

# COPPER VALLEY COMMUNITY LIBRARY ASSOCIATION BYLAWS

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## **ARTICLE I : Name**

The name of the organization shall be Copper Valley Community Library Association, referred to henceforth as CVCLA. Its permanent location shall be at Glennallen, State of Alaska. It is a non-profit organization under the laws of the State of Alaska and publicly supported, exempt organization under Section 501© (3) of the Internal Revenue Code.

## **ARTICLE II: Mission**

The mission of the CVCLA is to provide quality materials and services that fulfill educational, informational, cultural, and literary needs of the communities of the Copper River Basin in an atmosphere that is friendly, respectful, and professional.

## **ARTICLE III: Membership**

Membership shall be unlimited and open to any resident of the Greater Copper Basin communities.

## **ARTICLE IV: Board of Directors**

### **SECTION ONE: Size of Board of Directors**

The CVCLA shall be governed by a Board of Directors (known henceforth as “the Board”) containing no fewer than 5 and no more than 7 members.

### **SECTION TWO: Role of Board of Directors**

The Board shall set library policies and exercise its responsibilities in accordance with the community needs and in support of CVCLA’s mission.

In its administrative and advisory capacity over the library, the Board shall have the general control and management thereof, including the following powers and duties:

*Public Support* - To seek and receive grants, donations, gifts, bequests or other gifts of all kinds for the support, maintenance, and development of the library and its collections, materials, building, and equipment.

*Annual Operating Budget* - To provide an annual operating library budget in proper format. The budget covering the general operation of the library, when adopted, shall be binding upon the Board and no expense may be made except in compliance with the approved budget. Provided, however, that if the Board determines that certain budgetary changes are necessary they may be properly submitted to the entire Board for approval.

*Bylaws, Rules and Regulations* - To make bylaws, policies and rules for the proper operation and use of the library, which shall not be in conflict with any laws of the state of Alaska. One copy of such bylaws, rules and policies adopted by the Board regulating the operation and use of the library shall be filed with the Alaska Department of Commerce, Community, and Economic Development and another copy shall be posted in a conspicuous place in the library.

*Selection of Library Coordinator, Administrative Officers, and Other Volunteers* - To establish qualifications and responsibilities of a Library Coordinator, subject to Article X hereof, administrative officers, and other library volunteers; advertise for and screen applicants; appoint Coordinator and administrative officers.

*Long-range Planning* - To establish long-range planning procedures and a course for the future development of the library covering activities such as:

- a. Awareness of state and federal laws relating to the operation of the library.
- b. Development of sources of support in conjunction with the Alaska Library Association, develop a working relationship with the Alaska State Library System, and develop cooperative efforts with other regional library systems (e.g., CRSD Upstream Learning Library, Kenny Lake Kibble Library).
- c. Coordination of the activities of the library with those of civic groups and other community organizations.
- d. Providing for the development of the knowledge of library standards and trends by establishing training opportunities for the Board and library volunteers.

### **SECTION THREE: Term of Service, Vacancies, and Removals**

The Board Directors shall be elected at the annual meeting to serve staggered two-year terms such that only half the Board's terms expire in a given year. Directors shall be residents of the Copper Basin and members of the CVCLA.

Any Board Directors absent from three meetings in a calendar year without prior or sufficient notification in person, by phone, or in writing shall be considered to have resigned.

As vacancies occur in the composition of the Board, they shall be filled by an affirmative vote of a majority (though less than a quorum) of remaining Board members. A Director elected to fill a vacancy shall serve the remaining term of the vacated position. Any directorship to be filled by reason of an increase in the number of directors shall be filled by election at an annual meeting or at a special meeting of CVCLA members called for that purpose.

A Board Director may be removed from office only on the grounds of just and sufficient cause, with a majority vote taken by the all other Board Directors. See Policies and Procedures.

## **ARTICLE V: Officers of the Board and their Election**

### **SECTION ONE: Officers**

The officers of the organization shall be a President, Vice-President, Secretary, and Treasurer.

Board Directors other than officers will be Members-at-Large and will accept duties as assigned by the President.

The Board shall designate an agent whose purpose is to act as a liaison between the IRS and the CVCLA Board

### **SECTION TWO: Election and Term of Office**

The officers of the organization to be elected by the Board shall be elected at the first regular meeting after November 1 of each calendar year and shall serve for one year. Each officer shall hold office until his/her successor has been duly elected and shall have qualified or until his/her death or until he/she shall resign or have been removed in the manner provided herein.

### **SECTION THREE: Vacancies**

A vacancy in the executive office, for whatever reason, must be filled within the Board of Directors for the unexpired portion of the term.

