

# **The Friends of the Avon Free Public Library, Incorporated**

## By-Laws

### **ARTICLE I: NAME**

The name of the Organization shall be “The Friends of the Avon Free Public Library, Incorporated.” In this document, it is also referred to as “The Friends.”

### **ARTICLE II: PURPOSE**

The Friends’ Mission is to support the Avon Free Public Library. We promote the extension of library facilities by securing materials beyond the ordinary library budget. We also enrich the library experience with programs and activities.

### **ARTICLE III: MEMBERSHIP AND DUES**

**Section 1.** Membership in this Organization shall be open to all individuals interested in its purpose, upon payment of dues.

**Section 2.** Annual dues shall cover the period of the fiscal year, July 1<sup>st</sup> to June 30<sup>th</sup>. The cost of dues shall be set by the Executive Board of the Friends.

### **ARTICLE IV: OFFICERS**

**Section 1.** The Officers shall consist of President(s), Vice President(s), Secretary and Treasurer.

**Section 2.** The Officers shall be members of The Friends, and members of the Executive Board of The Friends. The President will be chosen by the Executive Board, and the other Officers and Committee Chairpersons will be appointed by the President of The Friends.

**Section 3.** The duties of the Officers shall be as follows:

President(s): The President(s) shall preside at all meetings of the Friends, appoint committee chairpersons and represent the Organization. He/she will attend the monthly meeting of the Board of Directors of Avon Free Public Library, or appoint a representative to do so. The President will call meetings of the Executive Board and Committee Chairpersons as required and remain on the Executive Board Ex-Officio for a period of one year after the end of his/her official term.

Vice President(s): The Vice President(s) shall perform the duties of the President in his/her absence, and will serve as Chairperson for the Nominating Committee. The Vice President will also be responsible for special projects.

Secretary: The Secretary shall record the minutes of all meetings of the Organization, including a record of attendance. The Secretary shall also conduct the correspondence of the Organization and send meeting reminders as necessary.

Treasurer: The Treasurer shall keep and maintain the financial records of the Organization, collect dues and disburse funds when appropriate. A financial report shall be submitted at each Executive Board meeting. The Treasurer shall be charged with preparing and submitting any official paperwork required of tax-exempt charitable corporations under Federal and State laws.

**Section 4:** The Director of the Avon Free Public Library shall be an Ex-Officio member of the Executive Board of the Friends and encouraged to attend and report at all Executive Board meetings. The Director of the library will not have a vote at Friends' Board meetings.

## **ARTICLE V: THE EXECUTIVE BOARD**

**Section 1.** The Executive Board shall be defined as the Officers of the Friends.

**Section 2.** Vacancies arising on the Executive Board shall be filled by nomination of a candidate by the Vice President and appointment by the President.

**Section 3.** The Officers of the Executive Board shall serve a three-year term, which may be renewed for one second three-year term, after which the Officers will rotate off the Executive Board with the exception of the President, who shall serve one year Ex-Officio. The Ex-Officio President will have one vote on Board matters.

## **ARTICLE VI: COMMITTEES**

**Section 1.** The President(s) shall appoint the Committee Chairpersons of the following standing committees: Membership, Ways and Means, Publicity, Hospitality, Children's Programming and Volunteers. With approval of the Executive Board, other special committees may be created as necessary.

**Section 2.** No committee member shall make any contract or incur any indebtedness, obligation or liability in the name of, or on behalf of, The Friends without the authority and consent of the Executive Board.

## **ARTICLE VII: MEETINGS**

**Section 1.** The Friends shall hold monthly Friends of Avon Public Library Board meetings (Friends Board meetings) from September through June. These meetings shall be attended by the Executive Board and the Committee Chairpersons. Subcommittee members are encouraged to attend the Friends Board meetings, but they do not have voting privileges. Certain topics may require the Friends Board to go into Executive Session at the President's or Vice President's discretion, where only the Executive Board and Committee Chairpersons may attend.

**Section 2.** Additional Friends Board meetings may be held as directed by the President, or as requested by a Committee Chairperson with the approval of the Officers. Voting privileges at Friends Board meetings shall comply with the one vote per Officer/Committee Chairperson rule. A quorum at any Friends Board meeting shall require a minimum of six total Executive Board members or Committee Chairpersons.

## **ARTICLE VIII: FUNDS**

**Section 1.** All funds shall be deposited to the account of, or invested in the name of, The Friends of the Avon Free Public Library. All accounts shall carry the signatures of two Officers. Funds for programs and routine payments shall be disbursed by the Treasurer as authorized by the Executive Board at monthly meetings of the Friends Board.

**Section 2.** The Treasurer shall present a financial report at monthly meetings of the Friends Board.

**Section 3.** No member of The Friends or the Executive Board shall be liable, except for unpaid dues. No personal liability shall, in any event, be attached to any member of The Friends in connection with any of its undertakings.

**Section 4.** Any and all liability of The Friends of Avon Free Public Library shall be limited to its deposited funds.

**Section 5.** In the event of the dissolution of The Friends of Avon Free Public Library, any assets of The Friends shall be transferred to the Avon Free Public Library and used for its enrichment.

**Section 6.** Expenditures and approval: If expenditures do not fall under the category of operating or recurring expenses, amounts over \$300 must be presented to the Executive Committee (President, Vice President, Treasurer, Secretary) for approval. Amounts over \$500 must be presented to the Friends Board (including Committee Chairs) for approval. (Two-thirds vote.)

## **ARTICLE IX: AMENDMENTS**

These By-Laws may be amended at any Friends of Avon Library Board meeting by vote of at least two-thirds total Executive Board members or Committee Chairpersons. Amendments must be submitted for discussion at a previous meeting.

## **ARTICLE X: PARLIAMENTARY PROCEDURE**

**Robert's Rules of Order** (newest revision) shall be used as a guide for conducting Board meetings of The Friends, except when in conflict with these by-laws.

Revised By-laws presented to the Friends of Avon Library Board meeting on October 4, 2012.  
Revised By-laws approved (as amended) at the Friends of Avon Library Board meeting on November 1, 2012.  
Further revision of by-laws presented October 6, 2015.