

# **BY-LAWS FOR FRIENDS OF THE CARROLL PUBLIC LIBRARY**

Revised April 2004

## ***Article I      Name***

Section 1. The name of this organization will be FRIENDS OF THE CARROLL PUBLIC LIBRARY.

## ***Article II      Purpose***

Section 1. The purpose of this organization will be to maintain an association of persons interested in libraries; to focus attention on the library; to stimulate use of the Library's resources and services; to receive and encourage gifts, endowments and bequests to the Library; to support and cooperate with the Library in developing Library services and facilities for the community; and to support the Freedom to Read and the Freedom to View as expressed in the American Library Association Bill of Rights.

## ***Article III      Membership***

Section 1. Membership in this organization will be open to all individuals, organizations and clubs in sympathy with its purposes.

## ***Article IV      Officers***

Section 1. Two persons will serve as co-chair; there will be one person each as secretary and treasurer.

Section 2. The Executive Board will nominate officers. Nominations will be submitted to the membership with the consent of the nominees. Additional nominations may be made from the floor with the consent of the nominee.

Section 3. Officers will be elected by a majority vote of those present at the annual meeting. They will serve for one year, but not more than two successive terms. One of the Co-chair positions must change each year.

## ***Article IV      Duties of Officers***

Section 1. Co-chairs will preside over and conduct all meetings and will appoint the coordinators of each committee. Co-chairs will also serve as liaison to the Library's Board of Trustees.

Section 2. The Treasurer will maintain the financial records of the organization and serve as a coordinator of the Fundraising and Disbursement Committee.

Section 3. The Secretary will take minutes of all meetings, handle correspondence and serve as a coordinator of the Membership and Recognition Committee.

## ***Article V      Executive Board***

Section 1. The Executive Board will consist of the officers of the organization and the coordinators of the standing committees. The library director will serve as an ex-officio member

of the board.

Section 2. The Executive Board will have the authority to appoint ad hoc committees consistent with the purposes of the organization.

Section 3. Meetings of the Executive Board shall be the first Wednesday of March, June and September. The Co-Chairs may call special meetings.

Section 4. The Executive Board is responsible for nominating the new slate of officers.

Section 5. A majority of the executive board will constitute a quorum.

#### ***Article VII Meetings***

Section 1. The annual meeting will be held in conjunction with the Geranium Sale in the spring. A report from the Executive Board detailing the board's activities during the past year will be available for members. The coming year's slate of officers will be presented and the annual election held. Members should be notified of the sale at least two weeks prior to its date.

#### ***Article VIII Dues***

Section 1. Dues will be payable annually and will become due the day of the annual geranium sale and meeting. There will be four classes of dues:

- |    |                      |          |
|----|----------------------|----------|
| 1. | Individual Members   | \$ 5.00  |
| 2. | Organization Members | \$ 10.00 |
| 3. | Contributing Members | \$ 50.00 |
| 4. | Life Members         | \$100.00 |

#### ***Article IX Committees***

Section 1. The standing committees will be 1.) Programming, 2.) Volunteer Activities, 3.) Membership and Recognition, 4.) Fundraising and Disbursement.

#### ***Article X Amendments***

Section 1. Amendments to these by-laws may be made at any meeting of the Executive Board by a two-thirds vote of those present.

#### ***Article XI Parliamentary Procedure***

Section 1. ROBERT'S RULE OF ORDER REVISED, when not in conflict with these by-laws, will govern the proceedings of the organization.

This revision of the by-laws was adopted in April 2004.