

BYLAWS OF THE FRIENDS OF THE CHETCO COMMUNITY PUBLIC LIBRARY
Revised December, 2006

Article I - Name

The organization shall be known as the FRIENDS OF THE CHETCO COMMUNITY PUBLIC LIBRARY.

Article II - Purpose

The purpose shall be to promote interest in the library; to help acquire important materials beyond the ordinary budget; to provide lectures, instruction and social meetings in cooperation with the library; broaden cultural interest; to interpret the Library's needs to the public and local governing bodies; and to transmit to the Library Board needs for services which might be expressed to Friends of the Library by community residents.

Article III - Membership and Dues

- Section 1. Membership in the organization shall be open to all persons and organizations.
- Section 2. Each member shall be entitled to one vote.
- Section 3. Dues shall be payable annually at the October meeting. There shall be two types of membership and dues:

Annual members	\$ 5.00
Life members	\$30.00

- Section 4. A current membership roster shall be compiled yearly and made available upon request, to members at a nominal charge.

Article IV - Officers, Representatives and Committees

- Section 1. The officers of the organization shall be President, Vice President, Secretary, Treasurer, Fundraiser Chair and Hospitality Chair. These officers and the immediate past president shall be the Board of Directors. The Library Director may serve as an advisory member. A member of Friends of the Library may be appointed by the President to act as a liaison to the Library Board.

- Section 2. A Nominating Committee shall be appointed and nominations shall be presented to the membership before the annual October meeting.
- Section 3. Officers shall be elected for the term of one year by a majority vote of those present at the annual October meeting and shall assume office immediately following the meeting.
- Section 4. A vacancy occurring in any office except President shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Board of Directors. In case a vacancy occurs in the office of the President, the Vice President shall serve.
- Section 5. The President and the Board of Directors may create Standing Committees as may be deemed necessary to promote the purposes and carry on the work of the organization.
- Section 6. Two representatives from Friends of the Chetco Community Public Library will be elected at an Annual meeting to serve as Directors of the Friends of the Chetco Community Public Library Endowment Fund, Inc. These Directors will continue in office until their resignation or removal as provided in the Bylaws of the Friends of the Chetco Community Public Library Endowment Fund, Inc.

Article V - Duties of Officers and Board of Directors

- Section 1. **President:** To preside over and conduct all meetings; to appoint chairpersons, and to be an ex-officio member of all Standing Committees.
- Section 2. **Vice President:** To perform the duties of the President in the absence of the President; and to maintain a current list of the membership together with addresses, telephone numbers and email addresses, if available.
- Section 3. **Secretary:** To take minutes of all meetings; and to conduct the correspondence of the corporation.
- Section 4. **Treasurer:** To maintain all financial records of the corporation.
- Section 5. **Fundraising Chair:** To coordinate all fundraisers and fundraising activities.
- Section 6. **Hospitality Chair:** To coordinate the food and decorations for each event.
- Section 7. **Immediate Past President:** To act as an advisor and a voting member of the Board.

Section 8. **Board of Directors:** To transact necessary business in the intervals between regular meetings of the corporation and such other business as may be referred to it by the corporation. A quorum shall consist of three members of the Board.

Article VI - Meetings

Section 1. The Annual Meeting shall be held in October of each year at the time and place agreed upon. Members shall be notified of the Annual Meeting. The Bylaws of the corporation shall be available at the Annual Meeting.

Section 2. There shall be a minimum of four membership meetings a year.

Section 3. A majority of members present shall constitute a quorum for the transaction of business at any annual or membership meeting.

Section 4. Board meetings shall generally be held monthly.

Article VII - Monies

All monies shall be deposited in a bank account and be used in furtherance of the objectives of the organization. At least three current officers shall be authorized to sign checks. Two signatures shall be required for withdrawal of amounts over \$500.00. There shall be an annual audit and report at the Annual meeting.

Article VIII - Amendments

Amendments to these bylaws may be made at any meeting of the general membership by a two-thirds vote of those present. Proposed Amendments shall be provided to all members at least thirty (30) days prior to the meeting at which the amendment is voted on and read again before the vote is taken.

Article IX

The latest edition of *Roberts' Rules of Order* shall prevail except as stated in these Bylaws.