

# Wichita Public Library Policy Manual

## Organization

- ORG-001 Library Board
- ORG-001.1 Library Board By-Laws
- ORG-001.2 Duties and Responsibilities of the Library Board and the Director of Libraries
- ORG-002 Library Divisions
- ORG-002.1 Collection Development Division
- ORG-002.2 Customer Service Division
- ORG-002.3 Programming and Outreach Division
- ORG-002.4 Reference Service Division
- ORG-002.5 Support Services Division
- ORG-003 Library Support Organizations
- ORG-003.1 Friends of the Wichita Public Library
- ORG-003.1.1 Friends of the Wichita Public Library Bylaws
- ORG-003.2 Wichita Public Library Foundation
- ORG-003.2.1 Wichita Public Library Foundation Bylaws
- ORG-003.3 Wichita Genealogy Society
- ORG-003.3.1 Wichita Genealogy Society Bylaws

# Wichita Public Library Policy Manual

## **ORG-001 Library Board of Directors**

The Board of Directors of the Wichita Public Library System, as reorganized by Charter Ordinances No. 72 of January 1980 and No. 119 of July 18, 1989, is composed of fourteen members. The fourteen members are appointed by the Mayor and City Council with each being responsible for the appointment of two board members. The Library Board has exclusive authority in handling its operation except for the authority for issuing bonds and levying taxes, which is vested in the City Council. (K.S.A. 12-1222)

It is the responsibility of the Library Board to:

- Employ a competent and qualified Director of Libraries.
- Determine and adopt written policies to govern the operation of the Library.
- Determine the purpose of the library and secure adequate funds to carry on the Library's operation and program.
- Know the operation, programs and needs of the Library in relation to the community.
- Keep abreast of library trends.
- Oversee the Library program.
- Establish, support and participate in a planned public relations program.
- Assist in the preparation of the annual budget.
- Know local and state laws pertaining to library operations.
- Actively support library legislation in the city, county, state, and nation.
- Establish among the Library policies those dealing with book and material selection.
- Attend all board meetings and see that accurate records are kept on file at the Library.
- Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
- Be aware of the services of the State Library.
- Report regularly to governing officials and the general public.
- Seek and participate in appropriate training to carry out the functions of the Library Board.

The Library Board meets regularly, once a month. Specific dates and times are available at any Wichita Public Library location. Board meetings are open meetings and comply with K.S.A. 75-4317 et. seq.

### Related Ordinances and Statutes

City of Wichita Charter Ordinance No. 72 (City Code Section 99.02.072)

City of Wichita Charter Ordinance No. 119 (City Code Section 99.02.119)

K.S.A. 12-1222

K.S.A. 75-4317

### Date

11/16/2004

# Wichita Public Library Policy Manual

## ORG-001.2 City of Wichita Library Board of Directors Bylaws

### Article I – Library Board of Directors

**Section 1.** This organization shall be called the “Board of Directors of the City of Wichita Library” existing by virtue of the provisions of the City of Wichita Charter Ordinance No. 72 and K.S.A. 12-1223, 12-1224, 12-1225, 12-1226, 12-1227 and 12-1228.

**Section 2.** The Board of Directors of the City of Wichita Library shall constitute a body corporate and politic, possessing the usual powers of a corporation for public purposes, shall have charge of the Library building or buildings and all other property, the maintenance and control of the Library, the employment and removal of the Director of Libraries and other employees and the fixing of their compensation and all other powers granted by K.S.A. 12-1223 and 12-1225 and shall make and adopt such rules and regulations for the guidance of the Board and the government of the Library as the Board may deem expedient.

### Article II - Officers

**Section 1.** The officers shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, and an Assistant Secretary-Treasurer who shall be elected by ballot at the annual meeting which is the first meeting after July 30 of each year to serve for one year and until their successors are elected and qualified. All officers shall be members of the Board except the Assistant Secretary-Treasurer who will be the Director of Libraries or a Library Board designated employee.

**Section 2.** A Nominating Committee shall be appointed by the President two months prior to the annual meeting who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor. The vote for officers shall be by written ballot if two or more directors have been nominated for one office.

**Section 3.** The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees and chairman and vice-chairman, appoint Board Representatives to other bodies as deemed necessary, execute all documents authorized by the Board, serve as an ex-officio member of all committees except the Nominating Committee, serve on the Wichita Public Library Foundation Board, generally perform all duties associated with that office, including service as spokesperson for official board action.

**Section 4.** The First Vice-President, in the event of the absence or disability of the President, or vacancy in that office, shall assume and perform the duties and functions of the President. If the office of the First Vice-President is vacated, these duties shall be performed by the Second Vice-President.

**Section 5.** The Second Vice President, in the event of the absence or disqualification or disability of the President and First Vice President, shall assume and perform the duties and functions of the President.

**Section 6.** The Secretary shall keep a true and accurate record of all meetings of the Board which shall be transmitted to Board members following such meetings. The Secretary shall issue a notice of all regular and special meetings and shall perform such other duties as are generally associated with that office.

# Wichita Public Library Policy Manual

**Section 7.** The Treasurer shall have charge of the funds of the Board and shall, when authorized by the Board, pay out the funds upon orders of the Board signed by the President and the Treasurer. The Treasurer shall keep or cause to be kept a record of all moneys received and disbursed, shall make a report monthly of all receipts and disbursements and shall perform such other duties as are generally associated with that office.

**Section 8.** The Assistant Secretary-Treasurer shall perform such duties as the Board may from time to time specify and the Secretary and Treasurer may delegate as many of their duties to such Assistant Secretary-Treasurer as are delegable by law.

**Section 9.** If the offices of Secretary, Treasurer, or Assistant Secretary-Treasurer are vacated, a replacement shall be elected at the next regular meeting of the Board.

## Article III - Meetings

**Section 1.** The regular meetings shall be held each month, the date, place and hour to be set by the Board at its annual meeting. Written notice thereof shall be to all directors and published at least five days prior to the regular meeting.

**Section 2.** The day and/or place of a regular meeting may be changed by a majority vote of the Board at the regular meeting preceding the one to be changed. When the date of a regular meeting falls on a legal holiday, the President of the Board shall designate the date for the next regular meeting.

**Section 3.** The annual meeting, which shall be for the purpose of the election of officers, shall be held at the same time of the regular meeting in August of each year.

