

FRIENDS OF THE CASEYVILLE LIBRARY BY-LAWS

February 14, 2019

Article I Name

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

Article II Purpose

Section 1. The purpose of the Organization is to support the mission of the Caseyville 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 month you joined**.

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 **designated meeting of election of officers** and shall take office at the

close of the meeting.

Section 3. Terms of office.

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

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 second Thursday in the months of February, May, August and November.

Section 2. This Organization shall hold its Annual Social/Meeting in August. Membership drive will be held in September.

Section 3. Public notice of meetings shall be made at least three (3) days prior to the meeting. Notice of meetings shall be published on the library

website, Friends of the Library Facebook page 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. The President shall appoint a Nominating Chairperson, who will solicit those interested in holding an officer position. At the May meeting (in odd years) the Nominating Chairperson 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 from July 1st to June 30th of the following 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 of **the Library**, or Officer shall be entitled to share in the distribution of any of the assets upon dissolution.