

Constitution & By-Laws of the Friends of the Chambers County Library System

Article I - Name

The name of the organization shall be the Friends of the Chambers County Library System

Article II - Purpose

The Friends of the Chambers County Library System shall be a non-profit organization with these major purposes and objectives:

1. To maintain a friendly association of persons interested in books and libraries;
2. To focus public attention on services, resources, and needs of the library system;
3. To stimulate benefactions, such as gifts, memorials, endowments, and bequests;
4. To work toward the enrichment of library services, and to finance library projects not possible with county funds.

Article III - Membership

All persons interested in the aims and purposes of the Friends of the Chambers County Library System may become members of this association upon the payment of specified dues.

Article IV - Officers

The elected officers of this organization shall be a president, a president-elect, and a secretary, and a treasurer, who will each serve two-year terms.

Article V - Executive Board

The organization shall have an executive board consisting of the 3 elected officers, the immediate past president, and a member appointed to represent each of the Chambers County Library System branches. The executive board shall administer the affairs of the organization. A library representative will serve ex officio, with no privileges. Ideally, there shall be 3 members representing the three parts of the county: east side, mid-county, and west side.

Article VI - By-laws

This organization shall adopt by-laws consistent with this constitution at any business meeting. A two-thirds vote of those present, under the prescribed rules for a quorum, shall be necessary for the adoption of any by-law.

Article VII - Amendments

This constitution may be amended at any business meeting by a two-thirds vote of the members present, provided the proposed amendment has been submitted in writing by its proponents to the executive board of this organization.

BY-LAWS

Article I - Meetings

Section 1 - An annual general membership meeting shall be held during the first quarter of the calendar year. The date of this meeting shall be specified by the board. At this meeting, annual reports will be given, and officers will be elected and installed.

Section 2 - There shall be business or program meetings during the year as planned by the board.

Section 3 - Special meetings of the general membership may be called upon petition of at least 10% of the membership.

Section 4 - Announcements of all meetings shall be published in the local newspapers.

Section 5 - A quorum shall consist of the members present at any meeting that has been announced, at least three days in advance, through the press.

Article II - Membership and Dues

Section 1 - Annual dues shall be determined by the executive board.

General Membership Dues - \$5.00

Small Business Membership Dues - \$25.00

Large Business (Corporate) Membership Dues - \$100.00

Section 2 - The fiscal year shall be from January 1 through December 31 (the calendar year).

Article III - Duties of Officers

Section 1 - The president shall preside at all meetings of the membership and of the executive board. The president shall approve all orders on the treasury, appoint committees as needed, and direct the activities of the organization.

Section 2 - The president-elect shall preside in the absence of the president. This officer will succeed as president following service as president-elect.

Section 3 - The secretary shall keep the minutes of all meetings of the membership and the meetings of the executive board. The secretary shall also conduct all business correspondence of the organization, including the correspondence for the annual meeting and the summer newsletter, as authorized by the president or the executive board. The secretary will provide letters to donors by January 31 of each year for the purposes of tax information.

Section 4 - The treasurer shall collect dues and donations, and pursue matching funds, keep account of the same, hold in trust all funds, and disburse funds on order of the president. The treasurer shall keep an accurate list of members for the membership file, and provide the secretary with labels from the member list for any mailings done. The treasurer will provide the secretary with information on members who donate above the dues level for purposes of

tax information. Signatories on the bank account shall include the president, the secretary, and the treasurer.

Article IV - Terms of Office

Section 1 - The term of office for the elected officers shall be for two years, and shall extend from the annual general membership meeting during which they are elected to the election at the next annual meeting.

Section 2 - A vacancy occurring during a term of office shall be filled by the executive board.

Article V - Elections

Section 1 - Prior to the annual general membership meeting, the executive board shall appoint a nominating committee from the membership roll, with a member selected representing each of the three branches. The committee must have the consent of each nominee before presenting the name for election. Nominations may be made from the floor at the time of election, provided the consent of the nominee has been secured.

Section 2 - Elections shall be by ballot except when there is only one candidate for an office, in which case, the election shall be via voce.

Article VI - Committees

Section 1 - The president shall appoint, with the approval of the board, such standing or special committees as are deemed necessary to carry out the functions of the organization.

Article VII – Electronic options

Section 1 - Motions, seconds, and voting may be carried out at a meeting, by phone, or by electronic means. Records of the motions, seconds, and votes tallied shall be retained by the secretary in an addendum to the next business meeting.

Section 2 – Announcements of the annual meeting, membership renewals, and publication of the summer newsletter may be done either by print mail outs or by electronic means.

August 5, 1996
Amended, November 5, 1996
Amended, January 26, 2019