**Section 4.** The agenda of the board meetings shall be drawn up by the Directory of Libraries in consultation with the presiding officer. The order of business for regular meetings shall include, but not be limited to the following items:

- a. Presentations
- b. Introductions
- c. Public comment
- d. Disposition of minutes of previous meeting
- e. Standing Committee Reports
- f. Special Committee Reports
- g. Director of Libraries Report
- h. Unfinished Business
- i. New Business
- j. Adjournment

Any member of the Board may cause matters to be placed on the agenda by advising the Director of Libraries no later than one week preceding the next scheduled meeting.

**Section 5.** Special meetings may be called by the Secretary at the direction of the President or at the request of any three members of the Board upon at least twenty-four hours notice.

**Section 6.** A quorum for the transaction of business at any meeting shall consist of a majority of appointed Board members. Any meeting, regular or special, may be continued by adjournment from time to time by a vote of the members who may be present, even though there

# Wichita Public Library Policy Manual

may be less than a quorum, but the remaining members of the Board shall be notified of the time and place of adjournment.

## Article IV - Committees

**Section 1.** In addition to the Nominating Committee, the President shall appoint a Finance Committee, a Planning & Facilities Committee, an Operations Committee, a Public Affairs Committee, and such other committees as the Board may establish. A committee shall be considered to be discharged upon completion of the term of the office of President. Each committee shall consist of at least three members.

- A. Finance Committee shall be concerned with all financial matters including the monthly financial reports, consideration of bills for payment, insurance, preparation of the yearly budgets, and the annual audit. This includes actively securing adequate library financing through tax and non-tax sources.
- B. The Planning and Facilities Committee shall be concerned with the maintenance of library properties, with new purchase and maintenance of library equipment and with new business projects and relocation of present facilities.
- C. The Operations Committee shall be concerned with policies, personnel and services as well as with the preparation and promotion of the library program to the community. Special emphasis should be given to enhancing the Library's public image and to establish a close working relationship with the Friends of the Library.
- D. The Public Affairs Committee shall be concerned with enhancing relations with other public bodies including the Kansas State Legislature, Sedgwick County Commission, Wichita City Council and other Library Boards of Trustees. Priority shall be given to governmental action which impacts library operations and to strengthening cooperative relationships with other Library Boards of Trustees.

**Section 2.** All committees shall make a progress report to the Board at each of its meetings. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

## Article V – Director of Libraries

**Section 1.** The Board shall appoint a professionally qualified Director of Libraries who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The attached “Duties and Responsibilities of the Library Board and the Librarian” is an incorporate part of this document and defines the relationship between the Board and the Director.

**Section 2.** The Director is delegated the authority for appointment, promotion, and dismissal of other employees, shall specify their duties and shall be held responsible for the proper direction and supervision of the staff.

**Section 3.** The Director shall be responsible for the care and maintenance of library properties, for an adequate and proper selection of books and materials in keeping with the stated policy of the Board, for efficiency of library services to the public, for appropriate use by the

# Wichita Public Library Policy Manual

public of library facilities, and for financial operations within the limitations of the budgeted appropriations.

**Section 4.** In the event of the absence or illness of the Director, the Board shall designate an acting Director to fill that position on a temporary basis.

## **Article VI - General**

**Section 1.** An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

**Section 2.** The By-laws may be amended by the majority vote of all members of the Board at any regular meeting provided written notice of the proposed amendment shall have been mailed to all members at least thirty days prior to the meeting at which such action is proposed to be taken.

**Section 3.** Any rule or resolution of the Board, whether contained in these By-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two thirds of the members of the Board may be present and two thirds of those present shall so approve.

**Section 4.** In accordance with Kansas Open Meeting legislation, Board meetings shall be open to the public, media shall be informed of Board meetings, a public notice of Board meetings shall be posted in all Library facilities, and minutes shall be available to the public. All records, with the exception of circulation and registration, shall be open to the inspection of any taxpayer of Wichita during business hours. The circulation and registration records are considered private and open to inspection only upon Court Order.

### Related Ordinances and Statutes

City of Wichita Charter Ordinance No. 72

K.S.A. 12-1223

K.S.A. 12-1224

K.S.A. 12-1225

K.S.A. 12-1226

K.S.A. 12-1227

K.S.A. 12-1228

### Date

11/16/2004

# Wichita Public Library Policy Manual

## ORG-001.2 Duties And Responsibilities of the Library Board and Director of Libraries

<b>Library Board</b>	<b>Director of Libraries</b>
1. Employ a competent and qualified Director of Libraries.	1. Act as technical advisor to the Board; recommend needed policies for Board action; employment of all personnel and supervise their work.
2. Determine and adopt written policies to govern the operation and program of the Library.	2. Carry out the policies of the Library as adopted by the Board.
3. Determine the purpose of the Library and secure adequate funds to carry on the Library's programs.	3. Suggest and carry out plans for extending the Library's services.
4. Know the program and needs of the Library in relation to the community, keep abreast of standards and library trends, plan and carry out the Library program.	4. Prepare regular reports embodying the Library's current progress and future needs; cooperate with the Board to plan and carry out Library programs.
5. Establish, support and participate in a planned public relations program.	5. Maintain an active program of public relations.
6. Assist in the preparation of the annual budget.	6. Prepare an annual budget for the Library in consultation with the Board and give a current report of expenditures against the budget at each meeting.
7. Know local and state laws; actively support library legislation in the state and nation.	7. Know local and state laws; actively support Library legislation in the state and nation.
8. Establish among the Library policies those dealing with book and material selection.	8. Select and order all books and other Library material.
9. Attend all Board meetings and see that accurate records are kept on file at the Library.	9. Attend all Board meetings other than those in which the Director's own salary or tenure are under discussion; serve as Assistant Secretary-Treasurer of the Board.
10. Attend regional, state and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.	10. Affiliate with the state and national professional organizations and attend professional meetings and workshops.
11. Be aware of the services of the State Library.	11. Make use of the services and consultants of the State Library.
12. Report regularly to the Library Board, officials of local government and the general public.	12. Report regularly to the Library Board, officials of local government and the general public.

Date

11/16/2004

# Wichita Public Library Policy Manual

## **ORG-002.1 Collection Development Division**

The Collection Development Division is responsible for the selection, acquisition, cataloging, and processing of all new Library materials, maintenance of Library collections, and managing of electronic resources.

**Selections** team members oversee Library material selections and purchases. The **Acquisitions** staff oversees vendor ordering and receipts of Library material.

Before materials can be circulated, they must be cataloged and processed with appropriate labeling, protective coverings, and/or security measures. **Book Cataloging** catalogs and processes all books except book serials. **Nonbook Cataloging** catalogs and processes all nonbook materials and book serials.

