

BYLAWS OF THE FRIENDS OF THE CADILLAC-WEXFORD PUBLIC LIBRARY
RATIFIED APRIL 12, 2003
AMENDED APRIL 21, 2012

ARTICLE I: NAME AND ADDRESS

The name of the organization shall be “The Friends of the Cadillac-Wexford Public Library” (known as Friends of the Library, or FOL). The address of FOL shall be: 411 South Lake Street, Cadillac, Michigan 49601.

ARTICLE II: PURPOSE

- A. The primary purpose of the FOL is two-fold: To be of service to the library, and to be of service to the community. This is accomplished by maintaining a group of community members interested in assisting the library staff, providing supplemental funding and sponsoring library programs for children, youth, and adults that will promote literacy and enhance the value of the library to the community.
- B. No part of the net earnings of FOL shall accrue to the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except that the Executive Board shall be authorized and empowered to pay reasonable compensation and reimbursement for services and supplies rendered and to make payments and distributions in furtherance of the purposes set forth above.
- C. No substantial part of the activities of the organization shall be the carrying on of propaganda and the organization shall not participate in, or intervene in (including the publishing and distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE III: MEMBERSHIP

- A. FOL does not discriminate on the basis of race, color, religion, gender, national origin, disability, or sexual orientation.
- B. Any person or organization responsive to the purposes of FOL shall be eligible for membership. Candidates for membership should have an interest in promoting learning and enjoyment through books, reading, and general library activities.
- C. Annual membership shall consist of twelve (12) consecutive months, beginning with the month in which the dues are paid. No dues shall be refunded.
- D. The FOL Executive Board shall establish the annual dues for membership in FOL.

- E. Annual membership shall be entitled to voting privileges during the year of membership, and all additional privileges and benefits as determined periodically by the FOL Executive Board.

ARTICLE IV: OFFICERS AND EXECUTIVE BOARD

- A. The FOL Executive Board shall consist of the officers of the organization. The officers shall consist of a President, Vice-President, a Secretary, a Treasurer, and the Director of the Cadillac-Wexford Public Library or their designee.
- B. Officers shall serve for a two (2) year term.
- C. An officer may resign at any time by providing written notice to the FOL Executive Board. Notice of resignation is effective on receipt or a later time designated in the notice.
- D. A vacancy in any office for any reason may be filled by the FOL Executive Board.
- E. Elections for FOL Executive Board members shall be held at the annual general membership meeting.
- F. At least one month prior to the annual meeting, the FOL Executive Board shall appoint a nominating committee consisting of at least three (3) members of the organization. The nominating committee shall solicit nominations, ensure consent of the nominees, and then submit those candidates to the general membership for election. Additional nominations may be made from the floor at the time of the election, with the prior consent of the nominee.
- G. Elections shall be by paper ballot, unless a slate of unchallenged candidates is preset, in which case the vote may be by show of hands.
- H. Elections shall be determined by a simple majority of votes cast.
- I. Meetings of the FOL Executive Board shall be held at such times and places and to such notice as the Executive Board may from time to time determine, provided that the Executive Board shall be scheduled to meet at least four (4) times a year, and that additional special meetings may be called by the President and he/she deems necessary, or by request of three (3) members of the Executive Board, or by request of one-third (1/3) of the general membership.
- J. A majority of the FOL Executive Board shall constitute a quorum.
- K. The FOL Executive Board shall transact the business of the organization in intervals between annual meetings.

ARTICLE V: DUTIES AND POWERS OF OFFICERS

A. PRESIDENT:

1. Presides at all meetings of the organization and Executive Board and presides at all organization functions.
2. Casts the final vote in any tie breaker.
3. Represents, or his/her appointee will represent, the organization at Library Board meetings if requested by this Board.
4. Informs organization membership of pertinent information regarding upcoming programs, reading groups and other library functions.
5. Appoints the Treasurer to release an amount to cover expenses in transacting the business of the organization.
6. Carries out the will of the organization as expressed at its meetings, and in general conducts the activities of FOL in a manner consistent with the authority and responsibility pertaining to the office.

