By-Laws

1. NAME AND OBJECT

The Association shall be known as The Southworth Library Association. The fiscal year of the library shall be January 1 through December 31

II. BOARD OF TRUSTEES

a. The library shall be governed by a Board of Trustees. The Board shall consist of seven members, elected for terms of 3 years each.

b. Absence from three consecutive meetings shall constitute grounds for dismissal from

the Board unless the Board defers this dismissal by majority vote.

c. In the event of a vacancy the Board will appoint a trustee to fulfill the remainder of that term.

d. A Trustee must be present at a meeting to have his/her vote counted.

e. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board.

f. The Board of Trustees will hire and oversee the Library Director.

III.OFFICERS

1. The officers of the Association shall consist of a President, Vice-President, Secretary and Treasurer
2. The President shall preside at the meetings of the Association and shall have general supervision of all the affairs of the Association and perform such other duties as generally pertain to the office.
3. The Vice President, in the event of the absence of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
4. The Secretary shall have charge of the minutes of all meetings of the Association, their preservation in permanent form and provide a copy of the minutes to each member of the Association for approval.
5. The Treasurer shall have oversight of all fiduciary responsibilities, money and investments for the Association with the advice of the Finance Committee.

IV. COMMITTEES

1. There shall be appointed annually from the Association members, a Finance Committee, Operations Committee, Building and Grounds Committee and Fundraising Committee. Each Committee shall consist of three members and shall hold office for one year or until their successors have been appointed.
2. The Finance Committee shall have general supervision over all the financial matters of the Association.
3. The building and Grounds Committee shall have charge of the Library Building and grounds and attend to all repairs
4. The Operations Committee shall advise on library programs, collections, human resource issues and insurance policies.
5. The Fundraising Committee shall develop and execute fundraising strategies.
6. Each committee shall submit an annual report to the association at the annual meeting in January.

V. Meetings

1. The Association shall meet bi-monthly. Four members shall constitute a quorum.
2. At the request of three members, the President may call a special Meeting, but at such meeting no other business shall be transacted than that for which the Meeting shall have been called.
3. The Annual meeting will be the first meeting of the fiscal year usually held in January.

VI. AMENDMENTS

1. There shall be no alteration made on these Laws and Regulations unless it has been approved by two thirds of the members of the Association, present on such meeting.

Amendments

Adopted Sept 28 1884

Sect. iv amended April 25, 1939

Amended April 29 2024

Approved 8/5/2024