6.3 Terms of office for Trustees will be for three (3) years progressing through three positions: (Year 1) Member at-Large, (Year 2) Liaison to the RADL Board of Trustees and (Year 3) Chair of the Nominating Committee.

   a. Each year the Chair of the Nominating Committee retires and the remaining two trustees move up a position. A new Trustee is elected to fill the position of Member-at-Large.

6.4 In accordance with the Guidelines of the National Friends of the Library, a Roscommon Area District Library Board Member shall not serve as an officer of the Friends due to a possible conflict of interest.

ARTICLE VII - ELECTION OF OFFICERS

7.1 A Nominating Committee chaired by the designated Member-at-Large Trustee will present a slate of candidates at the August meeting. Nominations from the floor will be accepted at that time.

7.2 All candidates for office must be members in good standing.

7.3 Voting will take place at the Annual Meeting with nominations from the floor being accepted at that time.

7.4 Officers shall be elected at the Annual Meeting by a simple majority vote of those members present in good standing.

7.5 Officers will take office on the first day of the month following the Annual Meeting.

ARTICLE VIII - DUTIES OF OFFICER

8.1 President
   a. shall preside and conduct all meetings
   b. shall prepare a detailed agenda for all meetings
   c. shall call special and emergency meetings when and if necessary
   d. shall oversee all committees, act as ex-officio member of all committees with the exception of the Nominating Committee
   e. shall call for an annual audit by the Audit Committee, comprised of the three (3) Trustees assisted by the Treasurer, to be done in October
8.2 Vice President
   a. shall perform all duties of the President in his/her absence
   b. shall chair committees as requested by the Board of Directors
   c. shall become acting President in case of a vacancy of the President to complete the term of office

8.3 Secretary
   a. shall record minutes and attendance of each Membership and Leadership Meeting
   b. shall retain a copy of these Bylaws in the book for quick reference
   c. shall give notice of all meetings
   d. shall file copies of all minutes, Bylaws, and records
   e. shall document outcome of any vote taken by phone, mail, or email
   f. shall provide the audit committee with a complete set of minutes for the year being audited

8.4 Treasurer
   a. shall collect dues
   b. shall maintain all financial records
   c. shall deposit all funds in such depository as directed by the membership
   d. shall prepare and present a financial report at each monthly meeting
   e. shall submit an annual financial report at the Annual Meeting
   f. shall prepare an annual budget for Board review one (1) month before Annual Meeting
   g. shall present an annual budget for membership approval at the Annual Meeting
   h. shall write checks in accordance with the Standing Rules as approved by the Board of Directors on 04/17/18 and hereby incorporated in these Bylaws
   i. shall obtain required signatures of two (2) board members for written checks
   j. shall assist the audit committee and provide all requested financial records
   k. shall maintain current membership list and distribute as needed

8.5 Three (3) Member-at-Large Trustees
   a. Member-at-Large (year one)
      1. shall represent membership at Leadership Meetings
      2. shall serve on the audit committee
b. Liaison to RADL Board of Trustees (year two)
   1. shall attend RADL Board of Trustees meetings
   2. shall report on RADL Board of Trustees meeting to the membership
   3. shall communicate with RADL Board of Trustees on behalf of the membership
   4. shall serve on the audit committee

c. Chair of the Nominating Committee
   1. shall chair committee to seek and recommend candidates to fill elected
      positions to Board of Directors
   2. shall serve on the audit committee

8.6 Board of Directors Duties
   a. shall recommend candidates to the membership to fill vacancies of Vice
      President, Secretary, Treasurer or three (3) Members-at-Large as needed to
      complete the term of office
   b. shall annually review and recommend changes to Bylaws and Standing Rules and
      ensure that copies are available to all members

8.7 Committees
   a. Events Committee
      1. shall organize Friends of RADL participation in community and library events
      2. shall obtain prior membership approval for any expenditures exceeding ten
         ($10) dollars
      3. shall maintain a concise detailed record of their activities to be passed on to
         the future committee
   
   b. Publicity Committee
      1. shall develop and publish a newsletter
      2. shall provide email notification to membership as needed
      3. shall assist all committees with event publicity
      4. shall obtain prior membership approval for any expenditures exceeding ten
         ($10) dollars
      5. shall maintain a concise detailed record of their activities to be passed on to
         the future committee
c. Used Book Sales Committee
   1. shall assist RADL staff with in-house used book shelves as requested
   2. shall implement used book sale(s) and ascertain a net profit
   3. shall organize sorting of used books in the basement as needed
   4. shall obtain prior membership approval for any expenditures exceeding ten ($10) dollars
   5. shall maintain a concise detailed record of their activities to be passed on to the future committee

d. Landscaping Committee
   1. shall obtain and plant seasonal flowers and or plants for the entrance of RADL
   2. shall obtain prior membership approval for any expenditures exceeding ten ($10) dollars
   3. shall maintain a concise detailed record of their activities to be passed on to the future committee

8.8 The RADL Director
   a. shall be an ex-officio non-voting member of the Board of Directors
   b. may request project funding for board review and membership approval

ARTICLE IX - DISSOLUTION

In the event of dissolution, any remaining assets will be donated to the Roscommon Area District Library which is exempt under Section 501 (c) (3) of the Internal Revenue Code. If extenuating circumstances exist that make this impossible, the remaining assets shall be distributed to other local community organizations exempt under said code.

ARTICLE X - AMENDMENTS

Amendments to these Bylaws may be made at any regular or special Membership Meeting where a quorum of ten (10) active members in good standing is present. Notice of the proposed changes shall be published at least one month prior to said meeting and posted at RADL.

April, 2019

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