

Alex

CONSTITUTION AND BY LAWS

OF THE

FRIENDS OF THE BROOKE COUNTY PUBLIC LIBRARY

Adopted April 7, 1988

Amended 4/92

Frances

ARTICLE I

Name

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

ARTICLE II

Purpose

The purpose of this organization shall be to create public interest in the Brooke County Public Library, to promote increased knowledge of its services and needs, and to foster public support for the development of the library so that it may serve the needs for which it was created.

ARTICLE III

Membership and Dues

Section 1. Membership in this organization shall be open to all individuals who support its purposes.

Section 2. Each member shall be entitled to one vote at the annual meeting.

Section 3. There shall be five (5) classes of dues:

1. Regular member - ~~\$1.00~~ \$3.00 (Jan. 16, 2014) Jme
2. Supporting member - \$5.00
3. Sustaining member - \$10.00
4. Patron - \$25.00,
5. Family - \$25.00

Section 4. Dues shall be payable annually and shall be due in April.

ARTICLE IV

Meetings

Section 1. This organization shall hold at least one general meeting a year which shall be known as the annual meeting.

Section 2. The annual meeting shall be held on the fourth Thursday in April at 7:30 p.m. at the Brooke county Public Library unless other-wise designated. The date and place shall be publicized at least two weeks prior to the date of the meeting.

Section 3. The annual meeting shall be held for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 4. Special meetings of this organization may be called by the President or by the Executive Board, and shall be called upon the written request of ten (10) members of the organization. The purpose of the meeting shall be stated in the call. Except in cases of emergency at least seven (7) days' notice shall be given.

Section 5. Fifteen members of the organization shall constitute a quorum.

ARTICLE V

Officers

Section 1. The officers of this organization shall be a President, Vice-President, Secretary, and Treasurer.

Section 2. Officers shall be nominated by a committee of three chosen by the Executive Board in January of the election year. Nominations shall be posted at the library and its branch at least two (2) weeks prior to the annual meeting. Additional nominations may be made from the floor at the annual meeting with the consent of the nominee.

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

Section 4. The term of office shall be for two (2) years or until their successors have been elected and shall begin at the close of the annual meeting.

Section 5. Vacancies shall be filled by appointment of the Executive Board until the next regular election.

ARTICLE VI

Duties of Officers

Section 1. The officers of this organization shall appoint the chairmen of the standing committees and perform the duties prescribed by these bylaws and by Robert's Rules of Order Newly Revised.

Section 2. The President shall preside at all meetings of this organization and the Executive Board and shall have general supervision of the affairs of the organization. The President shall be an ex-officio member of all committees except the nominating committee.

Section 3. The Vice-President shall assume the duties of the President in his ^{her} absence.

Section 4. The Secretary shall take minutes of all the meetings of the organization and of the Executive Board and keep an accurate record of all business transacted.

Section 5. The Treasurer shall be custodian of all moneys and shall deposit them in a bank designated by the Executive Board. The Treasurer shall disburse funds only upon the order of the Executive Board. The Treasurer shall present financial statements to the Executive Board at its regular meetings and prepare an annual report for the annual meeting and shall keep complete accounts for the organization. The accounts shall be audited annually.

ARTICLE VII

The Executive Board

Section 1. The officers of this organization, the chairmen ^{and co-chairmen} of the standing committees, and the Library Director shall constitute the Executive Board.

Section 2. The Executive Board shall have the power to conduct the affairs of the organization between annual meetings. The Executive Board shall approve payment of bills, name the nominating committee, and shall perform such other duties as are specified in these bylaws. The Executive Board shall be subject to the orders of the organization and none of its acts shall conflict with action taken by the organization.

Section 3. The stated quarterly meetings of the Executive Board shall be held in January, May, August, and November. Special meetings of the Executive Board may be called by the President and shall be called on written request of three (3) members of the Board.

ARTICLE VIII

Committees

Section 1. The Standing Committees shall consist of the Membership, Project, Publicity, Legislative, and Bylaws committees.

Section 2. The Executive Board may appoint ad hoc committees as deemed necessary.

Section 3. The Membership Committee shall endeavor to recruit members. It shall keep a roll of names and addresses of members and notify them when dues are due.

Section 4. The Project Committee shall plan the annual programs and projects of the organization.

Section 5. The Publicity Committee shall develop an active public relations program which will cultivate a favorable public opinion for the organization and stimulate interest in the library and its services.

Section 6. The Legislative Committee shall secure current information on all legislative matters affecting the library. It shall encourage members to participate in levies affecting the library.

Section 7. The Bylaws Committee shall annually review the bylaws of the organization and make recommendations for needed revisions. The chairman of the Bylaws Committee will serve as Parliamentarian of the organization.

Section 8. An Auditing Committee of three (3) members shall be appointed by the Executive Board at its January meeting. The duty of the Auditing Committee shall be to audit the Treasurer's accounts at the close of the organization's year and to report at the annual meeting.

ARTICLE IX

Amendment of Bylaws

These bylaws can be amended at any annual meeting of the organization by a two-thirds vote of members present, provided that the amendment has been posted at the libraries two weeks prior to the annual meeting.

ARTICLE X

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Submitted by the By Laws Committee:

Opal McCord
Nancy Pryor
Katherine Traubert
Jane Watson
Catherine B. Smith, Chairman