

By Laws of the Boardman Library Institute.  
Article I.

Sec. I.

Election of  
Officers

At the first regular meeting of the Board of Directors, after their election, and qualification, they shall proceed to organize, by the election from their body, by ballot, a President, Vice President, Treasurer, Secretary, each of which officers shall hold their office for the term of one year, and until their successors are elected & qualified. A majority vote shall determine such election.

Sec. II.

Appointments  
of  
Committees

At the first regular meeting of the Board of Directors after their election and qualification, or at a meeting of said directors, held as soon after their said election as may be practicable, they shall appoint from the members of the Institute, Committees, each consisting of three members, as follows: Finance, Library or Book, Printing and Auditing; one member of each Committee shall be a member of the Board of Directors and chairman of such Committee, which said Committee shall have general charge of the respective departments assigned to them, subject to the control of the Board of Directors. Each of said Committees shall consist of three members, except the Library or Book Committee, which shall consist of <sup>not less than five</sup> six persons, all of whom may be directors, or part directors and

part, <sup>and</sup> member of the Institute.

Sec. 3. The President of this Corporation shall be a member of the Finance Committee and chairman thereof.

Finance  
Committee The Finance Committee shall have supervision of the Boardman Library Fund, and all investments of the same shall be made by the Treasurer, under their direction, but no investment shall be made until the proposition be approved by a majority of said <sup>or a majority of the Board of Directors, present at a meeting called for that purpose</sup> Committee, of which approval the Treasurer shall be duly notified.

Sec. 4.

Secretary  
Duties. It shall be the duty of the Secretary to keep a record of all the doings & proceedings of the Institute and attend Annual, regular and Special Meetings thereof, and all meetings of the Board of Directors, and shall be ex-officio Secretary of the Finance Committee, and keep accurate records of all doings of said board and Finance Committee, and perform such other duties as may usually appertain to such office, or may be assigned to him by the Board of Directors or by the Institute.

Section 5.

The Treasurer shall, before he enters upon the discharge of his duties, execute and deliver to

The President of the Board of Directors shall bond in  
 as the Board of Directors may see fit, but  
 such sum of not less than Five thousand dollars, with  
 good and sufficient securities, to be approved by the  
 Board of Directors, conditioned for the faithful dis-  
 charge of the duties of his office. He shall, on  
 such approval, be authorized to receive all moneys  
 paid to the Institute, <sup>from whatever persons</sup> or coming from his predecessor  
 in such office, and shall keep an accurate ac-  
 count of all receipts and payments.

All moneys received by the Treasurer shall be  
 accounted for to the Board of Directors, annually, or  
 oftener if requested by them, and no moneys  
 shall be paid out or expended except on written  
 order signed by the President, or in his absence or  
 sickness, the Vice President, and attested by the  
 Secretary, or on the order of the Finance Committee  
 in case of investments.

Article II.

Section 1.

The President shall preside at all  
 meetings of the Institute <sup>and</sup> Board of Directors and  
 Finance Committee, or in case of his absence or sick-  
 ness, the Vice President. In all cases of balloting  
 he shall have a vote, and in other cases he  
 shall not vote, except in case of a Tie, when he  
 shall have the deciding vote, Provided, however,  
 he shall not have the right to give the deciding vote  
 on any question arising before the Finance Committee

4

but in all such cases, the question shall  
once be referred to the Board of Directors.

Section 2.

In the absence of the President, or in case of his  
inability to act, it shall be the duty of the Vice  
President to preside and to perform the duties of  
~~that~~ <sup>the</sup> office, including the duties of the  
President as member of the Executive Committee.  
Article III.

Section 1. It shall be the duty of the Librarian  
to record the rules and regulations of the Library in  
a book furnished for that purpose. The Librarian  
shall account to the Secretary for all moneys col-  
lected ~~by him or her~~ for fines, for violation of any of  
the rules, or for memberships - or damages to books;  
The Librarian shall be responsible for and have charge of.

