

# ANDERSON-LEE LIBRARY ASSOCIATION BY LAWS

## Article I – Meetings

### *Section 1*

The fiscal year of the Association shall commence January 1 and end the 31<sup>st</sup> day of the following December. The annual meeting of the members of said Association shall be held in the library in the village of Silver Creek on the **fourth** Monday in January in each year at 8 p.m. for the election of Trustees, to receive and consider the yearly report of the Board of Trustees and other officers of the Association, and such other business as may come before such meeting. Notice of the time, place, and object of such meeting shall be published at least 5 days and not more than 10 days prior to the meeting.

### *Section 2*

Special meetings of the members of the Association may be called at any time by a majority of the Trustees. It shall be the duty of the president to call such meetings when requested in writing.

### *Section 3*

At all meetings of the Association only such members shall be entitled to vote in person who have paid their dues for the ensuing year. No member of the Association shall be entitled to vote by proxy. Each member shall pay to the Association prior to December 31 a membership fee of \$5.00 a year, allowing him/her to vote at the next annual meeting.

### *Section 4*

At the annual meeting of the members of the Association, the following shall be the order of business.

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1. Call the roll
  2. Proof of proper notice of meeting
  3. Report of President
  4. Report of Treasurer
  5. Report of Secretary
  6. Report of Librarian
  7. Report of Committees
  8. Election of Trustees
  9. Miscellaneous Business
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## **ARTICLE II – Trustees**

### ***Section 1***

The Board of Trustees of this Association shall consist of eight members, selected so that the area served by this Association is well represented. Each Trustee shall be elected for a term of three years. At the expiration of the term of the trustees, their successors shall be elected in like manner to serve for three years.

### ***Section 2***

Vacancies on the Board of Trustees occurring during the year shall be filled for the unexpired term by a majority vote of the remaining Trustees at any special meeting called for that purpose, or at any regular meeting of the Board of Trustees.

### ***Section 3***

In case the entire Board of Trustees shall die or resign, any member of the Association may call a special meeting in the same manner that the president may call such meetings; and Trustees for the unexpired terms may be elected at such meeting in the same manner provided for the election of Trustees.

### ***Section 4***

The Board of Trustees shall manage the business and affairs of the Association, may adopt such rules and regulations for the conduct of meetings and the management of the affairs of the Association as it may deem proper, not inconsistent with the laws of the State of New York or these by-laws, and shall make rules regulating the hours and the days of opening the Library, and such rules as they deem necessary for the proper conduct of the Library.

### ***Section 5***

The Board of Trustees shall meet at least six times a year on the third Monday of the month and when called together by the president upon due notice given to each Trustee. At the written request of any Trustee, the secretary shall call a special meeting of the Board of Trustees. A quorum at such meeting shall consist of a majority (five members).

### ***Section 6***

Should a Trustee fail to attend two (2) consecutive meetings without notifying the Secretary or other officer of his or her absence, the Secretary shall send the Trustee a notice which indicates that one more consecutive absence without notice shall result in the replacement of the Trustee on the Board by someone with similar interests and expertise. If the Trustee fails to attend the next meeting or give notice of absence before the next meeting, the former Trustee shall be notified that he or she has been terminated as a Trustee. A replacement will then be appointed to fill the unexpired term.

## **ARTICLE III – Officers**

### ***Section 1***

The officers of the Association shall be a president, a vice-president, a secretary, and a treasurer. The president, vice-president, secretary and treasurer shall be elected from members of the Board of Trustees. The Board of Trustees may combine the office of secretary and treasurer and appoint one individual thereto.

### ***Section 2***

The president shall preside at all meetings of the Board of Trustees, shall act as temporary chairman at and open all meetings of the members of the Association. He/She shall sign and execute all contracts in the name of the Association when authorized to do so by the Trustees, appoint and discharge agents and employees subject to the approval of the Board of Trustees and shall perform all duties incidental to his/her office.

### ***Section 3***

The vice-president shall in the absence or incapacity of the president, perform the duties of that office. In the absence or incapacity of both the president and vice-president, the remaining Trustees shall elect a chairman to temporarily carry on these offices.

### ***Section 4***

The treasurer shall have the care and custody of the funds and securities of the Association and deposit the same in the name of the Association in such bank or bonds as the Board of Trustees may elect. He/She shall sign all checks, drafts, notes and orders for the payment of money, and he/she shall pay out and deposit the same under the directions of the president. Names of Association members shall be listed in the records of the treasurer. He/She shall at all times exhibit his/her books and accounts to any trustee or members of the Association upon application during business hours. He/She shall give such bonds for the faithful performance of his/her duties as the Board of Trustees may determine. The treasurer may appoint a bookkeeper with approval of the Board of Trustees.

### ***Section 5***

The secretary shall keep the minutes of meetings of the Board of Trustees and also the minutes of the meetings of the members of the Association. He/She shall attend to the giving and serving of all notices of the Association. He/She shall have charge of the record books, and such papers as the Board of Trustees may direct. He/She shall attend to such correspondence as may be assigned to him/her and perform all duties incidental to his/her office.

## **ARTICLE V – Amendments**

### ***Section 1***

These by-laws may be amended at any meeting of the members of the Association by a majority vote of the members present, provided that the proposed amendment is inserted in the notice of such meeting.

Amended: February 18, 2013