

## **Bylaws**

### **Friends of the Presque Isle Community Library**

**Presque Isle Wisconsin 54557**

#### **Article I—Name**

Section 1. The name of this organization shall be Friends of the Presque Isle Community Library Inc.

#### **Article II—Purpose**

Section 1. The purpose shall be to maintain an association of individuals interested in libraries; to focus public attention on the library; to receive and encourage gifts, endowments, and bequests to the library; to stimulate the use of the library's resources and services; to support and cooperate with the library in developing services and facilities for the community.

Section 2. The purpose of this organization shall be exclusively charitable and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code.

#### **Article III—Membership**

Section 1. Membership in this organization shall be open to all individuals interested in being Friends of the Presque Isle Community Library.

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

#### **Article IV—Officers**

Section 1. The officers of this organization shall be president, vice-president, secretary and treasurer.

Section 2. Officers shall be nominated at the annual meeting, with the consent of each nominee.

Section 3. The president shall appoint new member(s) to fill unexpired terms, in case of vacancies on the executive committee

Section 4. Officers shall be elected by a majority vote of those present at the annual meeting for a term of two years, and will take office immediately following that meeting. Terms of president and secretary will expire on odd-numbered years, and vice-president and treasurer will expire on even-numbered years.

## **Article V –Duties of Officers**

Section 1. The president shall be the chief executive officer of the Friends, shall preside at all meetings of the membership and of the executive committee, and shall be an ex-officio member of all committees, except the nominating committee. (This office may be shared between two persons, with the agreement of the executive committee.)

Section 2. The vice-president shall perform the duties of the president in the president's absence, and perform any other duties requested.

Section 3. The treasurer shall be responsible for the receipt and expenditures of all funds, in accordance with the actions of the Friends. The treasurer shall keep an accurate record of all financial affairs and shall render a report at each meeting.

The books shall be open at all times for examination. At the close of each quarter, the treasurer will forward a copy of the current financial statement and the bank statement for each account to the treasurer of the Board of Trustees.

Section 4. The secretary shall keep an accurate record of the proceedings of all meetings of the membership and executive committee, and keep historical records for the Friends.

Section 5. The elected officers, plus the liaison member from the library trustees and the library director, shall be known as the executive committee and shall have the authority to transact business between meetings and to make recommendations concerning all policies. Any actions so taken shall be reported at the next regular meeting of the membership.

The executive committee shall prepare a budget prior to the January meeting, covering the next fiscal year. The budget shall be approved by the membership present at the January meeting.

## **Article VI—Meetings**

Section 1. Regularly scheduled meetings shall be determined by the executive committee. Other meetings may be held, as deemed necessary by the executive committee.

Section 2. A special meeting of the organization may be called at any time by the executive committee, and/or must be called upon the written request of 6 members at large.

Section 3. Notice of all meetings shall be posted at the library one week in advance.

## **Article VII—Dues**

Section 1. Dues shall be payable annually for the fiscal year January 1 to December 31. The Friends shall determine dues for the following year at the summer annual meeting.

## **Article VIII—Funds**

Section 1. All fund-raising activities and the dispersement of funds raised shall be subject to the approval of the executive committee and of the library's board of trustees.

Section 2. The commercial checking account and passbook savings account will require two signatures for any withdrawal. Each of the four officers will have authority to sign.

Section 3. The second commercial checking account used for Amazon sales, which has a debit card, will require one signature for any withdrawal. The chairperson of the Amazon project and the treasurer are the two authorized signers.

Section 4. For the counting of any cash from fund-raising events, two people must be present.

## **Article IX—Amendments**

Section 1. Amendments to these bylaws may be made at any meeting of the general membership by a two-thirds vote of those present, after posted notification, in writing, at least two weeks before the meeting at which the voting is to take place.

## **Article X—Dissolution of Organization**

Section 1. If the Friends of the Library must be dissolved, the Board of Trustees of the Presque Isle Community Library will assume all funds in the treasury of the Friends.

## **Article XI—Parliamentary Procedure**

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

*Adopted June 9<sup>th</sup>, 2009*  
*Revised October 22<sup>nd</sup>, 2009*  
*Revised November 1<sup>st</sup>, 2016*