

# **FRIENDS OF THE BROOKINGS PUBLIC LIBRARY BYLAWS**

## **ARTICLE I – NAME**

The name of this organization shall be Friends of the Brookings Public Library.

## **ARTICLE II – PURPOSE**

The Friends of the Brookings Public Library shall be a non-profit organization whose objective shall be to promote the interest and welfare of the Brookings Public Library as a cultural, educational and recreational asset to the Brookings community.

## **ARTICLE III – MEMBERSHIP**

Classes 1. There shall be the following basic classes of membership

- a) Individual
- b) Family
- c) Lifetime

Honorary Membership 2. Any person who has performed distinguished service may, on the recommendation of the Executive Committee, be elected by the organization as Honorary Member without dues.

Dues 3. a) Membership dues shall be set by the Executive Committee.

b) An Annual Membership may be purchased at any time and shall be active for 12 months (calendar year) from the month of purchase. An Annual Membership list will be kept electronically by the secretary of the Friends of the Library.

c) Annual Membership may be renewed within 1 month of expiration date. Annual Membership and Renewal rates will be defined and reviewed by the committee on a yearly basis.

Transfer 4. Membership is not transferable or assignable.

Roll 5. The current membership list will be kept by the Recording Secretary.

Rights 6. Each member is entitled to one vote on each matter submitted to a vote. In case of a family membership a maximum of two votes may be cast.

## **ARTICLE IV – OFFICERS**

Governance 1. The Executive Committee shall be the governing body of this organization. The Executive Committee of nine (9) members shall be chosen by the membership at the general fall meeting.

Officers 2. The Executive Committee shall consist of the five (5) officers of the organization – President, Vice-President, the Recording Secretary, the Communications Secretary, the Treasurer – the past President, and three members at large, elected from the membership. The Library Director shall be an ex-officio member of the Executive Committee. The Library Director shall be restricted from proposing motions or voting.

Terms 3. The Executive Committee members shall be elected for a two (2) year term and shall serve no more than three (3) successive terms on the committee.

Remuneration 4. No member of the Executive Committee shall receive remuneration for service on the committee. When authorized by the Executive Committee, reimbursement may be made for travel and other out of pocket expenses in the discharge of official duties.

Duties 5. a) The President shall preside over and conduct meetings, appoint all committees and be an ex-officio member of all committees except the Nominating Committee. The President shall own or delegate the role of primary contact with volunteers.

b) The Vice-President shall perform the duties of the President in the absence of the President and act as an aide to the President.

c) The Treasurer shall keep and maintain the financial records of the Association and submit required reports in a timely manner.

d) The Recording Secretary shall record attendance at all meetings, take the minutes of all the meetings, keep a list of the membership and addresses, notify the members of the time and place of meetings, and conduct the correspondence of the Association.

e) The Communications Secretary shall drive all initiatives related to marketing materials (e.g. printing, print and digital ads, social media posts).

Elections 6. a) The fiscal year shall be from October 1 through September 30.

- b) The election of officers shall be conducted at the annual fall business meeting with terms of office to begin immediately thereafter.
- c) Prior to the election, the President shall appoint a Nominating Committee to present a slate of candidates for office to be voted on by the membership. During the election, the membership shall be allowed to submit additional nominations prior to a vote being taken.

Vacancies 7. In case of a vacancy, the Executive Committee may appoint a replacement from the membership to fill the term until the next election.

## **ARTICLE V – MEETINGS**

General 1. The President may call for meetings of the Executive Committee and/or the membership as often as is necessary to manage the affairs of the Association. Notice of each meeting of the general membership must be furnished to each member prior to any meeting. At least one meeting shall be conducted each fall for the purpose of electing officers.

Quorum 2. a) The members present at any meeting of the membership shall constitute a quorum.

b) Four members of the Executive Committee must be present to provide a quorum for the transaction of business at any Executive Committee meeting, except that in the absence of a quorum, a majority of the members present may adjourn the meeting.

Procedures 3. Except as otherwise stated in the By-laws, all procedures of this Association shall be governed by Robert's Rules of Order, revised.

## **ARTICLE VI – CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

Contracts 1. The Executive Committee may authorize any officer or officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instruments.

Checks 2. All checks, drafts, or other orders of the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be authorized by

the Executive Committee and signed by the Treasurer or President or Secretary.  
Deposit 3. All funds of the Association shall be promptly deposited to the credit of The Association in banks, trust companies or other depositories, and Wherever possible in an interest bearing account.

Gifts 4. The Executive Committee may accept or reject on behalf of the Association any contribution, gift, service, bequest or device for the general purposes or for any specific purpose of the Association.

#### **ARTICLE VII – HONORS**

Officers 1. The Executive Committee may appoint honorary officers to act in an advisory capacity only.

Awards 2. The Executive Committee may establish certificates and other awards which may be presented as the Executive Committee shall elect.

#### **ARTICLE VIII – AUDIT**

Audit 1. The financial records of the Association shall be maintained by the Treasurer and audited at least annually by an Audit Committee appointed by the President.

#### **ARTICLE IX – COMMITTEES**

Committees 1. The President shall appoint a Nominating Committee and an Audit Committee to conduct specific activities of the Association. The President may appoint additional committees as necessary to conduct other activities of the Association.

Dissolution 2. A committee shall be considered dissolved upon completion of its task and acceptance of its report by the Executive Committee.

#### **ARTICLE X – AMENDMENT**

Procedure 1. These Bylaws may be amended at any meeting of the membership by a two-thirds vote of the members present and voting, provided that notification of the proposed amendment has been sent to each member a reasonable time prior to the meeting.

(Revised 10/25/23)