Twentieth-Century Club Library By-Laws

Last revised April 2026

Article I: Board of Trustees

1. The Board consists of not less than five nor more than nine Trustees as defined by the organization Charter.
2. Potential Trustees are elected based on recommendations from a Board member or a Library Director.
3. The term of office for a Trustee of the Board shall be five years.
4. The responsibility of the Trustees will be as outlined in the "Handbook for Library Trustees of New York State".

Article II: Officers of the Board of Trustees

1. The Officers shall be a President, a Vice-President, a Secretary, and a Financial Officer.
2. Officers shall be elected at the November meeting by a majority vote of the Board.
3. Officer terms shall be one year with the exception of the financial officer which will be two years.
4. All Officers shall have the usual powers associated with their office in addition to specific duties assigned in these by-laws.
   a) The Secretary shall record all official acts and minutes of the Board and prepare them for public dissemination.
   b) The Financial Officer shall review the financial reports and bank statements each month as provided by the accounting firm and present analysis to the Board.
   c) The Financial Officer shall operate on a calendar year rather than the library year.
   d) The Financial Officer shall receive all funds belonging to the library, and keep the same in separate accounts until paid out.
   e) The Financial Officer shall give the annual fiscal report at the first meeting of the calendar year.
   f) The Financial Officer shall act as a chairperson of a committee to make up a budget by October 15th of each year, which shall be discussed and voted on at the November meeting of the Board. The Financial Officer shall be assisted on this committee by Board members, the Director{s}, and the accounting firm representative.

Article III: Duties of the Board

1. The Board shall control and supervise library funds, income, and expenditures, and all real property. They may review all bills over $200.00, and the accounts of the Director(s), and the Financial Officer.
2. The Board shall appoint a Library Director(s) to administer the library building and grounds, the furnishing and care of the rooms, policies for patrons and employees, under the jurisdiction of the Board.
3. The Board shall assist the Director(s) where needed in establishing policy, and shall maintain liaison with the Southern Tier Library System (STLS).

Article IV: Duties of Director(s)

1. The Director(s) shall be held responsible for the performance of their duties as spelled out in the job description provided by the Board, and these By-Laws.
2. The Director(s) shall attend all meetings of the Board, including budget meetings, and public meetings where action may be taken effecting the interests of the library.
3. The director(s) shall have the right to speak on all matters under discussion at any meeting, but shall not have the right to vote thereon.
4. The Director(s) shall have immediate charge of the library and reading rooms, and be responsible for the care and safety of all library property.
5. The Director(s) shall classify, arrange, and catalog all books and materials.
6. The Director(s) shall coordinate all programming and community outreach to promote the library.
7. The Director(s) shall supervise the work and scheduling of all employees and provide them feedback.
8. The Director(s) shall keep detailed accounts of all receipts and expenditures under the Director(s) control, and then report regularly to the Financial Officer and the Accounting Firm.
9. The Director(s) shall examine the library collection, and report to the Board via the Director(s) Annual Report, and/or Board meetings, the number of materials added, circulated, lost or discarded.
10. The Director(s) shall report in full at each Board meeting, and discharge such other duties as may be prescribed by the Board.
11. The Director(s) shall not incur any debt or liability without express order of the Board.
12. The Direct(s) shall be responsible for the selection of new library materials within the allotted budget.

Article V: Meetings

1. Regular meetings shall be held at the dates and times to be established by the Board at the beginning of the library year, and shall be open to the public except when individual personnel issues are being discussed.
2. No less than 10 regular meetings of the Board shall be held in one year.
3. Special meetings can be held at the call of the President or any two Trustees.
4. A majority of the Board shall constitute a quorum of all business unless otherwise specified in these by-laws or the Constitution.
5. The Order of Business shall be as follows:
   a) Call to Order
   b) Review and approval of the minutes of the previous meeting
   c) Public Comment (if any are requested prior to the meeting)
   d) Report from the Director(s)
   e) Report from the Financial Officer
   f) Committee reports (if any)
   g) Nominations and elections (if any)
   h) Old Business
   i) New Business
   j) Adjournment
6. Vacancies among the officers shall be filled at an election held at a regular meeting by a majority vote of the Trustees present.

Updated on 8/27/2026 by unanimous vote by board of trustees, every member present.

7. Vacancies on the Board during the year shall be filled by interim appointment by the Board. The interim Trustee will serve until the next regular election.
8. A copy of the meeting agenda and all meeting minutes shall be made available to the public at the library and on line.

Article VI: Committees

1. Ad hoc committees may be appointed by the President with the approval of the Board. Non-board members may be appointed to such committees.
2. All committee actions are subject to approval by a majority of the board.

Article VII: Amendments

1. The By-Laws may be repealed, amended, or added to by a majority vote by the whole Board at any regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been given in the notice of the meeting at which it is to be considered.
2. The Constitution of the Twentieth Century Club may be amended at any meeting by a majority vote of those present; but notice of such meeting must be given at least 30 days before it shall be submitted to a vote.

Article VIII: Dissolution Clause

1. Upon Dissolution of the corporation, the Board of Trustees shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of the remaining assets of the corporation exclusively for one or more exempt purposes within the meaning of Section 501(c)(3) of the internal Revenue code of 1986 (or the corresponding provision of any future Federal Tax Code), or shall distribute the same to a Federal Government, or to a state or local government, for a public purpose.
2. Any assets not covered by Article VII, 1, shall be disposed of by order of the Supreme Court of the State of New York, in the judicial district where the principle office of the corporation is then located, exclusively for such purposed or to such organization organizations, organized and operated exclusively for such purposes, as said court shall determine.

Article IX: Non-inurement Provision

1. No part of the net earnings of the organization shall inure to the benefit of any member, Trustee, Director(s), or officer of the organization, or any private individual (except reasonable compensation may be paid for services rendered to or for the organization), and no member, Trustee, or officer of the organization or any private individual shall be entitled to share in the distribution of any assets or dissolution of the organization.
2. Every Trustee, Officer, Director and staff member of the Almond Library shall be indemnified by the Almond Library to the full extent that such indemnification may be lawful under the New York not-for-profit corporation law. The foregoing right of indemnification shall not be exclusive to any other right to which such person may be entitled.

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Article X: Restrictive Legislation Provision

1. No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation. The organization shall not participate in or intervene in, (including the publication, or distribution, or statements), any political campaign on behalf of any candidate for public office.

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