

# **CARTHAGE FREE LIBRARY BY-LAWS**

## **ARTICLE I - NAME**

1. This organization is and shall be known as the Carthage Free Library, existing by virtue of the provisions in the Absolute Charter Number 2206 granted by the Regents of the University of the State of New York on December 7, 1911 and exercising the powers and authority and assuming the responsibilities delegated to it under said charter.

## **ARTICLE II - MANAGEMENT**

1. The business and affairs of the Carthage Free Library shall be managed and conducted by a Board of Trustees.
2. The Board of Trustees shall be 9 in number.
3. The term of office of trustees shall expire five (5) years from the date of election.
4. When a term expires or a vacancy occurs, the board will elect a new member for a term of five (5) years.
5. Nominations for members of the Board of Trustees shall be made without regard to race, color, creed, sex or religion. Nominations in writing and/or letters of interest should be forwarded to the President of the Board of Trustees.

## **ARTICLE III - OFFICERS**

1. The officers of the board shall be a President, Vice-President, Secretary, Treasurer and Assistant Treasurer.
2. Officers shall be elected at the annual January meeting by a majority vote of the board.
3. Officers shall serve for a term of one (1) year.
4. Vacancies among the officers shall be filled by an election at a regular meeting with a majority vote of the trustees present necessary for election.

## **ARTICLE IV - MEETINGS**

1. Regular meetings shall be held each month at dates and times to be established by the board at the beginning of the library year and shall be open to the public except when individual personnel issues are being discussed.

\*\* refer to the "Your Right to Know" pamphlet from New York State

2. Special meetings shall be held at the call of the President or any three (3) trustees.
3. A quorum shall consist of a simple majority of the members of the Board of Trustees. A quorum is necessary to conduct a business meeting.

## **ARTICLE V - COMMITTEES**

1. The President of the Board shall appoint such committees as the business of the Board may require.
2. All committees are subject to approval by a majority of the Board. Committees shall make progress reports to the Board at each of its meetings. No committee shall have other than advisory powers unless the Board has delegated specific power to act on its behalf.

## **ARTICLE VI - LIBRARY DIRECTOR**

1. The board shall appoint a qualified library director who shall be the executive and administrative office of the library on behalf of the Board and under its review and direction.
2. The library director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.
3. It shall be the duty of the library director to attend meetings of the Board including budget meetings or public meetings where action may be taken affecting the interests of the library. The library director shall have the right to speak on all matters under discussion at Board meetings but shall not have the right to vote thereon.

## **ARTICLE VII - AMENDMENTS**

1. These by-laws may be repealed, amended or added to by a majority vote of the whole Board of Trustees at a regular meeting. Such action may be taken however only after the substance of the proposed repeal, amendment or addition has been presented in writing at a prior regular or special meeting and notice thereof has been given in the notice of the meeting at which it is to be considered.