

# Bylaws

## ARTICLE I

### Organization

#### Section I

The Towanda District Library is duly organized and constituted under Section 2-2 et seq., Chapter 81, Illinois Revised Statutes, 1988 State Bar Association Edition.

## ARTICLE II

### Meetings

#### Section I

The meetings of the Board of Trustees of the Library shall be held at the Towanda District Library in Towanda, Illinois, except as otherwise provided by resolution adopted by the Board of Trustees.

#### Section II

The Board of Trustees shall hold monthly meetings on the third Tuesday of each month, at the hour of 7:00 P.M. The annual meeting shall be held on the third Tuesday in June of each Year.

#### Section III

Notice of special meetings shall be given via email to the Towanda District Library email account assigned to the individual Trustees at least three days prior to the special meeting called.

## ARTICLE III

### Order of Business

#### Section I

The Board of Trustees shall follow the most recent edition of Robert's Rules of Order at its proceedings.

## **ARTICLE IV**

### Quorum

#### Section I

A majority of Trustees shall constitute a quorum.

## **ARTICLE V**

### Officers

#### Section I

The Board of Trustees shall elect the President at its annual Meeting. The President shall be the Executive Officer of the Board of Trustees, preside over all meetings of the Board, and shall be apprised of the business of the Library. The President shall see that all orders or resolutions of the Board are carried out. The Vice President shall preside at the meetings in the absence of the President.

#### Section II

The Secretary or a designated representative shall attend all meetings of the Board of Trustees and shall preserve in the books of the Board of Trustees the true minutes of the proceedings of all such meetings. The Secretary shall give all notices required to be given by the Board.

#### Section III

The Treasurer shall have custody of all funds and securities for the library. The treasurer shall deposit all monies and all valuable effects in the name of the Library in such depositories as may be designated by the Board. The Treasurer shall disburse the funds of the library as may be directed by the Board, and shall render an accounting to the Board on a regular basis. The Treasurer shall keep in force a bond in the form and amount with corporate surety satisfactory to the Board, conditioned for faithful performance of the duties of Treasurer Office.

#### Section IV

The Board of Trustees shall elect all of the above officers for a term of one year until the next annual election.

#### Section V

Any Board member absent from three consecutive meetings shall be eligible for removal from office by a majority vote of remaining Board members.

### **ARTICLE VI**

#### Depository

##### Section I

PNC shall be the depository of the funds of the library. Funds less than \$1500 may be withdrawn upon the signature of the Treasurer alone. Amounts of and exceeding \$1500 require authorized signatures.

### **ARTICLE VII**

#### Budget

##### Section I

The Board of Trustees shall pass a budget and a copy shall be filed with the County Clerk by the fourth Tuesday in September. The said budget shall set for the estimated receipts and disbursements of the Towanda District Library for the coming fiscal year.

### **ARTICLE VIII**

#### Fiscal Year

##### Section I

The fiscal year of the Towanda District Library shall be from July 1 through June 30.

### **ARTICLE IX**

### Amendment of By-laws

These By-laws may be amended, altered, changed, added to or repealed by the affirmative vote of a majority of the Board of Trustees at any regular or special meeting if notice of the proposed amendment, alteration, change, addition, or repeal be contained in a notice sent to each member of the Board of Trustees at the date of or prior to the preceding monthly meeting, or in the event of a special meeting, by notice given with a copy of the proposed change, thirty days prior to the special meeting.

The Board of Trustees duly passed the above By-Laws of the Towanda Library District.