

# THE FRIENDS OF FARNSWORTH PUBLIC LIBRARY BY-LAWS

## Article I

### Name

The organization shall be called: The Friends of Farnsworth Public Library. The organization shall be under the direct supervision of the library board of directors. The liaison officer shall be the librarian.

## Article II

### Purpose

The purpose of this organization shall be to assist the library in developing programs to meet current community needs; to assist in promoting knowledge of and participation in library programs; to aid in providing funds to meet special library needs; and to provide a channel for individuals to express ideas and make suggestions for library use and services.

## Article III

### Membership and Dues

Section 1: All persons interested in being Friends of Farnsworth Public Library are welcome to join as members. There will be one vote per member present at each meeting.

Section 2: Dues

A. Annual dues for classes of membership

1. Individual Membership \$5.00

2. Family Membership \$10.00

B. Lifetime Memberships

1. Existing Lifetime Memberships will be honored.

2. Lifetime Memberships will no longer be offered.

Section 3: Dues are payable on or before December 31 for the ensuing calendar year. New memberships paid after October 31 will be considered as paid through the following year. Dues may be changed at any scheduled meeting.

Section 4: Honorary members are the librarian, library board and library staff.

Section 5: Deposits and Disbursements

A. All dues and funds shall be made payable to The Friends of Farnsworth Public Library and deposited in the account of The Friends of Farnsworth Public Library.

B. Funds shall be disbursed by the treasurer as authorized by the officers.

C. An annual audit shall be made of the organization's accounts

by a committee appointed by the President prior to the ensuing March meeting.

## Article IV

### Officers

- Section 1: The officers shall be President, Vice-President, Secretary and Treasurer.
- Section 2: These officers shall act in emergencies and report to the membership at the following meeting.
- Section 3: Officers shall be elected at the May meeting by a majority of those present and shall serve two-year terms.

## Article V

### Meetings

- Section 1: Regular meetings of the organization shall be held on the third Wednesday in the months of March, April, May, September, October and November at 7:00 PM.
- Section 2: Special meetings of the officers may be called by the president.
- Section 3: A quorum shall be a majority of the members present at each meeting.

## Article VI

### Elections

- Section 1: Elections of officers shall be held in May and installation of officers will be held in September.

## Article VII

### Duties of Officers

- Section 1: The president shall preside at all meetings of the organization. The president shall also serve as coordinator of all organization activities.
- Section 2: The vice-president shall assist the president and shall perform duties of the president in his/her absence.
- Section 3: The secretary shall keep the minutes of the meetings of the organization. He/she shall conduct correspondence and submit news releases.

Section 4: The treasurer shall be custodian of all funds of the organization which he/she shall pay out as necessary. The treasurer shall keep an accurate list of members and dues paid. He/she shall keep an account of all receipts and disbursements and make a full report at all meetings. The account shall be audited annually by a committee appointed by the president prior to the ensuing March meeting.

#### Article VIII

##### Amendments

These by-laws may be amended at any regular meeting or at any special meeting called for that purpose, by a two-thirds vote of the members present, provided that notice of such amendment be given at the regular meeting preceding that at which action is taken.

#### Article IX

##### Parliamentary Authority

Robert's Rules of Order, Revised, shall govern this organization in all cases not covered by the by-laws when not inconsistent with them.