

BY LAWS

BERWICK PUBLIC LIBRARY

CHARTER

Organization and Incorporation

The Berwick Public Library was fully organized as a non-profit corporation, under the Laws of the Commonwealth of Pennsylvania, in a court decree, on December 6, 1965.

As used in these by-laws, the Berwick Public Library and the Corporation are one and the same.

The mission of the Berwick Public Library is to provide free library service for the people of Berwick and surrounding communities and to operate and maintain a free public library.

This Corporation is organized as nonprofit, exclusively for charitable, scientific and educational purposes. Its activities are to be conducted in such a manner that no part of its net earnings will inure to the benefit of any member, trustee, officer or individual.

ARTICLE I MEMBERSHIP

Membership in the Corporation shall be two classes:

1. Annual Members who shall have contributed a specified fee (determined by the Board of Trustees) at least 30 days before the Annual Meeting to qualify to vote.
2. Life Members who shall have contributed a specified fee, as determined by the Board of Trustees, for continuous membership.

Any Annual Member whose dues are in arrears automatically forfeits all rights of a Corporation member.

ARTICLE II Constitution and Election of the Board of Trustees

Section 1. The Board of Trustees shall be composed of not less than 12 or more than 18 members all of whom shall be members of the Corporation. The Board shall be divided into three

groups of approximate equal size. At each Annual meeting one group will be elected for terms of three years. At the end of the 3-year term, the Trustee may be re-elected for a second 3-year term. After 6 consecutive years, the Trustee shall step down and remain off the board for a period of one year. The individual is then eligible to return to serve again on the same cycle.

Section 2. The election of Trustees shall be vote of the members of the Corporation. The persons nominated and approved shall be declared elected.

Section 3. Vacancies may be filled by appointment of the Board of Trustees for the unexpired portion of the term.

Section 4. The Board of Trustees may declare vacant the office of any Trustee who has failed to attend any Board or Committee (of which the Trustee is a member) meeting in a three month period.

Section 5. No Trustee shall receive any compensation for his service on the Library Board.

ARTICLE III Officers and Duties of Officers

The Officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer, and such other officials as may be determined by the Board of Trustees immediately following the Annual Meeting. They shall hold office for a term of one year and shall be limited to one additional term.

The President shall call and preside at all meetings of the Board of Trustees and shall be an ex officio member of all committees.

The Vice President shall preside in the absence of the President and during such time shall all the power authority of the President.

The Secretary shall issue notices of all regular and special meetings on orders from the President, shall receive and attend to all correspondence of the Board of Trustees, shall have custody of all documents belonging to the Corporation and shall perform such other duties as usually pertain to the office.

The Treasurer shall be Chairman of the Finance Committee and shall have custody and supervision of all funds of the Library in accordance with the financial policy designated by the Board of Trustees. He shall see that an accounting system is maintained to give an accurate accounting of the financial transactions of the Library. Monthly reports to Board of Trustees must be made.

ARTICLE IV Committees

Committees of the Board of Trustees shall be assigned within two weeks after the Annual Meeting.

Standing Committees shall be an Executive Committee, a Finance Committee, a Building Committee, a Personnel Committee, a Long Range Planning Committee, and a Nominating Committee.

1. The Executive Committee shall consist of the officers of the Corporation and two appointed Trustees at large.

The Executive Committee shall have the power to transact all regular business of the Library during the interim between the meetings of the Board of Trustees, provided that any action which it may take shall not conflict with the policies of the Board of Trustees and it shall refer all matters of major importance to the Board of Trustees. The Executive Committee shall be responsible for reviewing and updating periodically the by-laws and for proposing amendments as may be required.

2. The Finance Committee shall consist of the Treasurer and two members of the Board of Trustees. The duties shall be to prepare a budget before the end of the fiscal year, to examine monthly financial reports, and to review and recommend fiscal policy.

3. The Building Committee shall consist of three members of the Board of Trustees. Its duties shall be to attend to all matters pertaining to the construction, maintenance, repair, purchase and replacement of Library real estate, furniture, equipment and all other Library tangible property.

4. The Personnel Committee will establish personnel policies for the staff of the Library which will include needed positions, compensation and benefits. The responsibility for mediation, appeals or hearings relative to personnel matters will also be assigned to this Committee.

5. The Long Range Planning Committee is charged with the development of strategies to assure the viability of the Library. It must be alert to outside resources and services to meet the changing needs of the Library users. Two members of the committee of five will be non-Board members.

6. Nominating Committee. Prior to the end of the fiscal year, the President shall appoint a Nominating Committee to be composed of three members of the Board. The Committee shall select and nominate qualified persons as Trustees to be voted for at the next Annual Meeting of the Corporation. Additional nominations may be made from the floor.

7. Special Committees shall be appointed by the President, as needs arise, subject to the approval of the Board of Trustees.

ARTICLE V
Powers of Board of Trustees

Section 1. The Board of Trustees shall have authority to do all things deemed necessary in the government, management and control of the Corporation. All officers, employees and agents shall be subject to the control, direction of, and removal by the Board.

Section 2. At the Annual Meeting each year the Board shall submit a report covering the business and affairs of the Corporation for the preceding year.

ARTICLE VI
Meetings of the Board

Section 1. Annual, Regular and Special meetings of members.

The Annual Meeting of members of the Corporation shall be held in January but no later than 60 days after the end of the fiscal year. Notice as to time and place of the Annual meeting must be publicized in the local newspaper at least 10 days in advance of meeting.

Only members of the Corporation who are in good standing shall have the privilege of voting at the Annual Meeting. Voting shall be in person only.

Section 2. Regular and Special meeting of the Board of Trustees shall be held at a time and place designated by the President. One-half of elected members of the Board of Trustees shall constitute a quorum.

ARTICLE VII
The Director(s)

Section 1. At the Organization meeting each year the Board of Trustees shall select the Director(s) of the Library and determine the compensation.

Section 2. The Director(s) shall be given the necessary authority and be held responsible for the administration of the Library in all its departments under the immediate direction and supervision of the Board of Trustees and be responsible to that body alone. Director(s) shall attend the regular meetings of the Board and, when requested, any of the committees of the Board and shall make such reports as either body may require. Director(s) shall perform the other required duties that are beneficial to the Library.

ARTICLE VIII
Corporate Seal

The Seal of the Corporation shall be an embossed circular device having inscribed thereon the name and location of the Corporation and the year of its incorporation.

ARTICLE IX
Fiscal Year

The fiscal year of the Corporation is the same as the calendar year, beginning January 1 and ending December 31.

ARTICLE X
Amendments

These By-Laws may be amended or repealed and new By-Laws adopted by a majority vote of corporate members present at any Annual Meeting of the Corporation or at any Special meeting called for that purpose. Members of the Board of Trustees are to be furnished with a copy of the proposed amendments or changes at least ten days prior to the meeting convened for the purpose, and the proposed amendments shall be read at two successive meetings prior to a vote on them.

_____ June 23, 1999 _____
(Approval Date)