

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 organization shall include direct financial assistance by purchasing services, materials, equipment, and books, which are beyond the command of the library's ordinary budget. It also includes creating support for expanding the library programs, collecting dues for membership, encouraging gifts, endowments and memorials for the library. They also 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 and families.

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. There are four categories of membership: Individual, Family, Senior and Life. Categories and dues shall be determined yearly by the Officers.

ARTICLE IV

Officers

Section 1: The elected officers of this association shall be president, vice president, secretary, treasurer. These four officers will manage the affairs of the organization. The library's Communications Specialist will serve as liaison between the library and the organization.

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

Section 3: Officers shall be nominated by a committee of three appointed by the Officers to be presented at the November meeting. Additional nominations may be made from the floor with the consent of the nominating committee.

Section 4: Officers shall be elected by majority vote my members present at the December meeting. The term of officers so elected shall begin with the January meeting and shall be for a one year period but will not exceed three years successively.

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.

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 for the December meeting, and keep complete organizational accounts.

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

Section 6: The Officers may elect such 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 chairmen as are necessary for carrying out the activities of the organization.

ARTICLE VII

Meetings and Fiscal Year

Section 1: The Friends shall meet monthly, on a date determined by the Officers, for the election of officers and the transactions of other business. Every member is welcome and encouraged to attend these monthly meetings.

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

Section 3: A majority of the number of 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

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 that notice of the proposed amendment is included in the notice of the meeting.

ARTICLE X

Parliamentary Procedure

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