

**BYLAWS OF THE  
ARKANSAS RIVER VALLEY REGIONAL LIBRARY SYSTEM**

**Article I  
Name**

Section 1. The name of the system shall be the Arkansas River Valley Regional Library System (hereinafter referred to as ARVRLS)

**Article II  
Meetings**

Section 1. Regular quarterly meetings of the ARVRLS Board shall be held quarterly.

Section 2. The annual meeting of the organization shall be at the time of the regular meeting in December.

Section 3. Special meetings may be called by the chairman or upon the written request of five members.

Section 4. Notices of the regular meeting shall be notified three days before the meeting. Notices of special meetings shall be made three days before the meeting and shall state the objectives for which the meeting is called. Notice may be made by telephone or email when necessary to do so due to inclement weather and illness of board or staff.

Section 5. Meetings shall be rotated among the counties.

**Article III  
Officers**

Section 1. Officers of the ARVRLS Board shall include a Chairman, Vice-Chairman, Secretary, and Treasurer. Officers shall be selected at the annual meeting. The librarian shall keep all records and shall attend all meetings except executive meetings.

Section 2. The chairman of the ARVRLS Board shall preside at all meetings and perform the duties generally assigned to this office and shall have a vote.

Section 3. In the absence of the chairman and vice-chairman the members present shall select a temporary chairman for the meeting.

Section 4. The librarian shall keep the minutes and shall send a copy of the minutes to each member of the board and shall send notices of meetings to each board member.

Section 5. All checks shall be signed and co-signed by the regional director and treasurer/and or the office manager.

#### **Article IV** **Librarian and Personnel**

Section 1. The regional librarian shall be held responsible to the ARVRLS Board for the proper management of the headquarters, for the preservation and care of its property, and for the discipline and efficiency of its services.

Section 2. The regional librarian shall arrange meetings of all branch clerks and/or library personnel to be held on a regular workday from 9:00 a.m. to 4:00 p.m. for in-service training. The place of the meeting shall be determined by the ARVRLS Librarian. Branches will be closed unless county boards make provision for substitute help.

#### **Article V** **Expenditure of Funds**

Section 1. An annual audit shall be made to the board of the ARVRLS before the annual meeting in December.

Section 2. The budget and annual financial report must be in the regional office not later than five days after the end of the fiscal year.

Section 3. Expenditures of any money not specified in the budget must be approved by board at regular or called meetings.

#### **Article VI** **Order of Business**

Section 1. The order of business shall be as follows:

1. Call to order – Include Roll call
2. Reading of minutes
3. Communications
4. Report of Librarian
5. Financials Report
6. Report of committees
7. Unfinished business
8. New business
9. Adjournment

Section 2. In case of emergencies for approval of reports conference calls or emails may be set up on a one to one basis or by committee for approval of routine reports.

Any reports requiring board discussion and action for policy should be presented at a meeting of the board.

**Article VII**  
**Quorum**

Section 1. A quorum for the transaction of business shall consist of five members of the ARVRLS Board.

**Article VIII**  
**Committees**

Section 1. Special committees shall be appointed by the chairman for the study and investigation of special problems; such committees shall serve until completion of the work for which they were appointed.

**Article IX**  
**Amendments**

Section 1. These bylaws may be amended at any regular meeting of the ARVRLS Board by a majority vote of all members provided the amendment was stated in the call of the meeting.

*Original Bylaws 1959*  
*Updated 1982*  
*Updated June 25, 2013*