The **Electronic Resources** Manager coordinates with staff to develop and manage electronic resource collections and oversees the Library's computer training classes.

Date

11/16/2004

# Wichita Public Library Policy Manual

## **ORG-002.2 Customer Services Division**

The Customer Service Division oversees Circulation, Interlibrary Loan, outlet and neighborhood branches, the Evergreen and Alford branches, branch relief, management of volunteers, and some personnel functions.

The **Circulation section** oversees the loan and return of Library materials and holds processing for the Central facility. Circulation staff registers new customers and has sole responsibility for the creation and maintenance of firm accounts. It manages hold and overdue notices, mail and e-mail. This section is also responsible for shelving of all circulating materials on the first floor. The circulation section manager serves as a liaison with the Library's collection agency and processes accounts with special needs, such as bankruptcies. Interlibrary Loan, which lends materials to libraries nationwide and borrows them from other libraries for Wichita Public Library customers, is part of the circulation section.

The main role of the **outlet and neighborhood branches** is to provide high demand popular materials to customers in the immediate areas surrounding the branch. Basic children's programming is provided where space allows. A limited number of public computer workstations provide access to Internet, software applications, and electronic resources. The branches are managed by paraprofessionals who report to the Coordinator of Customer Services. Comotara is an outlet branch. Neighborhood branches include **Maya Angelou Northeast, Linwood, and Orchard Park.**

District branches provide full service to a larger community than neighborhood branches, including popular materials, adult and children's programs, Internet/PC workstations and a greater level of educational support and reference services. Regional branches, with more space for collections and programming, reach a larger service area.

The **Evergreen Branch Library** serves north Wichita. Evergreen holds a variety of programs and features a mix of materials to serve its diverse population. The Evergreen branch opened in November 2002, combining and adding to the resources of the Minisa and Marina Lakes branches.

The largest branch is the **Lionel Alford Regional Branch Library.** The Alford branch has served south Wichita since April 2003, combining and adding to the resources of the Aley and Seneca branches.

Date

11/16/2004

# Wichita Public Library Policy Manual

## ORG-002.3 Programming and Outreach

The goal of this division is to promote literacy, Library awareness and use of the Library's resources through the delivery of programs and outreach services that meet the needs and interests of Library customers. The division staff is also charged with identifying groups of under-served citizens and finding ways to better encourage these groups to become active Library users.

This division often creates and maintains partnerships with other libraries and agencies in the community in order to combine resources for service delivery to shared clientele. Most funding for programming comes from grants and the Library's support organizations.

The **Central Library Children's Center** houses a variety of materials appropriate for youth up to eighth grade. Children's programming is often used to promote the collection and attract users to the Library. Computers for use by children and teens up to age 17 are available. Tours of the section are offered for organized groups. The Children's Center staff is responsible for coordinating the Library's summer reading programs for children and teens.

The **Sub-Regional Library for the Blind & Physically Handicapped**, also known as **Talking Books**, serves visually impaired and physically-challenged customers with recorded books and magazines. The Wichita Talking Book Section serves Sedgwick County and the following fifteen counties in Southeast Kansas:

- Allen
- Anderson
- Bourbon
- Chautauqua
- Cherokee
- Crawford
- Coffey
- Elk
- Greenwood
- Labette
- Linn
- Montgomery
- Neosho
- Wilson
- Woodson

**Outreach** staff work with Head Starts, schools, and other agencies to expand knowledge of literacy and Library programs and services. Outreach staff members also arrange bulk loans. The Coordinator of Programming and Outreach coordinates **homebound** services.

Date

11/16/2004

# Wichita Public Library Policy Manual

## **ORG-002.4 Reference Services Division**

The Reference Services Division consists of the Central Library's subject sections (Art, Music & Video; Business and Technology; General Reference; Local History and Genealogy; and the Rockwell and Westlink branches. In addition to helping customers find items, providing in-depth reference, and giving tours of their sections, reference staff members also maintain the collections through inventorying, weeding, and selecting materials.

The **Art, Music and Video Section** offers materials on the fine and performing arts to Library customers, videos, DVDs, music on compact disc, scores, vertical file craft guides, and art prints. The section also oversees the annual Academy Awards Shorts Film Program.

The **Business and Technology Section** covers topics relating to science, mathematics, business, technology and computers; maintains an extensive collection of motor manuals, schematics; distributes tax forms; and provides telephone directory information. Electronic resources specific to the business and technology subject area are available via public computer workstations in this section.

The **General Reference Section** includes the fiction collection, reference sources, indexes, bibliographies, general research areas, and special collections such as the Foulk Indian Collection, a map collection and travel file, college catalogs, The Foundation Collection, and print periodical indexes. The General Reference staff provides primary support for public access computing at the Central Library. Staff members at the **Information Desk** provide reader's aid services, select and maintain materials for the Popular Library collection, and schedule meeting rooms.

The Lawrence and Lucile Wulfmeyer Genealogy/Special Collections Center provides reference services in the areas of genealogy and local history. It houses an extensive collection of microfilm, including census rolls and the entire run of the *Wichita Eagle* newspaper. Among the special collections are a clipping file of local news events, an extensive collection of local photographs, and monographs and periodicals pertaining to Wichita and Kansas history. The Center includes the Charles B. Driscoll Reading Room and Kansas Reference.

The **Rockwell Branch Library**, a district branch, serves east Wichita. Many programs for children, teens and adults are offered, reference service is available and personal computers are available for public use. A meeting room is available for the community to rent.

The **Westlink Branch Library**, also a district branch, serves west Wichita. Westlink, like the Rockwell Branch Library, consistently posts high figures for circulation. Programs for adults, teens, and children are offered. Reference service, personal computers, and a meeting room are available.

Both Rockwell and Westlink feature a mixture of popular fiction, periodicals, materials in different formats, and basic reference materials.

Date

11/16/2004

# Wichita Public Library Policy Manual

## **ORG-002.5 Support Services Division**

The Support Services Division is responsible for overseeing Library operations and administration.

**The Operations Section** maintains physical facilities and equipment, including cleaning and building improvements, and is responsible for building security. **Deliveries** are a vital component to the smooth flow of operations as materials and mail flow among branch locations and between the Library and City Hall.

The **Support Services Coordinator** prepares and monitors General Fund and special fund budgets, coordinates the E-Rate program, compiles statistics, and generates statistical reports.

