friday nearest to the first of August and will open for lunch on the Wednesday following Labor Day. The office will open on the Tuesday following Labor

Day.

With regard to weather-related closings, the Club will follow the Baltimore City Schools' policy.

HOUSE CHARGES

Members will sign slips for all lunch orders; no cash will be paid.

Invoices on your monthly bill cover the cost of lunches, overhead expenses, and sales tax. Members may request a breakdown of each invoice by contacting the office.

There is no tipping at the Club. At Holiday time, the Members are expected to contribute to a staff holiday gift, and an invoice will be forwarded to each Member for that purpose.

House charges, including the price of luncheon selections, guest fees when applicable, and Club rental costs, are posted on the Club Bulletin Board.

MEMBERS AND GUESTS

A designated Members' Table is always available for individual members to join other members for lunch.

Non-members may use the Club only when accompanied by a Member.

A guest fee may be charged at the discretion of the Board.

Guests are not permitted at the Annual Meeting.

At gatherings where nametags are in use, the Member is asked to write her guest's name on the appropriate nametag.

LUNCHEONS

In order to best manage procurement and staffing, the courtesy of a reservation is always helpful and should be made as far in advance as possible.

A Member who wishes to plan a luncheon for four or more must make a reservation by noon of the day prior to the planned luncheon. Lacking a reservation, a Member may call at any time to be accommodated, space permitting.

A Member who wishes luncheon to be served earlier than noon must make a reservation by noon of the day prior to the planned luncheon.

Reservations are required for the following "Special Luncheon Events:" Program Luncheons, at which a guest speaker has been scheduled by the Program Committee; Oval Table, at which a Member is making a presentation; Lunch by Chance; Book discussions; French Table; Current Events, and any other Club-sponsored lunch.

At "Special Luncheon Events" a fixed luncheon is served, and no other menu is available, except as arranged, at least 24 hours in advance, with the Manager.

Members shall wear the club-provided name tags at "Special Luncheon Events."

The capacity for a "Special Luncheon Event" is 40, and no reservations beyond capacity will be booked.

The purchase of a lunch is required for attendance at a "Special Luncheon Event," and attendance for

the program only is not permitted.

For "Special Luncheon Events," a Member may place advance reservations for herself and up to two guests, based on space availability, at any time prior to the date of the Event. If the Event is undersubscribed, a Member may place additional reservations on the day before the scheduled Event.

If a Member determines that she (and any guests) will be unable to attend a "Special Luncheon Event" for which she has made a reservation, she must cancel not later than noon of the day prior to the event; otherwise, she will be charged for the lunch(es).

DINNER

The Club will open for Dinner from time to time for Members and their guests, provided there is a minimum of 20 reservations. Members will be notified by the Program Committee about forthcoming dinner dates. Reservations must be made at least two days in advance.

If a Member determines that she (and any guests) will be unable to attend a Dinner for which she has made a reservation, she must cancel not later than noon two days prior to the event; otherwise, she will be charged for the dinner(s) and any tickets that have been reserved for her.

PRIVATE PARTIES, MEETINGS, AND SOCIAL GATHERINGS

A Member may arrange with the Manager to use the Dining Room for a private luncheon, provided that a "Special Luncheon Event" is not scheduled.

A Member may arrange with the Manager to use the Dining Room for a gathering, provided that: A "Special Luncheon Event" is not scheduled; or the group members either make reservations for the "Special Luncheon Event" or disperse before noon.

A Member may rent the Club for a private party or meeting, provided that:

The Member makes arrangements with the Manager as to date, beginning and ending times, number of guests, required staff, if any, and charges;

The Member is present for the entire occasion; and

If the occasion occurs outside of normal Club hours of operation, the Member closes and locks the Club at the conclusion of the party.

A Member may use the Upstairs Lounge for a meeting or social gathering during the hours of operation of the Club, provided that:

The Member makes arrangements with the Manager as to date, beginning and ending times, and either luncheon reservations or required charges;

The Board or a Standing Committee is not meeting at the same time; and

The gathering ends prior to noon if a "Special Luncheon Event" is scheduled.