

BYLAWS OF THE FRIENDS OF THE CROWN POINT COMMUNITY LIBRARY

ARTICLE I

Name

Section 1: The Name of this organization shall be Friends of the Crown Point Community Library.

ARTICLE II

Purpose

Section 1: The activities of the Friends of the Crown Point Library (The Friends) organization shall include direct financial assistance by purchasing services, materials, equipment, and books, which are beyond the command of the Crown Point Community Library (The Library) ordinary budget. The Friends aid in creating support for expanding library programs, collecting dues for membership, encouraging gifts, endowments and memorials for the Library. The Friends conduct book sales and fundraising events for the benefit of the Library.

Section 2: The Friends aid in public relations by communicating the needs of the community to the staff and Library Board of Trustees and conveying information to the community about the Library's services.

ARTICLE III

Membership and Dues

Section 1: Membership shall be open to all individuals 18 years or older.

Section 2: Each member in good standing shall be entitled to one vote.

Section 3: Dues shall be payable annually and shall become due on January 1st of every year. Dues shall be determined yearly by the Officers.

ARTICLE IV

Officers

Section 1: The elected officers of this organization shall be President, Vice-president, Secretary, Treasurer. These four offices will manage the affairs of the Organization. A Library staff representative will serve as an ex-officio officer acting as liaison between the Library and the Organization.

Section 2: Any vacancy in an elected office shall be filled for the remainder of the term, through appointment by the Officers.

Section 3: Elected Officers shall be nominated by a committee of three appointed by the Officers. The nominees shall be presented at the November meeting of the Organization. Additional nominations may be made from the floor.

Section 4: Officers shall be elected by majority vote of members in good standing present at the December meeting. The term of officers so elected shall begin with the January meeting and shall be for one year with a maximum of three successive terms, unless there are no other candidates.

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ARTICLE V Duties of Officers

Section 1: The President shall preside at all meetings of the Organization and shall have general supervision of the affairs of the Organization. The President shall be an ex officio member of all committees. The President or designate shall attend the monthly public meeting of the Library Trustees.

Section 2: The Vice-President shall assume the duties of the President in his/her absence. In the absence of both president and vice-president, the Officers shall appoint one of its members to act temporarily.

Section 3: The Treasurer shall be custodian of all moneys and shall deposit them in a bank designated by the Officers. The Treasurer shall present financial statements to the Organization at its regular meetings, prepare an annual report and budget for the December meeting and keep complete organizational accounts.

Section 4: The Secretary shall take the minutes of all meetings and keep accurate record of all business transacted. The Secretary shall maintain all inbound and outbound correspondence.

Section 5: The Officers may elect additional officers as it shall deem desirable and may assign additional duties to officers as it deems appropriate.

ARTICLE VI Committees

Section 1: The Officers may appoint such committee chairperson as are necessary for carrying out the activities of the Organization.

Section 2: The Fundraising Committee shall be a standing committee, comprised of three members. Two members are appointed annually by the Officers, the third being the Library liaison. Specific fundraising event chairperson(s) are ex-officio members of the committee.

Section 3: The Nominating Committee shall be a standing committee comprised of three members. Two members are appointed annually by the Officers, the third being the Library liaison.

ARTICLE VII Meetings and Fiscal Year

Section 1: The Organization shall meet monthly, on a date determined by the Officers, for the transaction of all business. Every member is welcome and encouraged to attend these monthly meetings.

Section 2: Special meetings of the Organization may be called at any time by the Officers.

Section 3: A majority number of the Officers shall constitute a quorum for transaction of business at any meeting.

Section 4: The fiscal year shall be January 1 to December 31 inclusive.

ARTICLE VIII

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Funds

Section 1: All funds shall be deposited to the account of the Friends of the Crown Point Community Library and shall be disbursed by the Treasurer or other designated officer as authorized by the Officers.

ARTICLE IX Amendments

Section 1: These Bylaws may be amended at any meeting by a majority vote of the Officers present and voting; provided notice of the proposed amendment is included in the notice of the meeting.

ARTICLE X Parliamentary Procedure

Section 1: The current edition of *Robert's Rules of Order*, when not in conflict with the Organization's Bylaws, shall govern the proceedings of the Organization.

ARTICLE XI Dissolution

Section 1: Upon the dissolution of the Organization, assets shall be distributed for tax exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, to the Crown Point Community Library.