The **Special Projects Librarian** acts as media liaison and is responsible for public relations and marketing.

Support Services team members fulfill **clerical** functions by providing clerical, accounting, custodial, payroll, reception and switchboard services, and supply ordering and dispersal system-wide.

Date

11/16/2004

# Wichita Public Library Policy Manual

## **ORG-003.1 Friends of the Wichita Public Library**

The Friends of the Wichita Public Library officially began in 1938, although after a decade of erratic activity, interest waned and membership and projects began to dwindle. The Friends had a brief resurgence in 1963, but it was not until the opening of the new Central Library in 1967 that the Friends firmly took hold. The Friends have undertaken many projects over the years, but the goal has always been the same: to raise money and awareness for the Wichita Public Library.

In fall 1991, the Friends opened their Used Book Store on the first floor of the Central Library. Stocked with Library discards and donations from the public, the store has become a dependable source of funds for the benefit of the Library system. From time to time, clearance sales are held to make room for new donations of books and magazines.

A Good Samaritan program administered by the Friends assists customers with special circumstances to resolve outstanding fees in their Library accounts.

The organization is managed by a volunteer board of directors that meets monthly.

Date

11/16/2004, 9/9/2010

# Wichita Public Library Policy Manual

## **ORG-003.1.1 Bylaws of the Friends of the Wichita Public Library**

### **Article I – Corporation**

Section 1. Name and Purpose: The name of this corporation shall be Friends of the Wichita Public Library, Inc., a non-profit corporation incorporated under the laws of the State of Kansas. Its powers, rights, obligations and duties shall be those set forth in the Articles of Incorporation.

Section 2. Place of Business: The place where its business is to be transacted shall be in the City of Wichita, Sedgwick County, Kansas, and such other place or places within or without the State of Kansas as may be convenient or necessary to the transaction of the business of the corporation.

### **Article II - Membership and Dues**

Section 1. Membership: Any individual, corporation or other organization is eligible for membership provided the individual is a resident of the State of Kansas, or the corporation or organization maintains a business office within this State. The Board of Directors shall pass upon all applications for membership or may, if it desires, delegate this function to a membership committee to be created and organized as prescribed by the Board.

Section 2. Dues: The payment of membership dues by an individual, corporation or organization eligible for membership shall be a condition precedent to membership. The Board of Directors shall designate and, from time to time, may re-designate categories of membership for individuals (including, if the Board so elects, special membership for families or school children), corporations or organizations of persons, and shall fix the admission fees for each. Membership shall be on an annual basis unless otherwise specified by the Board of Directors, and the Board may provide for life or long-time memberships on such conditions as it may deem proper. The categories and fees of membership, and any amendments or changes therein, shall be recorded in the written minutes of the Board of Directors.

### **Article III - Board of Directors**

Section 1. Membership of the Board: The Board of Directors shall consist of not more than eighteen (18) nor fewer than eight (8) members, exclusive of ex-officio members, the number to be such as may from time to time be fixed by the Board.

The Board shall elect the members of the Board for a term of three (3) years. At the end of each Board member's term, he or she may stand for re-election. No Friends of the Wichita Public Library Board member may serve simultaneously on the Wichita Public Library Board of Directors.

The Director of Libraries of the Wichita Public Library, and the chairpersons of committees in charge of currently active projects of the Board (if not Board members already), shall be ex-officio members of the Board of Directors, and unless it shall be otherwise directed by the Board, may attend all general and special meetings of the Board, and may be heard on any question or issue, but shall not be entitled to vote, nor shall his or her presence be counted for a quorum.

Section 2. Gold Card Members: Each member on the Board of Directors shall be a Gold Card Member.

Section 3. Bookstore Training: Each Director should be trained to work in the bookstore and in the sorting area.

## Wichita Public Library Policy Manual

Section 4. Vacancies: If there be any vacancies in the Board by reason of death, resignation or otherwise, such vacancies may be filled by the Board.

Section 5. Quorum: A quorum shall consist of a majority of the members of the Board of Directors at an announced meeting. If a Director misses three (3) consecutive meetings, they will be removed from the quorum count.

Section 6. Meetings: The Board of Directors shall meet monthly, as may be practicable for the purpose of organization, the election of officers and the transaction of other business, and shall hold such other regular or special meetings as may be called by the President. Should the President fail or refuse to call a special meeting, a majority of the Board may do so.

Section 7. General Powers: The Board of Directors shall have charge of the management and affairs of the corporation and may delegate the duties and functions of management to the executive officers elected and qualified, or to such committees, or groups, or individuals as the Board may appoint, or direct to be organized. The Board of Directors may remove any officer or committee member from office for cause. The Board of Directors may employ the services of a paid or professional manager, and may confer upon him or her the title of Executive Secretary or General Manager and delegate to him or her such duties and authority as the Board deems proper.

### **Article IV – Officers**

Section 1. Election and Term of Office: The officers of this corporation shall be a President, one or more Vice Presidents as the Board of Directors may direct, a Secretary and Treasurer. Officers shall be elected by a majority vote of the Board of Directors for terms of one year, such election to be held at the annual meeting of the Board of Directors.

Section 2. Duties of Officers: The duties of the officers shall be those regularly and commonly charged to each office. Official contracts, conveyances or other documents shall be signed on behalf of the corporation by the President or, in his or her absence, the Vice President or Treasurer, and shall be attested and sealed by the Secretary. The Treasurer shall sign checks or withdrawals of funds and should the amount of the transaction exceed \$1,000.00, a second signature shall be required by another officer and, failing their availability, any member of the Board of Directors.

Section 3. Removal or Replacement of Officers: Any officer may be removed for cause by affirmative vote of the Board of Directors at an announced meeting. A vacancy in any office occurring during the term may also be filled by selection of the Board of Directors at an announced meeting.

### **Article V - Committees**

The Board of Directors may create such committees as may in the judgment and discretion of the Board be advisable and proper, and may delegate to such committees such duties and responsibilities as the Board may deem proper.

### **Article VI - Fiscal Year**

The fiscal year of the corporation shall run from the first day of January through the last day of December.

# Wichita Public Library Policy Manual

## **Article VII - Dissolution Clause**

The Friends of the Wichita Public Library, Inc., may be dissolved by a majority vote of the Board of Directors taken at a regularly scheduled meeting, or at a special meeting, properly called, with advance notification given to all board members and by affirmative vote of the majority of the Board of Directors.

