Friends of the Library Committee Bylaws

Article I: Purpose

Section 1. The purpose of the Friends of the Library is to maintain an association of people interested in libraries; promote library resources and services; encourage gifts to the library; raise funds to support the library; recruit volunteers to help with library operations; and foster a positive relationship between the library and the community.

Section 2. A Friends of the Library Committee in a particular community can publicize themselves as Friends of the [branch name] Branch, Friends of the [branch name] Library, or Friends of the Scenic Regional Library – [branch name] Branch.

Section 3. A Friends of the Library Committee does not engage in any political campaign for any candidate for public office.

Article II: Membership

Section 1. A Friends of the Library must have at least three (3) members to form in a community.

Section 2. The membership year is October 1 to September 30.

Section 3. Membership is not transferable or assignable.

Section 4. A membership can be purchased as a gift for another individual.

Section 5. Members vote at the Annual Membership Meeting to elect Committee members. Committee members govern a local Friends of the Library group. The Annual Membership Meeting will be the first meeting held after October 1.

Article III: Governance

Section 1. The Scenic Regional Foundation Board ("Foundation Board") is the governing body that oversees all Friends of the Library Committees.

Section 2. A Friends of the Library Committee governs its activities within the guidelines established by the Foundation Board.

Section 3. All Friends of the Library Committees' fundraising events must be approved by the Foundation Board.

Section 4. All donations by a Friends of the Library Committee to their local branch, regardless of the amount or value, must be approved by the library administration.

Section 5. A Friends of the Library Committee is limited to nine (9) members.

Section 6. The branch manager of the local branch will serve as ex-officio member of the Friends of the Library Committee. The branch manager does not count toward the nine (9) member limit on a Committee's size. The branch manager may only cast a vote on Committee matters in the event of a tie.

Section 7. A Friends of the Library Committee will elect a chairperson (also known as the president), treasurer, and secretary. If four (4) or more members are on the Committee, a vice-chairperson (vice-president) will also be elected.

Section 8. In the event of a vacancy (or vacancies) on the Committee, the remaining Committee members are responsible for recruiting and electing an individual(s) to fill said vacancy (or vacancies). The Committee members so elected will serve until the next Annual Membership Meeting.

Section 9. Each member of the Committee must be a current dues-paying member of the Friends of the Library.

Section 10. Each member of a Friends of the Library Committee is entitled to one vote on each matter submitted at a Committee meeting.

Section 11. Three consecutive absences may result in dismissal from the Friends of the Library Committee by the Foundation Board of Directors for neglect of duty.

Section 12. Any Committee member may submit items to the chairperson (president) to be placed on the agenda for consideration.

Section 13. A quorum is a simple majority of the serving Committee members.

Section 14. A Friends of the Library Committee is subject to the Scenic Regional Library Foundation's Conflict of Interest Policy. No member of a Friends of the Library group will benefit financially from their membership in the organization.

Section 15: The Scenic Regional Library Foundation Board of Directors has the authority to remove any Committee member for neglect of duty, misconduct, or failure to adhere to the bylaws.

Article IV: Officers

Section 1. The officers of a Friends of the Library Committee are: chairperson (president), treasurer, and secretary. If four (4) or more members are on the Committee, a vice-chairperson (vice-president) will also be an officer.

Section 2. The Friends of the Library Committee shall vote among themselves to elect Officers. These officers serve from the date of their election to office until the next Annual Membership Meeting.

Section 3. Officers serve one (1) year terms.

Section 4. The Scenic Regional Library Foundation Board of Directors has the authority to remove any Committee officer for neglect of duty, misconduct, or failure to adhere to the bylaws.

Article V: Duties of Officers

Section 1. Chairperson (President): To notify the other Committee members of the time and place of meetings, distribute the agenda for meetings, and preside over and conduct meetings.

Section 2. Vice-chairperson (Vice-president): To perform the duties of the president or the secretary in the absence of the president or the secretary.

Section 3. Treasurer: To keep and maintain all local financial records of the Friends of the Library Committee.

Section 4. Secretary: To record attendance at meetings, take minutes at meetings, keep a local list of the names and addresses of members, and submit a copy of the minutes to the other Committee members for approval at the next meeting. The secretary will also submit a copy of the approved minutes to the Secretary of the Foundation and branch manager.

Article VI: Meetings

Section 1. A Friends of the Library Committee must meet at least four (4) times per year.

Section 2. Committee members will be notified at least one week prior to the date of the meeting by the chairperson (president).

Section 3. A special meeting of a Friends of the Library Committee may be called at any time by the chairperson (president) or any two (2) Committee members.

Section 4. A meeting of the members of a Friends of the Library group will be held each year to elect at least three (3), but no more than nine (9) Committee members.

Section 5. The first Annual Meeting to elect Committee members will be chaired by the manager of the branch as ex-officio member of a Friends of the Library Committee. Subsequent Annual Membership Meetings will be chaired by the president or another officer of the Friends of the Library Committee.

Article VII: Dues

Section 1. The annual dues schedule and classification of members is determined by the Scenic Regional Library Foundation Board of Directors.

Article VIII: Funds

Section 1. All monies collected and raised by a Friends of the Library Committee must be given to the Committee treasurer. The treasurer will count and document the funds for the Committee's local records. The treasurer will give the monies to the branch manager, who will send it to the library's

administrative offices for deposit in the Scenic Regional Library Foundation bank account. Monies collected by a Friends of the Library Committee will remain earmarked in the Foundation bank account for use by that particular Committee.

Section 2. A Friends of the Library Committee may accept unconditional gifts of money. Other gifts must be approved by the Library Board of Trustees. The Library Board of Trustees may reject, on behalf of a Friends of the Library Committee, any contribution, gift, service, bequest or device.

Section 3. The fiscal year is from July 1 through June 30.

Article IX: Amendments

Section 1. Amendments to the Friends of the Library Committee Bylaws must be made by the Scenic Regional Library Foundation.

Article X: Dissolution

Section 1. In the event of the dissolution of a Friends of the Library Committee due to an inability to maintain three (3) members willing to serve as Committee officers, all of the remaining assets earmarked for the Friends of the Library will be held by the Scenic Regional Library Foundation until the group can re-form.

Article XI: Parliamentary Procedure

Section 1. Robert's Rules of Order Revised, when not in conflict with these bylaws, govern the proceedings of the Friends' of the Library meetings.