

# **Bylaws of the Friends of the Addison Public Library**

Updated – June 1, 2010

## **ARTICLE I**

### **Name**

The Name of this organization shall be Friends of the Addison Public Library.

## **ARTICLE II**

### **Purpose**

The Friends of the Addison Public Library is organized to maintain an association of persons interested in books and their power; to increase the facilities, services, and use of the Addison Public Library and thus enrich the cultural and educational opportunities available to the community it serves.

The activities of the organization shall include direct financial assistance by purchasing services, materials, equipment, or books, beyond the command of the ordinary budget; conducting sales for the benefit of the library; creating support for an expanding library program; collecting dues for membership; encouraging gifts, endowments, and memorials for the library; and aiding in public relations by communicating the needs of the community to the staff and Library Board and informing the community about the library's services.

## **ARTICLE III**

### **Membership**

Categories of membership and dues shall be determined by the Board of Directors.

## **ARTICLE IV**

### **Meetings and Fiscal Year**

**Section 1:** The Friends shall meet annually, on a date determined by the Board of Directors, for the election of officers and the transactions of other business.

**Section 2:** Special meetings of this organization may be called at any time by the Board of Directors.

**Section 3:** A majority of the number of Board of Directors fixed by these by-laws shall constitute a quorum for transaction of business at any meeting of the Board of Directors.

**Section 4:** The fiscal year shall be May 1 to April 30 inclusive.

## **ARTICLE V**

### **Board of Directors and Officers**

**Section 1:** The elected officers of this association shall be president, vice president, secretary, treasurer, and membership chair. These five officers will constitute the Executive Committee. The president, vice president, secretary, treasurer, membership chair and the committee chairmen shall constitute the Board of Directors and manage the affairs of the organization. An appointed Library Board Member and staff member will serve on the Board of Directors as ex-officio members.

**Section 2:** The officers of the Friends of the Library shall be elected annually by members at the annual meeting. The officers shall be elected by majority vote of the members present and voting at the annual meeting. The term of officers so elected shall begin with the annual meeting and shall be for one year.

**Section 3:** Any vacancy in an office shall be filled for the remainder of the term through appointment by the Executive Committee.

## **ARTICLE VI**

### **Duties of Officers**

**Section 1:** The President shall preside at all meetings of the organization and shall have general supervision of the affairs of the organization. The president shall be an ex officio member of all committees.

**Section 2:** The Vice-President shall assume the duties of the President in his/her absence. The Vice-President shall be responsible for coordinating all Friends sponsored programs.

**Section 3:** The Treasurer shall be custodian of all moneys and shall deposit them in a bank designated by the Executive Committee. The Treasurer shall present financial statements to the Committee at its regular meetings, prepare an annual report for the annual meeting, and keep complete organizational accounts.

**Section 4:** The Secretary shall take the minutes of all the meetings and keep an accurate record of all business transacted. The Secretary shall maintain all inbound and outbound correspondence.

**Section 5:** The Membership Chair shall keep a record of all active and past Friends members, including effective dates. The Membership Chair will send all renewal notices to active members and track responses. The Membership Chair will collect monies related to membership and transfer the funds to the Treasurer for deposit.

**Section 6:** The Board of Directors may elect such additional officers as it shall deem desirable and may assign additional duties to officers as it deems appropriate.

## **ARTICLE VII**

### **Committees**

The President, with approval of the Executive Committee, may appoint such committee chairmen as are necessary for carrying out the activities of the organization.

## **ARTICLE VIII**

### **Funds**

All funds shall be deposited to the account of the Friends of the Addison Public Library and shall be disbursed by the Treasurer or other designated officer as authorized by the Board of Directors. Two signatures are required for withdrawals and checks: one signature of a designated Library Board member and one signature of the designated Friends of the Library Board member.

## **ARTICLE IX**

### **Amendments**

These Bylaws may be amended at any meeting of the Board of Directors by a majority vote of the Directors present and voting; provided that notice of the proposed amendment is included in the notice of the meeting.

## **ARTICLE X**

### **Parliamentary Procedure**

The current edition of *Roberts Rules of Order*, when not in conflict with the organization's bylaws, shall govern the proceedings of this organization.

## **ARTICLE XI**

### **Dissolution**

Upon the dissolution of the Friends organization, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, transfer all the assets of the organization to the Addison Public Library.