

# **Friends of the Webster Public Library By-Laws**

## **ARTICLE I NAME**

The name of this organization shall be the **FRIENDS OF THE WEBSTER PUBLIC LIBRARY**. The Friends are an independent, voluntary auxiliary organization operating within the Webster community in cooperation with the Director of the Webster Public Library and will serve as a liaison between the community and the Library staff.

## **ARTICLE II PURPOSE**

The purpose of this organization shall be to promote increased knowledge of the Webster Public Library via the following activities: maintain an association of persons interested in books and libraries; stimulate and promote informed public interest in the Webster Public Library, its services, facilities, and needs; encourage, receive, and manage gifts, endowments, and bequests to the library; support and cooperate with the library in developing library services and facilities for the community; sponsor and encourage volunteer service for Friends' activities; promote cultural and related programs for the community; promoted library needs to the community and elected officials.

## **ARTICLE III MEMBERSHIP**

Section 1. Any individual, organization, or business interested in promoting the purpose of this organization may become a member upon payment of annual dues. The Executive Committee shall be authorized to fix and determine, from time to time, different categories of membership and dues requirements.

Section 2. Each membership shall be entitled to one (1) vote at all regular, annual, and special meetings of the organization.

## **ARTICLE IV ELECTIVE OFFICERS**

Section 1. The officers of this organization shall be a president, vice president, treasurer, and secretary.

Section 2. Officers shall be nominated by a nominating committee of no fewer than three members appointed by the Executive Committee at least two months before the Annual Meeting. With the consent of each nominee, the nominations shall be submitted in writing to the membership at least one month prior to the Annual Meeting

Section 3. Option 1) Officers shall be elected by a majority vote of those present at the Annual Meeting, for the term of two years, commencing upon election. Option 2) The nominations and voting by ballot shall be conducted by mailings to all Friends members at least 30 days in advance of the Annual Meeting, with results to be announced at the business portion of that meeting. An officer may not hold the same office for more than two successive terms except by consent of membership.

Section 4. All requests for withdrawal from office prior to the end of the term should be submitted in writing to the Executive Committee. The executive Committee may appoint a person to serve out the unexpired term of an office rendered vacant. Any officer, upon leaving office, must relinquish all documentation, monies, and other properties to his/her successor.

#### **ARTICLE V DUTIES OF OFFICERS AND CHAIRPERSONS OF STANDING COMMITTEES**

##### **Section 1. President**

- a) to preside over and conduct meetings
- b) to be an ex-officio member of all committees
- c) to prepare all agendas for Executive Committee meetings
- d) to preside over the Executive Committee
- e) to verify banking accounts with the treasurer on a bi-annual basis.

##### **Section 2. Vice-President**

- a) to perform the duties of the president in the absence of the same
- b) to assist the president
- c) to work with and assist the various committees and other individuals appointed by the Executive Committee

##### **Section 3. Treasurer**

- a) provide oversight for preparation of the annual budget
- b) to collect all dues, contributions, and revenue from fundraising activities on a regular basis and deposit them accordingly
- c) to keep and maintain the financial records of the organization
- d) to assume responsibility for the recording and distribution of funds of the organization
- e) to collect and present any funding requests to the Executive Committee
- f) to present oral and written financial reports at each meeting of the Executive Committee

g) to provide financial status of checking and savings accounts at each meeting

h) to provide assistance in completion of any financial statements and payments required by state and federal governments

#### Section 4. Secretary

a) to record attendance at all meetings of the organization

b) to take minutes of all meetings and later distribute them to all appropriate individuals

c) to post the time and location of the regular business meetings in the library, in the local press, and on the library's web page

d) to conduct correspondence of the organization

#### Section 5. Membership Chairperson

a) to keep a membership list together with addresses and notify members of renewal dates

b) to keep the library adequately stocked with membership forms and promotional literature

c) to pursue alternatives for recruiting new members

d) to promote donations through gifts and bequests

e) to promote the Friends in all news media and through community presentations

#### Section 6. Event or Fundraising Chairpersons

a) to identify, develop, and coordinate appropriate special events or fundraising activities

b) to plan and supervise the scheduling of special events or fundraisers

c) to identify, develop and coordinate volunteer support for activities

d) to identify appropriate community organizations with whom to conduct special events to benefit the Friends

