

BYLAWS OF THE RED JACKET COMMUNITY LIBRARY

MISSION STATEMENT

We inspire learning and creativity
by providing access to materials, resources, programs, and services
in a safe and welcoming environment.

ARTICLE I - Tenure of Office of Trustees

- A. The Board of Trustees consists of 9 members, consistent with the amended Charter which specifies a range of not less than 5 nor more than 11 members.
- B. Trustees shall be elected by the eligible voters of the Manchester-Shortsville Central School District in elections held concomitantly with the annual Library budget vote.
- C. The term of office shall be 5 years with a limit of 2 successive 5-year terms.
- D. Vacancies among trustees which occur for reasons other than expiration of term shall be filled for the balance of the unexpired term by the Board of Trustees. Any Trustee who shall fail to attend three consecutive regular meetings of the Board, unless excused, shall be deemed to have resigned as a Trustee. To fill the vacancy, the Nominating Committee shall present a candidate for appointment at a regular meeting, and a majority vote of the Trustees shall be necessary to an appointment. The term of a member appointed to fill a vacancy shall be that of the unexpired term of the member being replaced. Upon completion of this term, the appointed Trustee shall remain eligible for election by the voters to 2 successive 5-year terms.

ARTICLE II - Officers

- A. The officers of the Board of Trustees shall be a President, a Vice-President, and a Secretary.
- B. These officers shall be elected at the annual meeting by a majority vote of the Board.
- C. Officers' Duties:

The President shall serve as chairman of meetings of the Board of Trustees and shall preside at all such meetings. The President shall implement policies and programs of the Red Jacket Community Library, and carry out the will of the Board of Trustees.

The Vice-President shall perform such duties as are assigned by the President and the Board of Trustees. In the event of the President's absence or inability to serve, the Vice-President shall assume all the duties and responsibilities of the President during such period of absence.

The Secretary shall record all official acts of the Board; have custody of all its official books, records, and documents; and provide notices to the public of all Board of Trustee meetings.

- D. In the event of vacancies among the officers, the Nominating Committee shall present a candidate for election at a regular meeting, and a majority vote of the Trustees shall be necessary to an election.

Article III – Meetings

- A. The Board of Trustees will meet a minimum of 9 times a year with dates and times to be established by the Board at the annual meeting. Notice of the time and place of each meeting is given to the public at least one week in advance of the meeting.

- B. In accordance with New York State's Open Meetings Law and Education Law Title 1, Article 5, Section 260a, Board of Trustee meetings are open to the general public. Closed, or executive sessions may be called as a portion of the open meeting and appropriate business transacted thereat. The minutes of the open meeting and of executive session are posted on the Library website. The minutes of the open meeting consist of a record or summary of all motions, proposals, resolutions and any matter formally voted upon and the vote thereon. Minutes of an executive session consist of a record or summary of the final determination of any action taken and the date and vote thereon.
- C. Special meetings shall be held at the call of the President or any three (3) trustees.
- D. A majority of the designated number of the Board shall constitute a quorum.
- E. The order of business shall be as follows:
 - Roll call
 - Discussion with public or employee visitors
 - Approval of minutes of previous meeting
 - Financial report and approval of expenditures
 - Report of the Library Director
 - Report of standing committees
 - Report of special committees
 - Nomination and elections, if any
 - Correspondence and communications
 - Unfinished business
 - New business
 - Other business
 - Adjournment

Article IV - Committees

- A. The following will be standing committees:
 - Policy (Bylaws, Minimum Standards, Contracts)
 - Personnel
 - Finance
 - Long Range Planning
 - Facilities
 - Executive
 - Nominating
- B. The President of the Board shall appoint all committee members. The President and Vice-President of the Board shall be ex-officio (by virtue of their office) members of all committees.
- C. Ad-hoc committees may be appointed by the President with the approval of the Board.
- D. All committee actions are subject to approval by a majority of the Board.

Article V - Library Director

- A. The Board shall appoint a Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction.

- B. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board. The Director shall recommend to the Board the appointment of additional library staff.
- C. The Director is responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of materials and programs in keeping with the stated policy of the Board, for the efficiency of service to the public and for operation within the budgeted appropriation.
- D. It shall be the duty of the Director to attend all the meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library. The 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 VI – Library Treasurer

- A. The Board shall appoint a Library Treasurer who shall be an independent officer of the Library under provisions of Education Law §259 (1) (a) and who shall report on financial conditions of the Red Jacket Community Library at the annual meeting, at all Board meetings, and at any other time required by the President or by three (3) or more trustees of the Board.

Article VI - Amendments

- A. These By-Laws may be repealed, amended or added to by a majority vote of the whole Board 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.
- B. These By-Laws are not intended to supersede any Education Law or Regulation of the Commissioner pertaining to public libraries.

Article VII - Activities

- A. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

Article VIII - Net Earnings

- A. No part of the net earnings of the corporation shall inure to the benefit of any member, trustee, director or officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, director or officer of the corporation, or any private individual, shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the corporation.

Article IX - Activities Attempting to Influence Legislation

- A. No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by the Internal Revenue Code section 501(h), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

Article X – Abolition

- A. The Red Jacket Community Library may be abolished by a majority vote of the Association membership at any meeting, provided notice of said meeting and intent to dissolve has been publicly posted throughout the service area, and legal notice is printed in the newspapers serving the geographical parameters of the service area at least three (3) weeks before said meeting. Upon dissolution of the Red Jacket Community Library, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose.

Article XI - Service of Process

- A. The Commissioner of Education is designated as the representative of the corporation upon whom process in any action or proceeding against it may be served.

REFERENCES

- A. Pioneer Library System open meeting policy

Revision History	
Nov 2020	Updated format. Added Section IIB re. open meetings law