

## BYLAWS

### FALLSTON FRIENDS OF HARFORD COUNTY PUBLIC LIBRARY

#### ARTICLE I. NAME

The name of this organization shall be Fallston Friends of Harford County Public Library.

#### ARTICLE II. PURPOSE

The purpose of this organization shall be to maintain an association of persons interested in Harford County Public Library and to focus public attention on the library in the Fallston area of the county; to stimulate the use of library resources and services; to encourage gifts, endowments, and bequests to the library; to support and cooperate with the library in developing library services and facilities for the community; to lend support for legislation when needed; and to support the freedom to read as expressed by the American Library Association Bill of Rights.

#### ARTICLE III. NON-PROFIT

This organization shall be a non-profit organization and no Officer or Board member shall receive monetary compensation for services rendered in those capacities.

#### ARTICLE IV. MEMBERSHIP

Section 1. Membership in this organization shall be open to all individuals in sympathy with its purpose and to representatives of organizations and clubs when such representation is desired.

Section 2 Each membership shall be entitled to one vote.

#### ARTICLE V. OFFICERS

Section 1. The officers of this organization shall be President, Vice President, Treasurer, Secretary, and two members-at-large.

Section 2. Nominations for officers and two members-at-large shall be presented by a nominating committee of three, to be appointed by the Board. At the annual meeting, nominations from the floor shall be invited. No one shall be nominated without his/her consent.

Section 3. Officers and two members-at-large shall be elected by the majority vote of those present at the annual meeting for the term of one year, but not more than two successive terms.

Section 4. Vacancies arising on the Board shall be filled by appointment made by the remaining Board members.

## **ARTICLE VI. DUTIES OF THE OFFICERS**

Section 1. The President shall preside over and conduct meetings and appoint all committees and be an ex officio member thereof, except the nominating committee.

Section 2. The Vice President shall perform the duties of the President in the absence of the President.

Section 3. The Treasurer shall keep and maintain the financial records of the organization. The Treasurer shall receive and deposit all funds in such bank as designated by the organization, disperse funds on approval by the majority of the Board of Directors, and prepare and submit books for audit one month prior to the annual meeting. The Treasurer shall be bonded.

Section 4. The Secretary shall record attendance of all meetings, take the minutes of all meetings, keep a list of the membership together with their addresses, notify the members of the time and place of meetings, and conduct the correspondence of the organization.

## **ARTICLE VII. BOARD OF DIRECTORS**

Section 1. The Board of Directors shall consist of the officers of the organization and the chairpersons of all standing committees. The Branch Librarian shall serve as liaison between the Board and the Library.

Section 2. The Board shall have the authority to approve appointments of committee chairpersons consistent with the purpose of this organization.

Section 3. The Board of Directors shall serve as the governing body of this association. The Board shall meet quarterly, or as deemed necessary by the President.

## **ARTICLE VIII. MEETINGS**

Section 1. This organization shall hold its annual meeting in May for the purpose of election of officers, to receive various reports, and to enact any other business. A written notice shall be sent to each member in advance.

Section 2. Additional meetings shall be scheduled as recommended and approved by the Board.

Section 3. Attending members of any meeting shall constitute a quorum.

Section 4. A special meeting may be held as directed by the President, provided the membership has received written notice as to the nature of the business to be transacted.

## **ARTICLE IX. DUES**

Section 1. Dues shall be paid annually and shall become due on the day of the annual membership meeting. There shall be four classes of dues: 1. individual, 2. youth (18 and under), 3. organizational, and 4. corporate. The dues shall be set by the Board.

Section 2. The fiscal year of this organization shall begin June 1 and end May 31 of the ensuing year.

## **ARTICLE X. DISSOLVING THE ORGANIZATION**

Section 1. If the Friends group decides through an official action of its own to dissolve, it shall be responsible for distribution of any dues or funds in its possession to the Harford County Public Library. No assets may be distributed to individual members.

Section 2. Should the Friends group otherwise dissolve, the Branch Librarian shall determine, if possible, the value of any remaining assets of the Friends group and endeavor to contact the last known officers to seek their approval to expend any remaining funds and/or sell any remaining assets. If last known officers cannot be contacted, the Library Board shall dispose of remaining assets.

## **ARTICLE XI. AMENDMENTS**

Amendments to these bylaws may be made at any meeting of the general membership by a two-thirds vote of those present after notification in writing to each member at least one month before the meeting at which the vote is to take place.

## **ARTICLE XII. PARLIAMENTARY PROCEDURE**

The most recent edition of Robert's Rules of Order, when not in conflict with these bylaws, shall govern the proceedings of this organization.