

CONSTITUTION
Pinellas Park Public Library Association.

Article I

Section 1. NAME

There is hereby established in the Town of Pinellas Park, Pinellas County, State of Florida, a non-profit, benevolent, welfare and civic organization to be known as the Pinellas Park Public Library Association and it shall hereinafter be referred to as the Association.

Article II

Section 1. Object

Its principal objective shall be to provide books, magazines, periodicals, news issues and documents of general interest for the benefit of persons residing within the town limits of Pinellas Park, Pinellas County, Florida and to persons residing without the said town limits in the discretion of and subject to the rulings of its governing body.

Article III

Section 1. Membership
Eligibility.

Each and every organization operating within the Town of Pinellas Park whose principal objective shall be for civic, benevolent, patriotic, educational, welfare or protective purposes shall be invited to participate as a member of the Association. Upon acceptance of the invitation, such Organization shall thereafter, while in good standing, be known as a member organization.

Section 2.
Admittance.

Each such member organization shall select from its own membership, two persons to be its representatives at Association meetings and each representative shall be accorded one vote in all matters requiring determination by the Association.

Section 3.
Dues and Fees.

On the First day of November of each year each member organization shall pay to the Finance Officer of the Association a fee of two dollars (\$2.00) which shall constitute the annual dues and such member organization may not thereafter during that fiscal year be further assessed except upon its own motion.

Section 4.
Gifts and Donations by member organizations.

Nothing contained in Section 3 hereof shall be construed as prohibiting

Article III, Sec. 4, Cont'd.

the acceptance of voluntary contributions or donations of any Member Organization.

Section 5.
Withdrawal.

Any Member Organization may withdraw its membership in the Association at its pleasure, however, notice of such withdrawal should be presented to the Secretary of the Association and in writing, not less than thirty days prior to the effective date of the withdrawal; PROVIDED, that no part of the dues paid for that business year may be returned to the withdrawing Member Organization.

Section 6.
Suspension or expulsion.

A Member Organization may be suspended for cause and if the circumstances warrant, membership may be terminated by a two thirds vote of all members.

Article IV.
Government.

Section 1. Board of Directors.

The government of the Association shall be vested in a Board of Directors consisting of the persons selected by the Member Organizations as their representatives. Within thirty days of their selection, the Board of Directors shall meet and select from their own number a Chairman, a Secretary and a Treasurer.

Section 2. Vacancies.

Upon the occurrence of a vacancy in the Directorate, such vacancy shall be brought to the attention of the Member Organization involved and such Member Organization shall be requested to replace at once the vacated director.

Section 3. Removal from Office.

For cause, any officer may be removed from office by a two thirds vote of the Directors.

Section 4. Recall.

Any Director may be recalled by his member organization by such means and at such time as the Member Organization may determine, PROVIDED; that such Member Organization shall give the Association thirty days notice of the contemplated action.

Section 5. Trustees.

A Board of Trustees, three in number, shall be elected to serve a term of one, two and three years respectively and thereafter at the annual meeting a trustee shall be elected to serve a three year term.

**Article V.
Officers**

Section 1. Elections.

The Officers of the Association shall be the officers of the Board of Directors and shall be elected as provided in Article IV, Section 1. Officers shall be elected to serve a term of one year. Elections shall be held at the annual meeting of the Board of Directors. Nothing contained herein shall be construed as prohibiting re-election upon expiration of the term of office.

Section 2. Duties of Officers.

The duties of all offices shall be those usual to the office held.

**Article VI.
By-Laws**

Section 1. Enactment.

The By-Laws of the Association are to be made, altered or rescinded by the Board of Directors at its annual meeting or at any special meeting called for that purpose. When amendment in any form is to be considered, notice thereof shall be given each Director, in writing, not less than seven nor more than thirty days in advance of the date of the meeting at which such contemplated change is to be considered.

Section 2. Effective date.

The Constitution and By-Laws of the Association shall be effective immediately following their adoption.

BY-LAWS
Pinellas Park Public Library Association.

Article I.
Meetings.

Section 1. Annual Meetings.

On the first Monday of November of each year, the Association shall assemble for the purpose of conducting its annual meeting at which it shall elect its officers for the ensuing year, shall consider revision or amendment of its By-Laws, shall hear and pass upon annual reports of its committees and officers, shall audit its accounts and shall conduct any and all other business which may properly be placed upon an annual basis. Not less than seven nor more than thirty days in advance of the annual meeting, notice thereof shall be given in writing to each member organization or to each Director in the discretion of the Secretary. A notice mailed to the last known address of a member shall be deemed good and sufficient notice.

Section 2. Interim Meetings.

Meetings of the Directorate shall be held as frequently as any five Directors may determine to be for the best interests of the Association.

Section 3. Special Meetings.

Special meetings may be called by the Presiding Officer or by the Board of Trustees at such times as the press of business shall warrant. Such Special Meetings shall be called for the transaction of emergency business only, except, that business other than that for which the special meeting is called may be transacted upon a three fourths majority vote of the members present.