## **ARTICLE VI: Duties of Officers**

### **SECTION ONE: President**

The President of the Board shall preside over all regular meetings, shall call special meetings as necessary, shall employ correct parliamentary proceedings, shall appoint standing committee chairpersons and other committees as needed, and will prepare an agenda for each meeting. The President shall sign, with the Secretary or a Presidents designee, contracts or other instruments which the Board has authorized to be executed.

### **SECTION TWO: Vice-President**

The Vice-President shall have all powers of the President in the event of the President's absence or refusal to act.

### **SECTION THREE: Secretary**

The Secretary will attend and will record in orderly fashion the minutes of each meeting convened by the President. These minutes will be maintained in a central location and shall be available to the Board at any time. The Secretary shall post notices of all regular and special meetings in accordance with the open meeting law. The Secretary shall maintain files with all board meeting reports including Policies and Procedure.

#### **SECTION FOUR: Treasurer**

The Treasurer will be responsible to collect and deposit all monies generated by and contributed to the library, and will use a bank of the Board's designation. The Treasurer shall keep an orderly record of all financial transactions, and will report on such to the Board at each regular meeting. The Treasurer shall pay all bills in a timely manner and will immediately alert the Board of any problems. The Treasurer shall prepare an annual report for presentation at the annual meeting, and shall be responsible for preparing and mailing of all tax returns in a timely manner as required by federal tax law. A financial report and viewing of all transactions can be asked for at any time; such a request should be put on the agenda prior to the regular meeting.

#### **ARTICLE VII: Fiscal Year**

The fiscal year of the CVCLA shall begin on July 1 and end on June 30.

#### **ARTICLE VIII: Meetings of Order of Business**

##### **SECTION ONE: Regular Meetings**

The Board shall hold regular meetings, with no period longer than 60 days between meetings, and with a minimum of 9 meetings yearly. All meetings shall be open to the public in accordance with the applicable Alaska statutes. The time and place of meeting may be changed by the Board President. A quorum of the Board shall be necessary for the transaction of business.

##### **SECTION TWO: Special Meetings and Executive Sessions**

Special meetings of the Board may be called by or at the request of the President, Secretary, or a majority of the Board. The person or persons authorized to call special meetings of the Board may fix the time and place for holding any special meeting of the Board called by them. A quorum of the Board shall be necessary for the transaction of business at any special meeting or executive session.

##### **SECTION THREE: Notice of Meeting**

A minimum of twenty-four hours' notice shall be given to each Director for a special meeting of the Board.

##### **SECTION FOUR: Quorum**

A simple majority will constitute a Quorum

##### **SECTION FIVE: Order of Business**

All regular monthly meetings shall be conducted according to *Robert's Rules of Order* and shall contain the following:

- a. Call to order
- b. Minutes from the previous meeting
- c. Treasurer's report

- d. Library Coordinator's report
- e. Committee Chair's reports
- f. Old business (unfinished)
- g. New business
- h. Election of officers (at first regular meeting only)
- i. Appointment of Committees
- j. Setting of next meeting date and time
- k. Adjournment

## **ARTICLE IX: Committees and Chair's Duties**

### **SECTION ONE: Standing Committees**

The Standing Committees of the CVCLA shall be:

- a. Volunteer Committee (the Coordinator)
- b. Budget Committee
- c. Planning Committee
- d. Fundraising and Events Committee

### **SECTION TWO: Committee Formation**

Standing Committees may be listed by the President at the first regular meeting of the year and shall include a minimum of one Board Directors as chair.

### **SECTION THREE: Duties of Committee Chairs**

It is the duty of the Committee Chairs to promptly begin work and make reports to the Board at regular or special meetings.

## **ARTICLE X: Library Coordinator**

Pursuant to Article IV, Section Two, B.4., the Board shall appoint a volunteer Library Coordinator to oversee operation of the library. The Coordinator may, but is not required to, be a member of the Board.

The Coordinator will report on the activities of the library to the Board at its regular meetings.

In conjunction with the Board, the Coordinator will be responsible for the selection and acquisition of materials for circulation, and for the acquisition of supplies and equipment, building renovations and the like.

The Coordinator will be responsible for the day-to-day affairs of the library and the overseeing of library volunteers and personnel.

A current job description of the Coordinator position will be kept on file.

An evaluation of this position will be conducted annually, or at a time to be decided by the Board, based on time of appointment.

### **ARTICLE XI: Amendments to the Bylaws**

Amendments may be made to the bylaws by a simple majority vote of the Board at a regular meeting.