

AVON FREE LIBRARY  
CONSTITUTION AND BY-LAWS

ARTICLE I: Name and Location

Section 1. (Name) The name of this association shall be “The Avon Free Library.”

Section 2. (Location) The Avon Free Library shall be located in Avon, Livingston County, New York.

ARTICLE II: Purpose

Section 1. The Avon Free Library’s mission is “to enrich the community by fostering education through creativity, discovery, inclusivity, and engagement.”

ARTICLE III: Usage

Any person who wishes to use the library may do so by adhering to the policies of the library as established by the Board of Trustees.

ARTICLE IV: Annual Meeting

Section 1. The annual meeting shall be held during the month of January each year. A majority of the total number of Trustees shall constitute a quorum.

Section 2. A Nominating Committee shall be appointed by the President prior to the Annual Meeting who will present a slate of officers and names of candidates for new trustees. Additional nominations may be made from the floor.

Section 3. Meetings shall be conducted in accordance with New York State’s Open Meeting Law.

ARTICLE V: Board of Trustees

Section 1. (Authority and Responsibility) The governing body of the association shall be the Board of Trustees. The Trustees shall be responsible for the overall management of the library, its policies, and its properties.

Section 2. (Tenure) The Board of Trustees shall consist of no less than five (5) members and no more than fifteen (15) members. Trustees shall be elected for a term of three years. Trustees may serve three (3) consecutive full three-year terms.

Section 3. (Vacancies) A vacancy in any elective office may be filled for the balance of the administrative year by a majority vote of the Board of Trustees at any of its regular meetings. Election of candidates to fill vacancies shall occur at the next annual meeting. Partial terms shall not count toward the maximum of three consecutive terms as outlined in Section 2 above.

Section 4. (Board Meetings) Regular meetings of the Board of Trustees shall be held in the library each month, the date and hour to be set by the Board. Special meetings may be called by the President or by any two of the Trustees.

Section 5. (Board Voting) A majority of the total number of Trustees shall constitute a quorum. A majority of the quorum shall rule.

Section 6. (Open Meetings Law) Publication of board meeting dates and all business shall be conducted in accordance with New York State's Open Meeting Law. Except when called into executive session for matters outlined in New York State's Open Meeting Law, all meetings are open to the public.

Section 7. (Committees) Committees shall be appointed by the President. All committee actions are subject to approval by a majority of the Board of Trustees.

Section 8. (Absences) Members are asked to notify the President if they are unable to attend regular monthly meetings. If a Trustee fails to attend two (2) consecutive regular Board meetings without satisfactory cause, the Board may, after consultation, ask for their resignation.

## ARTICLE VI: Officers and Their Duties

Section 1. (Officers) The officers of the Board of Trustees shall be a President, Vice President, Secretary, and Treasurer; elected by the Trustees from their own number. Offices shall be elected to a one-year term at the first regular Board meeting after the Annual Meeting.

### Section 2. (Duties)

1. President. The President shall serve as chair of meetings of the Board of Trustees and the Association, and shall preside at all such meetings. The President shall implement the policies and programs of the Association and shall carry out the will of the Board of Trustees. The President is responsible to the Board for the money and other financial resources of the Association and its well-being.

2. Vice President. The Vice President shall perform such duties as are assigned by the President and Board of Trustees. In the event of the President's absence or inability to serve, the Vice President shall assume all the duties and responsibilities of the President during such period of absence.

3. Secretary. The Secretary shall record all official acts of the Board of Trustees and have custody of all its official books, records and documents.

4. Treasurer. The Treasurer is responsible to the President and to the Association for the receipt and disbursement of all funds. The Treasurer shall report on financial conditions of the Association at the Annual Meeting, at all Board Meetings, and at any other time required by the President or by three (3) or more Trustees of the Board.

#### ARTICLE VII: Library Director

Section 1. The Board of Trustees shall appoint a qualified Directory who shall be held accountable for the performance of duties as specified in the job descriptions provided by the Board.

Section 2. It shall be the duty of the Director to attend and participate in all meetings relating to library business, except when the Board goes into executive session in accordance with New York State's Open Meeting Law.

#### ARTICLE VIII: Dissolution - Non-Inurement - Restrictive Legislation

Section 1. (Dissolution). The assets of this Association are permanently dedicated to its exempt purposes and in the event of the dissolution or liquidation of the Association, all of its assets and the property remaining after payment of its debts and obligations and expenses of such dissolution and liquidation shall be distributed only to such organization or organizations as shall qualify under Section 501(c)3 of the United States Internal Revenue Code of 1954 as amended, as determined by the Board of Trustees.

Section 2. (Non-Inurement). No part of the net earnings of the Association shall inure to the benefit of any member, trustee, director, officer of the Association, or any private individuals, and no member, trustee, offices of the Association or any private individual shall be entitled to share in the distribution of any of the Association's assets on the dissolution of the Association.

Section 3. (Restrictive Legislation). No substantial part of the activities of the Association shall be carrying on propaganda or otherwise attempting to influence

legislation or participating in, or intervening in, any political campaign of any candidate for public office.

#### ARTICLE IX: Amendments

Section 1. This constitution and bylaws may be amended by a majority of the whole board. Proposed amendments must be pre-circulated to Board members at least seven days in advance of the meeting.

#### Revised:

April 1990

January 1992 - Article V, Section 2

April 1993 - Article V, Section 6

April 1997 - Article II; Article III; Article IV, section 2; Article V, Sections 2, 5 and 7; Article VII; and Article IX

January 1999 - Article V, Section 2

February 2003 - Article IV, Section 2 and Article V, Section 4

November 2010 - Article II; Article IV, Sections 2 and 3; Article V, Sections 2, 4 and 5

April 2019 - Article II; Article III; Article IV; Article V; Article VI, Section 2; Article VII

November 2022 - Article V, Section 2