Section 4. Quorum.

Ten Directors shall constitute a quorum at any meeting, whether annual, interim or special. Immediately upon attaining a quorum the Presiding Officer shall call the meeting to order and proceed with the order of business, whether the regular order of business or the order of the day, as specified in Article III, Section 1, hereof.

Article II.
Committees.

Section 1. Standing Committees.

The Presiding Officer at the beginning of the Administrative Year shall appoint such standing committees for that year as may be deemed necessary for the proper conduct of the Association's business. Such appointments may be revocable by the same process as by appointment.

Section 2. Special Committees.

The Presiding Officer from time to time may appoint special committees for the purpose of executing matters of a temporary nature. Such special committees shall be deemed to have been discharged when the matter for which they are

created has been completely and satisfactorily ~~ADMINISTRATIVE~~ accomplished.

Section 3. Chairmen.

If the Presiding Officer so desires the appointment of a committee may rest with the appointment of Chairman only, allowing the person so named to select the remaining members of the committee.

Section 4. Call of Committees.

Upon acceptance of membership on a committee, members thereof shall be subject to call by the Chairman.

Section 5. Nominating Committee.

Thirty days prior to each Annual Meeting the Presiding Officer shall appoint a Nominating Committee of three members. It shall be the duty of such committee to present at the annual meeting the name of one Director for each elective office. At the annual meeting, additional nominations may be made from the floor and immediately upon the close of nominations, the Directors shall proceed to election by secret ballot. A majority vote shall be required for election.

Article III. Order of Business.

Section 1. Regular meetings.

The order of business at all meetings other than special meetings shall be:

- 1 Call to order.
- 2 Reading of the minutes of the last previous meeting.
- 3 Reports of Officers.
- 4 Reports of Standing Committees.
- 5 Reports of Special Committees.
- 6 Consideration of unfinished business.
- 7 Introduction and consideration of new business.
- 8 Discussion of matters for the general good of the Association.
- 9 Adjournment.

Section 2. Special meetings.

The order of business at all Special Meetings shall be:

- 1 Reading of the Call of Special Meeting.
- 2 Consideration of the special business.
- 3 Adjournment.

Section 3. Rules of Conduct.

Robert's Rules of Order shall be used to govern all meetings.

Article IV.

Duties of Officers.

Section 1. Presiding Officer.

The Presiding Officer shall be empowered to conduct all meetings, shall maintain order therein, shall have authority to enforce all laws, rules, regulations and orders relating to the efficient and proper conduct of the Associations affairs, shall call special meetings as elsewhere herein provided and shall appoint all standing and special committees.

Section 2. Absence of Presiding Officer.

In the event of the absence of the Presiding Officer a Chairman, pro tempore shall be selected from the Directors present and the acts, rulings and orders of such Chairman shall have the same force and effect as though performed, adjudged or ordered by the Presiding Officer.

Section 3. Secretary.

The Secretary shall perform all duties usual to the office, shall perform all special duties as may lawfully be assigned, shall keep records of the Associations business, shall keep minutes of all meetings, shall conduct necessary correspondence as directed and shall issue notices of meetings.

Section 4. Treasurer.

The Treasurer shall have custody of all funds and securities, shall keep the books and financial records, shall upon proper authority disburse the funds of the Association and shall render to the Directors an accounting of all financial activities.

Article V. Librarian.

Section 1. Appointment.

A Librarian shall be appointed by the Directorate and shall serve until such appointment is terminated either by resignation or recall.

Section 2. Library Rules.

The Librarian, subject to the approval of the Directorate, shall promulgate all rules governing the actual physical operation of the Library and shall have custody of all books, periodicals, publications, documents, papers, records, paraphernalia, equipment and supplies necessary to the proper operation of the Library.

Article VI.

Special Provisions.

Section 1. Obligation.

Each and every officer, trustee, chairman of committee, librarian or assistant to librarian shall be signatory to the following obligation:

"I hereby obligate myself to well and faithfully perform the duties of the office for which I have been selected according to my ability and understanding unless prevented therefrom by circumstances beyond my control in the event of which I am to be relieved of all duties and responsibilities of such office. Should I otherwise fail to fulfill the above obligation I will voluntarily relinquish my office."

Section 2. Petty Cash.

There shall be established for the use of the Librarian a petty cash fund of not less than \$2.00 nor more than \$5.00. If and when either minimum or maximum amount is reached, adjustment thereof will be made by the Treasurer.

Section 3. Continuity of Office.

Nothing contained in these By-Laws shall be construed to prohibit the re-election or reappointment of any officer, trustee, chairman of committee or librarian.

Section 4. Fiscal Year.

The Association's fiscal year shall begin with the fifteenth day following the annual meeting.

Section 5. Amendment.

These By-Laws may be amended, altered or rescinded at any regular or special meeting as herein elsewhere provided but such alteration, amendment or recession shall require a two thirds vote of all members present.

Section 6. Suspension.

These By-Laws may not be suspended except by unanimous vote.