

The Friends of The Community Library

BYLAWS

Approved December 6, 2025

Article 1: NAME

The name of the organization shall be The Friends of The Community Library.

Article 2: PURPOSE

The purpose of this organization shall be to:

- maintain a voluntary nonprofit association of persons interested in a vital library
- create public support and awareness for the library and its programs
- raise money for capital campaigns or for direct gifts for items not in the library's own budget
- work for library legislation or increased appropriations
- sponsor and support library programs and events
- volunteer to work in the library or on specific tasks and projects
- encourage gifts, memorials, and bequests of funds and of books, magazines, and desirable collections

Article 3: MEMBERSHIP AND DUES

Section 1: Any individual, organization, or business interested in the objectives of The Friends may become a member upon payment of dues. The dues amount shall be approved by the executive committee biennially in odd numbered years.

Section 2: The membership year shall run from January 1 through December 31.

Section 3: The fiscal year shall run from July 1 through June 30.

Article 4: EXECUTIVE COMMITTEE

Section 1: The executive committee of The Friends shall consist of the duly elected officers who are currently dues paying members of The Friends of The Community Library: president, vice president, secretary, and treasurer, as well as the appointed standing committee chairpersons.

Section 2: The duties and responsibilities of the executive committee members shall be as follows:

A) President

- Plan agenda and facilitate meetings
- Oversee committee activities and secure available rooms at the library
- Confirm dates of community activities
- Report to the bank any changes to names on the accounts.

B) Vice President

- Assist president in all activities as assigned
- Facilitate meetings in absence of the president

C) Secretary

- Record minutes of each meeting and send to members of the executive board
- Be responsible for correspondence of the executive committee.

D) Treasurer

- Receive funds on a timely basis and deposit in The Friends' account.
- Keep track of funds deposited in the VENMO account.
- Write checks as required and maintain check registry.
- Report on the accounts to the executive committee at the monthly meetings.
- Report to the bank any changes to names on the accounts.
- Present a year end summary of the accounts at the July meeting.
- File 990N form with the IRS to maintain nonprofit status.
- Sign and send tax exempt receipts to members who request them.

E) Membership

- Prepare the annual membership letter and form.
- Invite all members to the annual meeting.
- Maintain the membership forms.
- Keep the membership list updated.
- Prepare the tax-exempt receipts for those members who request one.

Section 3: The director of The Community Library shall be an ex-officio member and shall act as adviser to the executive committee but shall have no vote.

## Article 5: NOMINATIONS AND ELECTIONS

Section 1: Officers of The Friends shall be elected at the annual meeting in June.

Section 2: The elected officers shall serve for one year from July 1 – June 30.

Section 3: The executive committee shall appoint a nominating committee by the March meeting. The nominating committee shall prepare a slate of officers for election at the annual meeting. Qualified nominees shall be paid-up members of the organization with a minimum 75% attendance history for the preceding 12 months. The report of the nominating committee shall be included in the notice of the annual meeting. (Article 8 Section 4)

Section 4: A single slate shall be presented by the nominating committee at the annual meeting. Nominations may be made from the floor provided the consent of the nominee has been obtained.

Section 5: In the event of a vacancy in any office, the executive committee of The Friends shall appoint a member to fill the office for the unexpired term.

## Article 6: COMMITTEES

Section 1: The standing committees of The Friends shall be membership, publicity and nominating committee. The chairpersons shall be appointed by the executive committee at the annual meeting.

Section 2: Ad hoc committees and the chairpersons will be appointed by the executive committee of The Friends as needed.

Section 3: Chairpersons of all committees shall appoint their own committee members in consultation with the executive committee.

Section 4: No committee chairperson or member of a committee shall have any authority to incur any indebtedness in the name of The Friends without approval of the executive committee.

## Article 7: FUNDS

Section 1: All funds shall be deposited to the account of The Friends and shall be disbursed by the treasurer or the president as authorized by the executive committee.

Section 2: The treasurer's accounts shall be audited by an ad hoc audit committee appointed by the executive committee at the March meeting.

Section 3: The report of the audit committee shall be presented at the annual meeting.

Section 4: The treasurer shall present a financial report at the July meeting.

Section 5: The Friends' donations to The Community Library shall be presented biannually or as needed for special programs to the board of trustees.

Section 6: The executive committee shall request that the director of the library or the board of trustees provide an annual accounting of the donations' disbursal to be presented at The Friends annual meeting.

Section 7: Any and all liability of The Friends shall be limited to its deposited funds.

## Article 8: MEETINGS

Section 1: All meetings of The Friends shall be open to all members. A quorum shall be three members of the executive committee. A majority is required to pass all motions. All members present may vote. In the event that a quorum is not reached, all members of the executive committee may vote in absentia.

Section 2: The annual meeting of The Friends shall be held each year in June. Election of officers shall take place, and audit, financial and committee reports shall be presented.

Section 3: Regular meetings of The Friends shall be held monthly. The meeting dates for the following year shall be set by the Executive Committee at the annual meeting. A special meeting may be called at any time by a majority vote of the executive committee.

Section 4: Written notice of each meeting of The Friends shall be posted at the library not less than one week before the meeting.

## Article 9: AMENDMENTS

Section 1: Amendments shall be submitted in writing.

Section 2: These bylaws may be amended at any regular or special meeting if the amendment is approved by two-thirds of the members present, provided the amendment has been submitted to members at a previous meeting and has been posted at the library.

## Article 10: BYLAWS REVIEW AND REVISION

Section 1: The executive committee shall appoint an ad hoc committee biennially in odd numbered years to review the bylaws.

Section 2: Proposed revisions shall be submitted in writing at a monthly meeting and posted at the library. The revisions shall be approved by a two-thirds vote of members present at a subsequent meeting.

## Article 11: PARLIAMENTARY PROCEDURES

*Robert's Rules of Order, Revised Edition*, shall govern the proceedings of this organization.

Adopted 4/19/1972

Amended 12/2/1997

Amended 7/11/2011

Amended 4/12/2017 Article 3 Section 2

Amended 6/12/2021 Article 3, Article 4, Article 5, Article 7, Article 8, Article 9, Article 10

Amended 9/9/2023 - Article 3 Sections 2 and 3, Article 5 Section 3, Article 6 Section 1, Article 7 Section 2

Article 8 Section 3

Amended 12/6/2025 - Article 4 Sections 2A and 2D, Article 5 Sections 2 and 3, Article 7 Sections 4 and 5,

Article 8 Section 3, Article 10 Section 2