

BYLAWS

Friends of the DeKalb Public Library, Inc.

ARTICLE 1 - NAME

Section 1. NAME The name of this organization shall be the Friends of the DeKalb Public Library, Inc.

ARTICLE II - PURPOSE

Section 1. PURPOSE The purpose of the Friends of the DeKalb Public Library, Inc. is to support the DeKalb Public Library by raising funds to provide books, programs, materials, equipment and services and making decisions about the allocation of these funds in response to requests from library staff.

The organization shall not carry out any activities that are not permitted under Section 501(c)3 of the Internal Revenue Code.

ARTICLE III MEMBERSHIP

Section 1. BOARD. The Board consists of the elected officers.

Section 2. MEMBERSHIP Any person who pays the annual dues shall be a Member and is eligible to attend, participate and vote at the Friends' monthly meetings. Library staff who are Members are expected to recuse themselves from votes on funding requests.

Section 3. TYPES OF MEMBERSHIP The Board may set up levels of Membership and set dues for these levels.

ARTICLE IV - BOARD

Section 1. POWERS & DUTIES The Board shall have full power and authority to manage and conduct the affairs of the Friends of the DeKalb Public Library, Inc., and may receive or solicit input from the general membership. The Board may create special committees as it deems necessary.

Section 2. MEETINGS Meeting are held once a month; the date, time and library room assignment are to be shared by the Secretary with the Membership by email the week before the scheduled Meeting. Meetings are open to all Members, who may participate and vote, and to the general public, who may not.

Section 3. QUORUM A quorum shall consist of six Members, which must include at least two Officers of the Board.

ARTICLE V - OFFICERS

Section 1. OFFICERS The Officers shall be a President and/or Co-Presidents, a Vice President, a Secretary and/or Co-Secretaries, and a Treasurer. Any Member of the Friends of the DeKalb Public Library, Inc. may serve as an Officer.

Section 2. TERMS OF OFFICE AND ELECTIONS Officers shall serve for terms of two years or until their successors have been chosen. If no successor is elected or appointed, the current officer may serve additional terms. Officers shall be elected at the Annual Meeting and shall take office immediately. Officers will be elected annually, with the President and/or Co-Presidents and Treasurer in one year, and the Vice-President and Secretary and/or Co-Secretaries the following year.

Section 3. PRESIDENT The President (or Co-Presidents) shall preside at all monthly meetings and shall have the usual powers of supervision and management as they pertain to the office. In the absence of the Treasurer, the President may sign any financial documents. The President has the power to appoint committee chairs. The President sets the Agenda for monthly meetings and shares this with the Secretary. The President shall perform such other functions as are incident to the office.

Section 4. VICE PRESIDENT The Vice President shall assume the duties of the President when the President is absent or unable to perform prescribed duties. The Vice-President shall perform such other functions as are incident to the office.

Section 5. SECRETARY The Secretary (or Co-Secretaries) is responsible for taking the minutes at the monthly meetings and for keeping an up-to-date record of Members' contact information and details of membership levels. The Secretary emails all members the week before a meeting with the date, time and library room assignment, as well as with the agenda and the minutes of the previous month's meeting. The Secretary reminds members when it is time to renew their annual memberships and sends a welcome letter and membership card to new and renewing members. The Secretary maintains a paper file of the minutes and treasurer's reports, as well as official correspondence. The Secretary may invite members to form a committee to help with correspondence and other tasks, including publicity and social media. The Secretary shall perform such other functions as are incident to the office.

Section 6. TREASURER The Treasurer shall collect and receive all monies due, shall be custodian of these monies, shall keep a permanent record of all monies, and shall deposit them in a financial institution designated by the Board. The Treasurer shall disburse monies as a result of decisions made at the monthly meeting. The Treasurer shall present financial reports at the monthly meetings and make an Annual Report at the Annual Meeting. The Treasurer reports the results of the vote on funding requests to the staff members who made the requests. The Treasurer maintains a paper file of the allocation requests and provides the library's business manager with photocopies of the requests that were funded. The Treasurer is responsible for making sure the Friends' not-for-profit status is maintained and appropriate government and legal fees are paid. The Treasurer shall perform such other functions as are incident to the office.

Section 7. VACANCIES & REMOVAL Any Officer who has more than three consecutive unexcused absences from monthly meetings or has been derelict in or unable to perform his/her duties may be removed by a majority vote of the Board. Any vacancy occurring by reason of an Officer's resignation, death, or disqualification may be filled by another Member after a majority vote of the Board, and only until the next Annual Meeting.

ARTICLE VI - FINANCES

Section 1. FISCAL YEAR The fiscal year is the calendar year.

Section 2. ANNUAL BUDGET The Treasurer shall prepare an Annual Budget along with the financial statement from the previous fiscal year and present it for approval at the Annual Meeting in January. The Secretary will send the Annual Budget to the current membership sometime during the week before the Annual Meeting.

Section 3. DISTRIBUTION OF FUNDS UPON DISSOLUTION Should the Friends of the DeKalb Public Library, Inc. dissolve for any reason, all assets owned by it shall be turned over to the DeKalb Public Library after all debts are settled.

