

Friends of the Roscommon Area District Library

BY-LAWS

MISSION STATEMENT

The mission of the Friends of the Roscommon Area District Library is to promote the development of excellent library services for all patrons through fundraising, advocacy and volunteerism.

ARTICLE I. NAME

This organization shall be known as the “Friends of the Roscommon Area District Library”, located in Roscommon, Michigan, and shall be a non-profit organization.

ARTICLE II. PURPOSE

The Friends of the Roscommon Area District Library is organized under Section 501 (c) (3) of the Internal Revenue Code exclusively for library services to meet community needs, being educational, cultural, financial or charitable in support of the Roscommon Area District Library.

ARTICLE III. MEMBERSHIP

Section 1. Membership shall be open to all individuals in support with the above named purpose.

Section 2. A member in good standing is one whose dues are current.

Section 3. Each dues paying member in good standing shall have one vote.

ARTICLE IV. DUES

Section 1. Dues shall be paid annually to the Treasurer of the Friends. Dues must be received by the annual meeting.

Section 2. Dues can be changed only with a majority vote of members in good standing. Members with unpaid dues shall have no voting privileges.

ARTICLE V. MEETINGS

Section 1a. Regular membership meetings shall be held the first Tuesday of each month. A quorum to conduct a meeting shall consist of ten (10) members in good standing.

Section 1b. All meetings will be conducted according to Roberts' Rules of Order.

Section 1c. Emergency or special meetings may be called by the President.

Section 2. The Annual Meeting will be held the first Tuesday in September for the purpose of electing officers, receiving reports of all officers and committees on the past year's progress, and discussing any other pertinent business.

Section 3. The Board of Directors shall meet the third Tuesday of each month. A Quorum to conduct a meeting shall consist of four (4) elected Board members.

Section 4. The Order of Business for the membership meetings will be:

- a. Call to Order**
- b. Pledge of Allegiance**

- c. Introduction of new members and guests
- d. Additions to the published agenda
- e. Minutes of the previous meeting
- f. Financial report
- g. Officers and committee chairpersons reports
- h. Unfinished business
- g. New business

1. Presentation of slate, additional nominations and election of officers

at Annual Meeting only.

2. Program

- i. Announcements
- j. Adjournment

ARTICLE VI. OFFICERS

Section 1. Elected officers shall consist of President, Vice President, Secretary, Treasurer, and three Members at Large elected by a majority vote.

Section 2. Terms of office for the President, Vice President, Secretary and Treasurer will be for two (2) years with no compensation.

Section 3. Terms of office for the Member-At-Large Trustees will be staggered for three year terms beginning after the 2012 Annual Meeting on the following basis.

Chair of the Nominating Committee 1 year term, ending in 2013

Liaison to the RADL Library Board 2 year term, ending in 2014

Member-At-Large

3 year term, ending in 2015

Section 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

Section 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.

Section 2. All candidates for office must be members in good standing.

Section 3. Voting will take place at the Annual Meeting with nominations from the floor being accepted at that time.

Section 4. Officers shall be elected at the Annual Meeting by a simple majority vote of those members present in good standing .

Section 5. Officers will take office on the first day of the month following the Annual Meeting.

ARTICLE VIII. DUTIES OF OFFICERS

Section 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 appoint annually an audit committee in August with Board approval.**

Section 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**
to complete the term of office.

Section 3: Secretary

- a. shall record minutes and attendance of each membership and board meeting.**
- b. shall retain a copy of these By-Laws 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 e-mail.**

Section 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.**
- i. shall obtain required signatures of two (2) board members for written checks.**

Section 5: Three (3) Member-At-Large Trustees

- a. Chair of the Nominating Committee**
- b. Liaison to the RADL Library Board of Trustees**
- c. Member-at-Large**

Section 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 the Constitution,
Bylaws

and Standing Rules and ensure that copies are available to all
members.

Section 7: Committees

a. Membership Committee

1. shall issue member cards.
2. shall maintain a current membership list.
3. shall distribute regularly a current membership list to Board
Members.
4. shall obtain prior Board 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.

b. Fundraising Committee

1. shall develop and implement fundraising events for Board review
and
membership approval.
2. shall ascertain that all fundraising projects have a net profit.
3. shall obtain prior Board approval for any expenditures
exceeding ten
(\$10) dollars.

passed 4. shall maintain a concise detailed record of their activities to be
on to the future committee.

c. Events Committee

events. 1. shall organize Friends of RADL participation in community

exceeding ten 2. shall obtain prior Board approval for any expenditures

(\$10) dollars.

passed 3. shall maintain a concise detailed record of their activities to be
on to the future committee.

d. Publications Committee

1. shall develop and publish a quarterly newsletter.

2. shall develop and publish a member handbook.

3. shall assist all committees with event publications.

exceeding ten 4. shall obtain prior Board approval for any expenditures

(\$10) dollars.

passed 5. shall maintain a concise detailed record of their activities to be
on to the future committee.

e. Used Book Sales Committee

requested. 1. shall assist RADL staff with in-house used books sales as

profit. 2. shall implement semi-annual used book fairs and ascertain a net

3. shall obtain prior Board approval for any expenditures exceeding ten

(\$10) dollars.

4. shall maintain a concise detailed record of their activities to be passed

on to the future committee.

f. Landscape Committee

1. shall obtain seasonal décor to maintain the RADL sign landscaping.

2. shall obtain prior Board 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.

Section 8. The RADL Library 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, or should extenuating circumstances exist that make this impossible, then remaining assets shall be distributed to other local community organizations exempt under said code.

ARTICLE X. AMENDMENTS

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