

# **WESTERN LIBRARY SYSTEM BYLAWS**

## **Article I**

### **NAME**

This organization formerly known as the Panhandle Library System shall be changed to the Western Library System effective January 1, 2015.

### **Article II PURPOSE**

The purpose of the Western Library System (formerly Panhandle Library System) is to stimulate, initiate, and coordinate library service of the highest quality to enrich the lives of all residents in the Western area of Nebraska: Arthur, Banner, Box Butte, Cheyenne, Dawes, Deuel, Garden, Grant, Keith, Kimball, Morrill, Scotts Bluff, Sheridan, Sioux, Hooker, McPherson, Chase, Perkins, Dundy, Hayes, and Hitchcock. Counties.

### **Article III MEMBERSHIP**

System membership is open to all libraries and media centers in the Western region. Each agency will indicate its willingness to participate in the cooperative efforts of the System by a Membership Resolution. General participation in programs and activities is open to all librarians, media specialists, library trustees, educators and other residents of Western Nebraska who are interested in promoting the purpose of the organization.

### **ARTICLE IV MEETING OF MEMBERS**

#### Section 1: Annual Meeting

An annual meeting of the general membership shall be held each year in July.

#### Section 2: Purpose of Meeting

The business of the annual meeting of the general membership shall be: 1) a report on the activities of the Western Library System (formerly Panhandle Library System) for the year; 2) a discussion of priorities and programs for the coming year; and: 3) other such items as may come before the meeting.

#### Section 3: Notice of Meeting

Notice of the time and place of each annual meeting shall be sent by the System Administrator at least four weeks in advance of the meeting to each member library and media center in the system to be posted. Such notice shall also be included in the Western Library System (formerly Panhandle Library System) Newsletter prior to the meeting and other legal notices as may be required.

**ARTICLE V**  
**BOARD OF DIRECTORS**

Section 1: Name

The Board of Directors of the Western Library System (formerly Panhandle Library System) shall be known as the Western Library System Board, hereinafter referred to as the WLS Board.

Section 2: Purpose

The WLS Board shall administer the affairs of the Western Library System (formerly Panhandle System) as set forth in these Bylaws.

Section 3: Operation

The WLS Board shall adopt Operating Policies for the management of the System. The WLS Board shall review said Operating Policies annually and make changes to insure the best possible representation of the WLS Board.

Section 4: Meetings

There shall be at least five meetings of the WLS Board each year at such time and place as designated by the members. Notice of time and place of meetings shall be given to all member libraries and published in the area newspaper. Meetings may be conducted by telephone conference, and the Board may also allow for a polling of the Board on specific issues, when necessary, for the prompt completion of business. In all cases, results of Board meetings shall be open to the general public without other notice than this Bylaw.

Section 5: Quorum

A simple majority of the membership of the WLS Board shall constitute a quorum for the transaction of general business at any meeting of the WLS Board.

Section 6: Voting

All votes concerning expenditures shall be roll call votes.

**ARTICLE VI**  
**OFFICERS**

The officers of the WLS Board shall be a president, a vice-president and a secretary. These officers shall constitute the executive committee of the Western Library System (formerly Panhandle Library System) Board.

Section 1: Duties of the Officers

A. PRESIDENT

The president shall preside at the annual meeting of the general membership and at all meetings of the WLS Board. The President shall appoint members to committees, with the approval of the WLS Board, whenever conditions warrant such action.

The President shall perform all duties incident to the office of President and shall have such powers as necessary to perform this office.

B. VICE-PRESIDENT

The Vice-President shall perform all duties of the president in any absence or disability of that officer, and shall be prepared to assume any special duties assigned by the President and/or the WLS Board.

**C. SECRETARY**

The Secretary shall keep a true and accurate record of all meetings of the board, and perform other such duties as are generally associated with the office. If the secretary wishes and the board approves, the president of the board may appoint the WLS Administrative Assistant to record the minutes of board meetings.

Section 2: Election and Term of Office

Officers shall be elected in accordance with the Operating Policies of the WLS Board.

Section 3: Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise shall be filled in accordance with the Operating Policies of the WLS Board.

**ARTICLE VII**

**CONTRACTS, CHECKS, DEPOSITS, AND FUNDS**

Section 1: Contracts

The WLS Board may authorize any member or members of the Western Library System (formerly Panhandle Library System) to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Western Library System (formerly Panhandle Library System). Any such authority may be confined to specific instances.

Section 2: Checks, Drafts, Etc.

The System Coordinator and at least one other Board member – to be designated at the first board meeting of each fiscal year – will be authorized to sign WLS checks. Two signatures will be required on all checks. The System will maintain bonding/employee dishonesty insurance for the members of the System staff based on the maximum amount anticipated to be in the System accounts at any one time. The Board will review the bonding/employee dishonesty insurance amount annually, at the time of insurance renewal.

Section 3: Deposits

All WLS or Western Library System (formerly Panhandle Library System) funds shall be deposited to the credit of the Western Library System (formerly Panhandle Library System) in such bank, trust company or other depositories as the WLS Board may select.

Section 4: Gifts, Grants

The WLS Board may accept, on behalf of the Western Library System (formerly Panhandle Library System), any contribution, gift, grant, bequest or devise for the general purpose of the Western Library System (formerly Panhandle Library System) or for any special purpose.

Section 5: Fiscal Year

The Fiscal Year for the affairs of the Western Library System (formerly Panhandle Library System) shall be July 1 – June 30.

**ARTICLE VIII**

**AMENDMENTS TO THE BYLAWS**

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of the WLS Board members at any regular meeting, if at least two days written notice is given of intention to alter, amend or repeal or to adopt new Bylaws at such meeting.

**ARTICLE IX**

**PROCEDURES FOR MEETINGS**

Roberts Rules of Order shall serve as procedures for decision making during the WLS Board meetings and the general membership meetings, insofar as these procedures are not contrary to these Bylaws.

**ARTICLE X  
DISSOLUTION**

In the event of the dissolution of the Western Library System ( formerly Panhandle Library System), the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all remaining assets of the corporation exclusively for charitable purposes in accordance with the amended Articles of Incorporation and with Nebraska law.

**\*ORIGINAL SIGNED DOCUMENTS LOCATED AT THE WLS OFFICE**

Approved by the Western Library System Board on \_\_\_\_\_ 2015.

By:

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President, Western Library System Board

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Secretary, Western Library System Board