

# Caledonia Library Association

## Constitution and Bylaws

1. We, the undersigned, join together to maintain permanently a library association to be known as the **Caledonia Library Association**.

Said Association is located in the Town of Caledonia, Livingston County, New York State. Its object shall be to maintain a circulating library and reading rooms for public use by the Caledonia community and its neighbors.

The Association shall consist of any person over sixteen years of age, who, upon annual payment of the current established fee, shall become a member of the Association for one year. The payment of this sum entitles each member to vote on any motion on the floor at the annual meeting.

2. **Board of Trustees:** Officers and Trustees of the Association shall be known as the Board of Trustees. The Board of Trustees will consist of nine members.

Term elections to the Board shall take place at the Annual Meeting of the Association by the members of the Association. The term of a Trustee shall be for three years. Trustees may succeed themselves for additional terms, not to exceed six years in total. Elected Trustee will begin their terms in June following the Annual Meeting. To establish continuity the Board may stagger the terms of its members from one to three years. Trustees may fill any vacancy by electing another Trustee for the unexpired term at the next regular meeting of the Board following the vacancy.

The Board of Trustees shall have the responsibility for the general management of the Library and its property. It shall provide ways and means for its maintenance and endowment, provide suitable rooms, furniture, books, and periodicals, provide for equipment, and make rules for its convenient use by the public. The Board shall make by-laws, appoint needed committees, and have such powers and duties as are prescribed for Trustees of public libraries by state law, and shall report annually to the Association.

**Elections and Officers of the Board of Trustees:** The Officers of the Board of Trustees shall consist of a President, a Vice-President (President-elect), a Treasurer, a Corresponding and a Recording Secretary. The election of officers shall take place at the June Meeting following the Annual Meeting of the Association. A Nominating Committee named by the Board President at the Annual Meeting to draft a slate of officers. Officers are to be elected by a majority vote by the Board of Trustees for a term

of one year. An officer whose term is ending may continue to hold such office, upon re-election at such annual meeting.

In the case of an officer vacancy, the President shall appoint a nominating committee to propose a Trustee to fill the unexpired term of office. The proposed officer is to be presented at the next regular meeting for a special election. Officers of a special election are to be elected by a majority vote by the Board of Trustees for the remainder of the unexpired term. Once elected, the officer's term begins immediately.

- 3. Meetings, Quorum:** The regular meetings of the Board of Trustees shall be held the last Tuesday of each month at 7:00 PM in the Library, unless another location is designated. A Board Trustee who is unable to attend any meeting of the board shall so notify the President. A majority of Trustees present at any Association meeting shall constitute a quorum for the transaction of business.

The Annual Meeting of the Association will be held on the last Tuesday of May, at 7:00

Special meetings of the Association may be called by the Secretary, upon notification by the President, provided notice is given to each and all trustees and notice given by posting in public places as provided by Open Meeting law.

If any Trustee shall fail to attend three consecutive meetings without an excuse accepted as satisfactory by the Trustees, that member may be deemed to have resigned, and the vacancy shall be filled (Education Law, Sec. 226).

- 4. President:** The President will preside at all meetings of the Board of Trustees, authorize calls for special meetings, appoint all committees, except the Executive Committee, execute documents authorized by the Board, serve as ex-officio member of all committees, except the Nominating Committee, conduct an annual Board self-evaluation, and generally perform all duties associated with that office. The President shall help prepare the budget for the coming year, and shall give a yearly report at the annual board meeting of the Association.
- 5. Vice President:** The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, will assume and perform the duties and functions if the President.
- 6. Treasurer:** The Treasurer shall have charge of the funds of the Association and shall report to each meeting of the Board of Trustees, stating the amount received, from whom received, and how expended. The Treasurer shall help prepare the budget for the coming year, and shall give a yearly report at the annual board meeting of the Association.

- 7. Recording Secretary:** The Recording Secretary shall attend and keep a record of the proceedings of the annual and regular meetings of the Association, read communications, keep a record of the attendance of members, and notify members at least one week prior to each Association meeting. The Secretary shall also prepare a resume of yearly activities for presentation at the annual meeting. The Secretary shall prepare a report of the annual meeting for the local paper.
- 8. Corresponding Secretary:** The Corresponding Secretary shall be responsible for publication of notices in the media; initiation of letters expressing thanks for gifts, and all such other correspondence as shall come before the Board of Trustees in the course of conducting its business.
- 9. Amendments:** This Constitution and By-laws may be amended by a majority vote of the members of the Board of Trustees at any meeting if written notice of the proposed amendment is circulated among all of the members of the Board of Trustees at least one week prior. Such amendments shall become effective immediately.
- 10. Dissolution:** Dissolution requires written notice of such proposal to each of the active members of the Association. The Caledonia Library Association may be dissolved by a two-thirds vote of the Association members. Such a vote can be mailed in by any member.  
  
In the event of the dissolution of the Caledonia Library Association, the net assets, after the payment of all just debts, will be given to the Town of Caledonia, to be used for purposes corresponding to those of the Caledonia Library Association.
- 11.** This Constitution and By-laws shall supersede all previous constitutions.

Dated: 5/23/17