Proper notification shall be given to both State and Federal licensing agencies under which the Friends of the Wichita Public Library, Inc., operates, that the Friends of Wichita Public Library, Inc., has ceased to exist, and final reports shall be filed with those agencies as may be required.

All assets of the Friends of Wichita Public Library, Inc., after payment of all debts, shall be transferred to the Wichita Public Library Foundation for such use as the Foundation deems fitting and proper.

## **Article VII - Amendments**

These by-laws may be amended at any regular, or special, meeting of the Board of Directors by affirmative vote of a majority of the Board of Directors.

### Date

1/6/2005, 7/14/2005, 9/9/2010, 2/10/2011

# Wichita Public Library Policy Manual

## **ORG-003.2 Wichita Public Library Foundation**

The Wichita Public Library Foundation was incorporated in 1987 as a not-for-profit public charity. As a tax-exempt entity, it exists solely to benefit the citizens of Wichita through the betterment of the Wichita Public Library system. The Foundation's role is that of a catalyst, matching Library needs with the interests of special donors.

The general purposes of the Wichita Public Library Foundation are

- 1) to enhance the Library's Collections;
- 2) to increase use and access to the Library Collections through improved technology; and
- 3) to promote literacy in the City of Wichita.

To augment the materials budget, the foundation contributes interest from an endowment fund and seeks special grants for designated needs. Many of the Library's programs are made possible by funding from Foundation endowment distributions.

Date

11/16/2004

# Wichita Public Library Policy Manual

## ORG-003.2.1 Wichita Public Library Foundation Bylaws

### Article I

#### Name, Object, Agent, Office and Members

1. The name of this corporation is Wichita Public Library Foundation, Inc.
2. The object of this corporation is to solicit, receive and provide funds for the benefit and support of the Wichita Public Library System (hereinafter called the "Library"), its branches and its successors by providing goods and services which include but are not limited to the following: books and other library materials, buildings, facilities, equipment, movies, endowment funds, and other real and personal property, or grants for the acquisition or furtherance of any such purposes. Provided, however, that the services and facilities herein contemplated shall be over and above what the traditional tax base funding of the Library has provided, and not to provide funds which can be substituted for such traditional tax base funding.
3. The Resident Agent of the corporation shall be Cynthia Berner Harris, 223 S. Main St., Wichita, Kansas 67202, and the Registered Office of the corporation shall be at such address.
4. The members of the corporation shall be its Directors.

### Article II

#### Directors

1. There shall be Directors of this corporation which shall number not less than five (5) nor more than fifteen (15). The number of Directors can be increased by a two-thirds (2/3) majority vote of the Directors at any regular or special meeting of the Directors called for the purpose of so increasing the number of Directors.
  - a. Ex-Officio and Library Directors

The persons serving as President of the Library Board of Directors and the Director of the Wichita Public Library shall automatically become Directors (ex officio directors with full voting rights) of this corporation and shall so serve as long as they maintain such positions. In addition, the President of the Library Board of Directors shall appoint one (1) individual (the "Appointed Director") to serve as a Director of this corporation to serve a concurrent term with the President of the Library Board of Directors. The Library Board of Directors shall select additional Directors to serve with the ex officio Directors and the Appointed Director (all of whom are collectively referred to herein as the "Library Directors"), so that the ratio of Library Directors to total Directors of this corporation shall be maintained at approximately forty percent (40%). Such additional selected Library Directors shall serve for three (3) year terms.
  - b. Public Directors

The balance of the Directors shall be referred to herein as the "Public Directors." The Public Directors shall be selected by majority vote of the Directors. Public Directors shall likewise serve for three (3) year terms, which terms shall be

## Wichita Public Library Policy Manual

staggered. Both the Library Directors and Public Directors shall herein be referred to as simply the "Directors"

c. Chairperson

After the selection of the Director(s) at the corporation's annual meeting, the Directors shall elect a Director to be the Chairperson of the Board (the "Chairperson") to preside over all meetings held by the Board of Directors for such annual period, or until a successor is elected. In the absence of the Chairperson, the President shall preside over the meeting of the Board of Directors. Individuals currently serving on the Library Board of Directors shall be ineligible to serve as a Public Director.

2. The Directors shall be charged with the responsibility of electing officers to conduct the business and affairs of the corporation in accordance with and as directed by the Board of Directors.
3. Upon the death, disability, resignation, or refusal to serve of any director, then the remaining Directors shall select a replacement director to serve the remaining unexpired term of such director.
4. The Directors shall not be personally responsible or liable for errors in judgment or discretion, even though losses may result from a transaction of the Directors, if such transaction was entered into for what was considered to be the best interests of the corporation and the Library.
5. Other than the person serving as Director of the Wichita Public Library, there shall be no paid employee of the Library serving as a Director.
6. In addition to the Directors herein provided, the Board of Directors may establish honorary Directors to advise the Board on matters of corporation business, but such officers shall not have voting powers. The terms and duties of the honorary Directors shall be established by resolution of the Board of Directors.

### **Article III Officers**

1. The officers of this corporation shall consist of a president, secretary, treasurer, and such other officers as the Board of Directors may from time to time determine. At the annual meeting of the corporation, all officers shall be elected for the ensuing year, to hold office at the pleasure of the Board of Directors, but in no case beyond the time when other officers shall be elected and accept office. The same person may serve in more than one, or in all of such offices.
2. The duties of the various officers of the corporation shall be as follows:
  - a. President  
The President shall serve as executive director and be responsible for the work of the corporation and implementing the policies of this corporation. The President shall preside over the meetings of the Board of Directors at which the

## Wichita Public Library Policy Manual

Chairperson is not in attendance. The President shall discharge such other duties as may be required by the Directors. The President shall be responsible for the active executive management of this corporation under direction of the Board of Directors. The President shall review all proposals for appropriation of funds and submit them with recommendation to the Directors. The President shall be responsible for the execution of the full details of the various programs for the benefit of distributees which shall be determined from time to time by the Board of Directors. The President shall employ, dismiss and direct the activities of the various employees of the corporation, subject to the approval of the Board of Directors. The President shall sign or countersign all instruments that require the President's signature and shall make such reports and perform such other duties incident to such office as are required by the Board of Directors. Subject to such limitations as the Board of Directors may impose, the duties of the President may be discharged by assistants or employees acting under the President's supervision and direction.