B. VICE-PRESIDENT:

1. Assists the President, and performs the President's duties in his/her absence.
2. Assists the President as necessary in conducting the business of the organization as stated.
3. Serves as President in the event that the office is vacated.
4. Serves in advisory capacity to the President.
5. Serves in such capacities assigned by the President.
6. Serves as Program Director for FOL in planning for upcoming activities and other library functions.

C. SECRETARY:

1. Attends all meetings and accurately record and transcribe the minutes of the monthly board meeting.

2. Maintains listing of the Executive Board and of organization membership unless a membership coordinator is appointed, and gives notice of all meetings of the Executive Board and the organization.
3. Handles all organization correspondence as instructed by the Executive Board and/or the President.
4. Provides a copy of the bylaws to each newly elected organization officer.
5. Works with the library to maintain the FOL portion of the library website.

D. TREASURER:

1. Takes charge of all organization money; receives all dues and pays all bills.
2. Maintains a record of all receipts and expenditures and prepares financial reports to organization membership at the annual meetings. These reports shall become permanent records of the organization.
3. Maintains a bank account with organization funds in a bank selected by the organization and assures the current Treasurer and two other members of the Executive Board are authorized on the account.
4. Prepares a regular financial summary of expenses and bank balance for the FOL Executive Board.
5. Delivers all books, records and audited documents incident to the office to their successor immediately upon leaving office.
6. Two (2) organization members shall be appointed by the FOL Executive Board for the purpose of auditing the organization's financial records during the month of August or at other times specified by the Board.

ARTICLE VI: MEETINGS

- A. The annual meeting of FOL shall be held at 10 AM the second Saturday in January of each year, unless another date and time is set to coincide with a monthly program.
- B. Special meetings of FOL may be called by the President or by a majority of the Executive Board or by one-third (1/3) of the general membership whenever they deem a special meeting necessary or advisable. In all cases of special meetings, the Secretary shall notify the entire membership at least three (3) days before of the time, location, and purpose of such meeting.

- C. At the will of the President or a majority of the FOL Executive Board, a special vote of the organization or of the Executive Board may at any time be taken by mail, or electronically, on any matter except amendments to the Bylaws without the formality of calling or assembling a special meeting, provided that a majority of the Executive Board approve the necessity of such action.
- D. Prerequisite to a mail vote, the Secretary shall mail a written ballot to each member or board member, as the case may be, on which shall be clearly stated the proposition(s) to be voted on and the date on or before such ballot must be returned in order to be counted.
- E. Votes taken by mail shall have the same force and effect as those by convened meeting. The FOL Executive Board shall have authority to fill any vacancy because of the resignation, death, or inability to serve of any officers or Board member excepting a vacancy in the office of the President. These appointments shall be for the remainder of the term.
- F. The FOL Executive Board, by a majority of the members present at any stated meeting, may at their option, replace any Board member who has, without cause, failed to attend three (3) or more consecutive meetings of the Board. A member so replaced shall immediately cease to be on the Executive Board but otherwise retain all rights and privileges of his/her membership.

ARTICLE VII: AMENDMENTS

These bylaws may be amended at any meeting of the organization by a two-thirds (2/3) vote of those members present, provided that notice of the proposed amendment is given in writing to all members at least ten (10) days before said meeting.

ARTICLE VIII: PARLIAMENTARY PROCEDURE

Robert's Rules of Order (most recent edition) may govern the proceedings of FOL when not in conflict with these By-laws.

Meetings and procedures of the organization and Board of Directors shall be regulated and controlled by its By-Laws.

ARTICLE IX: LIMITATION OF PERSONAL LIABILITY OF VOLUNTEER DIRECTORS

The organization will not be held responsible for any accidents to personnel or to bodily harm of any person participating in any activity on or near any activities sponsored by the organization.

ARTICLE X: DISSOLUTION

In the event that FOL find it necessary to disband, all assets which remain after payment of its liabilities shall revert to the Cadillac-Wexford Public Library.

ADDENDUM:

Volunteer positions descriptions of responsibilities:

- Book Sale Coordinator
- Cadillac Arts Council Representative
- First Book Program
- Membership Coordinator
- Newsletter Editor
- Newsletter Mailer
- Program Coordinator
- Project Christmas
- Publicity