

RUSH PUBLIC LIBRARY BY-LAWS

MISSION STATEMENT

The Rush Public Library cultivates intellectual growth by fostering equal and open access to books, technology, and community.

PREAMBLE

The Board of Trustees (hereinafter designated as the "Board") of the Rush Public Library, a corporation created under a charter granted on February 23, 1968 by the Board of Regents for, and on behalf of, the State Education Department, shall be governed by the laws of the State of New York, all applicable New York regulations, and the following Bylaws.

BYLAWS

1. **NAME OF ORGANIZATION**
 - a. The name of the organization shall be the Rush Public Library.
2. **PURPOSE**
 - a. The purpose of the Library is to provide superior library service to the residents, adults and children, of the community of Rush, New York and, to a more limited extent, to other residents of the County of Monroe, New York.
3. **FISCAL YEAR**
 - a. The fiscal year of the Library shall be the calendar year.
4. **BOARD OF TRUSTEES**
 - a. The Library shall be governed by a seven-member Board of Trustees. The Board shall have the responsibility of overseeing and controlling the affairs of the Library and shall have all the powers and duties of boards of trustees of chartered educational institutions, as defined in the Education Law of New York State, including the right to hold property and to appoint and fix the salaries of such offices and employees as the Trustees shall deem necessary and appropriate.
 - b. Eligibility for the office of Trustee shall be limited to adults residing or owning property within the Town of Rush, New York.
 - c. Absence from three consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote not counting the vote of the person who has been absent. The President shall inform the absent trustee in writing that he/she is no longer on the Board. If dismissal is deferred by Board action, the President shall inform the trustee in writing of the conditions of this deferral.
 - d. Any Trustee may resign at any time by delivering a written resignation to the President (or in the case of the President's resignation, to the Secretary), such resignation to specify the effective date of resignation. If no effective date is specified, such resignation shall be deemed effective upon receipt by the President or Secretary, as applicable.

- e. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the Library's educational purpose as provided in Education Law 226 subdivision 8.
 - f. In the event of a vacancy in the Board of Trustees, the Nominating Committee (as defined in Section 9(b) hereof) shall recommend to the Board at least one candidate to fill the vacancy. The vacancy shall be filled by special election by the remaining members of the Board for the remainder of the term of that particular position; subject to ratification by the Town of Rush Board when required.
 - g. Each Trustee shall have one vote, irrespective of office held.
 - h. A Trustee must be present, either in person or by videoconference, at a meeting to have his/her vote counted. Participation and voting is not permitted by teleconferencing.
 - i. Provided a quorum is present, the vote of a majority of the Board members present is required for any motion to pass; subject, however, to any larger voting requirement imposed by law, regulation, these By-Laws or act of the Board.
 - j. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board on any matter without prior approval of the Board.
 - k. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any Library employee.
5. MEETINGS
- a. Regular meetings of the Board of Trustees shall be held monthly, the date and hour to be set by the Board, unless the Board by resolution cancels a specific monthly meeting.
 - b. Special meetings shall be called by the President or on request of three Trustees, provided that written notice is mailed or emailed to each Trustee not less than five days before said meeting stating the subject proposed for consideration. Notice shall also be given as required by the New York Open Meetings Law. No business may be transacted at such special meeting except the stated business.
 - c. The annual meeting shall be held in November at which time officers for the next fiscal year will be elected.
 - d. The preliminary budget for the subsequent calendar year shall be presented for discussion at the regular meeting in June, and the budget for the subsequent calendar year shall be presented for approval at the regular meeting in July.
 - e. Any one or more members of the Board or any committee may participate in and vote at a regular or special meeting thereof if physically present or if participating through the use of videoconferencing. Participation and voting are not permitted by teleconferencing.

6. QUORUM

- a. A quorum of the Trustees shall be four (4).

7. OFFICERS

- a. The officers of the Board shall be: President, Vice President, Treasurer (non-public funds), and Secretary. The Treasurer of public funds is the fiscal officer of the Town of Rush.
- b. Subject to the rules and directions of the Board of Trustees, the officers shall have the usual powers and duties of their offices. Without limiting the generality of the foregoing:
- i. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, service as exofficio voting member of all committees, and generally perform all duties associated with that office.
 - ii. The Vice President, in the event of the absence or disability of the President, or vacancy in that office, shall assume and perform the duties and functions of the President.
 - iii. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
 - iv. The Treasurer, (who need not be a member of the Board) shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, his/her duty shall be performed by such other members of the Board as the Board may designate.
- c. The officers shall be elected at the annual meeting by the Board of Trustees, subject to ratification by the Town of Rush Board when required; and shall serve for a period of one year or until their successors have been duly elected. No person shall serve as President for more than two consecutive one-year terms; provided, however, that after the intervention of one year following the end of any such two consecutive one-year terms, the person may again be elected to the office of President (subject to the foregoing limitation).
- d. Any officer may resign at any time by delivering a written resignation to the President or, in the case of the President's resignation, to the Secretary, such resignation to specify the effective date of resignation. If no effective date is specified, such resignation shall be deemed effective upon receipt by the President or the Secretary, as applicable. Any officer may be removed by a vote of the majority of the entire Board (including vacancies).

- e. In the event of a vacancy in the office of any officer, the Board of Trustees shall elect a successor for the balance of the term, subject to ratification by the Town of Rush Board when required.

8. DIRECTOR

- a. The Board shall appoint a Director who shall be the chief executive officer of the library corporation and shall have charge of the administration of the Library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library service to the public, and for the operation of the Library under the financial conditions contained in the annual budget.
- b. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service.
- c. The Director, except for good cause, shall attend all Board meetings except the portion of any meeting at which the Director's appointment, performance, or salary is to be discussed or decided or such executive sessions of the Board during which the Board requests that the Director not be present.

9. COMMITTEES

- a. The Board of Trustees shall have the power to establish committees. The President shall have the power to make committee appointments, except as otherwise provided below.
- b. A Nominating Committee shall be appointed by the President on an as-needed basis. It shall consist of three or more members. The President shall designate the head of the nominating committee. The Nominating Committee will have two assignments: (a) to recommend candidates for officers; and (b) to recommend a candidate to the unexpired term of a Trustee who has resigned or been removed. Additional nominations may be made from the floor.
- c. The Friends of the Rush Library is a standing committee of the Board. It shall consist of three Trustees and as many non-trustees as choose to join it. The President shall designate the head of the committee.
- d. The duties of each standing or ad-hoc committee shall be such as are associated with its name or as shall be assigned to it by the Board of Trustees.
- e. All committees shall make a progress report to the Board at each of the Board meetings.
- f. No action of any committee shall be binding until approved by the Board unless full authority has been previously given by the Board, and no committee shall authorize any expenditure without authority of the Board.

10. AMENDMENTS

- a. These By-Laws may be amended at a regular meeting of the Board by a majority vote of the whole Board (including vacancies), but only after the substance of the proposed change has been submitted in writing at a prior regular or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered.

Amended	June 1967
Revised	August 1968
Revised	1971
Amended	January 1987
Amended	February 1994
Amended	May 2007
Amended	December 2014
Amended	November 2019