b. Secretary

The secretary shall have custody of the corporate seal (if one is adopted), issue notices of all meetings of the Board of Directors, keep the minutes thereof in books provided for that purpose, and immediately after each meeting, provide a true copy of the minutes thereof to each Director. The secretary shall keep proper records of all appropriations and authorizations of expenditures, and shall maintain duly itemized and classified accounts of expenditures and pledges made. He shall keep a record of the securities, contracts, mortgages, leases, deeds, records, publications and other property belonging to the corporation. He shall sign or countersign all instruments that require his signature. He shall make such reports as the Board of Directors may require. He shall discharge such other duties as the Board of Directors may impose. The duties of the secretary may be discharged by assistants or employees acting under his supervision and direction.

c. Treasurer

Subject to such provisions as may be made from time to time by the Board of Directors, the treasurer shall have the custody of all moneys, funds, securities, contracts, mortgages, leases and deeds of the corporation, and shall keep proper books of account thereof, which books shall, at all times, be open to inspection by each officer. The treasurer shall deposit the moneys and securities of the corporation in such depositories and on such terms and conditions as the Board of Directors may direct, and when so deposited, the treasurer shall not be personally responsible for their safe keeping. The treasurer shall render such reports relating to the moneys, funds, securities, investments, and fiscal affairs of the corporation as may be required of him from time to time by the Board of Directors. He shall sign or countersign checks, stocks, securities, contracts, mortgages, leases, deeds, and other instruments as require his signature, and shall perform all duties incident to his office or that are properly required of him by the Board of Directors. He shall not pay out any money, invest any funds, transfer or dispose of any securities or other property, excepting on the authorization of the Board of Directors. Subject to such limitations as the Board of Directors may impose, the duties of the treasurer may be discharged, and his books and records kept by assistants or employees acting under his supervision and direction.

# Wichita Public Library Policy Manual

d. Assistants

The Board of Directors shall also have authority to create the offices of assistant secretary, assistant treasurer, vice president, or such other offices as the board of directors may from time to time create and appoint. Their duties shall be as stated by the resolution appointing and creating such offices by the Board of Directors. References herein to the masculine gender shall be construed to include the feminine gender as well.

## **Article IV Meetings**

1. The annual meeting of the Board of Directors shall be held in September of each year. Such meeting shall be held at the Wichita Public Library, 223 South Main, Wichita, Kansas 67202, or at such other place in the City of Wichita as may be determined by majority vote of the Directors.
2. Special meetings of the Board of Directors may be held at any time on call by any two Directors, provided not less than five days notice of the time and place of such meeting be given by the Directors calling same. The President shall be responsible for providing notices of such meeting, such notices to be sent immediately upon the President's receipt of written notices calling such meetings by two or more Directors.
3. A five-day written notice of all annual meetings, and a five-day written notice of all regular meetings, shall be provided by the secretary to each Director at his business address, to be kept on file in the office of the President.
4. Actual presence of a Director at any meeting shall constitute a waiver of any notice above provided as to such Director for such meeting. Further, notice of any meeting may be waived by any Director by written instrument.
5. Meetings may be held by telephone conference call, and action may be taken by unanimous consent of all Board members in lieu of a formal meeting.

## **Article V Quorum, Voting**

1. A quorum at any annual or special meeting shall consist of sixty percent or more of the Directors.
2. The vote of a majority of the Directors present at a meeting shall constitute the action of the Board of Directors.

## **Article VI Committees**

The Board of Directors may create standing and special committees with such powers and duties as the Board of Directors may from time to time determine necessary.

# Wichita Public Library Policy Manual

## **Article VII Acceptance of Gifts**

The Board of Directors may from time to time on behalf of the corporation accept gifts of money or securities or other property upon such terms as shall be consistent with the goals of the corporation, and may hold such cash or securities or property in the name of the corporation or of such nominee or nominees as the Board of Directors may appoint, and may collect and receive the income thereof, and devote the principal or income of such gifts to such benevolent or charitable purposes within the scope of the activities of the corporation as the board of directors may determine. The Board of Directors may enter into an agreement with any donor to continue to devote the principal or income of his gift to such particular purpose as the donor may designate, provided that such purpose is duly approved or ratified by resolution of the Board of Directors and is within the scope of the activities of the corporation as set forth in the Articles of Incorporation; and after such agreement, the principal or income of that particular gift shall be devoted in accordance with its agreement for the time specified therein.

## **Article VIII Amendments**

These Bylaws may be amended only by resolution passed by two-thirds (2/3) of the Directors present at any annual or special meeting called for such purpose. The notice of such meeting to the Directors shall include the proposed amendments.

### Date

11/16/2004, 4/28/2008

# Wichita Public Library Policy Manual

## **ORG-003.3 Wichita Genealogical Society**

The Wichita Genealogical Society was formed in 1987 by a group of family researchers, genealogists, and historians dedicated to preserving and sharing genealogical material. Additionally this group had a desire to promote the growth of the genealogy section of the Wichita Public Library, making it a premier research center in Kansas. To help achieve that goal, WGS provides the genealogy section with member volunteers who work with the librarian and assist customers with their research questions, raise funds for the purchase of materials, and provide outstanding genealogy and local history programs that raise awareness of the Library's excellent resources for beginning and advanced genealogists and researchers.

### Date

11/16/2004

# Wichita Public Library Policy Manual

## ORG-003.3.1 Wichita Genealogical Society Bylaws

### Article I - Name

The name of the corporation is “The Wichita Genealogical Society” (“WGS.”)

### Article II – Purpose

**Section 1. General:** One purpose of WGS is to promote interest in and encourage the study of genealogy and family and local history through:

- (a) Holding meetings, classes, field trips and study groups;
- (b) Locating, cataloging, and preserving genealogical records and making them available to the public; and
- (c) Publishing genealogical and historical information periodically in a newsletter, magazine, or other publication.

WGS is also a support group of the Genealogy Department of the Wichita Public Library with the purpose of:

- (a) Assisting and supporting the Wichita Public Library Genealogy and Local History Department through acquisitions and special projects.
- (b) Providing volunteer support for the Genealogy Department of the Wichita Public Library.

### Article III – Nature of Corporation

**Section 1. Non-Profit:** WGS is organized and shall be operated exclusively for charitable and educational purposes that qualify as exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provisions of any future United States Internal Revenue Code or Laws (hereinafter referred to as “the Code.”)

***It is the responsibility collectively and individually of the Board of Directors for the solvency of the Corporation.***

No part of its earnings shall inure to the benefit of any Director, Officer, Member, or Advisor, or any other private individual. WGS shall never declare, make or pay any such persons any dividend or other distribution; provided, nevertheless, that nothing herein shall prevent the payments of reasonable compensation for services actually rendered by employees or consultants or the reimbursement of reasonable expenses actually incurred in connection with fulfilling WGS’s purposes.