#### Section 7. Coordinator of Lobby Book Sale

a) to train volunteer sorters to handle donated materials received by the library

b) to monitor stocking of lobby sale area

c) to maintain an orderly sorting room with the assistance of the volunteer sorters

d) to write and update procedures for the lobby sale volunteers as needed

e) to assist the volunteers on the book sale committee with the annual sale, providing guidance in set-up, organization of materials, and distribution of leftover stock

#### **ARTICLE VI COMMITTEES**

Various committees are sometimes needed to further the objectives and interests of this organization. They shall be appointed as needed by the Executive Committee and will meet as required to perform their responsibilities for the duration of the specific task. The Chairperson will report to the Executive Committee as to the status of their committee's activities as requested.

#### **ARTICLE VII EXECUTIVE COMMITTEE**

Section 1. The executive committee shall consist of the officers of the organization and the chairperson of all standing committees. The library director shall serve as an ex-officio member of the executive committee.

Section 2. The executive committee shall hold a minimum of four (4) meetings per year to conduct the business of the organization.

Section 3. The executive committee shall transact business by a majority vote of the members present.

Section 4. A majority of the executive committee shall constitute a quorum. A quorum will be required to approve all financial and business transactions of the organization.

#### **ARTICLE IX DUES**

Dues shall be payable annually to the Membership Chairperson and shall become due on the member's anniversary date. There shall be three classes of dues, amount to be decided by the Executive Committee annually. The categories will be seniors; individuals/families; and Xerox Federal Credit Union applicants.

#### **ARTICLE X FUNDS AND DISBURSEMENTS**

Section 1. Funds: All funds shall be invested in the name of, or deposited to the account of, the Friends of the Webster Public Library.

Section 2. Disbursements: With the authorization of the Executive Committee, all disbursements for routine conduct of business and operating expenses

incurred by the Friends of the Webster Public Library shall be made by the treasurer.

Section 3. Dissolution: In the event of dissolution, all of the remaining assets, and property of the organization shall, after payment of necessary expenses thereof, be distributed to such organizations as shall qualify under section 501c (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or, to another organization to be used in such manner as in the judgment of a Justice of the Supreme Court of the State of New York in the judicial district where the principal office of the organization is then located will best accomplish the general purpose for which this corporation was formed.

#### **ARTICLE XI AMENDMENTS**

- ❖ Amendments to the By-Laws may be initiated by the Executive Committee or submitted by petition of a minimum of 5% of the current members. The proposed amendments may be ratified at any meeting of the general membership, by affirmative vote of two-thirds of the persons present who are eligible to vote. Each paid member shall be notified in writing one month prior to the meeting at which the voting is to take place and provided with a copy of the proposed changes to the by-laws with recommendations from the Executive Committee.

#### **ARTICLE XII PARLIAMENTARY AUTHORITY**

In the event of a dispute, the Roberts Rules of Order will be consulted.

#### **ARTICLE XIII TAX EXEMPT STATUS**

Notwithstanding any other provision of these articles, the organization is organized exclusively for literary or educational purposes and shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501c (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law.)

No part of the net earnings of the organization shall inure to the benefit of any member, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, officer of the corporation, or any private individual

shall be entitled to share in the distribution of any of the assets upon dissolution of the organization.

No substantial part of the activities of the organization shall be devoted to carrying on propaganda, or otherwise attempting to influence legislation except in compliance with Internal Revenue Law regarding lobbying by nonprofit organizations. The organization shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

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