

# **CONSTITUTION AND BY-LAWS OF THE FRIENDS OF THE EAST TROY LIONS PUBLIC LIBRARY**

## **Article I. NAME**

**Section 1.** The name of this organization shall be THE FRIENDS OF THE EAST TROY LIONS PUBLIC LIBRARY, INC., a non-profit organization.

## **Article II. PURPOSE**

**Section 1.** Recognizing that it is the function of the Library Board to direct library policy, the purpose of this organization shall be to maintain an association of persons interested in the East Troy Lions Public Library; to strengthen community support of the library; to cooperate with the library in facilitating the expansion of library services and programs; to interpret the needs of the library to the community and to encourage gifts, endowments and bequests to the library.

## **Article III. MEMBERSHIP**

**Section 1.** Membership in this organization shall be open to all who are in sympathy with its purpose.

**Section 2.** Each membership shall be entitled to one vote.

## **Article IV. OFFICERS**

**Section 1.** The officers of this organization shall be a President, Vice-President, Treasurer, Secretary, and at least three directors.

**Section 2.** Officers shall be nominated by the Executive Board at least one month before the annual membership meeting. The nominations shall be submitted in writing to the membership, with the consent of the nominees, at least two weeks prior to the annual meeting. Additional nominations may be made from the floor with the consent of the nominee.

**Section 3.** Officers shall be elected by majority vote of those present at the annual meeting.

**Section 4.** Vacancies shall be filled by appointment by the Executive Board until the next regular election.

## **Article V. DUTIES OF OFFICERS**

**Section 1.** President. The President will preside over and conduct meetings and, as executive officer, appoint all ad hoc committees and be an ex-officio member of established committees.

**Section 2.** Vice-President. The Vice-President will perform the duties of the President in the absence of the President. The Vice-President should succeed to the office of President.

**Section 3.** Treasurer. The Treasurer shall maintain the membership roll in all aspects as well as keep and maintain the financial records of the organization; promptly deposit all monies received (such as membership and special events); and pay all bills approved by the Executive Board.

**Section 4.** Secretary. The Secretary will record minutes of meetings of the organization and conduct all correspondence.

## **Article VI. EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of the four officers, the Board of Directors of the organization, Library Director, a member of the Library Board (appointed by the Library Board), and the immediate Past-President.

**Section 2.** The Executive Board shall advise the President in appointing committees consistent with the purposes of this organization.

**Section 3.** Meetings of the Executive Board shall be held at least quarterly. Special meetings may be called by the President.

**Section 4.** A simple majority of the Executive Board shall constitute a quorum.

## **Article VII. COMMITTEES**

**Section 1.** Ways and Means. The Ways and Means Committee will meet with library staff to determine library needs. The committee will meet with the Executive Board to establish the financial support for approved library needs.

**Section 2.** Membership. Engage with the Community to recruit new members. The Membership Committee will establish and regularly update the membership database and collect membership dues. The membership chairman shall receive all membership applications, keep an accurate record of membership and volunteer offers, and turn all monies over to the treasurer.

**Section 3.** Publicity. The Publicity Committee will promote the Friends of the East Troy Lions Public Library to encourage participation in the programs and events of the Friends and to strengthen community support. The Friends may publish a bulletin utilizing social media that is dedicated to promoting the library and publicizing the Friends organization.

**Section 4.** Volunteers. The Volunteers Committee will organize individuals to support the fundraising activities, publicity and membership of the Friends organization.

**Section 5.** Fundraising. The Fundraising Committee will organize and host any/all fundraisers.

## **Article VIII. MEETINGS**

**Section 1.** An annual meeting shall be held on a date in the month of May to be determined by the Executive Board. Members should be notified in writing at least one month prior to the date of the meeting.

**Section 2.** The Executive Board shall conduct regularly scheduled meetings.

**Section 3.** A special meeting of this organization may be called at any time by the Executive Board.

## **Article IX. DUES**

**Section 1.** Dues shall be payable annually.

## **Article X. AMENDMENTS**

**Section 1.** Amendments to this constitution and by-laws may be made at any meeting of the general membership by a two-thirds vote of those present, after notification in writing to each member at least two weeks before the meeting at which time the voting is to take place.

## **Article XI. PARLIAMENTARY PROCEDURE**

**Section 1.** Robert's Rules of Order, revised, when not in conflict with these by-laws and the Constitution shall govern the proceedings of this organization.

## **Article XII. TAX EXEMPT STATUS**

**Section 1.** No property or funds of the organization shall benefit shareholders or individuals.

**Section 2.** The organization may not participate in any political campaign.

**Section 3.** The organization is prohibited from taking any action designed to influence the passage of legislation in any legislative body.

**Section 4.** The assets of the organization are permanently dedicated to exempt purposes. Upon dissolution of the organization, it is expressly understood and agreed that said assets may be distributed only to such organizations as qualify as exempt organizations under Section 501(c) (3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue law.