

Friends of Cook Memorial Library BY-LAWS

Article I

NAME

Section 1 The name of this organization shall be THE FRIENDS OF THE COOK MEMORIAL LIBRARY.

Article II

PURPOSE

Section 1 Its purpose shall be:

1. To assist the Library Director and trustees when asked.
2. To solicit and earn money to be used for the betterment of the library.
3. To develop community interest in the library.
4. To support the freedom to read as expressed in the American Library Association Bill of Rights.

Article III

MEMBERSHIP

Section 1 Membership in this organization shall be open to all individuals making a donation to the Friends of Cook Memorial Library (FoCML) during the fiscal year and such other individuals who, in the judgment of the Executive Board, support the aims and purposes of the FoCML and have provided to the FoCML his or her name, mailing address or such other information as will enable the Executive Board to provide him or her with notice of annual and special meetings of the membership.

Section 2 Each member shall be entitled to one vote.

Article IV
OFFICERS

- Section 1** The officers of this organization shall be a President, Vice-President, Secretary, and Treasurer.
- Section 2** Officers shall be nominated by a Nominating Committee composed of three members and shall be elected by the majority vote of those present at the Annual Meeting. The term of office shall be for one year, beginning immediately following the Annual Meeting.
- Section 3** Vacancies shall be filled by appointments by the Executive Board and such persons shall serve until the next regular election.

Article V
DUTIES OF OFFICERS

- Section 1** President: To preside over and conduct meetings, to appoint all committees and be an ex-officio member thereof and to distribute funds in the absence of the Treasurer.
- Section 2** Vice-President: To perform the duties of the President in the absence of the President.
- Section 3** Secretary: To take the minutes of all meetings, to notify the Board members of time and place of meetings, and to handle the correspondence of the organization, and to notify members of the Annual Meeting.
- Section 4** Treasurer: To be responsible for the collection, safekeeping, and expenditure of all funds; to keep and maintain the financial records of all transactions; to provide a Treasurer's Report at the Executive Board meeting and the Annual Meeting.

Article VI
ANNUAL MEETING

- Section 1** a. The annual meeting shall be held on the first Saturday after Labor Day. At the discretion of the Committee the date may be changed to another date.
- b. At the Annual Meeting, the items of business shall include reports of the President, Secretary, Treasurer, Auditor, Nominating Committee and the election of officers.
- Section 2** **Special Meetings**
The President or Executive Board may call Special Meetings whenever necessary.
- Section 3** Additional general meetings shall be scheduled as approved by the Executive Board.
- Section 4** A quorum at any annual or special meeting will consist of at least 10 members.

Article VII

EXECUTIVE BOARD

- Section 1** The Executive Board shall consist of the Officers and Chairs of the standing committees. The Library Director shall serve as an ex-officio member of the Executive Board.
- Section 2** The Executive Board shall have the power to appoint such committees as shall be necessary, i.e. Publicity, Program, Fund Raising, Nominating, Membership, etc.
- Section 3** The Executive Board shall have the power to fill all vacancies, shall be responsible for the annual budget and shall authorize expenditures.
- Section 3a** New members of the Board shall be proposed by current members. That person shall be approached to determine interest and willingness to serve. If the nominee is willing to serve, a vote shall be taken at the next Board meeting. A unanimous vote is required. The newly elected Board member's term will begin at the next meeting.
- Section 4** Special Committees as may be necessary shall be appointed by the President with the approval of the Executive Board.

Section 5 The Executive Board shall appoint a liaison with the Trustees of the Cook Memorial Library.

Section 6 The President is an ex-officio member of all committees, with the exception of the Nominating Committee.

Section 7 Meetings of the Executive Board shall be called by the President or by three members of the Executive Board. A majority of the Executive Board shall constitute a quorum.

Article VIII COMMITTEES

Section 1 Standing Committees

- a. The standing committees shall consist of those needed for the functioning of the organization.
- b. The number of standing committees and their duties shall be determined by the Executive Board.

Section 2 Special Committees

- a. Special committees may be appointed by the Executive Board when it is deemed necessary.

Section 3 Nominating Committee

- a. The President shall appoint a nominating committee of three persons at least one month prior to the Annual Meeting.

Article IX FISCAL YEAR

The fiscal year shall be from August 1 to July 31.

Article X DUES

The annual dues shall be determined by the Executive Board and approved by the membership.

Article XI

FUNDS

Section 1 No funds shall be distributed without the authority of the President and the Treasurer.

Section 2 The Executive Board shall appoint a person, not a board member of the Friends of the Library, to audit the Treasurer's books prior to the Annual Meeting.

Article XII

AMENDMENTS

These by-laws may be amended with thirty days' prior notice to the membership, at any meeting of the association, by a majority vote of the members present.

Article XIII

DISSOLUTION

In the event of the dissolution of the organization, and prior to the completion thereof, all liabilities and obligations of the organization shall be paid, satisfied and discharged, and all of the remaining assets, property and income owned or held by the organization shall be donated to the Cook Memorial Library. No part of the net earnings of the organization shall inure to the benefit of any member, trustee, official or individual.