The safe keeping of the Library, and to that end  
shall have power to enforce all the rules and reg-  
ulations that may from time to time be adopted for  
the control of the Library; ~~He~~ <sup>and</sup> shall pay over to the  
Treasurer, at least monthly, all moneys received  
by him in the care of the Library, and shall make  
an Annual report to the Institute at each Annual  
meeting showing the condition of the Library during the  
preceding year, & all moneys collected. ~~He~~ <sup>and</sup> shall,  
before entering on the duties of said office, give a bond  
with one or more sureties, in such sum as the Board

5

of Directors may prescribe.

Section 2.

The Board of Directors shall from time to time adopt all needful rules and regulations for the government of the Library, and shall cause the same to be posted therein.

Section 3. The duties of the Committee on Library Sections, Finance and Auditing shall be such as usually pertain to such Committees, and as may be assigned to such Committee by the Board of Directors and the Bylaws.

Article IV.

Section 1.

The regular meetings of the Directors of the Institute shall be held on the second Monday of March, June, September and December of each year.

Section 2.

Special meetings of the Shareholders may be held on the call of the President, at the written request of five members. Public notice of such special meetings shall be given by publication in some newspaper, printed in the City of Washington at least one week before the day of such meeting.

Section 3.

No Encyclopaedia, no volume from any set of books  
And no volume that is strictly a book of reference,  
no magazine, bound or unbound, shall be loaned  
or taken from the library building, except for purpose  
of repair, but any other volume belonging to the  
Boardman Library Institute Reference Department, may  
be borrowed by any citizen for purpose of special  
study by securing the permission in writing of at  
least two members of a committee consisting of  
the President, Secretary and Librarian. <sup>or by any stockholder without such written</sup> No book

thus borrowed shall be retained for a longer period  
than one week unless it has not been called  
for by any other person, in which case it may be  
retained for two weeks. —

in which notice the object & purpose of such meeting shall be stated; any regular or special meeting may be adjourned to such future day as may be agreed upon, not later than the next regular meeting.

Section 3. Ten members of the Institute shall constitute a quorum for the transaction of business, but a less number may adjourn the meeting to a future day as provided in Section 2 of this Article.

### Article 5.

Meetings of the Board of Directors for the transaction of general or special business, shall be held at any time on call of the President, or at the written request of three or more members of the Board; a majority of the Board shall constitute a quorum.

### Article 6.

Section 1.

The following shall constitute the order of business at the annual meeting of the Institute.

- 1<sup>st</sup> Call to order.
- 2<sup>d</sup> Reading the minutes of the last Annual Meeting.
- 3<sup>rd</sup> Reports of officers as follows:-
  - 1<sup>st</sup> Librarian - 2<sup>d</sup> Secretary, 3<sup>rd</sup> Treasurer.
- 4<sup>th</sup> Report of Committees as follows:-
  - 1<sup>st</sup> Finance Com. 2<sup>d</sup> Library - 3<sup>d</sup> Auditing.

5<sup>th</sup> Report of Special Committee.

6<sup>th</sup> Unfinished business.

7<sup>th</sup> New business.

8<sup>th</sup> Election of Directors.

### Section 2.

The order of business at all called or special meetings of the Board of Directors shall be similar to that provided in the 1<sup>st</sup> section of this Article, so far as the same may be applicable. —

### Section 3.

The duties of the Auditing Committee shall be to examine and report upon all bills and accounts against the Institute, also to examine and report on the Librarian and Treasurer's account, to the Board of Directors at their meetings to be held quarterly as provided in ~~the~~ Article 4<sup>th</sup>.

### Article 7.

All vacancies arising in any of the election of officers shall be filled by appointments made by the Board of Directors, and the persons so appointed shall hold office until <sup>they successors are elected &</sup> ~~the next annual~~ <sup>qualify</sup> meeting of the Institute.

### Article 8.

Any of these By-laws may be amended or changed at any regular meeting of the <sup>Board of Directors</sup> Institute, by a two thirds vote of the mem