

THE FRIENDS OF THE ELWOOD PUBLIC LIBRARY

CONSTITUTION

ARTICLE I: Name

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

ARTICLE II: Purpose

The purpose of this organization shall be to maintain an association of persons interested in the Library whose objective is; to create public support and awareness of the Library; to stimulate the use of the services and resources of the Library; to receive and encourage endowments, gifts and bequests to the Library; and to support and cooperate with the Library in developing its services and facilities for the community.

ARTICLE III: Membership

Section 1. Membership in this organization shall be open to all individuals in sympathy with its purposes upon payment of the prescribed dues.

Section 2. Each member in good standing shall be entitled to one vote.

Section 3. Classes of membership and schedule of dues shall be set forth in the by-laws.

ARTICLE IV: Governing Board

This organization shall be administered by the officers as set forth in the by-laws.

ARTICLE V: Meetings

There shall be regularly scheduled meetings of this organization as prescribed in the by-laws.

ARTICLE VI: Funds of the Organization

Section 1. All dues, contributions and other monies of this organization shall be deposited to the account of the Friends of the Elwood Public Library and shall be disbursed as authorized by the Governing Board.

Section 2. There shall be a yearly audit of these funds.

Section 3. No purchases shall be made for the Library without the approval of the Library Director and shall be in accordance with Library policies.

ARTICLE VII: Liability

No personal liability shall in any event attach to any member of this organization in connection with any of its undertakings. Other liabilities shall be limited to its common funds and assets.

ARTICLE VIII: Amendments

Any proposed amendment to this constitution must be submitted at a regular meeting of the organization by a member of the organization. Such amendment shall be voted on at the next regular meeting of the organization, provided that notice of such intent shall have been published at least two weeks prior to the meeting, and shall require a two-thirds majority of members present and voting at the meeting to be adopted.

BY-LAWS

ARTICLE I: Membership and Dues

Section 1. There shall be five classes of membership as follows:

1. Individual	\$10.00
2. Family	\$15.00
3. Senior Citizen (65+) and Student (18 and under)	\$5.00
4. Patron	\$25.00
5. Corporate	\$50.00

Section 2. Dues shall be payable each year at the Annual Membership meeting.

Section 3. Members who have failed to pay dues for one year shall be dropped automatically from the membership roll.

Section 4. Members who have not paid their dues one month prior to a meeting, shall not be eligible to vote at the next meeting.

ARTICLE II: Officers

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

Section 2. Duties -

a. The President shall preside at all meetings and shall be ex officio member of all standing committees, except the Nominating Committee.

b. The Vice President shall assist the President in carrying out the latter's duties, preside at all meetings in the absence of the President, and shall perform such other duties as the President may direct.

c. The Secretary shall keep accurate Minutes of the meetings of the membership and the Governing Board; shall maintain custody of all official records; shall keep a complete list of members; shall send out notices of meetings; and shall have charge of correspondence generally. Copies of the above shall be kept in the Friends' file in the Library.

d. The Treasurer shall receive moneys of the Friends and shall keep an accurate record of receipts and expenditures. The Treasurer shall present a financial statement at every meeting of the Friends, and at other times when requested by the Governing Board; and shall make a full report at the Annual Meeting.

The Treasurer's accounts shall be examined annually by an auditor, or an auditing committee of not less than three (3) members, appointed by the Governing Board by March 15th of each year, and signed as approved.

Section 3. Nominations -

a. Officers shall be nominated by a Nomination Committee of three members; one member to be chosen by the Governing Board from its body. The other two members of the Nominating Committee shall be elected by the membership at the regular Mid-Winter Meeting, which shall be held not later than March 15th of each year. The first person nominated and elected to the Nominating Committee shall serve as its Chairperson.

b. The Nominating Committee shall present its report in writing to the membership no later than one week prior to the Annual Spring Meeting.

c. Additional nominations may be made from the floor at the Annual Spring Meeting which shall be held not later than May 15th of each year.

ARTICLE II: Officers *continued*

Section 4. Officers shall be elected by a majority vote of those present and voting at the Annual Spring Meeting. Their term of office shall be for two (2) years; no person shall serve in the same office for more than two (2) consecutive terms.

Section 5. Vacancies, except in the office of President, shall be filled by appointment of the Governing Board until the next regular election.

Section 6. In the event of a vacancy in the office of President, the Vice President shall assume the office until the next regular election

Section 7. Signatures of two officers on all checks and withdrawal slips will be required.

ARTICLE III: Committees

Section 1. The Standing Committees will include: Fund Raising, Membership and Publicity to promote the objectives and purposes of this organization.

Section 2. Auditing Committee which shall be appointed by the President to examine record of the Treasurer and certify to their correctness before the Annual Meeting.

Section 3. Nominating Committee as detailed in Article 2, Section 3 of the By-Laws.

Section 4. Other Non Standing Committees may be formed at the discretion of the Governing Board to handle unspecified duties that arise.

ARTICLE IV: Governing Board

Section 1. The Governing Board shall consist of the officers, past president, and chairpersons of the standing committees.

Section 2. The Board of Trustees' Liaison and Library Director, or designee, shall be ex officio nonvoting members of the Governing Board.

ARTICLE V: Meetings

Section 1. This organization shall conduct at least three (3) general meetings a year, once each in the Fall, Mid-Winter, and Spring. The Spring Meeting shall be the Annual Meeting.

Section 2. Supplementary general meetings may be called by the Governing Board as needed.

Section 3. Members shall be notified in writing at least one week prior to the date of all general meetings.

ARTICLE V: Meetings *continued*

Section 4. Meetings of the Governing Board may be held at the discretion of the President, or called by three (3) members of the Board.

ARTICLE VI: Assets

Should this organization be dissolved, all remaining assets shall be turned over to the Elwood Public Library.

ARTICLE VII: Amendments

The By-laws shall be amended in the same manner as the Constitution, except that adoption shall be effective upon approval of the majority of the members present and voting.

ARTICLE VIII: Quorum

Five members of the Governing Board shall constitute a quorum.

ARTICLE IX: Parliamentary Authority

Robert's Rules of Order, revised, when not in conflict with these by-laws, shall govern the proceedings of this organization.