**Section 2. Non-Discriminatory:** WGS shall be operated in all respects in a manner that is non-partisan, non-sectarian, and non-discriminatory as to racial origin, religious creed, linguistic background, sex or any other feature not related to need or merit.

### Article IV – Prohibited Activities

**Section 1. General:** WGS shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity, that would invalidate its status as an organization exempt from Federal Income Taxation as described in Section 501(c)(3) of the Code, or as an organization, contributions to which are deductible under Section 170(c)(2), 2055, or 2522 of the Code, nor shall it engage in activities prohibited by the following sections of Article IV, or their successor provisions under any future provisions of the Code.

# Wichita Public Library Policy Manual

**Section 2. Political Activities:** No substantial part of the activities of the Corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

**Section 3. Loans to Officers and Directors:** No loans shall be made by the Corporation to its Officers and/or Directors, and any and all Directors, voting or assenting, to the making of any such loan, and any and all officers participating in the making of any such loan shall be jointly and severally liable to the Corporation for the amount of such loan until repayment thereof.

## Article V – Membership

**Section 1. General Qualifications.** Membership shall be open to all persons and organizations interested in genealogy, local history, and the purposes of the Society. An applicant shall be accepted for membership upon submission of a completed application form and payment of dues.

**Section 2. Categories.** The categories of membership shall be as follows:

- (a) Individual Member. Any person who meets the requirements for membership and who has paid the dues.
- (b) Household Member. Additional individuals living at the same address as a member and who meets the requirements for membership may become members at a reduced dues rate. A household shall receive only one copy of Society publications.
- (c) Organizational Member. Any organization that supports the purposes of the Society and which has paid the dues. An Organizational Member shall be a non-voting member.
- (d) Charter Member. A member who joined the Society prior to the 31<sup>st</sup> day of May 1988.
- (e) Honorary Member. Any person who by majority vote of the Board of Directors shall be awarded an Honorary Membership with the same privileges as any other Member and for the duration specified by the Board.

## Article VI – Officers

**Section 1. Elected Officers.** The elected officers of the Society shall consist of a President, Vice-President, Registrar, Recording Secretary, and Treasurer and shall be known as the Executive Board.

**Section 2. Eligibility.** Only active Individual or Household Members in good standing and who have belonged to the Society for at least one year prior to the election shall be eligible to hold elective office.

**Section 3. Term.** Officers shall be elected for a one-year term by the membership at the Annual General Meeting. The term of office shall begin on January 1 following the date of election.

**Section 4. Consecutive Term.** Any member willing to continue serving a consecutive term of office shall be deemed eligible for nomination for the succeeding year.

**Section 5. Vacancies.** Should an elected or appointed officer resign or vacate his/her office with or without notice, that vacation will constitute a resignation from that position. Upon a majority vote of the Executive Board, an elected or appointed officer may be asked for his/her resignation. An office shall be deemed vacated after two unsuccessful attempts to contact the person filling the office in question. Resignations or vacancies in any elective office shall be filled by approval of the Board of Directors until the next election, except the office of President, which shall be

# Wichita Public Library Policy Manual

filled by the Vice-President. Should the office of Vice-President be vacant, then the office of President shall be filled as any other vacant elective offices.

## Article VII – Duties of Officers

### Section 1. President. The President shall:

- (a) Be the Executive Officer of the Society and be the official spokesperson for the Society. The President shall preside at all meetings of the Society and Board of Directors, and, except as otherwise provided, shall appoint all standing and special committees and committee members, defining their duties, with the approval of the Board of Directors.
- (b) Be ex-officio member of all committees except the Nominating Committee.
- (c) Receive the written Annual Reports of the Executive Board, subject to acceptance at the meeting of the Board of Directors prior to the Annual General Meeting.
- (d) Prepare an Annual Report of the Society for submission to the Director of the Wichita Public Library.
- (e) Call special meetings.

### Section 2. Vice-President. The Vice-President shall:

- (a) Assume the duties of the President in the absence of or at the request of the President;
- (b) Assume the duties of the President in the event of a vacancy in such office,
- (c) Arrange for programs for regular meetings.

### Section 3. Registrar. The Registrar shall:

- (a) Receive all membership applications, disburse membership cards to all members upon receipt of payment of dues, and maintain membership records.
- (b) Notify the President of a quorum in attendance at regularly scheduled meetings of the Society in which a vote of the membership will be required.

### Section 4. Secretary. The Secretary shall:

- (a) Keep the minutes of all the proceedings of the Society, the Board of Directors, and any meetings of the Executive Board;
- (b) Be custodian of the records of the Society, except such as are specifically assigned to other officers.
- (c) Maintain record books in which the Bylaws, Special Rules of Order, Standing Rules, and Minutes are entered, with amendments to those documents properly recorded and have on hand at every meeting.
- (d) Preside over meetings in the absence of both the President and Vice-President.
- (e) Handle all correspondence of the Society at the direction of the President.

### Section 5. Treasurer. The Treasurer shall:

- (a) Be custodian of the funds of the Society and deposit all funds in a bank or banks, as the Board of Directors shall designate.
- (b) A detailed log or detailed deposit slips shall be made showing the source and purpose of the transaction. A copy of the log or deposit slips shall be kept by the treasurer.
- (c) Collect all dues and assessments and shall keep a proper account thereof.
- (d) Present a monthly and a quarterly financial report to all Board of Directors meetings.
- (e) Publish an annual report in the Society quarterly publication and prepare a financial statement at the end of the fiscal year for presentation at the Annual General Meeting.
- (f) Make disbursements by check as authorized by the Board of Directors.

### Section 6. General Duties. All officers shall:

# Wichita Public Library Policy Manual

- (a) Perform the duties as prescribed by the Bylaws and parliamentary authority adopted by the Society.
- (b) Upon retiring from office deliver within 15 days to his successor all monies, accounts, records, books, papers, and other property belonging to the Society.
- (c) The Annual Reports of the Executive Board shall be presented in writing for acceptance at the meeting of the Board of Directors prior to the Annual General Meeting.
- (d) Implement plans to sustain and enlarge the active membership of the society.

## Article VIII - Meetings

**Section 1. Annual General Meeting.** The Annual General Meeting of the members shall be held at the last Regular Meeting of the Society of the Calendar Year.

