

**ARTICLE I EXPENDITURES**

1. Any expenditure under \$75.00 must be preapproved by a minimum of one (1) elected MCLA Officer.
2. Any expenditure from \$75.01-\$499.00 must be preapproved by a majority vote of the MCLA Executive Board at a regular Executive Board meeting.
3. Any expenditure over \$500.00 must be preapproved by a majority vote of the membership at a regular or special business meeting.
4. To use the MCLA debit card: preauthorization must be obtained by the MCLA Treasurer or President after preapproval requirements have been met.
5. Checks must have two (2) MCLA Officer signatures.

**ARTICLE II USE OF MCLA PROPERTY**

1. MCLA property will be used for library operations, MCLA projects, MCLA fundraisers, or as specified in library policies.
2. MCLA property will be physically inventoried during odd calendar years.

**ARTICLE III MEETINGS****Section 1 General Meetings**

1. The general meeting shall be held once a month.
2. Meetings shall be open to the public, with only MCLA members eligible to vote. Voting member eligibility is met with:
  - a. A Library card holder in good standing per library policy.
  - b. After member attends two (2) monthly meetings in a six (6) month consecutive period.
3. The meetings normally should not exceed one hour in length.
4. The date, time, and agenda shall be posted at least 72 hours in advance.

**Section 2 Special Meetings**

1. Special meetings may be called at the discretion of the Executive Board.
2. Reasonable efforts shall be made to notify all members of the date, time, place, and purpose of such meetings.
3. Business transacted at all special meetings shall be confined to the purpose stated.
4. A report of business transacted at the meeting shall be made by the president at the following MCLA meeting.

**Section 3 Parliamentary Procedure**

1. All business meetings must establish a quorum of four (4) officers in order to conduct business. If a quorum is not established the meeting will not happen until a quorum can be obtained.
2. Meetings shall be conducted in a business-like manner; members will be allowed to speak for or against an agenda item.
3. Members will be polite in all business and meeting dealings.
4. The afore-mentioned article of incorporation and by-laws shall govern MCLA.

**ARTICLE IV ELECTIONS**

**Section 1 Nominations**

1. The MCLA President shall poll the general membership for a nominating committee one month prior to the election.
2. The Nominating Committee or Executive Board shall submit at least one name for each elected office. Nominee(s) must be an MCLA member that meets the voting eligibility criteria identified in Article III, Section 1, item 2 of these By-Laws.
3. Nominations from the floor will be called for after the report of the nominating committee.
4. All nominations must have the prior consent of the nominee.
5. If there are no voting-eligible nominees available to fill a board position, board members may nominate an ineligible individual to fill the vacant position.

**Section 2 Officers**

1. Any MCLA member in good standing shall be eligible to serve as an officer.
2. MCLA officers shall serve without compensation.
3. Only one person from a family that holds an elected position may have signature authority on the bank accounts.
4. A member may hold only one elected office at a time.
5. The Executive board, as a whole, has supervisory responsibilities for the Library Director.
6. All officers shall perform the duties outlined in the article of incorporation and by-laws.
7. If an MCLA board position is vacated mid-term, the MCLA board will appoint a replacement Officer using the nomination criteria as listed in Article IV, Section 1, items 2 and 5. The appointed Officer will complete the balance of the term and be eligible as a nominee for the next election cycle.

**ARTICLE V DISSOLUTION OF MARION COMMUNITY LIBRARY ASSOCIATION**

If the Marion Community Library Association were to dissolve, all MCLA properties/assets would be given to the City of Marion for the expressed purpose of establishing a county library.

**ARTICLE VI REVIEW OF BY-LAWS, MISSION STATEMENT, AND ARTICLES OF INCORPORATION, AND POLICIES**

The By-Laws, Mission Statement, Articles of Incorporation, and Policies will be reviewed by the MCLA membership on even, calendar years.

