

FRIENDS OF THE ANNE WEST LINDSEY DISTRICT LIBRARY

BY-LAWS

ARTICLE 1: NAME AND PURPOSE

SECTION 1.1. Name.

The name of this organization shall be the Friends of the Anne West Lindsey District Library, hereafter called "Friends". The Anne West Lindsey District Library will hereafter be called "Library".

SECTION 1.2. Purpose.

The Friends of the Anne West Lindsey District Library is a not-for-profit, non-political organization whose purpose is to:

- develop and maintain an association of Library supporters;
- heighten awareness and create interest in Library services and facilities;
- promote public support for the enhancement of Library resources;
- function as an advocate group for the Library;
- perform services deemed helpful to the Library,
- provide or sponsor programs that further Library objectives; and
- maintain a working relationship with the Library Board of Trustees and the Library Director, as detailed in a *Memorandum of Understanding*.

ARTICLE 2: MEMBERSHIP

SECTION 2.1. Eligibility.

Any person or association interested in the purposes of this organization shall be eligible for membership upon payment of dues. Exceptions may be considered on a case-by-case basis by the Friends' Board.

SECTION 2.2. Dues.

Membership dues shall be set annually by the Friends' Board, and should be made payable to the Friends of the Anne West Lindsey District Library.

SECTION 2.3. Membership Period

The membership period is from April 1 to March 31 each year, regardless of when members join the organization. Membership may not be prorated – the full membership amount is due when joining the Friends', regardless of date.

SECTION 2.4. Privacy.

Membership data will be held private and used only for the purpose of Library programs and services.

SECTION 2.5. Discrimination.

The Friends of the Anne West Lindsey District Library does not discriminate on the basis of age, disability, marital status, national origin, race, religion, sex or sexual orientation.

ARTICLE 3: EXECUTIVE BOARD

3.1. Officers.

The Friends Executive Board shall consist of the following officers:

- President
- Vice-President
- Secretary
- Treasurer

Officers must be a member of the Friends' organization. Officers shall be elected by the Friends executive board and shall serve without compensation. No member may be nominated for Office without consent. No member of the Library's Board of Trustees or the Library staff may simultaneously serve as an officer on the Friends Executive Board.

3.2. Duties and Powers.

The executive board shall manage the activities, property and affairs of the Friends organization as subject to the provisions of the by-laws, any organizational documents, and applicable state and federal laws.

- The **President** shall represent the Friends' organization in an official capacity; identify objectives for the Friends with input from other officers; develop agendas for and preside at all meetings; affix an official signature to organization documents and official correspondence on behalf of the Friends; and direct the administration of business of the organization with the advice of the Library Director and the Library Board of Trustees taken into consideration.
- The **Vice-President** shall act as volunteer liaison; assist in coordinating outreach opportunities; serve as checks and balances for treasurer (review financial statements and assist in verifying accuracy); assist the President in the fulfillment of the latter's duties; act on behalf of the President in the event of absence; and succeed the President in the event of resignation, incapacity, or removal from office.
- The **Secretary** shall give notice of all meetings, keep a record of proceedings and share minutes with the Board and Library Director within one week of each meeting, maintain a directory of members and officers, respond to membership inquiries, maintain documentation and organization of files; and manage correspondence to include mail, email, and social media.
- The **Treasurer** shall maintain financial records, certify the accuracy of all requests for expenditure of funds, prepare necessary reports of income and expenses, maintain insurance as needed, file customary financial forms required by the government, make timely deposits and disbursements, report revenues and expenditures from Friends' funds, submit items for review to the Library accountant, and deliver a complete annual report at the Annual meeting.

3.3. Applications and Nominations.

In the event of a vacant position on the Friends' board, the Friends' Board will make a call for applications and nominations from Friends' members. The board will then review submitted applications and elect a replacement at the annual meeting by a majority vote of the Friends' board. In the event of a tie, the Director of the Library will cast the deciding vote.

3.4. Terms of Office

The term of service for each officer is two years, with the President and Secretary terms ending in the same year (even years) and the Vice President and Treasurer terms ending in an alternate year (odd years). Upon completion of their term, officers shall have the option to renew their term provided the Friends' Board approves. If a vacancy arises; whether from the board not approving the term renewal, the officer not renewing, or the officer becoming unable to complete his/her term; a call for applications or nominations will be made by the Board to Friends' members.

ARTICLE 4: MEETINGS

4.1. Executive Board Meetings.

The officers, along with the current director of the Library (ex officio), shall meet at least once per month for a business meeting and shall constitute the governing body of this organization.

4.2. Annual Business Meeting.

The Friends organization will meet once per year for an Annual Business Meeting on a date determined by the Friends Executive Board. This meeting shall be open to members and to the public. Notice will be provided at least one week prior to the meeting through postings at the Library, an advertisement in the local newspaper, and posts on social media. This meeting will provide attendees with an overview of the past year, current financial status of the organization, membership report and plans for the upcoming year.

4.3. Special Meetings.

Special meetings may be called by the Friends' President or Vice-President.

ARTICLE 5: FUNDS

5.1. Records.

Adequate books of account shall be maintained by the Treasurer who shall be responsible thereof.

5.2. Deposits.

All funds shall be deposited in such banks as designated by the Friends Executive Board.

5.3. Disbursement of Funds.

The disbursement of funds from Friends accounts must be authorized by two signatures: the Friends' Treasurer and either another Friends officer, the Library director, or the Board of Trustees treasurer. If a check is to be written to a Friends' board member for reimbursement, the signatures on the check must be from other officers. A board member cannot sign for his/her own reimbursement.

5.4. Usage.

No part of the funds of the organization shall be used to benefit any individual member or officer of the Friends organization. Funds will only be used for the enhancement of the Library. The accounts of the Friends organization will be on a calendar year basis.

ARTICLE 6: AMENDMENTS TO THESE BY-LAWS

6.1. Routine Review.

The by-laws may be reviewed and amended at the annual Friends business meeting.

6.2. Special Consideration.

Special consideration may be called for the President or Vice President in a special meeting.

ARTICLE 7: DISSOLUTION

7.1. Assets.

In the event of dissolution of the organization, the assets of the organization shall be distributed to the Anne West Lindsey District Library. If the Library is unable to receive the assets, they will be distributed evenly to the towns of Cartersville, Crainville and Cambria.

By laws instated March 27, 2017.

July 17, 2017: Amended by "special consideration" during Friends' board meeting to include membership period.

Jan. 18, 2018: Amended to correct membership period (changed "March 30" to "March 31") and updated officer duties and nomination/application process.