

By-Laws of the Hazard Library Association  
Poplar Ridge, New York

MISSION STATEMENT

The Mission of the Hazard Library Association is to provide the best possible library service to our community. We serve to inform and enlighten, and we are committed to fostering intelligent literacy and a love of reading among our patrons.

PREAMBLE

The Hazard Library Association, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents (or Secretary of State) of the State of New York, dated June 26, 1895, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following by-laws. The Board of Trustees hereafter designated as the "Board" and each Board Member designated as "Trustee", is the governing body which establishes policy and oversees the operation and maintenance of the library.

Article 1: Name

The name of the organization shall be Hazard Library Association.

Article 2: Purpose

Hazard Library Association's purpose shall be to provide the best possible library services to those who wish to use it.

Article 3: Fiscal

The fiscal year of the library shall be January 1 to December 31.

Article 4: Members

All those 18 years of age and over who live in the primary service area, the towns of Genoa, Ledyard, Scipio and Venice are considered members.

Article 5: Trustees

- A. There shall be no less than five nor more than twenty-five Trustees. Each Trustee shall hold office for a three-year term. No Trustee shall serve for more than (2) consecutive terms of three (3) years each. After a lapse of one year, any person who has served as a Trustee shall be eligible for re-election.
- B. Trustees shall be members of the Hazard Library Association, and shall be sought to equally represent the townships served by the Library (Genoa, Ledyard, Scipio and Venice). The Library Association honors its Quaker heritage therefore diligent effort shall be made to have one Quaker on the Board at all times.
- C. A committee made up of one or more Trustees and up to two members of the Hazard Library Association appointed by the President shall nominate Trustees and report to the Board.

- D. Those members attending the Annual Meeting by a simple majority of the votes cast shall elect Trustees.
- E. Vacancies during the year shall be filled by presidential appointment and approval of the Board. The newly appointed Trustee will hold office for the remainder of the unexpired term and be eligible for two additional terms.
- F. As per Education Law 226: "If any Trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the Trustees, he shall be deemed to have resigned." The President shall inform the absent Trustee in writing that he/she is no longer on the Board. The Board can choose to defer this dismissal by a simple majority vote.
- G. Each Trustee shall have one vote, irrespective of office held. A Trustee must be present at a meeting to have his/her vote counted.
- H. All actions of the Board shall be of the Board as a unit. No Trustee shall act on behalf of the Board, on any matter, without prior approval of the Board. No Trustee by virtue of his/her office, shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

#### Article 6: Officers

The officers of the Board shall consist of a President, Secretary and Treasurer. All officers shall be elected by the Board for a term of one (1) year and may serve consecutive terms.

#### Article 7: Responsibilities of the Board and its Officers

- President:
- a. Preside at all regular meetings of the Board.
  - b. Call and give notice of special meetings.
  - c. Preside at the Annual Meeting.
  - d. Cast deciding vote in case of tie.
  - e. Appoint committees.
  - f. Sign, when authorized by the Board, all papers and documents of a legal or formal nature.
  - g. Oversee personnel.
- Secretary:
- a. Keep a true and accurate record of all meetings of the Board.
  - b. Shall issue notice of all regular meetings.
  - c. Conduct correspondence of Association.
  - d. Preside at meetings of the Board in absence of the Board President.
- Treasurer:
- a. Receive, handle and safeguard all money belonging to the Association.
  - b. Keep exact and up-to-date accounts of all financial transactions.

- c. Pay all bills at direction of Board.
- d. Give financial reports at meetings of the Board and at the Annual Meeting.
- e. In the absence or inability of the Treasurer, his/her duties shall be performed by the President or the Secretary.

- Trustees:
- a. Attend all Board meetings.
  - b. Assume a Board responsibility and/or serve on a committee.
  - c. Secure adequate funds to carry on library programs and exercise fiduciary responsibility for the use of public and private funds.
  - d. Assist in preparation of the annual budget and approve the final document.
  - e. Maintain the Library buildings, contents, and grounds.
  - f. Keep abreast of laws, regulations and policies affecting library services.
  - g. Promote the library in the local community and in society in general.
  - h. Select and hire a qualified Library Director.
  - i. Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations.

#### Article 8: Committees

- A. The President shall be, ex officio, a member of all committees.
- B. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
- C. All committees shall make a progress report to the Board following each committee meeting.
- D. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

#### Article 9: Meetings

- A. Regular board meetings shall be held at the Library.
- B. Board meetings must be held no less than four times a year.
- C. The Annual Meeting shall be held in March or April of each year.
- D. Special meetings may be called by the President or at the request of three (3) Trustees.
- E. A simple majority of the existing Board shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting and the presiding officer

shall notify the absent members of this specially called meeting.

F. When the Board of Trustees must resolve an issue that cannot wait until the next scheduled Board meeting, a vote via e-mail may be held. All members of the Board must vote on the proposal. A simple majority of the Board will be sufficient for approval. E-mails of the vote must be kept and attached to the minutes of the next Board meeting.

#### Article 10: Amendments

- a. The by-laws shall be reviewed periodically and amended when necessary to maintain flexibility and relevance.
- b. Amendments to these by-laws may be proposed at any Regular board meeting and shall be voted upon at the next regular board meeting. Written notice of the proposed amendment or amendments shall be sent to all absent board members at least ten days prior to the voting session. A simple majority of the Board shall be sufficient for approval of the amendment by the board. The board may implement such amendment as needed for efficient operation upon approval by the Board and until the next annual meeting.
- c. Amendments to the by-laws shall be presented to the membership for ratification at the next annual meeting. A simple majority of the membership in attendance at the annual meeting shall be sufficient for approval of the amendment.

Proposed 2/19/07

Revised and Approved 10/15/2007

Revised and Approved 2/17/16