**ARTICLE VII DUTIES AND RESPONSIBILITIES**

**Section 1 The President presides at all meetings and performs all other duties normally pertaining to the office.**

1. Attend MCLA Meetings.
2. Act as liaison and advocate at community, county, state, and federal functions.
3. Aide Library Director keeping city councils, county commissioners, local clubs, and service organizations informed of MCLA.
4. Preside at all executive and general meetings and maintain order at the meetings, vote only to break a tie.
5. Serve as Chairperson of the MCLA Executive Board.
6. Comply with the MCLA Articles of Incorporation.
7. Approve and sign local contract agreements between MCLA, the City of Marion, the City of Santa Clara, and Guadalupe County.
8. Approve and sign all MCLA grant applications.
9. Work with the MCLA Executive Committee to prepare the monthly meeting agenda.
10. Authority to handle any financial transaction in the absence of the treasurer, have signature authority on bank accounts.
11. Approve and sign the annual library report for accreditation with the Texas State Library and Archives Commission (TSLAC).
12. Review MCLA activities with the Library Director before making decisions affecting the library, as needed.
13. Call special meetings of the Executive Board and General Membership as needed.
14. Assist the Community Liaison Officer in monitoring Marion Community Library employee payroll, acting as the alternate point of contact with Hill Country Payroll.

**Section 2 The Vice-President, in the absence or the disability of the President, performs all duties of that office and assumes that office in case of vacancy.**

1. Attend MCLA meetings.

2. Standing member of the MCLA Executive Board.
3. Shall perform duties of the president in the absence of the president.
4. Upon resignation of the president, shall fill the office of the president until a replacement is named by the executive board.

**Section 3 The Secretary keeps a written record of the proceedings of all meetings.**

1. Attends MCLA meetings.
2. Standing member of the MCLA Executive Board.
3. Records minutes of monthly meetings, types, and makes available to the Executive board 24 hours prior to the next meeting.
4. Create the monthly meeting agenda with the MCLA Executive Committee.
5. Takes care of all social correspondence, e.g., thank-you, memorials, donations.
6. Assist the Library Director in managing the Interlibrary Loan (ILL) program per the ILL policy.

**Section 4 The Treasurer receives all money designated for the Marion Community Library, keeps an accurate account of all receipts and disbursements, pays out funds only on approval of the board, and gives an itemized report at all board meetings. The Treasurer is responsible for obtaining a yearly audit.**

1. Attend MCLA meetings.
2. Standing member of the MCLA Executive Board.
3. Receives all monies designated for MCLA.
4. Keeps an accurate account of all monies via Quick Books Accounting, issues appropriate receipts, deposits monies received, and pays all MCLA bills - based on the approved yearly budget.
5. Prepares monthly treasurer's report based on the previous month's bank statement and copies reports for the next meeting attendees.
6. Provide required information to the Library Director for city, county, state, and federal reporting.
7. Working with MCLA accountant, ensures yearly taxes are completed and filed.
8. Designated MCLA check co-signer.
9. Provide a cash box with sufficient change for all events that require money.
10. Ensure signature cards at the bank are updated.

**Section 5 The Community Liaison Officer is the MCLA point of contact for all community outreach programs and requests.**

1. Attend MCLA meetings.
2. Standing member of the MCLA Executive Board.
3. Will present community outreach requests to the Executive Board to determine MCLA participation.

- 4. Responsible for monitoring Marion Community Library employee payroll, acting as the primary point of contact with Hill Country Payroll.
- 5. Manages the Marion Community Library Volunteer program.

**Section 6 The Library Director's daily duties fluctuate based on the needs of MCLA. All required duties are identified in the Library Director's job description. The below items are deemed essential to library operations.**

- 1. Attend all MCLA meetings.
- 2. Comply with the MCLA By-Laws.
- 3. Work with the President to prepare the annual library report.
- 4. Standing member of the MCLA Executive Board.
- 5. Perform circulation inventory during odd calendar years.
- 6. Maintain social media and website.
- 7. Prepare monthly Library Director's report.
- 8. Annually obtain 12 Continuous Education Points.
- 9. Maintain library circulation.

Wendie L. Wark  
MCLA President

14 October 2023  
Date

Karen M. Lee  
MCLA Vice President

10/16/2023  
Date

Shelley Chase  
MCLA Secretary

14 Oct 2023  
Date

B/A  
MCLA Treasurer

14 Oct 2023  
Date

Anthony Paul  
MCLA Community Liaison Officer

10-22-2023  
Date

Crystal Duhamel  
Library Director

10-14-2023  
Date