

Friends of the Rosemary Garfoot Public Library Constitution and By-Laws

ARTICLE I: NAME

The name of this organization shall be “Friends of the Rosemary Garfoot Public Library”. It is registered as a 501(c)(3) nonprofit organization. The fiscal year runs from January 1 through December 31.

ARTICLE II: PURPOSE

The purpose of this organization is as follows:

1. To create public interest in the Rosemary Garfoot Public Library
2. To provide support for special library projects and programs
3. To function as an advocate group for the library
4. To aid in the provision of an adequate facility
5. To work in cooperation with the Library administration

ARTICLE III: MEMBERSHIP AND DUES

SECTION 1. Membership in this organization shall be open to all individuals and organizations supporting the Library’s purpose and mission.

SECTION 2. Dues provide membership in the organization. Changes to the dues can be made at the annual meeting.

SECTION 3. Members shall be entitled to one vote at the annual meeting of the Friends.

ARTICLE IV: OFFICERS

SECTION 1. The officers shall be members of The Friends and shall be elected at the annual meeting.

SECTION 2. The officers shall consist of a President, Vice President, Secretary, and Treasurer.

SECTION 3. The duties of the officers shall be as follows:

PRESIDENT: The President shall preside at all meetings of the Friends, appoint committee chairpersons, represent the organization, and call meetings of the Executive Board as required.

VICE PRESIDENT: The Vice President shall perform the duties of the President in the absence of the President, and serve as chairperson of the Nominating Committee.

SECRETARY: The Secretary shall record the minutes of all meetings of the organization, including a record of attendance. The Secretary shall also conduct the correspondence of the organization.

TREASURER: The Treasurer shall keep and maintain the financial and membership records of the organization, collect dues and disburse funds when appropriate. A financial report shall be submitted at each meeting. The Treasurer shall issue a summary Financial Report at the annual meeting based on the fiscal year activities.

SECTION 4. The Library Director of the Rosemary Garfoot Public Library or their designee, shall be an Ex-Officio member of the Executive Board of the Friends, with the privilege of attending all meetings of the organization.

ARTICLE V: THE EXECUTIVE BOARD

SECTION 1. THE EXECUTIVE BOARD shall be defined as the Officers of the Friends and will serve as the steering body for the organization.

SECTION 2. Vacancies arising on the Executive Board shall be filled by appointment made by a majority vote of the remaining members.

ARTICLE VI: ELECTIONS

SECTION 1. The officers of the Friends shall be elected at the annual meeting and shall serve a two (2) year term. Whenever possible, terms of the officers will be staggered to provide continuity within the Board.

SECTION 2. The Nominating Committee shall be composed of two (2) members, with the Vice President presiding. The committee shall submit nominations for officers one month prior to the annual meeting. Nominations from the floor shall also be accepted with the nominee's consent.

ARTICLE VII: COMMITTEES

SECTION 1. Committees will consist of the Audit Review Committee and the Nominating Committee. Other special committees may be created by the President when necessary, with approval of the officers.

SECTION 2. No committee member shall make any contract or incur any indebtedness, obligation or liability in the name of, or on behalf of, The Friends without the authority and consent of the membership.

SECTION 3. The Audit Review Committee, under chairmanship of the Treasurer, shall be charged with preparing and submitting all financial reports and other official paperwork required of tax-exempt charitable corporations under Federal and State law.

ARTICLE VIII: MEETINGS

SECTION 1. The organization will hold an annual meeting each year. The annual meeting will be held in the spring on a date to be determined by the Executive Board.

Notice of the time and place of the annual meeting shall be given not less than one week before the meeting and shall be posted at the Library and on the Friends' section of the Library website.

A quorum at any meeting shall require a minimum of three (3) members, including the presence of at least two (2) Officers of the Friends.

SECTION 2. A special meeting of this organization may be called at any time by the Executive Board.

SECTION 3. The Executive Board will meet quarterly. Special meetings may be called by the President.

ARTICLE IX: FUNDS

SECTION 1. All funds shall be deposited to the account of, or invested in the name of, The Friends of the Rosemary Garfoot Public Library, and shall be disbursed by the Treasurer as authorized by the Executive Committee.

SECTION 2. The Treasurer's accounts shall be audited annually by the Audit Review Committee and the Treasurer shall make a financial report at the Annual Meeting of The Friends.

SECTION 3. No part of the funds of the organization shall be used to benefit any member of the Friends.

SECTION 4. Liability Clause: Any and all liability of The Friends of the Rosemary Garfoot Public Library shall be limited to its deposited funds.

SECTION 5. Upon dissolution of The Friends of the Rosemary Garfoot Public Library, any assets of the organization remaining after all legal obligations have been met shall be given to the Library for a public purpose.

ARTICLE X: AMENDMENTS

These by-laws may be amended at any meeting of the Friends by a two-thirds vote of members present, provided that the Amendment has been submitted to members at a Previous Meeting and Posted at the Library.

ARTICLE XI: PARLIAMENTARY PROCEDURE

Robert's Rules of Order (newest revision) shall be used as a guide for meetings of The Friends of the Rosemary Garfoot Public Library except when in conflict with these by-laws.

By-Laws adopted March 1997.

Revised By-Laws approved as amended January 14, 2020