

**CONSTITUTION AND BY-LAWS
OF
FRIENDS OF THE RICHLAND COMMUNITY LIBRARY**

NAME

The name of this organization shall be Friends of the Richland Community Library.

PURPOSE

It shall be the purpose of this organization:

1. To inform the public about the services, activities, resources and needs of the Richland Community Library.
2. To raise money for the purpose of improving the services, increasing the resources and meeting the needs of the Richland Community Library not otherwise provided for.
3. To hold or arrange educational and literary programs, lectures and exhibitions for its members and the community at large.

ARTICLE I - MEMBERSHIP

Section 1. Eligibility. All persons or organizations interested in the purposes of this organization shall be eligible for membership. All persons enrolled in the first membership drive shall be considered Charter members.

Section 2. Dues. Annual dues for sustaining members shall be \$5.00.

ARTICLE II – OFFICERS AND THEIR ELECTION

Section 1. Number. The Officers of this association shall *generally* be:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer

Section 2. Term. The term of officers so elected, for a term of two years shall be the same as the fiscal year of the association. No officer shall serve more than two consecutive terms in the same office, except the Treasurer.

Section 3. Vacancies. Any vacancy in an office shall be filled for the remainder of the term by appointment by the President, subject to approval by the Executive Board.

Section 4. Duties. The duties and powers of the Officers shall be as implied by their respective titles. See Robert's Rules of Order, Revised.

ARTICLE III – EXECUTIVE BOARD

Section 1. Members. The Executive Board of the Friends of the Richland Community Library shall *generally* be the President, Vice-President, Secretary, and Treasurer and appointed *chairpersons* of standing committees.

Section 2. Duties. The duties of the Executive Board shall be to transact necessary business in the intervals between annual meetings, and to plan all association activities and meetings.

ARTICLE IV – STANDING AND SPECIAL COMMITTEES

Section 1. Standing Committees. Standing committees shall be created by the Executive Board. The *chairpersons* of the standing committees shall be selected by the officers of this association. Their terms shall be for one year.

Section 2. Special Committees. Special committees, as may be required to promote the objectives and interests of this association, shall be created by the Executive Board and shall serve a length of time designated by the Board.

Section 3. Ex-Officio Members. The President shall be an ex-officio member of all committees and the *Richland Community Library* Board of Trustees.

ARTICLE V – MEETINGS OF ASSOCIATION

Section 1. Annual Meeting. The annual meeting of the members of this organization, for the election of officers and the transaction of other business, shall *generally* be held in the month of November of each year. The Secretary shall notify the members by mail or public announcement three weeks prior to the annual meeting.

Section 2. Special Meetings. Special meetings of the members of this association may be called at any time by the Board.

Section 3. Quorum. A quorum of any meeting of the members of this association shall consist of 2/3 vote of the members present.

ARTICLE VI – FISCAL MATTERS

Section 1. Fiscal Year. The fiscal year of the association shall be from January 1 to December 31, inclusive.

Section 2. Financial Accounts. *All bank accounts or other accounts of a financial nature used by the association for its purposes shall be accessible to the Treasurer and at least one other officer.*

This will generally be accomplished by bank account signature cards and shared account access codes.

ARTICLE VII – AMENDMENTS

These bylaws may be amended at any regular meeting of this association by a 2/3 vote of the members present, provided the notice of such proposed amendment has been published at least four weeks before said meeting.

ARTICLE VIII – PROPERTY RIGHTS – DISSOLUTION

No person by reason of becoming a member, officer or director of the Friends shall acquire any proprietary interest in this organization, or in any property owned by it, and shall not participate in any revenue or income accruing to the Friends. In the event of dissolution of this organization, any and all property of whatever nature or description remaining in the organization, after liquidation of all debts and liabilities, shall become the sole property of the Richland Community Library, be used by the Library Board in any manner it desires, bearing in mind *the purpose of the organization and the existence of the Richland Community Library Endowment Fund.*

ARTICLE IX – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall govern all the proceedings of this association.

Adopted
Revised 5/22/2006
Revised 11/18/2010

Proposed changes noted in italics.