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’ Executive Board.

SECTION 2.2. Dues.
Membership dues shall be set annually by the Friends’ Executive 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 January 1 to December 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 Friends’ 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 president is a non-voting member of the board except in the event of a tie.
- **The Vice-President** shall act as volunteer liaison; assist in coordinating outreach opportunities; assist the President in the fulfillment of his or her 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; share minutes with the Board and Library Director at the next Executive Board Meeting; maintain a directory of members and officers; respond to membership inquiries; maintain documentation and organization of files; serve as checks and balances for treasurer (review financial statements and assist in verifying accuracy); manage social media accounts; and manage correspondence and timely replies 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; hold checkbook and debit card in secure location; report revenues and expenditures from Friends’ funds; manage all accounts to include checking and PayPal; submit items for review to the Library accountant; prepare post event financial reports; prepare a monthly membership and update and maintain the annual membership report; deliver a complete annual report at the Annual meeting; and maintain a checklist of all tasks with instructions and passwords and make said checklist available to the executive board.

3.3. Nominations and Applications.
In the event of a vacancy on the Friends’ Executive Board (board), officers on the board will have the option to nominate a fellow board member for the vacant position. Should the officer agree to serve in this position, it will be put to a vote by the other board members. If the position remains unfilled, a call for applications will be made by the Friends’ Executive Board. If the position is filled by an officer, nominations and applications will be solicited for the officer’s former position. The board will review submitted applications for unfilled position(s) and elect a new officer by a majority vote by the board. In the event of a tie, the president of the Friends’ Executive Board shall cast the deciding vote. Incoming officers should plan to shadow outgoing officers when possible before taking office.

3.4. Terms of Office.
The term of service for each officer is three years, with the President and Secretary terms ending in the same year and the Vice President and Treasurer terms ending in an alternate year so that term end dates are staggered. Outgoing officers may be nominated by fellow board members to serve another term. In this instance, provided the outgoing officer agrees to another term, a vote will be taken from the board, with the majority rule. In the event of a mid-term vacancy, the term of the officer filling the vacancy will be set to correspond with the staggered term end dates.

3.5. Removing a Board Member from Office.
To discuss removing a fellow board member from office, the matter must be added as an agenda item for a regular or specially-called board meeting. The matter will be discussed, with a motion put up to vote to remove the member. Consent must be unanimous from all other board members to remove an officer from the board.

**ARTICLE 4: MEETINGS**

4.1. Executive Board Meetings.
The officers, along with a representative 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 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. PayPal accounts will also be managed by Treasurer, with all funds being moved to bank account on a routine basis by the treasurer.

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.

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 by the President or Vice President.

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 Carterville, Crainville and Cambria.

By laws instated March 27, 2017.
July 17, 2017: Amended by “special consideration” during Friends’ Executive 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.
Oct. 17, 2018: Amended to update process to bring in new officers (changed “call for applications and nominations” to “call for applications” and made it so officers could vote in new officers at their discretion, not just at annual meeting, to allow new officers time to shadow outgoing officers. Also added shadowing expectation.) and to include PayPal management in Treasurer duties and Social Media management in Secretary duties. Also made grammatical updates.
Nov. 29, 2018: Amended to add “Executive” to “Friends’ Board” throughout document. Also added “and timely replies” to treasurer duties under 3.2. Removed “in a special meeting” in 6.2 after the special consideration sentence.
Feb. 21, 2019: Added “the majority of” in 3.4, second sentence. Also removed “,” an advertisement in the local newspaper,” from 4.2. Also added “on a routine basis by the treasurer” to 5.2. Also added “by” to 6.2.
May 18, 2019: Under 2.3, added that members who join January – March will be grandfathered into upcoming membership period. Under 3.2, added that the president is a nonvoting member; moved the duty of serving as checks and balances for treasurer to go under secretary; and added event, monthly and annual membership report preparation to treasurer. Under 3.3, removed the deciding vote from the director of the library, as this is now the responsibility of the president. Also removed “for several months” for position shadowing. Under 3.4, extended term of office for Executive Board officers to three years. Also added comma after “officers shall have the option to renew their term” and added the last sentence on handling mid-term replacements. Under 4.1, replaced “the current director of the library” with “a representative of the library”. Under 5.3, deleted the sentence requiring checks to be paid to officers for reimbursement to not be signed by that officer. Instead, checks can be signed by that officer, provided another officer co-signs the check.
June 13, 2019: Under 3.4, removed “even years” and “odd years” to classify when terms end. Stating that they should end in alternating years will suffice.
Sept. 7, 2019: Revised 3.3 and 3.4 to add nominating board members to another position and added 3.5 to add removing a board member and the process.
Jan. 31, 2020: Revised membership period from Apr 1 – Mar 31 to Jan 1 – Dec 31. Also changed minutes from due in one week to due at next meeting.