BY-LAWS OF THE THOMAS G. CARPENTER LIBRARY
DEAN’S LEADERSHIP COUNCIL

To provide direct and effective communication between the community and the University, the Thomas G. Carpenter Library has established the Dean’s Leadership Council composed of community leaders and specialists related to, or supportive of, the Thomas G. Carpenter Library.

ARTICLE I Authority and Purpose

A. Authority
The composition, functions, responsibilities, duties, powers, and authority of the Thomas G. Carpenter Library Dean’s Leadership Council, hereinafter referred to as the Council, shall be as determined by the Council and Thomas G. Carpenter Library, hereafter referred to as the Library.

Parliamentary Authority. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Council in all cases to which the current by-laws do not address a specific issue that arises.

B. Purpose
1. To support the Library in the development of various forms of financial resources, including assisting in the annual fundraising efforts that support the Library. Each Council member is expected to support the Dean’s Excellence Fund each year through an annual gift pledge. Any member whose pledge is not fulfilled by their anniversary date will be considered suspended from the Council until their pledge commitment is fulfilled.
2. To assist the Library in identifying sponsors for events and opportunities for new partnerships for sponsored events.
3. To provide a channel of communication and strengthen the relationship between the Library and the community at large.
4. To participate with and provide counsel to the Library regarding objectives, strategies, goals, challenges and opportunities.
5. To identify participants from the community for various Library presentations and events.

ARTICLE II Membership

A. Membership
The members of the Council constitute the body of the Council and are its government. The Council shall consist of the following members:

1. Members originally appointed to the Council and those subsequently re-appointed or elected under the provisions of these by-laws. Members would ordinarily be business persons, academic and community leaders related to and supportive of the mission and services of the Thomas G. Carpenter Library.
2. The Dean of the Library.
3. The president of UNF or his representative serves as an ex-officio member of the Council. In addition, the Executive Committee of the Council may appoint individuals as ex-officio.
4. The Council will consist of not less than ten (10) members, but not more than thirty (30).
5. No more than two members representing the same organization, except UNF, may serve on the Council simultaneously. Efforts should be made to strive for diversity in the composition of the membership.

6. A member of the Council may be removed by a two-thirds (2/3) majority vote of those present at a duly called meeting of the Council. The proposed removal must be on the agenda of the meeting at which said action is to take place.

7. UNF alumni who have graduated within the last five years, may elect to be a member at the New Professional Osprey (NPO) level which is at a lower entry level of giving. They may serve their entire three-year term at the lower entry level. When the alumnus/alumna is no longer eligible for NPO status they may be invited to become a full Council member.

8. A Council Member who has served two terms but chooses not to renew his/her term on the Council and continues to pledge a gift each year of at least $1,000 may become a Distinguished Member.

B. Election of Members
   1. Nominations, including those to fill vacancies, shall be submitted to the Council for approval. Votes by e-mail may be conducted with majority vote to elect a member.
   2. All members, other than ex-officio, shall be elected for three-year terms and will be so notified by the Chair. Those elected to fill vacancies shall hold membership until the expiration of the term of the member whose vacancy they fill.
   3. Any member shall be eligible for re-election to additional terms.
   4. The Executive Committee shall submit the names of proposed candidates to all members of the Council for a vote.
   5. Members of the Council shall give due consideration to the recommendations of the Executive Committee, but they may accept nominations from the floor and elect any other person or persons to membership on the Council in accordance with the by-laws.

ARTICLE III Meetings

A. Meetings
   1. Annual Meeting: The annual meeting of the Council shall be held during the month of September, or at such other time as deemed appropriate by the Council.
   2. Regular Meetings: Quarterly meetings generally will be scheduled in September, December, March and June, or when deemed appropriate by the Council.
   3. Special Meetings: The Chair may call special meetings of the Council at any time or upon a written request to the Chair. Special meetings may be constituted through conference calling of the members.
   4. Voting Members: All members of the Council, except ex-officio are eligible to vote on matters considered by the Council.

