

THE ALGONQUIN ASSOCIATION
LIBRARY COMMITTEE CHARTER
Approved in Principle 06-23-2026 Subject to Revision of Bylaws

AUTHORIZATION

The Library Committee of The Algonquin Association is governed by The Algonquin Association Board of Directors (the "Board") under Section X.X.X of the Algonquin Association Bylaws as Amended and Restated in YYYY 2026. The Committee members shall be accepted by the Board from qualified volunteers, as defined below, and shall serve at the pleasure of the Board.

PURPOSE

The Committee is responsible for assisting the Board in enhancing the leisure atmosphere of the Algonquin House and the morale of its residents by maintaining a collection of literature reflecting a range of interests, perspectives, and subjects and other media in a comfortable, attractive space.

FUNCTIONS AND RESPONSIBILITIES

1. Determines the categories of books and other media that are accepted.
2. Receives and screens donations of books and other media.
3. Maintains the collection in good order.
4. Discards from time to time outdated items in the collection.
5. Holds a Book Giveaway event as needed to discard outdated items in the collection.
6. Determines the schedule of and task assignments for the committee members.
7. Provides a verbal report of its activities at each monthly meeting of the Association, as applicable.
8. Presents a written report of the year's activities at each Annual Meeting of the Association.
9. Performs such other tasks as requested by the Board of Directors.

ORGANIZATION

Membership

Inclusion: Any Algonquin Association residents in good standing and their resident family members over the age of 18 are eligible for membership on the Library Committee.

Exclusion:.

1. Association members who are currently serving on the Association Board of Directors are not eligible for membership.
2. Committee members who subsequently become members not in good standing) are ineligible for membership.
3. A committee member may not be a member of any other organization that would produce or could result in a conflict of interest unless such association is disclosed to the Committee and the Board, and the resident agrees to recuse him/herself from voting on any matter involving a potential conflict of interest.

COMMITTEE COMPOSITION

Size:

The recommended range is five (5) to nine (9) persons. Records must be kept of the Library Committee members accepted by the Board to serve on the Committee so that a quorum may be determined; a quorum of the Committee membership shall be one more than half of the current standing membership of the Committee. In the absence of a quorum, the lack of members shall not prevent the remaining standing members from meeting and conducting Committee business, except that no formal action may be taken at such a meeting.

Standing Officers:

1. Chairperson or co-chairpersons, appointed annually by the Board in December. A Chair or Co-Chair position on the committee is restricted to a person who is a member of the Association.
2. Either the Chair or one of the co-chairs may serve as Secretary, should this be the decision of the Committee, which must be done annually no later than January.
3. A member of the Board of Directors will serve as Board Liaison for communications purposes but will have no voting authority.

Membership Service and Selection

1. **Term of Service:**
 - a. Upon expression of interest by an eligible resident, that resident may be invited to participate as a member of the Library Committee. The new member is reported to the Board for acceptance at its next meeting. Committee membership is effective upon date of acceptance by the Board; acceptance connotes approval.
 - b. Committee members may serve indefinitely.
 - c. Committee officers may serve indefinitely.
2. **Replacement:** The Committee Chairperson may recommend to the President a replacement for any member who resigns or is terminated; it is understood that this recommendation is made with the consensus of approval by the standing members of the Committee. This recommendation may be accepted by the President but must be ratified by the Board at its next meeting.
3. **Solicitation:** Vacancy announcements will be published in October if/as needed; however, committee members may be added at other times during the year, as needed.

Meetings and Minutes:

1. The Committee may meet on an as-needed basis.
2. The Secretary shall prepare records of any significant decisions to aid in preparation of the annual report to the membership.
3. Meetings of the Committee shall be noticed as required by the Virginia Condominium Act and open to all residents.
4. Meetings shall be held in a common area of the Algonquin House and shall not be held in a private residence.
5. Meetings shall include a Homeowners Forum for owner comments.

Reporting:

Reports and recommendations are reported via the Chair/Co-Chair or other designee.

This charter is open to revision with Board approval. If the Library Committee determines that a revision of this charter will benefit the Committee and/or the Association, a written recommendation should be submitted to Management for Board review and approval.

Charter approved by The Algonquin Association Board of Directors, (Date).