**Section 2. Regular Meetings.** The Regular Meetings of the Society shall be held quarterly at a time and place determined by the Board of Directors and as announced by the media.

**Section 3. Quorum.** A quorum at Regular Meetings shall consist of 10% of the members in good standing at the time of the meetings for transaction of business.

**Section 4. Alternate Meeting Dates.** The Executive Board shall determine exceptions of Section 1 or Section 2 due to inclement weather and/or unforeseen circumstances. The Executive Board shall also establish provision for alternate meeting dates.

## Article IX – Board of Directors

**Section 1. Members.** The Board of Directors shall consist of the Executive Board and Chairs of Standing Committees. Chairs shall be voting members of the Board. The Immediate past President and the Director of Libraries or her designee shall be ex-officio non-voting members of the Board. The Immediate Past President shall serve as parliamentarian and shall act in an advisory capacity to the Board.

**Section 2. Society Management.** The Board of Directors shall have the control and management of the affairs and funds of the Society. The President or the Treasurer, along with any other officer, shall be authorized to sign checks.

**Section 3. Vacancy.** In event of a vacancy of the Board of Directors, other than the office of President, a member of the Society shall be appointed by the President, with the approval of the Board to fill said vacancy.

**Section 4. Meetings.** The Board of Directors shall meet monthly at a predetermined time and place. The President, his/her appointed spokesperson, or the Vice President in the absence of the President may cancel a regular Board meeting. Should a Board meeting be canceled, a replacement meeting shall be determined and called as soon as possible.

**Section 5. Special Meetings:** Special meetings may be called by the President upon request of three (3) members of the Board of Directors after a three day notice to all Board members, except for an emergency.

**Section 6. Quorum.** A quorum shall consist of three (3) members of the Executive Board.

# Wichita Public Library Policy Manual

**Section 7. Absences.** Two consecutive unexcused absences by any member of the Board of Directors from the regularly scheduled Board Meetings shall constitute a resignation, and the office shall be filed as provided herein.

## Article X – Committees

**Section 1. Executive Committee:** The Executive Committee shall consist of the Executive Board. In addition to the duties of the Executive Board as set forth above, the additional duties of the Executive Committee are as follows:

- (a) Approve opening or closing any financial account and specify the person(s) responsible for doing so. Any unauthorized person(s) opening or closing a financial account will be removed from membership in the society and any office held. Further action will be at the discretion of the Executive Committee.
- (b) Approve the person(s) permitted to sign any checks on those accounts on behalf of the Corporation.
- (c) Take immediate action to remove the signature authorization of any person(s) who resigned, vacated, or was removed from elected office, appointed position, or Executive Committee approved signator(s).

**Section 2. Standing Committees.** Standing committees are permanent committees charged with performing necessary functions of the Society. The following shall constitute the standing committees and their duties and responsibilities. Additional duties and responsibilities shall be designated by the President and provided in the Standing Rules.

- (a) The Computer Committee shall be responsible for the Society's Web Page and associated links. It shall provide for and oversee the Society databases and assist in the organization of genealogical records used by the Society and for Society publications.
- (b) The Education Committee shall organize and present to members, the general public, or both, instructional classes for the purposes of assisting in genealogical research, including, but not limited to, conducting classes and arranging trips and tours.
- (c) The Publications Exchange Committee shall receive exchange bulletins, flyers, and information pamphlets from other genealogical societies and organizations and make the materials available to the members. It shall coordinate with the Wichita Public Library Genealogy and Local History Department to make recommendations for Society contributions or acquisitions.
- (d) The Publicity Committee shall be responsible for all publicity and public relations for the Society.
- (e) The Research and Queries Committee shall do local research for member and non-member requests. Any fees it earns shall accrue to the Society.
- (f) The Publications Committee shall have the responsibility for selecting the format, contents, printing, and distribution of the Society's quarterly newsletter and other publications for the Society.
- (g) The Historian shall produce and maintain both a scrapbook about Society activities and a written and pictorial history of the Society.
- (h) The Hospitality Committee shall be responsible for all refreshments provided at regular quarterly meetings and other Society events as deemed appropriate by the Board of Directors.
- (i) The Trips Committee shall be responsible for arranging all trips sponsored by the Society including, if required, but not limited to, transportation, lodging, reservations, scheduling, and other logistics of the trip.
- (j) The WGS/WPL Special Projects Committee shall coordinate any special projects of the Society which are designed to benefit WPL.

# Wichita Public Library Policy Manual

**Section 3. Audit Committee.** The Audit committee shall be appointed by the President at the meeting of the Board of Directors prior to the annual General Meeting for the purpose of auditing the books of the preceding fiscal year.

**Section 4. Special Committees.** The President with the approval of the Board of Directors shall establish special committees.

**Section 5. Activities.** All committees shall report their activities to the Board of Directors.

## Article XI – Dues and Finance

**Section 1. Annual Dues.** The Board of Directors shall determine the annual membership dues, and other fees, and in no instance will be less than the cost of the publications issued to Society Members.

**Section 2. Membership Fiscal Year.** Dues for Yearly Membership are payable at any time during the year. Membership is for one year starting at the beginning of the month following payment and ending 12 months later.

**Section 3. Society Fiscal Year.** The fiscal year for the Society is from January 1 to December 31.

## Article XII – Nominations and Elections

**Section 1. Election of Officers.** Election of Officers shall be held every year at the Fourth Quarterly Meeting.

**Section 2. Nominating Committee.** A Nominating committee consisting of a Chair from the Board of Directors and two (2) non-board members shall be elected by the Board of Directors at the meeting of the Board of Directors prior to the third Quarterly General Meeting of the Society. It shall be the duty of the Nominating Committee to nominate at least one member for each position as officer to be filled at the next election. Members may submit in writing to the Committee for their consideration the names of persons eligible and available for nomination. Other nominations may be made from the floor. The consent of each nominee must have been obtained prior to his or her nomination.

**Section 3. Nominations.** The Nominating Committee's nominations shall be published prior to the Annual General Meeting.

## Article XIII – Amendment of Bylaws

These Bylaws may be amended at any Regular General Meeting of the Society by a two-thirds vote following Board of Directors consideration and recommendation and published in the Quarterly preceding that meeting.

## Article XIV – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Society may adopt.

# Wichita Public Library Policy Manual

## **Article XIV – Dissolution**

In the event of any dissolution of the Society, its assets shall be transferred to the Wichita Public Library's Foundation with a request that the funds be used to enhance the genealogy collection.

### Date

11/16/2004, 5/21/2011