

“FRIENDS OF THE LIBRARY OF MARION COUNTY” FAIRMONT, WEST VIRGINIA

CONSTITUTION and By-Laws—as Revised on 17 Oct 2013

ARTICLE I NAME

The name of this association shall be “Friends of the Library of Marion County.”

ARTICLE II PURPOSE AND ACTIVITIES

Section 1 The purposes of this organization shall be to maintain an association of citizens interested in books and libraries; to create an awareness of the opportunities offered by the Library; to assist in increasing its facilities and services; to focus attention upon library needs and to enrich the cultural advantages available to the citizens of Marion County; and to encourage public opinion favorable to further development of our state-wide public library services.

Section 2 The activities of the association shall include the securing of materials which are beyond the command of the library budget and the sponsoring of such projects as discussion groups, lectures, exhibits, book talks and children’s story hour, and stimulate endowments and bequests.

ARTICLE III MEMBERSHIP

All persons or organizations interested in the purposes of this association shall be eligible for membership. **Persons can become members by completing a membership form and paying their dues annually. The Executive Board is defined as the President, Vice President, Secretary, and Treasurer. The Board of Directors is made up of the Executive Board plus members appointed by the Executive Board and confirmed by the existing Board of Directors. References to “Board” should be associated with the “Board of Directors” in the remainder of this document unless the “Executive Board” is specified.**

ARTICLE IV OFFICERS

The officers of this association shall be a President, Vice President, Secretary, and Treasurer who shall constitute the Executive Board. **Their term of office will be two years.**

ARTICLE V FUNDS

All funds shall be deposited with the treasurer of the “Friends of the Library” and shall be disbursed as authorized by the Board of Directors of the “Friends of the Library”.

ARTICLE VI AMENDMENTS

Constitution may be amended at any regular Board of Directors meeting of this association by a three-fourths vote of the Board of Directors members present, provided that notice of such proposed amendment shall have been mailed or emailed at least two weeks before said meeting.

BY-LAWS

ARTICLE I MEETINGS

Section 1 Meetings of the Board of Directors shall be held monthly (September through November and March through June). Special meetings may be called by the President as needed. Board meetings are open to all members but only the Board of Directors may make motions and vote. Those who are not members of the Board may participate in discussions.

Section 2 The annual meeting shall be in September.

Section 3 One third of members of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors. Three members shall constitute a quorum at any meeting of the Executive Board.

Section 4 If a current Board member misses three (3) consecutive meetings of the Board without notifying the President, he/she will be notified that he/she may be removed from the Board by a majority vote of that body.

ARTICLE II OFFICERS

Section 1 During the business meeting prior to the annual meeting program, officers will be elected by majority vote of **the Board members who are present. Newly elected officers shall take office immediately upon election and continue in office for two years.** Officers may be re-elected.

Section 2 Duties of the Officers

- The President's duties shall be to call, preside over and conduct meetings and be an ex-officio member there, and report significant happenings and events to the membership.
- The Vice-President's duties shall be to: perform the duties of the president in his/her absence, perform such duties as assigned by the President, and chair the Program Planning and Special Events Committee.
- The Secretary's duties shall be: record attendance and take the minutes at all meetings, notify the members of the Board of the time and place of the meetings, conduct the correspondence of the organization, maintain a repository of all minutes, correspondence and constitution and by-laws.
- The Treasurer's duties shall be: keep and maintain the financial records of the organization, maintain custody of all funds, disburse monies authorized by the Board, provide a written financial report including a list of receipts and disbursements to the Board at each meeting, submit an annual report to the membership, and file appropriate tax forms.

Section 3 Any vacancy in an office shall be filled through appointment by the Executive Board subject to approval by the Board of Directors.

Section 4 The two-member nominating committee shall be appointed by the Executive Board thirty days prior to the annual meeting. Nominations may be made from the floor providing the consent of the nominee has been secured.

ARTICLE III DUES

Section 1 Both annual dues for individuals and organizations will be set by the Board of Directors.

Section 2 The fiscal year of this association shall begin on January 1.

ARTICLE IV COMMITTEES

Section 1 All Committee Chairmen, both standing and special, shall be appointed by the Executive Board and approved by the Board of Directors.

Section 2 Standing committees shall be as follows:

- Publicity committee will be responsible for all public announcements of book sales, annual meeting, and other special events.
- Membership Committee will be responsible for enrollment of old and new members, and maintain a current address list of all members.
- Book Sales Committee will be responsible for planning and implementing book sales.
- Program Planning and Special Events Committee will be responsible for planning the program for the Annual Meeting and working with Library staff on special events, as needed.
- Children's Program Committee will assist the Children's Librarian.
- Other special committees may be appointed by the Executive Board, with the approval of the Board of Directors, as needed.

ARTICLE V AUTHORITY

Section 1 *Roberts' Rules of Order, Revised*, shall serve as parliamentary authority.

-ARTICLE VI AMENDMENTS

These By-Laws may be amended at any meeting of the Board of Directors by 51 per cent of the vote of the members of the Board of Directors present and voting, provided the notice of such proposed amendment shall have been mailed or emailed at least two weeks before said meeting.