

# **Friends of the Crittenden County Public Library By-Laws**

## **Article I – Name**

Friends of the Crittenden County Public Library (hereafter referred to as Friends of the Library).

## **Article II – Purpose**

The purposes for which the organization is formed are:

1. To maintain an association of persons interested in the welfare of the Crittenden County Public Library.
2. To heighten public awareness of the library.
3. To encourage, solicit and receive gifts and bequests to the library from corporations, businesses, community organizations and private citizens.
4. To support and cooperate with the library in developing library services and facilities for the community.

## **Article III – Membership**

Section 1 – Membership in this organization shall be open to all individuals interested in the library.

Section 2 – Each member shall be entitled to one vote.

## **Article IV – Executive Council**

### **Section 1 – Members**

The officers of this organization shall be the president, vice-president, secretary, treasurer and reporter. The director of the Crittenden County Public Library will be a non-voting ex-officio member of the executive council.

### **Section 2 – Terms**

The term of office for the executive council is two years. President, treasurer and reporter will be elected in odd years to serve a two-year term. Vice-president and secretary will be elected in even years to serve a two-year term.

### **Section 3 – Nominating Committee**

President shall appoint one officer from the executive council and two persons from the membership to the nominating committee, with approval from the executive council. The nominating committee shall not nominate any person who does not consent to such nomination. Nominations shall be submitted to the membership two weeks prior to the annual meeting. Additional nominations may be made from the floor with consent from the nominee. Nominations are to be voted upon by the membership for executive council offices.

### **Section 4 – Vacancies**

Vacancies occurring on the executive council shall be filled for the unexpired term thereof by a majority vote of the remaining members of the executive council.

## Section 5 – Quorum

Three members of the executive council shall constitute a quorum.

## Article V – Duties of Officers

President – The president will call and preside over all regular Friends of the Library meetings, prepare agendas, appoint committees and act as liaison to the Crittenden County Public Library Board of Trustees.

Vice President – The vice-president will preside in the absence of the president, be responsible for the programs of the organization and make arrangements for program and committee meetings.

Secretary – The secretary will record minutes of all meetings, keep a correct roll of members, notify members of meetings at least one week in advance and be responsible for meeting correspondence.

Treasurer – The Treasurer will collect and handle all dues and other monies, report list of paid members and addresses to the secretary, and make authorized disbursements for the Friends of the Library. The treasurer will present monthly financial statements, prepare an annual report for the Friends of the Library and Crittenden County Public Library Board of Trustees annual meeting and shall keep complete organizational accounts.

Reporter – The reporter will compile and distribute a newsletter each quarter, create press releases and be in charge of promotion of all library programs.

## Article VI – Finances

Section 1 – All funds shall be deposited in the account of the Friends of the Library and shall be disbursed as authorized by the executive council.

Section 2 – Two (2) signatures are required on the checks written by the Friends of the Library, the current president (*vice president or secretary in case current president is unavailable*) and treasurer.

Section 3 – The fiscal year will be from May 1 – April 30.

Section 4 – The treasurer will give monthly (*quarterly*) reports and an annual financial report at the May meeting to be submitted to the Crittenden County Public Library Board of Trustees.

Section 5 – No member of the Friends of the Library shall be liable, except for unpaid dues from the current year, and no personal liability shall in any event attach to any member of the Friends of the Library in connection with any of its activities or undertakings. All liabilities of the organization shall be limited to its deposited funds.

Section 6 – Money received from memberships, projects, gifts and memorials shall be used to further the purposes of this organization.

Section 7 – All funds of the organization shall be deposited from time to time to the credit of the organization in such banks as the executive council may select.

Section 8 – The Friends of the Library membership shall approve all expenditures over \$200 from these funds.

Section 9 – No part of the net earnings of the organization shall be used to benefit or be distributed to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

#### **Article VII – Committees**

Standing and ad hoc committees shall be appointed as needed by the president.

#### **Article VIII – Meetings**

Section 1 – Friends of the Library shall hold quarterly meetings. The order of the business shall be:

- Call to order
- Presentation and approval of the minutes of the last meeting
- Presentation and approval of the Treasurer’s report of the last meeting
- Presentation and approval, if required, of any reports of the executive council, committees or individuals
- Old Business
- New Business
- Adjournment

Section 2 – A special meeting of this organization may be called at any time by the executive council.

Section 3 – The executive council shall meet prior to the quarterly meeting or at the discretion of the president.

Section 4 – All meetings shall be conducted according to *Robert’s Rules of Order – Revised*, except when in conflict with these bylaws.

Section 5 – All meetings shall be open to the public and shall be governed by all requirements and exceptions as set forth in the open public meetings act.

#### **Article IX – Dues**

Section 1 – Dues shall be payable annually and shall become due on the first day of May.

Section 2 – The Friends of the Library will annually review the dues and class structure.

#### **Article X – Amendments**

Amendments to the bylaws may be made at a quarterly meeting by a two-thirds vote of those members present, after notification to members of record at least one meeting prior to vote.

#### **Article XI – Additional Provisions**

Section 1 – The Friends of the Library is organized exclusively for the educational purposes of the Crittenden County Public Library, including, for such purposes, the making of distributions to the library under section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future federal tax code).

Section 2 – No part of the net earnings of the organization shall be used to benefit or be distributed to its members. The organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) a political campaign on behalf of, or in opposition to, any candidate for public office.

Section 3 – Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) on the Internal Revenue Code (or corresponding section of any future federal tax code) or by a organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue (or corresponding section of any future Federal tax code).

#### **Article XII – Dissolution**

Upon dissolution of this organization, its assets remaining after payment, or provision for payment of all debts and liabilities of this organization shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government for a public purpose.