

# 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 objective will be to maintain a circulating library and reading rooms for public use by the Caledonia community and its neighbors.

The Association will consist of any person over sixteen years of age, who, upon annual payment of the current established fee, will 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.

The Annual Meeting of the Association will be held on the last Tuesday of May and precedes the regular meeting.

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

Term elections to the Board will take place at the Annual Meeting of the Association by the members of the Association. The term of a Trustee will be for three years. Elected Trustees will begin their terms at the regular May meeting immediately following the Annual Meeting. Trustees may fill any vacancy through appointment for the unexpired term at the next regular meeting of the Board.

The Board of Trustees will have the responsibility for the general management of the Library and its property. It will 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 will make by-laws, appoint needed committees, and have such powers and duties as are prescribed for Trustees of public libraries by state law, and will report annually to the Association.

**Election of Officers of the Board of Trustees:** The Officers of the Board of Trustees will consist of a President, a Vice-President (President-elect), a Treasurer, a Corresponding Secretary and a Recording Secretary. The election of officers will take place at the regular meeting following the Annual Meeting of the Association. 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, a new officer may 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 are open to the public and will be held the last Tuesday of each month at 6:00 PM in the Library, unless another location or time is designated and posted in accordance with Open Meetings Law.

A simple majority of the whole Board will constitute a quorum for conducting of all business.

Special meetings of the Board of Trustees 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.

A Trustee who is unable to attend any meeting of the board will notify the President. If any Trustee fails 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 will be filled. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the Library's educational purpose (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, conduct an annual Board self-evaluation, and generally perform all duties associated with that office. The President will help prepare the budget for the coming year. The President will give a yearly report at the annual 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 of the President.
- 6. Treasurer:** The Treasurer will have charge of the funds of the Association and will report to each meeting of the Board of Trustees, stating the amount received, from whom received, and how expended. The Treasurer will help prepare the budget for the coming year, and will give a yearly budget report at the annual meeting of the Association.

- 7. Recording Secretary:** The Recording Secretary will attend and keep a record of the proceedings of the annual association and all board meetings, read communications, keep a record of the attendants at all board meetings, and notify members at least one week prior to each meeting. The Secretary will also prepare a report of yearly activities for presentation at the annual meeting.
- 8. Corresponding Secretary:** The Corresponding Secretary will be responsible for publication of notices in the media; initiation of letters expressing thanks for gifts, and all such other correspondence as will come before the Board of Trustees in the course of conducting business.
- 9. Amendments:** This Constitution and By-laws may be amended by a simple majority vote of the whole Board of Trustees if written notice of the proposed amendment is circulated among all members of the Board of Trustees at least one week prior. Such amendments will 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.
- 11.**This Constitution and By-laws will supersede all previous constitutions.

Dated: 4/24/18