B. Notice of Meetings
   1. Annual and regular meeting notices shall be given by email, mail or phone to members at their usual address at least ten days and not more than 90 days prior to the scheduled meeting. The notice will specify time, place, and the agenda for the meeting.
   2. Special Meetings: Notices of special meetings may be given by email, mail or phone at least three days prior to the date of the meeting. The notice will specify time, place and the agenda for the meeting.
ARTICLE IV Officers

A. The Officers of the Council shall consist of the Chair, the Vice-Chair and the Secretary.
   1. Both the Chair and the Vice Chair of the Council will be individuals who are not administrators of the University of North Florida.
   2. The Chair of the Council and the Vice Chair are nominated by the Executive Committee and elected for two-year terms by most of the voting members present at a duly called meeting of the Council. The Council may accept nominations from the floor. Chair of the Council is also the Chair of the Executive Committee. Terms of office shall begin in September.
   3. The Dean of the Thomas G. Carpenter Library serves as an ex-officio member of the Executive Committee. The Secretary of the Council is a volunteer or Library employee appointed by the Dean of the Thomas G. Carpenter Library.
   4. The Secretary of the Council is the Thomas G. Carpenter Library’s current Marketing and Community Services Coordinator.

B. Duties of the Chair
   1. To preside at all meetings of the Council.
   2. To appoint ad hoc committees as needed with the advice and consent of the Council as may be required for the resolution of matters not already covered by these by-laws.
   3. To report to the members of the Council at their regular and annual meetings and at special meetings when necessary.
   4. To call special meetings when necessary.

C. Duties of the Vice Chair
   1. To perform the duties of the Chair if the Chair is unable to do so.
   2. To perform other duties as may be conferred by the Chair consistent with the by-laws.
   3. Subject to the approval of the Council, the Vice Chair will assume the position of Chair at the expiration of the Chair’s term or the Chair’s resignation.

D. Duties of the Secretary
   1. To keep accurate records and preserve all documents and items determined by the Council to be a part of its official record.
   2. To conduct correspondence as directed by the Council.
   3. If not a member, serve as needed as an ex-officio member of all committees of the Council.
   4. To record the proceedings of all regular, annual and special meetings of the Council.
ARTICLE V Committees of the Council
A. There shall be an Executive Committee of the Council, comprised of the Chair of the Council, the Vice Chair of the Council, and the Dean of the Library. The immediate past Chair of the Council may serve as an ex officio member of the Executive Committee for up to two years. Chairs of committees may also be included as ex-officio participants of the Executive Committee.

The Executive Committee shall exercise the authority of the Council between meetings, except that the Executive Committee shall not:
• amend the bylaws;
• take action which is contrary to or a substantial departure from, the direction established by the Council or which represents a major change in the affairs, business, or policy of the Council or the University.

B. If deemed necessary there may be a Membership Committee, comprised of at least two members, who shall identify, recruit, and recommend individuals for membership.

C. If deemed necessary there may be a Development Committee, comprised of at least two members, who shall help the Council and the Dean of the Library strategically focus its fund-raising efforts on Library needs and priorities.

D. Voted by the Council September 13, 2018, five (5) committees were added to the Council to increase library community awareness and fundraising success. These include; Art in the Library Committee, Butterfly Effect Project Committee, Events & Programs Committee, Lending Libraries in Public Spaces Committee, and Strategic Initiatives Committee.

E. The Council may create other committees as needed, to be instituted by a majority vote of the members of the Council present at a duly called meeting. Ad hoc committees may be appointed by the Chair of the Council subject to the approval by the members of the Council.

ARTICLE VI Amendments to By-laws
A. These by-laws may be altered, amended or repealed at any duly held meeting of the Council. Notice of the proposed changes must be on the agenda of the meeting at which the changes are to be considered.

B. Proposed amendments to the by-laws shall be referred to the Chair of the Council for inclusion on the agenda of the next regular meeting.

C. Quorum: One-third of the voting members of the Council shall constitute a quorum and be required for revisions to the by-laws.