

BYLAWS OF THE FRIENDS OF THE MIDDLE COUNTRY PUBLIC LIBRARY

ARTICLE I - NAME

The name of the organization shall be:

THE FRIENDS OF THE MIDDLE COUNTRY PUBLIC LIBRARY

Hereafter referred to as the “*Friends*”

ARTICLE II - PURPOSE

The purpose of this organization shall be:

1. To foster closer relations between the Library and the community.
2. To support the Library’s functions, resources, services and needs.
3. To encourage benefactions, gifts, endowments and bequests to the Middle Country Public Library.

ARTICLE III - MEMBERSHIP AND DUES

1. Membership is open to all individuals and organizations in agreement with the purposes of the *Friends*.
2. Each membership in good standing shall be entitled to one vote.
3. Annual dues will run from January 1st to December 31st.
4. Annual dues and classification of levels of membership will be set by the Executive Board and voted on at the Annual Meeting of the *Friends* in June.

ARTICLE IV - GOVERNMENT

Officers:

1. The officers of the *Friends* shall be:
 - President
 - Vice President
 - Secretary
 - Treasurer
2. All officers of this organization must be residents of the Middle Country Public Library District, registered library patrons and members in good standing.
3. Officers will be elected at the Annual Meeting in June.
4. The election of Officers shall be decided by a simple majority of members in attendance.

Executive Board:

1. Shall consist of the Officers, an Ex-Officio who is designated by the Director of the Library and any other members so designated by the President with the consultation of the Executive Board.
2. The Executive Board shall meet one month prior to the General Meetings.
3. Any vacancy in any office shall be filled for the remainder of the term through appointment by the Executive Board.
4. Appoints the Assistant Treasurer(s).

Nominating Committee:

1. This committee shall be composed of three members appointed by the Executive Board.
2. A slate of candidates will be presented to the Executive Board no later than two months prior to the Annual Meeting.
3. A final slate will be made available to the general membership on the Friends' website at least one month before the Annual Meeting.

ARTICLE V - DUTIES OF OFFICERS

1. **The President** will:
 - Preside at all General and Executive Board meetings
 - Be an Ex-Officio member of all committees, except the Nominating Committee
 - Call emergency meetings as necessary
 - Fill vacancy in offices with the approval of the Executive Board

2. **The Vice-President** will:
 - Assist the President and perform all the duties of the President during the absence or inability of the latter to act

3. **The Secretary** will:
 - Record minutes of the General and Executive Board meetings
 - Maintain all official records

4. **The Treasurer** will:
 - Be custodian of funds and disburse monies as directed by the Executive Board and general membership
 - Present an itemized report at each Executive Board and General Meeting
 - Present an annual proposed budget to the Executive Board one month prior to the Annual Meeting
 - Present the approved budget to the general membership for adoption
 - Work with the Assistant Treasurers
 1. One assistant is responsible to deposit all funds and keep duplicate records of all deposits.
 2. One assistant meets monthly with the Treasurer to reconcile all deposits and expenditures.

ARTICLE VI - COMMITTEES

The Executive Board shall create all committees which it deems necessary.

ARTICLE VII - MEETINGS

1. **General Meetings** will be held four times a year in March, June, September and December. Meetings will be open to all members in good standing.
2. **Executive Board Meetings** will be held four times a year one month prior to the scheduled General Meeting and as deemed necessary.
3. **Annual Meeting** to elect officers and to adopt the proposed budget will be held at the regularly scheduled General Meeting in June. Members will be notified of this meeting in writing at least two weeks prior to the meeting.

ARTICLE VIII - FUNDS

1. All funds shall be deposited to the account(s) of *Friends* and shall be disbursed by the Treasurer or President as authorized by the Executive Board.
2. All purchases made for the Library shall be subject to the approval of the Library Director and in accordance with the policies of the Library Board of Trustees.
3. There will be an annual audit of the Treasurer's reports. The auditor(s) shall be approved by the Executive Board.
4. All contracts for the *Friends* must be signed by two persons, as authorized by the Executive Board.
5. In the event that an unbudgeted expense occurs between the general membership meetings, the Executive Board, with a simple majority, shall have the authority to spend up to \$500.00.
6. The fiscal year shall be from July 1st through June 30th.

ARTICLE IX - LIABILITIES

1. No personal liability shall be attached to any member of this association in connection with any of its undertakings, but all its liabilities shall be limited to its common funds and assets.
2. Neither the Executive Board nor the Officers shall have any authority to borrow money in the name of or on behalf of this association.
3. No member of the Executive Board and no Officer shall have authority to incur an obligation in excess of the amounts allotted by the Executive Board for the specific purpose.
4. No contract shall be entered into and no obligation shall be incurred beyond the amount in the *Friends'* bank account(s).

ARTICLE X - AMENDING BYLAWS

These bylaws may be amended at any General Meeting by a two-thirds vote of the members present and voting. Notice of such proposed amendment/s shall be made available to members on the *Friends*' website and through e-mail no less than ten days before said meeting.

ARTICLE XI - DISSOLUTION

In the event that the *Friends* is dissolved, all of its property, assets and funds deposited at any bank at the time of dissolution, shall be donated to the Middle Country Public Library.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, (Revised) shall be the parliamentary authority governing the meetings of the *Friends* except when in conflict with these bylaws.