

## CONSTITUTION & BY-LAWS

### Allegheny County Public Library Association

Alfred  
Almond  
Andover  
Angelica  
Belfast  
Belmont  
Bolivar  
Canaseraga  
Cuba  
Fillmore  
Friendship  
Little Genesee  
Richburg  
Rushford  
Scio  
Wellsville  
Whitesville

## CONSTITUTION

### **Article I: Name**

The name of this organization shall be the Allegany County Public Library Association.

### **Article II: Object**

The object of this association shall be to seek support and the exchange of information to help the Public libraries of Allegany County, New York State better serve the needs of the people of the county.

### **Article III: Membership**

The membership shall be open to all Public library staff and trustees in Allegany County.

### **Article IV: Officers**

The officers of this Association shall be President, Vice President and Secretary.

### **Article V: Executive Board**

There shall be an Executive Board which shall consist of the officers of the association.

### **Article VI: Annual Meeting**

The annual meeting shall be held in the month Fall, date and place to be fixed by the Executive Board. The Annual meeting shall include the election of officers, reports from committees, reports from individual libraries, and any other business that may be brought before the meeting.

### **Article VII: Nominations and Elections**

Section 1. Nominations shall be made by a nominating committee of three persons whose duties it shall be to submit a slate of officers to be voted upon at the annual meeting. Nominations may also be made from the floor. No name shall be presented to the Association for election without a prior consent of the person nominated.

Section 2. If the person nominated by the nominating committee refuses to accept the office after election or withdraws his/her name immediately before the election, nominations shall be made from the floor.

Section 3. The President shall appoint the nominating committee in June.

Section 4. The election of officers shall be by majority of the delegates from each library

#### **Article VII: Amendments**

This Constitution may be amended at the annual meeting by a majority vote of the voting delegates present, provided the amendments have been submitted in writing to the Executive Board and then presented by the Board to all libraries previous to the annual meeting.

### **BY-LAWS**

#### **Article I: Duties of Officers**

Section 1. The President shall preside at all meetings of this association, shall be President of the Executive Board, and supervise plans for extending the successful work of the Association subject to the approval of the Executive Board.

Section 2. The Vice President shall perform the duties of the President in his/her absence.

Section 3. The Secretary shall keep a correct record of all meetings and shall have custody of the official papers. The secretary shall notify member libraries of all Association Meetings and the Executive Board of their meetings. The secretary shall issue authorized notices to member libraries and their librarians and trustees, and conduct any other necessary correspondence not otherwise provided for.

Section 4. The Executive Board shall have general supervision of all official and other interests of this association, shall have access to all official records and books, shall plan the program for each annual meeting, and fill vacancies in the offices of the Association.

#### **Article II: Special Meetings**

The Executive Board shall meet the call of the President. Three members shall constitute a quorum. Special meetings for the Association may be called at the discretion of the President or by the President at the request of five libraries.

#### **Article III. Parliamentary Rules**

"Robert's Rules of Order" shall govern this Association in matters not covered by the Constitution.

**Article IV. Delegates to the Annual Meeting**

Each library in the Association may be represented at the regular Annual Meeting of the Association by up to two delegates, but will have only one vote if they attend two of the four meetings per year. Proxy votes may be utilized, but must be in writing (mail, e-mail or by delivery system).

**Article V. Quarterly Meetings**

Meetings will be every three months for exchange of ideas and programs.

**Article VI. Amendments**

These by-laws may be amended at the annual meeting by a majority vote of the voting delegates present, provided the amendments have been submitted in writing to the Executive Board and by the Board presented to all libraries previous to the annual meeting.

Adopted September 1999 by the Allegany County Library Association  
Amended Dec. 13, 2011