

FRIENDS OF THE FONDULAC DISTRICT LIBRARY

BY-LAWS

Revised as of May 2, 2016

Article I

Name

The name of this association will be the Friends of the Fondulac District Library (the "Organization").

Article II

Purpose

Section 1. The purpose of the Organization is to support the mission of the Fondulac District Library (the "Library") through advocacy, financial support and volunteerism.

Section 2. The activities of the Organization shall include sponsorship of special projects; informing the public of the resources and services of the Library; securing materials that are beyond the command of the ordinary Library budget; and performing other services deemed helpful to the Library.

Article III

Membership

Section 1. Membership in this Organization shall be open to all individuals who concur with its purposes.

Section 2. Dues shall be payable annually and are due the first meeting of each year. Anyone joining for the first time after September 1 shall be considered paid for the following year.

Section 3. Each active, paid member is entitled to one vote, and must be present to vote. This includes elections and general business matters.

Article IV

Officers and Duties

Section 1. The officers of this Organization shall be a President, a Vice President, a Secretary and a Treasurer (the "Officers").

Section 2. Officers shall be elected by a majority vote of those present at the Annual Meeting and shall take office at the close of the meeting.

Section 3. Term of office is two (2) years. There is no limit to consecutive or non-consecutive terms of office.

Section 4. The President presides over and conducts all meetings. The President may appoint chairpersons of standing committees and ad-hoc committees. The President is an ex-officio member of all committees except the nominating committee.

Section 5. The Vice President shall perform the duties of the President in the absence of the President.

Section 6. The Treasurer shall keep and maintain the financial records of the Organization, and collect and/or oversee deposits accrued and withdrawals made for the Organization. The Treasurer arranges payment of bills as approved by the Officers, and has discretion to allocate up to \$100.00 for miscellaneous expenses that arise between meetings, with reimbursement dependent upon proof of receipt.

Section 7. The Secretary shall record attendance at all meetings, take minutes of all meetings, keep a membership roster (with addresses) and conduct the correspondence of the Organization.

Section 8. Should any Officer be unable to complete their term, or an officer's position is vacant, the remaining officers shall appoint an interim officer to fill that position until the next election is held.

Article V

Meetings

Section 1. This Organization shall hold its meetings on the first Monday in the months of February, May, August and November.

Section 2. This Organization shall hold its Annual Meeting in August. In even-numbered years, an election of Officers shall be held.

Section 3. Public notice of meetings shall be made at least three (3) days prior to the meeting. Notice of meetings shall be published in the news media and on social media and displayed in the Library.

Section 4. A quorum shall be twenty percent (20%) of the membership.

Section 5. Additional meetings shall be scheduled as recommended by any special committees and approved by the Officers.

Article VI

Nominations and Elections

Section 1. Nominations for Officers shall be presented by the Nominating Committee of three (3). The President shall appoint the Nominating Committee Chairperson, who will then appoint the remaining members of the Nominating Committee. At the May meeting the Nominating Committee shall invite nominations from the floor, with the consent of the nominees. The membership shall be notified of the proposed ballot prior to the August meeting.

Section 2. The election of Officers shall be by ballot, unless there is only one nominee for an office, when it may be by voice. The Library liaison shall be responsible for tallying the ballots.

Article VII

Funds

Section 1. Adequate books of accounts shall be maintained by the Treasurer who shall be responsible thereof.

Section 2. The Treasurer's book shall be audited by the Library's auditor annually.

Section 3. No Member of the Organization shall be liable except for unpaid dues; and no personal liability shall in any event be attached to any Member in connection with any of its undertakings.

Section 4. The fiscal year of this Organization shall run concurrently with the Library's fiscal year.

Section 5. No part of the net earnings of the Organization shall insure to the benefit of any Member, trustee, director, Officer of the Organization, or private individual, except that reasonable compensation may be paid for services rendered to or for the Organization.

Article VIII

Amendments

Amendments to these By-Laws may be made at any meeting of the general membership by a two-thirds (2/3) vote of those present.

Article IX

Parliamentary Procedure

Robert's Rules of Order, latest edition, shall govern the proceedings of this Organization.

Article X

Dissolution

Section 1. Upon the recommendation of the elected officers and the Library Director, a vote for dissolution shall be presented to the general membership. A two-thirds (2/3) vote of those Members present will carry and all assets will transfer to the Library. No Member, trustee, or Officer shall be entitled to share in the distribution of any of the assets upon dissolution.