ARTICLE VII - MEETINGS

Section 1. MEMBERSHIP MEETINGS Meetings are held every month, generally on the second Monday of the month (unless the library is closed that day, in which case the meeting will be on the third Monday of the month) at 5 p.m. in a reserved library meeting room. This meeting date and time may be changed at the discretion of the current Board.

Section 2. NOTICE Notices of the monthly meetings shall be sent by email by the Secretary to Members the week before the meetings.

Section 3. ANNUAL MEETING An Annual Meeting shall be held each year on the second Monday in January at 5 p.m. The Secretary will send notice of the Annual Meeting, stating the time, place and purpose of the meeting, in December to all Members; a follow-up email with the Annual Budget, financial statement from the previous fiscal year, nominated officers, and other relevant materials will be emailed to all Members by the Secretary the week before the Annual Meeting.

The Annual Meeting agenda shall include the election of Officers, the adoption of the Annual Budget, and any other business that may come before it.

Section 4. QUORUM A quorum for meetings shall consist of no fewer than six Members, including at least two Officers. A Quorum for the Annual Meeting shall consist of no fewer than eight Members, including at least two Officers. Each Member present shall have one vote and no absentee or proxy voting shall be allowed.

Section 5. COMMITTEE MEETINGS At every Committee Meeting, a Member shall be designated to take notes and should be prepared to make a report at the monthly meeting following the Committee Meeting.

ARTICLE VIII - NOMINATIONS OF OFFICERS AND ELECTIONS

Section 1. NOMINATING COMMITTEE The Nominating Committee shall consist of three members, to be appointed by the President at the September meeting; one appointee must include an Officer in a continuing term. The Nominating Committee shall contact Members who might be interested in filling a vacancy for either of the two Officers whose terms are expiring.

Section 2. REPORT OF NOMINATING COMMITTEE The Nominating Committee shall report its nominations to fill officer vacancies at the December meeting. The names of nominees will be sent by the Secretary to the membership the week before the Annual Meeting in January.

Section 3. ELECTIONS At the Annual Meeting, after the Nominating Committee presents its names, additional nominations from the floor may be made by any Member, with the consent of the nominee. Each Member present shall have one vote and no absentee or proxy voting shall be allowed. Election shall be by ballot. However, if there is only one nominee for a vacancy, a voice vote may be taken. A majority vote of those present and voting shall constitute election.

ARTICLE IX AD HOC COMMITTEES

Section 1. COMMITTEES The President or Secretary may set up ad hoc Committees for specific projects or purposes. These projects or purposes are confined to activities that will assist the members of the Board in fulfilling their duties, or of the Friends in implementation of tasks approved by the Board. These may include but are not restricted to Committees to organize Social Events, Publicity, Fundraising, Book Sales, and Correspondence.

Section 2. MEETINGS Committees will arrange to meet at times and places convenient to the Members and will designate one Member to take notes and report at the meeting following the Committee meeting.

Section 3. MEMBERSHIP Committees will consist of no fewer than three Members. Members are invited to volunteer to serve on a Committee. Final Committee membership will be approved by a voice vote at a monthly meeting.

Section 4. DURATION Committees will remain active for the term of the event or task as assigned by the President or Secretary. After the purpose of the Committee has been completed, it will disband.

Section 5. BUDGET Committees are empowered at a monthly meeting to spend funds within a specified Budget to accomplish their purpose with no additional authorization. If additional funds are needed, a proposal must be brought to a meeting for a vote.

ARTICLE X - FUNDING REQUEST PROCESS

Section 1. FUNDING REQUESTS Library staff may submit Funding Requests for books, programs, materials, equipment and services that are designed for the benefit of the public and library patrons.

Section 2. PAPERWORK All Funding Requests must be submitted in writing on a current form created by the Friends of the Library. All requests must be signed by the Library Director. Incomplete or unclear requests will be returned to the Staff Person.

Section 3. APPROVAL Funding requests will be presented for consideration at the monthly meetings. Library staff are welcome (not required) to be present at the meeting to provide

further details or to answer questions. Requests will be approved or rejected by a majority voice vote.

Section 4. DEADLINE Funding requests must be signed by the applicant and the Library Director and placed in the Friends' mailbox in the staff room by 5 p.m. on the Friday before the monthly meeting. Requests submitted after the deadline or without the required signatures may be postponed for discussion until the following month. Exceptions may be granted by the President.

Section 5. CANCELLED PROGRAMS If a program is cancelled or the money allocated to the staff person has not been spent (in full or part) for any reason, the Treasurer should be informed so arrangements can be made for reallocation or return of the funding.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Section 1. PARLIAMENTARY AUTHORITY Robert's Rules of Order, revised, shall govern the organization when applicable and when not inconsistent with these Bylaws or with special rules that the Board may adopt.

ARTICLE XII - AMENDMENTS TO THE BYLAWS

Section 1. AMENDMENTS These Bylaws shall be reviewed at least once every three years by a Bylaws Committee appointed by the President. The timing of the review is determined by the President. A hard copy of the Committee's recommendations for changes shall be shared at a monthly meeting.

Section 2. PASSAGE These Bylaws may be amended by a majority vote of the members present at the meeting following the distribution of the revised Bylaws.

Section 3 DISSEMINATION After approval, the Bylaws will be posted on the Friends page on the library's website. The membership will receive information about the update and a link to the text.

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