

## **Friends of the Library Committee Bylaws**

### **Article I: Name**

Section I. A Friends of the Library is a committee of the Scenic Regional Library Foundation.

Section II. The Friends of the Library in a particular community can publicize themselves as Friends of the [branch name] Branch, Friends of the [branch name] Library, or Friends of the Scenic Regional Library – [branch name] Branch.

### **Article II: Purpose**

Section 1. The purpose of the Friends of the Library is to maintain an association of people interested in libraries; promote library resources and services; encourage gifts to the library; raise funds to support the library; recruit volunteers to help with library operations; and foster a positive relationship between the library and the community.

Section 2. A Friends of the Library does not engage in any political campaign for any candidate for public office.

### **Article III: Membership**

Section 1. A Friends of the Library must have at least four members to form in a community.

Section 2. The membership year is April 1-March 31.

Section 3. Membership is not transferable or assignable.

Section 4. Members vote at the Annual Membership Meeting to elect Committee members. Committee members govern a local Friends of the Library group.

### **Article IV: Governance**

Section 1. The Foundation Board is the governing body that oversees all Friends of the Library groups.

Section 2. A Friends of the Library Committee governs its activities within the guidelines established by the Scenic Regional Library Foundation Board of Directors.

Section 3. All Friends of the Library Committees' fundraising events must be approved by the Foundation Board.

Section 4. Contributions by a Friends of the Library Committee to their local branch must be approved by the library administration.

Section 5. The branch manager of the local branch will serve as ex-officio member of the Friends of the Library Committee. The branch manager does not count toward the nine (9) member limit on a Committee's size. The branch manager may only cast a vote on Committee matters in the event of a tie.

Section 6. A Friends of the Library Committee will elect a chairperson (also known as the president), a vice-chairperson (also known as the vice-president), treasurer, and secretary.

Section 7. In the event of a vacancy (or vacancies) on the Committee, that lowers the Committee to fewer than four, the remaining Committee members are responsible for recruiting and electing an individual(s) to fill said vacancy (or vacancies). The Committee members so elected will serve until the next Annual Membership Meeting.

Section 8. Each member of the Committee must be a current dues-paying member of the Friends of the Library.

Section 9. Each member of a Friends of the Library Committee is entitled to one vote on each matter submitted at a Committee meeting.

Section 10. Three consecutive absences may result in dismissal from the Friends of the Library Committee by the Foundation Board of Directors for neglect of duty.

Section 11. Any Committee member may submit items to the chairperson (president) to be placed on the agenda for consideration.

Section 12. A Friends of the Library Committee is limited to nine (9) members.

Section 13. A quorum is a simple majority of the serving Committee members.

Section 14. A Friends of the Library Committee is subject to the Scenic Regional Library Foundation's Conflict of Interest Policy. No member of the Friends of the Library will benefit financially from their membership in the organization.

## **Article V: Officers**

Section 1. The officers of a Friends of the Library Committee are: chairperson (president), treasurer, and secretary. If four or more members are on the Committee, a vice-chairperson (vice-president) will also be an officer.

Section 2. Officers are elected by the Committee members from among their own Committee members at the Annual Membership Meeting. These officers serve from the date of their election to office until the next Annual Membership Meeting.

Section 3. Officers serve one (1) year terms; no more than five (5) consecutive terms.

Section 4. The Scenic Regional Library Foundation Board of Directors has the authority to remove any Committee officer for neglect of duty or misconduct.

#### **Article VI: Duties of Officers**

Section 1. Chairperson (President): To notify the other Committee members of the time and place of meetings, distribute the agenda for meetings, and preside over and conduct meetings.

Section 2. Vice-chairperson (Vice-president): To perform the duties of the president or the secretary in the absence of the president or the secretary.

Section 3. Treasurer: To keep and maintain all local financial records of the Friends of the Library Committee.

Section 4. Secretary: To record attendance at meetings, take minutes at meetings, keep a local list of the names and addresses of members, and submit a copy of the minutes to the other Committee members for approval at the next meeting. The secretary will also submit a copy of the approved minutes to the Secretary of the Foundation and branch manager.

#### **Article VIII: Meetings**

Section 1. A Friends of the Library Committee must meet at least four (4) times per year.

Section 2. Committee members will be notified at least one week prior to the date of the meeting by the chairperson (president).

Section 3. A special meeting of a Friends of the Library Committee may be called at any time by the chairperson (president) or any two (2) Committee members.

Section 4. A meeting of the members of the local Friends of the Library will be held each year to elect at least four (4), but no more than nine (9) Committee members.

Section 5. The first Annual Meeting to elect Committee members will be chaired by the branch manager of the local branch as ex-officio member of the Friends of the Library Committee.

#### **Article IX: Dues**

Section 1. The annual dues schedule and classification of members is determined by the Scenic Regional Library Foundation Board of Directors.

## **Article X: Funds**

Section 1. All monies collected and raised by the Friends of the Library Committee must be given to the Committee treasurer. The treasurer will count and document the funds for the Committee's local records. The treasurer will give the monies to the branch manager, who will send it to the library's administrative offices for deposit in the Scenic Regional Library Foundation bank account. Monies collected by a Friends of the Library Committee will remain earmarked in the Foundation bank account for use by that particular Committee.

Section 2. The Friends of the Library Committee may accept unconditional gifts of money. Other gifts must be approved by the Library Board of Trustees. The Library Board of Trustees may reject, on behalf of the Friends of the Library Committee, any contribution, gift, service, bequest or device.

Section 3. The fiscal year is from January 1 through December 31.

## **Article XI: Amendments**

Section 1. Amendments to the Friends of the Library Committee Bylaws must be made by the Scenic Regional Library Foundation.

## **Article XII: Dissolution**

Section 1. In the event of the dissolution of the Friends of the Library due to an inability to maintain three (3) members or three (3) members willing to serve as Committee officers, all of the remaining assets earmarked for the Friends of the Library will be distributed equally by the Scenic Regional Library Foundation among the other Friends of the Library Committees.

## **Article XIII: Parliamentary Procedure**

Section 1. Robert's Rules of Order Revised, when not in conflict with these bylaws, govern the proceedings of the Friends' of the Library meetings.