

CONSTITUTION AND BY-LAWS OF THE FORT HUNTER FREE LIBRARY

The Fort Hunter Free Library was granted an Absolute Charter by the Board of Regents on June 29, 1973, replacing numerous Provisional Charters.

ARTICLE I

The organization shall be known and designated as the Fort Hunter Free Library Association.

ARTICLE II – OBJECTIVE

- Section 1** The objective of this organization shall be to maintain a free library system to serve all individuals in the community and outlying districts.
- Section 2** To maintain the highest library standards possible and to obtain the best reading material for all age groups.
- Section 3** To utilize public monies as granted to the library for reading material and equipment to maintain and operate the library as efficiently as possible for the benefit of the community and those it serves.

ARTICLE III – ASSOCIATION MEETINGS AND OFFICERS

- Section 1** The Board of Trustees of the Association shall hold ten (10) regular meetings during the year on the second Monday of the following months: January, February, March, April, May, June, September, October, November and December. The Annual meeting shall be held prior to the regular meeting in January.
- Section 2** The Secretary of the Association shall post notices of the annual meeting five (5) days prior to the meeting in at least three (3) public places including the local newspaper.
- Section 3** The Association shall appoint a Chair and a Secretary to preside at the Annual Meeting only.
- Section 4** The Secretary of the Board of Trustees may act as Secretary of the Association of the Annual Meeting.
- Section 5** The Chair shall conduct the business of the Association and call for the Annual Reports.
- Section 6** A quorum shall consist of a simple majority, two (2) of whom shall be officers.

ARTICLE IV – MEMBERSHIP

- Section 1** The members shall be composed of all interested persons, eighteen (18) years or older.

ARTICLE V – BOARD OF TRUSTEES

- Section 1** The governing body of the Association shall be a Board of Trustees composed of no more than eleven (11).
- Section 2** Representation of Trustees on the Board shall consist of members from the Town of Florida community and outlying districts.
- Section 3** The term of office for each trustee shall be a five-year term, expiring in January prior to the Annual Meeting. Trustees shall be elected at the Annual Meeting of the Association.

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Section 4 In the event of a resignation of a Trustee, the Board of Trustees shall appoint a successor to fill the unexpired term of office.

ARTICLE VI – ELECTION OF TRUSTEES

Section 1 Association members in good standing and interested in the work of the library are eligible for election to serve on the Board of Trustees.

Section 2 Election of Trustees may be made by nomination from the floor or by ballot by a majority of the members present.

ARTICLE VII – MEETINGS

Section 1 Special meetings shall be called by the President and the reason therefore shall be specified by the President. All members shall be notified of special meetings.

Section 2 A quorum shall consist of a simple majority, two (2) of whom shall be officers.

Section 3 Trustees must attend at least five (5) meetings per year to remain an active Trustee, excluding sickness or special exemption. Absence from three consecutive meetings or from more than 50% of the calendar year shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Trustee in writing that s/he is no longer on the Board. If dismissal is deferred by Board action, the President shall inform the absent Board Trustee in writing the conditions of this deferral.

ARTICLE VIII – OFFICERS

Section 1 Officers of the Board of Trustees shall consist of a President, Vice-President, Secretary and Treasurer.

Section 2 Election of officers of the Board of Trustees shall be held at the Annual Meeting.

Section 3 The term of office of all elected officers except for the Treasurer shall be two (2) years and the officer may be re-elected at the pleasure of the Board of Trustees.

Section 4 The term of office for Treasurer shall be a one-year term and the Treasurer may be re-elected at the pleasure of the Board of Trustees.

ARTICLE IX – DUTIES OF OFFICERS

Section 1 The President shall preside at all meetings of the Board.

Section 2 In the absence of the President, the Vice-President shall preside at meetings and shall perform the duties of the President.

Section 3 The Treasurer shall have charge of the funds of the Association insofar as may be allowed by law and will give monthly reports at all Board Meeting and a complete report at the Annual Meeting. It shall be the duty of the Treasurer to present all bills for approval at each regular meeting and to have books ready for audit before the Annual Meeting.

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Section 4 The Secretary shall have charge of all records of the Board and the Association and shall keep the minutes of the meetings.

ARTICLE X – AMENDMENTS

Section 1 Adopted Amendments

Dissolution Provision: Under dissolution of the Fort Hunter Free Library, the governing body of the Fort Hunter Free Library shall, after paying or making provisions for the payment of all of the liabilities of the organization, dispose of all of the charitable, scientific testing for public safety, literary or education purposes or for the prevention of cruelty to children or animals, or to such organization organized and operated exclusively for one or more such purposes as shall at the time qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 or to the Federal government, a state or a local government for a public purpose.

ARTICLE XI – VACATIONS AND HOLIDAYS

Section 1 The Fort Hunter Free Library will be closed on all federal holidays. The librarian scheduled to work on any federal holiday will be paid their regular hourly rate.

Current Federal Holidays 2024:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Fourth of July
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Christmas Day

Section 2 The librarian shall receive two weeks' vacation, based on the librarian's current hours worked per week (ex: if the librarian works a 20-hour week, the librarian will be entitled to two 20-hour weeks of vacation). The librarian shall also receive bereavement leave of 5 days for spouse, parent, parent-in-law, and children.

ARTICLE XII – BY-LAWS

Section 1 The by-laws will be re-examined every three years.

Adopted by the Board of Trustees of the Fort Hunter Free Library on Monday, May 13, 2024.

/ Beverly Osborne /

Beverly Osborne, Board President