

BYLAWS OF THE FRIENDS OF THE L.D. FARGO PUBLIC LIBRARY

Article 1. Name and Purpose

Section 1. The name of the organization shall be Friends of the L.D. Fargo Public Library, hereinafter called "Friends."

Section 2. The purpose of the organization is to:

- a. Provide services to support library staff and the L.D. Fargo Public Library Board.
- b. Sponsor programs, designed to improve the social, cultural, and intellectual life of the community, including cooperation with other groups as appropriate.
- c. Promote the library in all phases of community life.
- d. Assist in providing funds to meet special library needs.

Article 2. Membership and Dues

Section 1. Membership is open to all individuals, organizations, and businesses that support the purpose of the Friends.

Section 2. Dues are set by the Friends Board of Directors.

Section 3. Dues shall be payable annually. The membership year runs for a 12-month period after date of payment.

Article 3. Officers and Board of Directors

Section 1. Officers shall be President, Executive Vice-President, Vice-President of Media and Public Relations, Vice-President of Membership, Vice-President of Fundraising, Secretary, and Treasurer.

Section 2. The Board shall present to the membership a slate for election of officers. The election may be held at the annual membership meeting or through email or U.S. mail. The membership shall be given at least two weeks (14 days) to vote by email or U.S. mail. Officers shall be elected by a majority of those voting. The President, Vice-President of Membership, and Secretary shall be elected in even-numbered years. The Executive Vice-President, Vice-President of Media and Public Relations, Vice-President of Fundraising, and the Treasurer shall be elected in odd-numbered years. Terms shall begin on the first of the month following the election.

Section 3. The term of office shall be for two years. Officers may be re-elected but may serve no more than two consecutive terms for the same office.

Section 4. The Director of the L.D. Fargo Public library shall serve as a non-voting member of the Board.

Section 5. The Board of Directors shall consist of the officers, the immediate Past-President, and members-at-large and committee chairs appointed by the President.

Article 4. Duties and Powers of Officers and Board of Directors

Section 1. The President is responsible to the membership for carrying out the purpose of the organization. The President shall: prepare agendas and preside at all meetings of the Board of Directors and the membership; serve as the liaison between the Friends and other community organizations; represent the Friends otherwise when appropriate; appoint all standing and special committees; and perform the duties customarily inherent in that office.

Section 2. The Executive Vice-President shall: work closely with the President and assume the duties and responsibilities of the President when the President is unable to do so; send renewal notices to current and expired corporate members; coordinate the annual corporate membership campaign; and maintain a current list of corporate members.

Section 3. The Vice-President of Media and Public Relations shall prepare and submit news articles and news briefs to the Lake Mills Leader, other local publications, and social media; create and oversee a media committee to assist in promoting the Friends of the Library.

Section 4. The Vice-President of Membership shall: record data for new and renewing members; maintain a current list of individual members; encourage membership through various activities; and send renewal notices to current and expired individual members.

Section 5: The Vice-President of Fundraising shall: oversee various fundraising activities of the Friends such as the garden tour and sales of used books and Friends of the Library notecards; and ensure that Committee Chairs have the resources they need to effectively run their events.

Section 6. The Secretary shall: take minutes at Board of Directors meetings and at meetings of the general membership; notify the membership of annual and special meetings; and maintain the general records of the organization as directed by the President and/or Board.

Section 7. The Treasurer shall: be responsible for the funds of the organization; maintain accurate, timely, and accessible records of those funds; disburse funds timely, as directed by the Board; report to the Board and membership at each meeting; and prepare an annual report for the general membership, listing major sources of income and major disbursements.

Section 8. Absences—Board members shall notify the President when unable to attend Board of Director meetings.

Section 9. Terminations—A Board member shall be terminated for just cause as determined by the majority of the Board.

Section 10. Resignations—Resignations must be in writing and received by the Secretary.

Section 11. Vacancies—The Board of Directors may fill vacancies for unexpired terms.

Section 12. Meeting requirements—The Board of Directors shall meet as often as the Board deems advisable, provided however, the Board meets at least once every three months. A quorum (majority) of the Board is required to conduct business.

Section 13. Expenditure of funds—All expenditures by Board members exceeding \$250 must be approved in advance by the Board of Directors.

Article 5. Meetings of the Friends Organization

Section 1. The annual meeting of the membership shall be determined by the Board of Directors, provided a 30-day notice is given to members. In lieu of a meeting, the Board may hold an election of officers and provide an annual report by email or U.S. mail.

Section 2. Other meetings of the membership shall be held whenever deemed advisable by the Board of Directors, or, on request of at least ten members of the organization. Such a request must be in writing to the Secretary, including the purpose of the request, and must be submitted no less than ten days prior to the meeting date requested.

Article 6. Investments

It is an investment strategy of the Friends to provide funds for current and future needs of the library. To this end, surplus funds may be invested in financial instruments such as the Lake Mills Area Community Foundation and Certificates of Deposits (CDs), with the financial goal of capital preservation and growth. Withdrawal of funds from approved investments shall require a majority vote of the Executive Board.

Article 7. Fiscal Management

Section 1. The fiscal year of the Friends shall start on January 1 and end on December 31.

Section 2. An audit will be conducted on the financial records annually.

Article 8. Amendments to the Bylaws.

Section 1. These bylaws may be amended at any meeting of the Friends Board by a majority vote of the Board, provided that the notice of the proposed amendments is given in writing to all Board members no less than thirty (30) days before such meeting.

Section 2. The bylaws shall be reviewed every two years, or, as necessary.

Article 9. Rules of Order

Decisions may be made by consensus as practical. However, if questions of procedure arise, the latest edition of *Robert's Rules of Order* shall be the authority.

Adopted 11/3/03

Amended 10/17/16

Amended by the FOL membership 9/2023