

BYLAWS

SECTION I

The name of the organization shall be known as “THE KENNEDY FREE LIBRARY ASSOCIATION”.

SECTION II

ORGANIZATION

Article 1

The organization shall consist of nine (9) trustees. The first shall be determined by lot in which the term of office of each trustee shall expire and the new trustees shall be elected annually to serve for five (5) years.

Article 2

The new trustees shall be elected by the Library Association at the next regular meeting, following the expiration or resignation of same.

Article 3

A trustee missing three (3) consecutive meetings without a cause shall be deemed as resigned and will be replaced.

SECTION III

Article 1

The annual meeting shall be held at the time of the regular monthly meeting for the month of January at the usual place.

Article 2

The regular meeting of the Library Board shall be held on the third Tuesday of January, March, May, July, September and November.

Article 3

Special meetings may be called by the President, Vice –President, or at the request of the Librarian, for the purpose of transacting business needing immediate attention by the trustees.

SECTION IV

Article 1

Officers of the board shall be chosen at the annual meeting of the board and shall be as follows: President, Vice-president, Secretary and Treasurer for the term of one(1) year.

Article 2

An officer may succeed him/herself.

Article 3

The President of the Board shall preside at all the meetings, appoint all committees, certify all bills approved by the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer.

Article 4

The Vice-President shall preside in the absence of the President.

Article 5

The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board meetings. The secretary shall keep a file of all records pertaining to the Library Association.

Article 6

The Treasurer shall keep an accounting of the Library Funds, and shall report at each meeting on the state of those funds.

Article 7

The Librarian shall be appointed by the Trustees.

Article 8

LIBRARIAN: The Librarian shall perform the necessary duties pertaining to the functions of the Library, shall attend all board meetings except those at which his/her appointment or salary is to be discussed or decided.

SECTION V

Article 1

COMMITTEES: Special committees shall be appointed by the President for the study and investigation of special problems. Such committees shall serve until completion of the work for which they were appointed.

SECTION VI

QUORUM: A quorum for the transaction of business shall be four (4) members of the Board.

SECTION VII

AUDIT: an audit of the books kept by the Treasurer is to be made annually by an independent auditor selected by the President.

SECTION VIII

Order of Business: the order of business at regular meetings shall be as follows:

- 1) Call to order
- 2) Secretary's Report (including any communication)
- 3) Treasurer's Report
- 4) Librarian's Report (including any communication)
- 5) Supervisor's Report
- 6) Committee Reports:
 - (i) Standing Committees:
 - a. Building
 - b. Investments
 - c. Fundraising
 - d. Publicity
 - e. Newsletter
 - f. Grants
 - g. Liaison to Town Board
 - (ii) Temporary Committees:
 - a. Audit
 - b. Nominating
 - c. Budget
 - d. Other (Friends of the Library)
- 7) Old Business
- 8) New Business
- 9) Adjournment

SECTION IX

AMENDMENTS:

These by-laws may be amended at any regular meeting of the Board of the Association with a quorum present by majority vote of the members present, provided the amendment was stated in the call for the meeting.