

**BY LAWS
OF THE
MASTICS-MORICHES-SHIRLEY
COMMUNITY LIBRARY**

Article I – Name

1. This organization is and shall be known as the Mastics-Moriches-Shirley Community Library existing by virtue of the provisions in the Provisional Charter Number 14,012, granted by the Regents of the University of the State of New York on September 19,1974 and the Absolute Charter Number 16,846 granted by the Regents on March 22,1979, and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter and applicable State laws.

Article II – Management

1. The business and affairs of the Mastics-Moriches-Shirley Community Library shall be governed by a Board of Trustees that shall be five in number, elected, one each year, by the legal voters of the William Floyd UFSD #32 for a term of five years.

2. The term of members of the Board of Trustees that shall end on June 30 of the fifth year following election unless a Trustee shall have resigned or otherwise terminated membership on the Board.

3. Vacancies that occur for reasons other than the expiration of the term shall be filled by a majority vote of the Board of Trustees. Any person so

appointed shall hold office until the next annual election of the Trustees. Any Trustee who shall fail to attend three consecutive regular meetings of the Board shall be declared to have vacated his or her seat pursuant to Article 226.4 of New York State Education Law unless a majority of Trustees consider his or her absences excusable by ballot cast at the next regular meeting immediately following the third consecutive absence. Such vacancy shall be filled in the manner prescribed above in this section.

Article III --- Officers

1. The Officers of the Mastics-Moriches-Shirley Community Library shall be selected by majority vote at the Annual Meeting, and they shall be a President, a Vice President, a Treasurer, and a Secretary. The Secretary need not be a member of the Board of Trustees. The Treasurer may not be a member of the Board of Trustees. Only duly elected or appointed trustees in attendance at a legal meeting have a right to vote.
2. Officers shall serve a term of one year from the Annual Meeting at which they are elected and until their successors are duly elected.
3. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.
4. The Vice President, in the event of the absence or disability of the President, or a vacancy in that office, shall assume and perform the duties and functions of the President.

5. The Trustees shall appoint a Clerk who may not be a trustee to be responsible for signing legal documents related to public elections called by the Board of Trustees and adjudicating disagreements that may arrive concerning an election.

6. The Treasurer shall be the disbursing officer of the Board, shall sign all checks and shall perform such duties as are generally associated with that office. An Assistant Treasurer may be selected by the Board to assist the Treasurer in the performance of his or her duties. Should the Treasurer and Assistant Treasurer become incapacitated or be unavailable, the Director will assume the duties of the Treasurer until the next meeting of the Board of Trustees. The Treasurer, Assistant Treasurer, and the Director shall be bonded in any amount as may be required by a resolution of the Board.

7. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all meetings and shall perform such other duties as are generally associated with that office. All correspondence originated by the Board shall be channeled through the Secretary. In addition, the Secretary shall ascertain the agreement of at least three Board Members at a Board Meeting before any such correspondence is forwarded.

Article IV -- Meetings

1. The regular meetings shall be held as established by the Board at the Annual Meeting, and no further notice shall be required thereof.

2. Special meetings may be called by the Director at the direction of the President, or at the request of at least three Trustees, for the transaction of business as stated in the call for the special meeting.

4. A quorum for the transaction of business at any meeting shall consist of

a majority of the entire Board, who shall be present in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined, and written notice thereof shall be sent to all Trustees.

5. The order of business at the regular meetings shall be as follows:

1. Call to order and period for public expression
2. Reading and approval of minutes
3. Approval of bills
4. Financial Report
5. Report of Director
6. Unfinished business
7. New business
8. Adjournment

5. The Director shall attend all meetings, may participate in the discussion and offer professional advice, but is denied a vote upon any question.

Article V – Committees

1. The President is authorized to appoint such committees from time to time as he or she may deem necessary or advisable.

2. All committees shall make a progress report to the Board at each of its meetings. No committee shall have other than advisory powers unless the Board has unanimously agreed to delegate specific power to act upon its behalf pending a subsequent meeting of the Board for confirmation.

Article VI – Not For Profit Corporations

1. The Mastics-Moriches-Shirley Community Library recognizes the importance of the Friends of the Art, Inc. and The Family Literacy Project, Inc., as an asset to the community and an enhancement to library services.
2. The Board of Trustees will, at their Annual Organization meeting, appoint the Executive Director of the Friends of the Arts, Inc., and the Executive Director of the Family Literacy Project, Inc.
3. The Board of Trustees will, at their Annual Organization meeting, appoint the Steering Committee of the Friends of the Arts, Inc. and the Steering Committee of the Family Literacy Project, Inc.
4. The Mastics-Moriches-Shirley Community Library will be responsible for the payment of salaries for the Executive Director of the Friends of the Arts, Inc. and the Executive Director of the Family Literacy Project, Inc. The Community Library will also provide office space, support staff and in-kind services for these Not For Profit Corporations.
5. As an extension of the Community Library, all benefits of Banking, and Postal privileges will be offered to the Friends of the Arts, Inc. and the Family Literacy Project, Inc.

Article VII – Director

1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library, acting on behalf of the Board, and under its review and direction.
2. The Director shall recommend to the Board the appointment and specify the duties of the Library's employees and no appointments, promotions, or dismissals shall be made without this recommendation.
3. The Director shall have interim authority to appoint part-time or temporary employees without prior approval of the Board provided such appointments are reported at the next regular Board meeting, at which time such appointments will be subject to Board approval.

4. The Director shall assist the Board in any collective bargaining negotiations with representatives of employees, if so recognized by the Board, and shall recommend the form and substance of agreement for action by the Board.

5. 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 in keeping with the stated policy of the Board, for the efficiency of service to the public, and for operation within the budgeted appropriation.

Article VIII – Amendments

These Bylaws may be amended by the Board of Trustees in the following manner:

1. By written notice to all Trustees of the proposed amendment at least three days prior to holding of any regular or five days prior to holding of any special meeting, at which time action upon said proposed amendment may be taken.
2. By proposing such amendment at any regular or special meeting, provided all members of the Board are present at such meeting.
3. In either case, a majority of the members of the Board of Trustees must approve such change in Bylaws in order to effectuate the change.

Amended 8/20/01