

FRIENDS OF THE MADISON COUNTY LIBRARY  
BY LAWS  
(Approved 1987: Amended 1991, 2003, 2009, 2018)

**Article I Name**

The name of this organization shall be the *Friends of the Madison County Library, Inc.*

**Article II Purpose**

The purposes of this organization are (1) to support the library in developing services and facilities for the community, (2) to promote its use by the community, (3) to encourage and receive gifts and bequests for the library, and (4) to aid in providing funds to meet special library needs.

**Article III Membership**

Section 1: Membership shall be open to all individuals, businesses, and organizations who share these purposes and pay dues.

Section 2: Each adult member, business, or organization shall be entitled to one vote. *Youth* is a non-voting category.

**Article IV Government**

Section 1: The government of this organizations shall be vested in an Executive Board, which shall consist of the elected officers, immediate past president, a representative from the Madison County Library Board (Trustee), the Madison County Library Branch Manager, the Athens Regional Library Extension Librarian (Consultant), and the Standing Committee Chairpersons. The Library Branch Manager and the Athens Regional Library Extension Librarian shall be non-voting members but shall count towards a quorum.

Section 2: The Executive Board shall have general supervision over all affairs, the President serving as chairperson.

Section 3: The Executive Board shall prepare and submit a budget for approval at the January\_  
first general membership meeting held during the calendar year.

Section 4: At least one-third of the members of the Executive Board shall constitute a quorum for Executive Board meetings.

Section 5: The Executive Board shall meet prior to each general membership meeting and at the call of the president.

**Article V Officers and Committees**

Section 1: The officers shall be a President, a Vice-president, a Secretary and a Treasurer. The term shall be for one year and no person shall serve in the same office for more than two consecutive elected terms. Under exceptional situations, this term limit may be waived by a

majority of the Board present and eligible to vote.

Section 2: The standing committees shall be (1) Membership (2) Publicity, (3) Program, and (4) Fund-raising. The chairpersons shall be appointed by the president with the approval of the officers. If necessary-, additional committees may be appointed by the president with the approval of the Executive Board.

Section 3: Nominations for officers shall be presented by a nomination committee of three members appointed by the Executive Board. No one shall be nominated without his or her consent. A list of nominees shall be mailed to the membership or posted at the library at least two weeks prior to the election. Nominations from the floor will be invited.

Section 4: The officers shall be elected at the October meeting and assume their duties as of January 1.

Section 5: Vacancies other than in the position of the President occurring prior to an election shall be filled by appointment by the Executive Board.

Section 6: Duties of officers:

A. The President shall be the executive officer and shall preside at all meetings of the Executive Board and of the general membership; shall appoint all special committees deemed necessary by the Executive Board-; and shall be an *ex officio* member of all committees. The President shall exercise general supervision of all activities subject to approval by the Executive Board.

B. The Vice President shall conduct business in the absence of the President and shall become the President in the event the President is no longer able to serve in the capacity. The Executive Board will then name the new Vice President. The Vice president will be responsible for special initiatives as delegated by the Executive Board, including-, but not limited to, special recognition and gifts presented by the organization.

C. The Secretary shall keep minutes of all meeting and record all votes; give notice to all members of meetings; and be responsible for all other necessary correspondence.

D. The Treasurer shall receive, deposit and disburse all monies, keep an accurate record of each transaction, and maintain the current membership roll. Quarterly summaries of all transaction and balances will be presented as information at each general meeting. No funds shall be disbursed without the approval of the President and Treasurer. The President, Vice president, and treasurer are authorized to sign checks. Two signatures shall be required on all checks. Amounts over \$25 not previously budgeted must be approved by the President and Vice President or by the Library Board Trustee.

Section 7: Duties of Committee Chairpersons:

A: The membership Chairperson shall be responsible for recruiting new members.

B. The Publicity Chairperson shall be responsible for publicizing Friends' activities and for publishing a newsletter at least three times a year.

C. The Program Chairperson shall be responsible for developing programs for the general meetings and special program activities.

D. The Fund Raising Chairperson shall be responsible for fund raising activities and promoting gifts and bequest for the library.

E. Chairpersons shall submit, with the approval of the Executive Board, a plan of activities for the year to the general membership for their approval at the January first meeting of the calendar year.

### **Article VI Meetings**

Section 1: This organization shall have at least three general meetings during the year in the months of January, April, and October 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> quarters of the fiscal year.

Section 2: A special meeting may be called at any time by the President with the approval of the Executive Board or may be called by a majority of the Executive Board.

Section 3: Those members present shall constitute the quorum.

### **Article VII Dues**

Section 1: Dues shall be payable by March 31 for the calendar year.

Section 2: Classes of membership are:

Youth (Under 18)	\$1.00	(Non voting)
Individual/Organization	\$10.00	(One vote)
Sponsor	\$50.00	(One vote)
Special Friend	\$100.00	(One vote)

Section 3: Honorary membership may be awarded by guidelines established by the Executive Board.

### **Article VIII Funds**

In the event of dissolution of this organization all remaining funds shall be transferred to the Madison County Library Board account.

### **Article IX Amendments**

The bylaws may be amended at any regular meeting by a two-thirds vote of the members present. Notice of any proposed amendment shall be mailed to all members at least two weeks prior to said meeting.

### **Article X Parliamentary Procedure**

All meetings shall be conducted according to *Roberts' Rules of Order, Revised*.