

ARTICLE I EXPENDITURES

- Any expenditure under \$49.00 must be preapproved by a minimum of one (1) elected MCLA Officer who is NOT employed by MISD.
- Any expenditure from \$50.00-\$499.00 must be preapproved by a majority vote of the MCLA Executive Board at a regular Executive Board meeting,
- Any expenditure over \$500.00 must be approved by a majority vote of the membership at a regular or special business meeting.
- To use the MCLA debit card: preauthorization must be obtained by the MCLA Treasurer or President after preapproval requirements have been met. Preapproval cannot be made by an MCLA Officer who is employed by MISD.
- Checks must have two (2) signatures. One, the MCLA Treasurer and the second signature an MCLA Officer. Only one of these signatures can be an MISD employee.

ARTICLE II USE OF MCLA PROPERTY

MCLA property can only be used by MCLA members and only for MCLA projects, programs, fund raisers, and Community Library decorations for the Community Library building. Property can only be used during Marion Community Library opening hours.

ARTICLE III MEETINGS

Sec 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 eligibility is met when members attend 50% of MCLA meetings over the last 12 months prior to the vote.
3. The meetings normally should not exceed one hour in length.
4. The date, time and agenda shall be posted at least 24 hours in advance at the main library and on the library’s website.

Sec 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.

Sec 3 Parliamentary Procedure

1. Meetings shall be conducted in a business-like manner, members will be allowed to speak for or against an agenda item.
2. Members will be polite in all business and meeting dealings.
3. The aforementioned article of incorporation and by-laws shall govern MCLA.

ARTICLE IV ELECTIONS**Sec 1 Nominations**

1. The MCLA President shall poll the general membership for three (3) appointments to the nominating committee.
2. The Nominating Committee shall submit at least one name for each elected office.
3. Nominations from the floor will be called for after the report of the nominating committee.
4. All nominations must have prior consent of the nominee.

Sec 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. All officers shall perform the duties outlined in the article of incorporation and by-laws.

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

The By-Laws, Mission Statement, and Articles of Incorporation will be reviewed by the executive board on even years.

ARTICLE VII DUTIES AND RESPONSIBILITIES**Sec 1 The President presides at all meetings and performs all other duties normally pertaining to the office**

- Attend MCLA Meetings

- Act as liaison and advocate at community, county, state, and federal functions
- Aide Community Coordinator keeping school board, city councils, county commissioners, local clubs and service organizations informed of MCLA
- Preside at all executive and general meetings and maintain order at the meetings, vote only to break a tie
- Serve as Chairperson of the MCLA Executive Board
- Comply with the MCLA Articles of Incorporation
- Approve and sign local contract agreements between MCLA and Marion ISD, City of Marion and Guadalupe County
- Approve and sign all MCLA grant applications
- Work with MCLA Executive Committee to prepare monthly meeting agenda
- Authority to handle any financial transaction in the absence of the treasurer, have signature authority on bank accounts
- Approve and sign the annual library report for accreditation with the Texas State Library and Archives Commission (TSLAC)
- Reviews MCLA activities with Community Coordinator and Librarian, converse with librarian before making decisions affecting the library, as needed
- Call special meetings of the Executive Board and General Membership as needed

Sec 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

- Attend MCLA meetings
- Standing member of the MCLA Executive Board
- Shall perform duties of the president in the absence of the president
- Upon resignation of the president, shall fill the office of the president until a replacement is named by the executive board
- Assist Community Coordinator planning social events, as needed

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

- Attends MCLA meetings
- Standing member of the MCLA Executive Board
- Records minutes of monthly meetings, types and makes available of minutes for the next meeting
- Creates the monthly meeting agenda with MCLA Executive Committee
- Takes care of all social correspondence, e.g. thank-you, memorials, donations...

Sec 4 The Treasurer receives all non-school district 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 and is a member of the budget committee.

- Attend MCLA meetings
- Standing member of the MCLA Executive Board
- Receives all monies designated for MCLA
- Keeps an accurate account of all monies via Quick Books Accounting, issues appropriate receipts, deposit monies received, and pays all MCLA bills - based on approved yearly budget
- Prepares monthly treasurer’s report based on the previous months bank statement and copies reports for the next meetings attendees
- Provide required information to Librarian for city, county, state and federal reporting
- Working with MCLA accountant, ensures yearly taxes are completed and filed
- Designated MCLA check co-signer
- Provide a cash box with sufficient change for all events that require money
- Ensures signature cards at bank are updated

Sec 5 Community Coordinator is a Marion ISD staff member. Daily duties fluctuate based on the needs of MISD and MCLA

- Attend all MCLA meetings
- Serves as community liaison
- Aides the MCLA president in keeping school board, city councils, county commissioners, local clubs, service organizations, and area churches informed of MCLA
- Comply with the MCLA By-Law and Constitution
- Work with President and Librarian to prepare annual library report
- Assist Vice-President in planning social events
- Standing member of the MCLA Executive Board

MCLA President

Date

MCLA Vice President

Date

Treasurer

Date

Librarian

Date